IEEE-Eta Kappa Nu

(IEEE-HKN)

Faculty Advisor Handbook

Revised November 2021

<u>Preface</u>

While the current document should be of use to all Chapters, advisors, and others interested in the operation of a successful IEEE-HKN Chapter, it is primarily designed to help train new advisors in their roles and help existing Chapters identify and recruit new Faculty Advisors as needed. For current Faculty Advisors looking for details on annual tasks, deadlines, etc., you may find the **IEEE-HKN Faculty Advisor Checklist** will more quickly give you the information you need. For departments wishing to **create a new chapter**, you should first look to the appropriate section of the **IEEE-HKN website**, though this document will also be of use as you get further in your plans.

Note that wherever possible, *it is highly suggested to have multiple Faculty Advisors*. This helps divide the tasks, ensure continuity (during sabbaticals, etc.), and increase the resources available to your Chapter. Additionally, it can be useful to develop a team of Chapter advisors including graduate students and industrial advisors.

I. Overview of the IEEE-HKN Faculty Advisor Role

       Faculty Advisor Mission Statement

The IEEE-Eta Kappa Nu (IEEE-HKN) Faculty Advisor is the vital link between the college Chapter, the Department leadership and faculty, and the national IEEE-HKN Headquarters and Board of Governors—with the challenge of reflecting the best interests of all three of those parties in the guidance and counseling of the college Chapter and its officers. The success of the college Chapter in its activities and of individual members in their leadership and professional development is dependent on an active Faculty Advisor. An effective Advisor must be involved enough to maintain the long-term health of the organization and to facilitate appropriate Chapter activities, while encouraging the Chapter officers to truly make their own decisions and to see the resulting successes or failures. Also, this role provides valuable educational, organizational, and leadership experience that lay a strong foundation for leadership advancement for ones' academic or professional career.

       Summary of a Faculty Advisor's Roles

Put very simply, the goal of an IEEE-HKN Faculty Advisor is to **ensure that the Chapter officers maintain a vibrant, active Chapter** which promotes the values of IEEE-HKN with its membership, department, and beyond.

While details on Faculty Advisor duties and timelines can be found in the **IEEE-HKN Faculty Advisor Checklist**, here are some of the specific ways in which the Faculty Advisor can directly work toward this goal:

1. **New Member Inductions -** Ensure that new members are inducted each year or each semester. (Without new members, there will not be a chapter.)
   a. Chapter Officers are responsible for overseeing the initiation and induction process. But, due to issues of grade privacy, the Faculty Advisor is generally responsible for determining the list of eligible students (either personally, or through a designated departmental employee).
      i. The detailed requirements for membership eligibility can be found in the **IEEE-HKN Operations Manual**.
      ii. A sample induction ritual script can be found in **Appendix D** or by clicking **here**.
   b. You may be asked to assist with reporting new members

2. **Chapter Officer Elections -** Ensure that Chapter Officer elections are held annually (or every semester)
   a. Having a responsible group of officers is of great benefit to the Faculty Advisor and the Chapter. If your chapter is having problems getting candidates, consider encouraging students to run.
   b. The Chapter is responsible for reporting new officers using **IEEE's vTools Officer reporting system**.

       i.   login required

      ii.   in order to be reported as a Chapter officer/advisor, one must have an active IEEE membership

3. **Assisting with New Officer Training**
   a. This process should be led by the outgoing officers. Encourage officers to keep a detailed record of their duties/activities.
   b. Information on **Chapter officer duties** can be found on the IEEE-HKN website, as well as Appendix C of this Handbook.

4. **An Annual Chapter Plan for IEEE-HKN Activities**
   a. Assess the Chapter activities as a whole to ensure that the Chapter is:
      i. fulfilling its mission
      ii. contributing to student life
      iii. satisfying its obligations
   b. Chapter activities should be consistent with the purposes of IEEE-HKN and the highest ideals of the profession.
      i. The Chapter should be in compliance with college and IEEE-HKN requirements (such as approved Chapter Operations Manual)
      ii. The Chapter must submit an **Annual Chapter Report** (login required)
      iii. The Chapter should facilitate individual nominations for **IEEE-HKN awards programs**.
   c. This Plan includes inductions and participation in organization-wide activities (i.e. the annual **Student Leadership Conference and Founders Day**)

5. **Serving as the liaison between the Chapter and the Department**
   a. You should keep the Department Chair informed of Chapter activities, and promote the Chapter among departmental faculty.
   b. Faculty members need to enthuse students about IEEE-HKN and to create an environment that nurtures student interest in the affairs of IEEE-HKN.

6. **Alumni Relations -** Maintaining contacts with alumni members of the Chapter and inviting them to help the Chapter by serving as mentor, speaker or in other appropriate ways. (For details on how to access Chapter Alumni information, refer to Appendix D.)

II.   Recruiting an IEEE-HKN Faculty Advisor

A. Eligibility

- The faculty advisor shall be:
  - an active IEEE member
  - a member of IEEE-HKN
  - a faculty member in a department that relates to one or more of the IEEE fields of interest for the school in which the Chapter is located

- If a desired candidate for faculty advisor was not previously inducted, they may be inducted by the Chapter and therefore become eligible

B.   Selection and Appointment

- It is the responsibility of the Department Chair (or equivalent) to appoint a new IEEE-HKN Faculty Advisor.
  - It is desirable to identify a faculty member that has a genuine interest in IEEE-HKN and is willing to dedicate appropriate time to serving in the role
- When a new advisor is needed, the outgoing advisor and/or Chapter officers should make an effort to identify possible candidates, see if they are interested, and share their recommendations with the Department Chair
  - Before the former Faculty Advisor's term is completed, the new Faculty Advisor should be reported using the **IEEE vTools Officer Reporting system** to ensure continuity.

III.   Information and Resources for an IEEE-HKN Faculty Advisor

A.   About IEEE-HKN

Whether you have been an HKN member since you were an undergraduate or were inducted for the purpose of becoming a Faculty Advisor, it is worth reviewing what IEEE-HKN is and what its programs and benefits are.
- All of this and more can be found in an informative **presentation** that would also be worth showing at a chapter meeting each year to inform the newly inducted members.
- A wide variety of information is available on the **IEEE-HKN website**
  - The **Chapter operations page** has a wealth of documents and information relevant to successfully guiding a Chapter.
- For the definitive word on IEEE-HKN policies and procedures, you can refer to the two primary governing documents:
  - the **IEEE-HKN Operations Manual**
  - the **IEEE-HKN Process Manual**
- Additional details about IEEE-HKN can be found in Appendix A at the end of this document

B.   Active Chapter Status

To be officially recognized as an active Chapter, the Chapter is required to:
- hold inductions (at least annually) and **submit the information and payment** to IEEE-HKN headquarters
- hold officer elections (at least annually) and **submit the information to headquarters**
- **submit an annual report** to headquarters.

An active Chapter has the right to:
- Nominate candidates for consideration of an **IEEE-HKN award**
- Submit candidates to be considered for the slate of the **Board of Governors**, including Student Governor
- Vote in the election of the Board of Governors

C. Key Contacts and Sources of Information

- **Headquarters**: IEEE-HKN, 445 Hoes Lane, Piscataway, NJ 08854, 1-800-406-2590, info@hkn.org
- **IEEE-HKN Director**: Nancy Ostin, 732-465-6611, n.ostin@ieee.org
- **Faculty Advisor conference calls**: multiple calls will be held each year to communicate important information. You will be notified of these through an email from IEEE-HKN headquarters.
- **Regional Governors**:
  - To directly contact your IEEE-HKN Regional Governor, you can find their contact information through the **IEEE Roster Search** (login required)
    - You will need to know your region number (IEEE-HKN regions correspond directly to the IEEE regions)
    - Just search for "Eta Kappa Nu" with "Organizational Unit" selected, and you can access the contact information for the entire IEEE-HKN Board of Governors.
  - You can also contact headquarters by emailing info@hkn.org to be put in touch with your Regional Governor
- More information is available online:
  - IEEE-HKN's **website**
  - Keep in touch with IEEE-HKN across Social Media:
    - **Facebook page**
    - **Twitter account**
    - **LinkedIn page**
    - **YouTube channel**
    - Email us at info@hkn.org to get access and be added to our **Slack** Channel
  - **The BRIDGE** (IEEE-HKN's publication) - Take a look at each issue for the latest IEEE-HKN news

Appendix A: Details about IEEE-HKN

Mission: IEEE-Eta Kappa Nu (IEEE-HKN) is the honor society in the IEEE technical fields of interest whose primary mission is to encourage educational excellence for the benefit of the public by:
- Offering internationally-accepted honor recognition to junior, senior and graduate students in accredited institutions representing the IEEE technical fields of interest.
  - Such recognition opportunities enhance the attractiveness of the profession and the institution to new students, rewards the achievements of current students, encourages educational excellence, and affords an additional channel for industry and professional exposure and recognition of the school.
- Providing a network of local chapters that support the leadership and professional development of IEEE-HKN students and the professional activities of the host institution.
- Conducting a wide range of **recognition activities** to encourage educational excellence and serve as role models of excellence:
  - Annual recognition of the **most outstanding IEEE-HKN students**.
  - Annual recognition of IEEE-HKN Chapters' outstanding achievements, that benefits other students, their Engineering Department and college, the engineering profession, and the public.
  - Annual recognition of the **most outstanding IEEE-HKN college teachers**.
  - Annual recognition of the most outstanding young professional.
  - Recognition via the **Distinguished Service Award** for long and distinguished volunteer contribution to IEEE-HKN.
  - **Eminent Member status** for those individuals who, by their technical attainments and contributions to society, have shown themselves to be outstanding leaders in the field of electrical or computer engineering, and great benefactors to society.

Guiding Principles: To enroll men and women with exceptional intellectual, character and leadership qualities, and to foster a diverse and supportive community of students, faculty, alumni, and business partners.

Guiding Theme: People of excellence in the IEEE field of interest working together for the benefit of the public and the profession.

Founding of the Organization: On September 23, 1904, two students at the University of Illinois met on the steps of the campus engineering building to discuss forming what was then named Eta Kappa Nu (now IEEE-HKN), the national electrical and computer engineering honor society. The primary founding student, Maurice L. Carr, later recalled the enthusiastic agreement that such a society was needed; although their views on exactly what the organization would achieve would vary widely. A total of 10 students created the Alpha chapter at the University of Illinois on October 24, 1904. **IEEE-HKN celebrates "Founders Day" each year on October 28, with Chapters encouraged to host a local activity to promote the mission and vision of IEEE-HKN.**

HKN and IEEE: Eta Kappa Nu and IEEE merged in September 2010, forming IEEE-HKN. Under the auspices of IEEE, IEEE-Eta Kappa Nu is a non-profit charitable [IRS 501(c)(3)] organization. It is governed by a Board of Governors that is elected by the student Chapters. Alumni Chapters provide assistance with IEEE-HKN activities, in particular the various awards programs, on other standing committees of IEEE-HKN, and mentoring and assistance to college Chapters. The daily and strategic operations of IEEE-HKN are primarily guided by the IEEE-HKN staff (info@hkn.org), led by Director Nancy Ostin (n.ostin@ieee.org , 732-465-6611). Organizationally, IEEE-HKN is part of the Educational Activities (EA) Operating Unit of IEEE. Headquarters is located at 445 Hoes Lane, Piscataway, NJ 08856 USA.

Appendix B: Effective Chapter Activities

Some Chapter activities should be a part of every Chapter's plan for the academic year (i.e. the annual IEEE-HKN Board of Governors Elections). Chapter officers and advisors have access to the **IEEE-HKN Successful Practices Database** (login required) which houses a wealth of Chapter activities that have been nominated as *successful practices*. We encourage you to visit the database for activity ideas. It is suggested that if your Chapter has executed a program or event that went well, you nominate that activity as a *successful practice* on the corresponding **Chapter Activity Report** so it can be reviewed and potentially included in the growing list.

Below, please find a general list of activity categories to assist you and your Chapter's officers in creating your activity plan for the year.

Chapter Engagement Activities

- **Active Recognition** (i.e. a participation points system for Chapter members)
- **Awards & Award Nominations** - **https://hkn.ieee.org/get-involved/awards/**
- **Sponsoring "TechTalks"**
- **Participate in the IEEE-HKN Board of Governors Elections**
- **HKN Founders Day Celebration** (invite Chapter Alumni to come back to campus for a social event or an informational panel/meeting; host a service activity or a recruitment event, etc.)
- **Chapter Websites**

Academic/Campus Activities

- **Tutoring Services**
- **Exam Prep** (Note that copyright and ethical protocols must be followed, especially for web postings. Please check with your University; their policy should be the guiding source for this activity.)
- **Chapter-Sponsored Study Rooms**
- **Chapter-Sponsored Student Laboratory**
- **Faculty and Course Evaluations**
- **Student Guidebook** (to help students with selecting electives)
- **Faculty and Graduate Directory**
- **Virtual (Campus/Department) Tour**
- **Social Activities (**The induction banquet and initiate mixers are included in this category. However, the most popular social activities are those that include the faculty, such as student-faculty sports, picnics, barbecues, etc.)
- **Co-Sponsored Activities** (Some Chapters share social and service activities with interested organizations such as the local IEEE Student Branch.)
- **Engineering and Career Days**

Philanthropic/Community Service Activities

- **Community Activities** (Activities of service to the surrounding community are very popular with IEEE-HKN Chapters)
- **Fundraising and Scholarships**
    - Chapters may make gifts, including financial donations, to deserving charitable institutions. Chapters may also provide modest scholarships to outstanding high school or college students pursuing courses related to electrical and computer engineering.
    - For large-scale fundraising, Chapters have successfully solicited donations from industry and businesses.
    - Chapters may also organize fundraising activities to support Chapter activities such as: Attending the annual Student Leadership Conference, organizing social events for the student body and their annual operations.

Pre-University Outreach Activities

- **Engineering School Guidance**
    - provide guidance to high school students on careers in engineering.
    - arrange for freshman orientation courses in engineering.
    - Chapters have organized and set up vocational and job-counseling seminars and symposiums.
    - peer mentoring

Career/Alumni Activities

- **Electrical and Computer Engineering Job Fair**
- **Chapter Alumni "Career Talks"**

Appendix C: Chapter Officers

As both the annual planning as well as the day-to-day operations of the Chapter should be the responsibility of the Chapter officers, it is important for a Faculty Advisor to be familiar with the duties of each officer. Detailed descriptions for each position can be found on the **Chapter Leadership page** of the IEEE-HKN website.

In addition to the list of officers provided, the Chapter can establish other officer positions as appropriate for the Chapter's operations.

- Be sure to have a job description for each position, including what said officer is responsible for
- Be sure to include deadlines if appropriate
- When reporting officers using the **vTools Officer Reporting System**, be sure to use HKN-designated Chapter officer titles.
    - If you wish to indicate an HKN Chapter officer position that we do not have listed, there are 10 HKN Chapter officer slots available for that purpose.
    - We cannot add HKN Chapter officer positions to the list in vTools, but you can assign your Chapter's officer title at the Chapter level when using one of the available 10 HKN Chapter officer positions.

Appendix D: Faculty Advisor Toolkit

Category	Name	Details	Links
Chapter Financial Business	Employer Identification Number (aka Tax Identification Number) & W9 Information	For some Chapter financial business, it may be necessary to have an Employer Identification Number (EIN). You can use the IEEE number: **EIN 13-1656633**. The legal name associated with this EIN is "**Institute of Electrical and Electronics Engineers Incorporated**." The Chapter should use this name followed by the name of the Chapter. The treasurer may also at times need IEEE's W-9. This form is filed annually. If you receive a notice from the IRS, please scan and send it to info@hkn.org	https://www.ieee.org/content/dam/ieee-org/ieee/web/org/voluntr/tax-management/2018-07-25-ieee-w-9.pdf
Chapter Financial Business	Wire Transfer Information	If you plan to pay for an induction via wire transfer, refer to the instructions on how to submit the payment using the correct information Indicate that the payment is for IEEE-HKN.	http://hkn.ieee.org/wp-content/uploads/2021/09/WIRE-TRANSFER-BANK-INFO.pdf-1-1.pdf . Contact Headquarters if you need an invoice emailed to you
Chapter Leadership	Chapter Officer descriptions	As both the annual planning as well as the day-to-day operations of the Chapter should be the responsibility of the Chapter officers, it is important for a Faculty Advisor to be familiar with the duties of each officer.	Detailed descriptions for each officer can be found on the Chapter Leadership page of the IEEE-HKN website.
Chapter Operations	Successful Practices Database	Nominate your best activities as successful practice within the activity report form. The society's Membership & Chapters committee will review your submission and, may publish it in the database! Use this as a resource for activity ideas, etc. as you and your chapter's officers plan.	https://hkn.ieee.org/chapter-successful-practices/ (login required)
Chapter Operations	Induction Ritual Script	To continue the ongoing traditions of IEEE-HKN, Chapters should follow the induction ritual script each induction. The script should be practiced by the Chapter officers at least once before the induction. Note: Other than the president and vice president, all indicated officer titles are optional, and the Chapter may assign roles as deemed appropriate to other members of the induction panel.	Induction Ritual Script: https://hkn.ieee.org/wp-content/uploads/2017/02/hkn_induction_ritual.pdf Remote Induction Ritual: https://docs.google.com/document/d/1npWTlGlaeGmj_5ogs_598EasaiDRZC_7mCa-0RoDmbQ/edit
Chapter Operations	Reporting Issues	If you are unable to access the HKN Annual Report Form please ensure that you meet each of the following: (1) You must be inducted into an HKN Chapter and you induction must have been reported to IEEE-HKN (2) Your IEEE membership must be current (3) You must be reported as a current HKN officer	If you did not set up (claim) your IEEE account when you were first inducted into HKN, you will need to do that and establish a password here: https://www.ieee.org/profile/public/claimaccount/claimAccount.html Email us at info@hkn.org for additional assistance.
Chapter Operations	Photo/Video Release Form	The Chapter is responsible for obtaining permission from individuals in any multimedia submission	https://drive.google.com/file/d/17H2t5dS4ka1oKZUDCLtilEPQmKyR9Vm9/view

Category	Name	Details	Links
IEEE-HKN Membership	HKN Induction Fees (IEEE membership year)	There is a one-time induction fee when you become an HKN member. The amount is set annually by the IEEE-HKN Board of Governors. For 2021 the fees are: US$60 for Students/Graduate Students US$150 for Professionals (including Faculty) Students and Graduate Students pay a fee which includes a one-year IEEE Student Membership for the year (January-December) in which they are inducted. If inducted into IEEE-HKN, Professional Members must pay the Professional Member Induction Fee and should be or become an IEEE member (subject to applying and purchasing an IEEE membership).	Visit the Professional Members page of the IEEE-HKN website for more details about inducting Professional Members into your Chapter
IEEE-HKN Membership	OU Analytics (IEEE Roster Search)	Using this tool, Chapter officers and advisors can search for HKN members in their area, find their Regional Governor, as well as pull a list of their Chapter's Alumni	https://mga.ieee.org/resources-operations/volunteer-tools/samieee (login required)
IEEE-HN Membership	IEEE Login Issues	If you did not set up an online account, you will need to and to establish a password.	Please claim your IEEE Account at https://www.ieee.org/profile/public/claimaccount/claimAccount.html
Prospective member eligibility requirements	Undergraduate Candidates	Undergraduate candidates shall be selected from those students in the educational institution where the Chapter resides who are pursuing courses leading to a first professional degree in an IEEE-designated field of interest (typically Bachelor of Science or Bachelor of Engineering, and in some areas Master of Science or Master of Engineering). Students who have: (1) completed at least three-eighths of the degree requirements and who have a cumulative scholastic rank in the upper fifth of their class may be elected (2) completed one-half of the degree requirements and who have a cumulative scholastic rank in the upper quarter of their class may be elected. (3) completed three-fourths of their degree requirements and have a cumulative scholastic rank in the upper third of their class may be elected.	https://hkn.ieee.org/wp-content/uploads/2017/02/HKN-Ops-Manual-Approved-by-EAB-7-April-2018.pdf
Prospective member eligibility requirements	Graduate Student Candidates	Graduate student candidates: (1) shall have graduated with a first professional degree from a school of recognized standing approved by the IEEE-HKN-BOG and shall possess substantially the same scholastic and other qualifications required for undergraduate candidates (2) must be working toward an advanced degree in one of the IEEE-designated fields of interest (3) may be nominated to membership by any member of IEEE- HKN, provided said students have completed the equivalent of one-half of one academic year of full time study in the school wherein the School Chapter or Branch of Eta Chapter, into which the graduate student is proposed to be inducted, operates. Nomination of a graduate student to membership in IEEE-HKN shall require endorsement by the Head of the academic department wherein this student conducts the majority of his or her studies.	https://hkn.ieee.org/wp-content/uploads/2017/02/HKN-Ops-Manual-Approved-by-EAB-7-April-2018.pdf

Category	Name	Details	Links
Prospective member eligibility requirements	Non-Student Candidates	In order for a professional to be eligible for induction the candidate must: (1) not be a student (2) have been a practicing engineer for 10 years in the technical fields of interest of the IEEE defined fields of interest as defined in IEEE Bylaw I-104.11 (3) have demonstrated significant leadership and service to unpaid, non-IEEE governance, volunteer activities during the individual's professional career. Professional Member inductions allow you to induct Faculty Members	https://hkn.ieee.org/wp-content/uploads/2017/02/HKN-Ops-Manual-Approved-by-EAB-7-April-2018.pdf

IEEE-HKN

445 Hoes Lane
Piscataway, NJ 08854
1-800-406-2590
info@hkn.org www.hkn.org