

Signal Processing for Communications and Networking Technical Committee (SPCOM-TC)

Policies and Procedures

**Approved on April 3, 2008 at the SPCOM TC face-to-face meeting, ICASSP 2008,
Las Vegas**

This document describes a set of best practices adopted by SPCOM TC for dealing with important TC matters. While the policies and procedures described herein are in force as of this writing, they may be fine-tuned and adapted to better serve the TC's purpose and goals.

Award Nominations:

The TC uses a rigorous and open (but also demanding) process to select candidates for nomination, including several rounds of peer review, voting by the TC members, announcement of the results to the TC members, and consensus voting at the end. The initial pool of candidates is usually identified by TC members, but we also accept nominations through open call. We do not accept self-nominations. This process is followed for all decision-making, including paper and other society-level awards (Education, Meritorious Service, Technical Achievement, Society Award), Distinguished Lecturer and Awards Board nominations, Associate Editor recommendations, and IEEE-level awards.

The TC aims for considering more than one candidate in each category. When there are multiple candidates, voting takes place in one or more 'down-selection' rounds. Candidates that are TC members are excluded from voting. The candidate that wins is selected, and moves to consensus-round voting. If there is a single candidate in a given category, there is only one round of voting. There is a quorum requirement: in order to win the TC's endorsement, a candidate must win more than $0.5 \times (\text{TC members eligible to vote})$ votes in the final round of voting.

For paper awards, every SPCOM-related paper published in the previous year in TSP is "scan-reviewed" by a TC member, who recommends whether closer scrutiny is justified. If so, the paper undergoes peer review (3 reviews per paper) together with all papers nominated through the open call. In the end, the TC votes to select a small subset of the strongest candidates, from which a final selection is made by voting.

The paper award process is coordinated by the TC's vice-chair, who makes review assignments, collects reviews and distributes the results to the TC members. The TC chair confirms/audits the vote count. Every TC member contributes about 5 scan reviews and 2-3 full reviews. Every SPCOM-related paper published in IEEE Trans. on Signal Processing the previous year (typically 100-150 papers) is quickly reviewed by a TC member, who makes an initial binary recommendation. Those recommended for further

scrutiny enter the full review round (along with all papers nominated through the open call) in which 3 reviews are solicited per paper. In addition, runner-up papers considered in the previous years which are still eligible for an award can also be re-nominated by any TC member, in which case the already available reviews are re-used. This typically yields a final list of 10-15 papers per category (best paper, young author). The TC vice-chair prepares a document with all candidates and the associated reviews to aid TC members in the selection process. As an example, following the pattern of earlier years, the procedure for 2007 was as follows:

First round:

Poll closes: Thursday Aug. 9, 2007. Early votes are accepted.
Send your votes via e-mail to TC vice-chair and cc: to TC chair
Best Paper: Vote for at most 3 out of 13 candidates
Young Author: Vote for at most 3 out of 10 candidates
First-round results to be reported by: Friday Aug. 10, 2007

Second round:

Poll closes: Friday Aug. 17, 2007
Send your votes via e-mail to TC vice-chair and cc: to TC chair
Best Paper: Choose one of the top three vote-getters
Young Author: Choose one of the top three vote-getters
Second-round results to be reported by: Monday Aug. 20, 2007.

Third round:

Poll closes: Friday Aug. 24, 2007
Send your votes via e-mail to TC vice-chair and cc: to TC chair
Best Paper: Consensus voting for the top vote-getter
Young Author: Consensus voting for the top vote-getter
Third-round results to be reported by: Monday Aug. 27, 2007

Ties and such:

Whereas we would prefer to have clear boundaries of separation, past voting experience indicates that real vote distributions are similar to eigenvalue distributions of real data: there is often a gradual fall instead of a phase transition, and clustering is a judgment call. In general, we will follow the rules indicated above and select the top three for the BPA and the YABPA. However, clustering arguments will force us in some cases to deviate from this rule. We assume consent for TC chair and vice-chair to make these fine call(s). Of course, the chair and vice-chair inform the TC about these decisions.

Minimum support:

In order to win the TC's endorsement, the winning paper must gather strictly greater than $0.5 * (\text{TC members eligible to vote})$ positive votes, i.e., the absolute majority of members eligible to vote (not excluded from voting due to conflict), at the final (consensus) voting round.

As usual, TC members who are co-authors of candidate paper(s) should abstain from voting in the respective category. Note that if you co-author a BPA candidate but no YABPA candidate, you should still vote for YABPA etc. With this in mind:

BPA: members voting: 27; min quorum: 14; members excluded from voting: 3

YABPA: members voting: 28; min quorum: 15; members excluded from voting: 2

Elections

An election is held every year to appoint new TC members. The number of slots is equal to the number of members whose term expires at the end of the year. Each member serves a single 3-year term, which is renewable once in a row. Present members eligible for re-election are put in the same ballot as new candidates. After serving two consecutive 3-year terms, a member must step down for at least one year before being eligible for re-appointment to the TC. Exception is made for the TC chair and vice-chair, whose membership is automatically extended till the end of their (vice-) chair appointment. If the vice-chair is elected as chair at the end of the vice-chair appointment, membership is further extended till the end of the chair appointment. Chair and vice-chair appointments are for two years; every two years, there is a separate election process to appoint a new TC chair and vice-chair. Consecutive terms as TC chair are not permitted.

New members

Nominations are submitted to TC chair and vice-chair. Nominations are in the following format:

- 1) Name, address, contact data
- 2) IEEE Trans. - style bio. Include awards / honors etc.
- 3) Summary publication record: # journal papers, conf. papers, book chapters, etc
- 4) Current research interests
- 5) List of 5 most important journal papers in the SPCOM area. Of these, at least 2-3 should be recent (last 2-3 years).

As an example, following the pattern of earlier years, the procedure for 2007 was as follows:

Timeline:

Nominations to TC chair and vice-chair by Nov. 15

Broadcast of candidate list and bios by Nov. 20

First-round voting poll closes Nov. 30

Announcement of results and second-round list by Dec. 2

Second-round voting poll closes Dec. 15

Third-round voting, if needed: Dec. 17-19

Announcement of final results by Dec. 20

For the 2007 election: 14 slots available

Members may not vote for themselves.

Votes may be cast early if needed.

First Round:

Each TC member has a maximum of 14 votes.

After voting, we will sort the scores. Let N denote the number of members who have voted and K the number of votes received by the 14th candidate in the sorted list.

All nominees receiving more than $N/2$ votes will be considered elected. If this exceeds 14, the top 14 will join the TC. In case of ties for the last spot, we will have a round 2 runoff only for the candidates with tied scores.

If the number of first round elected members is $M < 14$, then all candidates with scores greater than or equal to $K-2$, and not elected in the first round, will be considered in the second round.

Second Round:

The number of votes in the second round will equal $14 - M$, the number of remaining positions. The top $14 - M$ candidates will be elected. A third round will be used to resolve a tie for the last spot, if needed.

Election of Chair and Vice-Chair

There is a formal election of new chair and vice-chair every second year, around the time of new member election. The process is open for nominations of existing TC members from any TC member; the tradition, however, has been that the outgoing vice-chair is nominated for new chair. The outgoing chair conducts an anonymous vote to endorse the new chair and vice-chair nominations, or select from multiple nominations, via e-mail ballot. The nominees abstain from voting on their own candidacy, and a widely respected TC member is chosen to audit the vote count. In order to be appointed, a candidate must gather support from more than $0.5 * (\text{TC members eligible to vote})$ members.

ICASSP reviewing

Each member is responsible for about 35 ICASSP reviews per year. In addition to TC members, the TC chair solicits about 50 external reviewers, who review about 10 papers each. The selection of external reviewers is upon recommendation by existing TC members. Reviewers who have done good work in the past are automatically invited again. The TC uses the external review process to assess potential candidates for future membership. External reviewers are typically at the mid-assistant to early associate professor level, or the industry equivalent; or they have served as TC members in the past.

ICASSP student paper award nominations

The Chair will appoint an ad-hoc subcommittee to include the Vice-Chair and two TC members, plus any additional TC member volunteers, to look at the top-rated student papers and make nomination(s) on the basis of technical merit.

Workshop proposal selection

Every year around late fall, the TC opens the floor for proposals for the *Workshop on Signal Processing Advances in Wireless Communications* (SPAWC). The TC aims for a

2-year lead; i.e., proposals for SPAWC 2010 will be considered starting in late 2007; after expression of initial interest, full proposals are typically distributed prior to ICASSP, and voted upon either at ICASSP or via e-mail by late spring. If there is a single proposal, it must gather support from more than $0.5 \times (\text{TC members eligible to vote})$ [excluding TC members who are General or Technical (co-)Chair(s) of the proposal] in a single voting round. If there are multiple proposals for the same year, each TC member eligible to vote can vote for up to one proposal. The one that gathers the most votes in the first round goes to an endorsement round, at which it must gather support from more than $0.5 \times (\text{TC members eligible to vote})$ in order to win.