

ASME Transportation Systems Division Awards Guidelines
Guidance for Awards Administered Under the
ASME Transportation Systems Division

September 2026



Approved by the ASME Transportation Systems Division Executive Committee
September 14, 2026

Revision	Date	Description
0	September 14, 2026	Approved by the Transportation Systems Division Executive Committee

Table of Contents

1. Purpose	3
2. Scope and Applicability	3
3. Guiding Principles	3
4. Governance and Approval Authority	3
5. Roles and Responsibilities	3
5.1 TSD Executive Committee	3
5.2 Honors and Awards Lead or Award Committee Chair	Error! Bookmark not defined.
5.3 Award Reviewers and Selection Committees.....	4
5.4 ASME TEC Operations Staff	4
6. Award Establishment and Modification	4
7. Nomination and Eligibility Requirements	4
7.1 Executive Committee Nomination and Approval of Division Service Awards.....	5
8. Evaluation Rubrics and Selection Process	5
9. Conflicts of Interest and Confidentiality	6
10. Executive Committee Approval and Notification	6
11. Documentation and Recordkeeping.....	6
12. Annual Awards Timeline	6
13. Exceptions and Process Concerns	7
Appendix A – TSD Awards List	8
Appendix B – Annual Awards Timeline	9

1. Purpose

The purpose of these guidelines is to establish a consistent, transparent, and objective process for awards administered under the ASME Transportation Systems Divisional (TSD).

2. Scope and Applicability

These guidelines apply to all awards, recognitions, competitions, and related honors administered under TSD, including those managed by Technical Communities, subcommittees, working groups, conferences, or related volunteer bodies.

3. Guiding Principles

- **Transparency:** Criteria, timelines, selection processes, and approvals are communicated before evaluations begin.
- **Objectivity and fairness:** Decisions are based on defined eligibility, documented criteria, and consistent evaluation tools.
- **Alignment:** Awards support TSD's mission, strategic objectives, technical scope, and applicable ASME/TEC Sector policies.
- **Accountability:** Decisions, reviewer assignments, scoring outcomes, approvals, and communications are documented and retained.
- **Inclusivity:** Outreach encourages broad participation across technical areas, career stages, geography, sectors, and communities represented within transportation systems.

4. Governance and Approval Authority

All TSD awards are subject to TSD Executive Committee oversight. Technical Communities and award committees may administer award activities within their scope; however, final award selections must be submitted to the TSD Executive Committee for approval before winners are notified publicly or privately, unless another ASME or TEC process applies.

For society-level awards, TSD may provide nominations, recommendations, or supporting input, but final approval follows the applicable ASME award process.

5. Roles and Responsibilities

5.1 TSD Executive Committee

- Provides governance oversight for all TSD awards.
- Approves new awards, material changes, criteria, and final award recipients.
- Ensures awards align with TSD strategy, budget, and ASME/TEC requirements.
- Reviews process concerns, exceptions, and unresolved conflicts.

5.2 Honors and Awards Lead

- Coordinates the award cycle, nomination process, review process, timeline, and committee communications.
- Maintains award descriptions, forms, rubrics, reviewer instructions, and records.
- Confirms eligibility and screens nominations for completeness.
- Presents recommended recipients and supporting documentation to the TSD Executive Committee.

5.3 Award Reviewers and Selection Committees

- Review nominations using the approved rubric and criteria.
- Disclose actual or perceived conflicts of interest before reviewing nominations.
- Support balanced evaluation through diverse perspectives, where practicable, across technical expertise, career stage, organization type, geography, and professional background.
- Maintain confidentiality of nomination materials, discussions, scores, and recommendations.
- Submit complete scoring and comments by the established deadline.

5.4 ASME TEC Operations Staff

ASME TEC Operations staff serve as strategic partners by supporting coordination, documentation, governance alignment, budget coordination, award page updates, communication planning, and continuity. Staff may advise on ASME processes, timing, records, and operational feasibility but do not replace volunteer decision-making authority.

6. Award Establishment and Modification

New awards and material changes to existing awards require TSD Executive Committee approval before implementation. Material changes may include the award name, purpose, eligibility, frequency, number of recipients, funding source, form of recognition, selection process, deadline, reviewer structure, or approval authority.

Requests should include the award purpose, eligibility, nomination requirements, selection criteria, proposed rubric, frequency, funding needs, form of recognition, timeline, and responsible volunteer lead.

7. Nomination and Eligibility Requirements

Each award must have documented eligibility requirements before nominations open, including who may nominate, who may be nominated, membership requirements, career-stage limitations, technical scope, prior award restrictions, number of recipients, and required supporting materials.

Nominations should be complete, submitted by the published deadline, and evaluated only against the criteria stated for that award cycle. Late, incomplete, or ineligible nominations should be handled consistently according to the published process or documented committee decision.

A person shall not be considered for any award during the term to which that person has been elected or appointed (or is entitled to ex officio) as a voting member of any unit which has the assigned duty to take a voted action on any step in the award selection process, including choosing nominees and making the final selection.

7.1 Executive Committee Nomination and Approval of Division Service Awards

For division-level service awards, the TSD Executive Committee may nominate candidates and, when permitted by the applicable award criteria, ASME/TEC policies, and documented conflict-of-interest safeguards, may also approve recipients of division service awards. Any such nomination or approval should be recorded as part of the award cycle documentation to ensure transparency, continuity, and governance alignment.

Examples of applicable award criteria may include sustained volunteer service to TSD, demonstrated leadership in division activities or technical communities, meaningful contributions to member engagement or community growth, support for conferences or technical programming, mentorship of students or early career engineers, advancement of TSD's strategic objectives, and adherence to ASME values, policies, and conflict-of-interest expectations.

8. Evaluation Rubrics and Selection Process

Each award should use an approved rubric or evaluation framework that reflects the award purpose and supports consistent review. Rubrics should define scoring categories, descriptions, and any weighting applied to the final score.

Rubrics and reviewer instructions should be finalized before nominations are distributed.

Before evaluation begins, the Honors and Awards Lead should confirm that the review committee has appropriate subject-matter expertise and balanced representation, where practicable, to support an impartial review process.

The selection process should include nomination completeness review, conflict-of-interest disclosures, rubric-based scoring, committee discussion as needed, and a final recommendation for Executive Committee approval.

Award committee membership should be made publicly available on the Transportation Systems Division website to support transparency and awareness of the review structure.

9. Conflicts of Interest and Confidentiality

Reviewers must disclose actual or perceived conflicts of interest, including supervisory, collaborative, institutional, personal, or other relationships that could reasonably affect impartiality. Reviewers with a conflict should not score or discuss the affected nomination unless a limited, documented exception is approved.

Nomination materials, reviewer comments, scores, deliberations, and recommendations must remain confidential. Award winners should not be notified until all required approvals are complete.

10. Executive Committee Approval and Notification

Final recommended award recipients must be submitted to the TSD Executive Committee with sufficient supporting information for approval, such as eligibility confirmation, scoring summary, reviewer process, committee recommendation, conflict handling, and any requested exceptions. Approval of an award shall be decided by a majority of those present and voting.

After Executive Committee approval, the Honors and Awards Lead, ASME TEC Operations staff, or designated communicator may notify recipients and coordinate any related public announcements in alignment with TSD communications plans, conference schedules, award ceremonies, ASME web updates, and applicable timing considerations.

After the awardee accepts the award, the Honors and Awards Lead or designated communicator shall notify the nominators of the unsuccessful candidates that their candidates were not chosen for the award. The Honors and Award Lead or designated communicator has the option of letting the nominators know the nominations can be updated and resubmitted the following year.

11. Documentation and Recordkeeping

The Honors and Awards Lead should maintain records for each award cycle, including award descriptions, nomination materials, reviewer assignments, conflict disclosures, scoring summaries, recommendations, Executive Committee approvals, recipient notifications, announcements, and lessons learned.

Records should be stored in an accessible TSD location to support continuity, transparency, onboarding, future audits, and process improvement.

12. Annual Awards Timeline

The annual awards timeline should be maintained in the attached TSD Award List and Awards Timeline file, which serves as the source of record for the current award inventory, deadlines,

roles, responsible parties, recognition format, budget responsibility, and detailed annual schedule.

Society-level award timelines, including nomination, review, approval, and notification deadlines, are established and managed by the ASME Committee on Honors. TSD shall follow the timelines and requirements communicated by the Committee on Honors and may adjust its internal nomination activities as needed to meet those deadlines.

13. Exceptions and Process Concerns

Any exception to the approved award process should be documented and submitted to the TSD Executive Committee for review. Exceptions may include timeline changes, eligibility questions, conflicts, insufficient nominations, tied scores, award deferrals, or changes to the number of recipients.

When concerns arise, the Honors and Awards Lead should consult with the TSD Executive Committee Chair, ASME TEC Operations staff, and Executive Committee as appropriate to determine a fair, documented, and governance-aligned resolution.

The Selection Committees and TSD Executive Committee reserve the right to recommend that no award be presented in a given year if the nominations received do not meet the standards and intent of the award.

Appendix A – TSD Awards List

Society Awards

- [George Westinghouse Medal](#)
- [The Internal Combustion Engine Award](#)
- [Soichiro Honda Medal](#)

Division Awards

- [TSD Outstanding Mentor Award](#)
- [TSD Early Career Award](#)
- [Engine Impact Award](#)
- [ICE Early Career Award](#)
- [Meritorious Service Award](#)

Appendix B – Annual Awards Timeline

Month	Day	Award	Award Type
November	2	Rubrics Due to the TSD EC Awards Lead: ICE TC Early Career Award, Engine Impact Award, and Meritorious Service Award	ICE TC Awards
November	13	TSD EC reviews / approves rubrics: ICE TC Early Career Award, Engine Impact Award, and Meritorious Service Award	ICE TC Awards
December, January, February	15	Call for Nominations: email, social media, email to leadership groups	ICE TC Awards
December	11	Submit Award Committee Rosters for TSD EC Approval: ICE TC Early Career Award Engine Impact Award Meritorious Service Award	ICE TC Awards
January	8	TSD EC approves award committee members: ICE TC Early Career Award Engine Impact Award Meritorious Service Award	ICE TC Awards
March	15	Nomination Deadline: ICE TC Early Career Award ICE TC Engine Impact Award ICE TC Meritorious Service Award	ICE TC Awards
March	16	Award nominations shared with the ICE TC Award Chair: ICE TC Early Career Award Engine Impact Award Meritorious Service	ICE TC Awards
April	6	Winner recommendations due to the TSD EC Honors and Awards Lead: ICE TC Early Career Award Engine Impact Award Meritorious Service Award	ICE TC Awards
April	16	TSD EC Awards Chair Lead notifies ICE TC LT of award recommendations.	ICE TC Awards
April	30	TSD EC Honors and Awards Lead notifies award winners: ICE TC Early Career Award, Engine Impact Award, and Meritorious Service Award	ICE TC Awards
December, January, February, March		Call for Nominations: email, social media, email to leadership groups	TSD Awards
March	15	Nomination Deadline: TSD Early Career Award TSD Outstanding Mentor Award	TSD Awards
April	16	Award Winner Recommendations due to the TSD EC Honors and Awards Lead: TSD Early Career Outstanding Mentor	TSD Awards
April	30	Award Notifications are sent by the TSD EC Honors and Awards Lead: TSD Early Career Outstanding Mentor Award	TSD Awards