

IEEE RAS Triennial Review Policy/Process for TCs (Approved Nov 2007)

RAS Bylaws require TCs to be reviewed every 3 years and considered for possible retirement. A rotation of the TCs will be initiated so that approximately one third of TCs are reviewed each year at ICRA. Please note that there should be no "stigma" to retiring a TC. TC's are to spur activity in specific research areas and should naturally retire to make room for new TCs after 6-9 years when a TC topic has declined or is sufficiently thriving.

A. Expected TC Activities:

1. Attendance of TC Co-Chairs (or representatives) at TAB meetings and GOLD lunches.
2. Update the TC website at least twice a year
3. Email/update to all members at least 4 times a year
4. At least one related technical papers session per year at ICRA, IROS, or CASE
5. New report (one PPT slide) at ICRA summarizing the key technological innovations each year.
6. Regular workshops or tutorials in major RAS conferences.
7. At least one major publication effort, such as a Survey paper, book, or Special Issue every 3 years.

B. TC REVIEW POLICY

1. Evaluations will be made every three years for renewal or retirement of each TC based on activity and future potential
2. No term limit for TCs, typically 6-9 years.
3. TC co-chairs must be RAS members,
4. Co-Chair term is three years; only one consecutive renewal allowed.

C. TC TRIENNIAL REVIEW REPORT (under 3 pages)

Sent from TC Co-Chairs to AVP 2 Months before ICRA (final version will be posted on TAB website):

1. Honest assessment of TC over past 3 years, goals for next 3 years, and the feasibility of retiring the TC
2. List of activities during past three years (which should include, but is not limited to, the expected activities listed above)
3. List of outreach activities outside the RAS
4. List of important publications over past 3 years in TC area.
5. Number of members of each year in the past three years
6. Summary of top three technical innovations in the area during the past three years
7. Recommendations (and alternates) for new co-chairs; one from each primary region.

D. TC TRIENNIAL REVIEW SCHEDULE

- **3.5 months before ICRA:** AVPs list TCs to be reviewed and determine who is responsible for which 3
- **months before ICRA:** request for review summary sent from the corresponding AVP to co-chairs of TCs to be reviewed
- **2 months before ICRA:** review summary sent from co-chairs to corresponding AVP; AVP asks for revision if necessary, especially if the decision is likely to be negative. All review summaries reviewed by Associate VPs
- **1 month before ICRA:** recommendation for each TC sent from Associate VPs to VP
- **At ICRA:** recommendations made to TAB and Adcomm