

## Procedure for selecting new RFIC TPC member

- 1) Identify potential disqualified TPC members. Input will come from current sub-com chairs and core steering committee members (General Chair, Technical and Co-Technical Chairs and Finance Chair). For this year, a volunteer will be disqualified if one of these criteria is not met:
  - i) Review and rate papers in 2009
  - ii) Attend either TPC meeting or Symposium. Company travel restriction due to virus' concern will be taken into account.
  - iii) If applicable, does not comply with disciplinary probation terms which have been communicated to the TPC member in written form by the previous year's TPC Chairperson.
- 2) Solicit feedback on potential disqualified TPC members. Feedback/decision will come from core steering committee members and executive committee members (General Chair, 4 immediate past General Chairs and MTT-23 members)
- 3) Send notice to qualified TPC members. The invitation letter will state that "participation in the RFIC review process will be for 1 year only, with the expectation that the reviewer's commitment to the review process is required but it is not guarantee for participation in the future review cycles." Disqualified TPC members will not receive any notice since the outgoing General Chair has stated in his/her "Thank You" letter that "only returning member will receive invitation letter from the incoming TPC chairperson."
- 4) Determine available slots after receive confirmation from returning TPC members. If needed, assign returning TPC member(s) to appropriate sub-committee.
- 5) Communicate available slots and solicit new TPC member nomination from sub-com chairs, core steering committee members and executive committee members. Up to three nominations per person is allowed. And maximum acceptance ratio is one nominee per sponsored member. Each nominee will be required to have a brief summary of his/her achievement.
- 6) Core Steering and Executive Committee members will meet to select new TPC members
- 7) Send invitation to new TPC member(s).
- 8) Communicate with Sub-com Chairs on the addition to his/her committee.