



Nominating a DEPS Fellow

1. Complete the [Fellow Nomination Form](#).

It's crucial that you follow the directions on the form carefully. This form is available in a fillable PDF format which may be printed and completed manually, or may be completed electronically then emailed.

2. Identify potential references for this nomination package.

- At least *three additional references*, in addition to the nominator, are required for a nomination.
- At least *two references must be current DEPS members*. References who are not DEPS Fellows or Members may be chosen to broaden the base of sponsor support.
- No more than two references should be from the applicant's organization or institution.
- The references should be chosen to provide support for the candidate's major achievements. For example, an educator with industry consulting experience should have at least one reference from industry.

3. Contact the potential references.

- Explain your purpose and describe to them the type of reference that is needed.
- Obtain their support and agree on a target date for completion of their reference.
- Either send each reference a copy of the Fellows Reference Form for completion or point them to this web site to obtain the reference form. Again, the form is available in a fillable PDF format for manual or electronic completion.
- Effective references may depend on their understanding of DEPS, the Fellows Program, and the candidate's qualifications. To assist with this understanding, provide the potential reference with copies of the completed Fellow Nomination Form (*number 1 above*) and the candidate's resume. Point them to the DEPS web site.
- The letter of reference should be succinct, focusing on specifics which qualify the candidate, but should include only information on the candidate in those areas in which the reference has personal knowledge.

4. Write your own nominator's letter.

- This is often the most important reference based on the nominator's specific knowledge of the candidate's qualifications.

5. Verify completeness of the nomination package.

- Collect Fellows Reference Forms from the references and confirm they are *completed and signed*.
- Carefully confirm each item is complete on the Fellows Nomination Form.

6. Send the entire completed Fellow Nomination Package to DEPS via email to Cynnamon Spain at cynnamon@deps.org.

7. Verify receipt of the Nomination Package by DEPS

- Receipt of the package will be acknowledged by DEPS to the nominator.
- If you do not receive acknowledgment, DEPS did not receive the package. Please check with Cynnamon Spain.

Upon receipt of the Fellows Nomination Package, the application will be reviewed by the DEPS Board of Scientific and Engineering Advisors (BSEA). The BSEA will check the package for completeness and inform the nominator of any omissions that would prevent adequate evaluation. Once the package is deemed complete, it will be evaluated by the BSEA. The selection of a candidate to the grade of Fellow shall be by a vote of at least 80% of the voting BSEA. If the total number of qualified candidates exceeds the quota for advancement that year, the BSEA will select the most qualified to fill the quota. Upon selection of a candidate, DEPS will notify the nominator and the candidate to arrange for an appropriate presentation. If a package is denied, only the nominator will be notified.