



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 sponsors for this nomination.

- At least *three sponsors*, in addition to the initiator, are required for a nomination.
- At least *two sponsors must be current DEPS members*. Sponsors who are not DEPS Fellows or Members may be chosen to broaden the base of sponsor support.
- No more than two sponsors should be from the applicant's organization or institution.
- The sponsors 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 sponsor from industry.

3. Contact the potential sponsors.

- 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 the reference.
- Either send each sponsor 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 the sponsor's understanding of DEPS, the Fellows Program, and the candidate's qualifications. To assist with this understanding, provide the sponsor with copies of the completed Fellow Nomination Form (*number 1 above*) and the candidate's resume. Point them to the DEPS web site.
- The sponsor's letter of reference should be succinct, focusing on specifics which qualify the candidate. The sponsor should provide information on the candidate only in those areas in which the sponsor has personal knowledge.

4. Write your own initiator's letter.

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

5. Verify completeness of the nomination.

- Confirm that the sponsor's letters were *completed, signed, and either emailed or mailed* to DEPS at the address provided.
- Carefully confirm each item is complete on the Fellows Nomination Form.

6. Send the completed Fellow Nomination Package to DEPS via email, in PDF form when possible, to Kat@deps.org - or please mail to the address below.

7. Verify receipt of the Nomination Package by DEPS

- Receipt of the package will be acknowledged by DEPS to the initiator. This will occur regardless of the manner in which the package was submitted.
- If you do not receive acknowledgment, DEPS did not receive the package.

Upon receipt of the Fellows Nomination Package, the application will be reviewed by the DEPS Board of Scientific and Engineering Advisors (BSEA). BSEA will check the package for completeness and inform the initiator 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 work with the initiator to arrange for an appropriate presentation.

Please note, DEPS will not inform any candidate of his nomination or selection before this time.

Mailing Address

Directed Energy Professional Society

7770 Jefferson Street NE, Suite 440

Albuquerque, New Mexico 87109