

2023 Fellowship Process for Potomac Chapter ASLA Members

To be nominated by the Potomac Chapter for elevation to Fellows Class, please communicate your interest to the Potomac Chapter as soon as possible. See contact information below.

The Potomac Chapter ASLA Fellows Committee is committed to providing Potomac Chapter members the support needed to successfully submit a nomination package for Fellowship in ASLA. Please see the outline below to help you understand the process and deadlines for nomination. **Applicant deadlines and milestones are highlighted in bold.**

ELIGIBILITY

First things first, are you eligible? See requirements below and review details on the ASLA website, [here](#).

To be considered for nomination for elevation to the ASLA Council of Fellows, an individual must:

- Be a current ASLA Full Member or International Member in good standing
- Have achieved at least 10 continuous years of FULL membership at the time of nomination.
- Have demonstrated exceptional contributions over an extended period of time.
- Have made a significant positive impact on the public and the profession.
- Have received recognition for those contributions from multiple sources.

TODAY

Begin preparing your application.

- Tell your story - update your resume or bio, and gather images and photos.
- Go to ASLA.org and read the requirements and categories for Fellowship <https://www.asla.org/fellows.aspx>.
- Read the profiles of active Fellows for inspiration.
- Talk with other Fellows, any of the Fellows' Nominating Committee members, and colleagues in other fields about their preparation and experience navigating the nomination process.
- Outline information, document awards/recognition by the profession and community, identify individuals (peers, clients, friends, and others) that can provide testimonials to the category selected. For example, in the Works category, compile professional photographs that help illustrate your story.

2023 DEADLINES AND MILESTONES

By May 5 **Applicant: Send your detailed resume/CV to the Potomac Chapter (info@potomacasla.org) and tell us the category (or categories) you are interested in and why you feel you are worthy and should be considered.**

June 2 **Committee responds to applicants about initial reactions and whatever additional information is requested.**

June 30	Applicant responds to Committee's request.
Early July	Committee determines whether they should move forward this year or not.
Mid-July	Committee informs applicants.
July-August	Committee members mentor applicants
Sept 29	Applicant: Submit rough draft to the Committee: include ASLA nomination template, current bio, support materials such as photos, awards, etc. Please use the five-page nomination template.
Week of Oct 2	Fellows Committee: convene to conduct first review of submissions. Committee members will respond to each applicant. By October 16 , the Committee will contact each applicant to discuss how best to move forward toward nomination. If applicant has demonstrated evidence of recognition as being outstanding in their field, the Committee will coordinate with applicant to prepare and complete their nomination template over the following 6 weeks; or they may suggest that applicant wait to submit in order to have more time to better demonstrate evidence of recognition as being outstanding in their field. After Committee's review, Committee will forward recommendation of members to nominate to ExComm for their vote in November (typically scheduled to meet in early November).
Oct 16- Nov 10	Applicant: Work with your mentor from the Fellows' Nominating Committee to advance your nomination.
Nov. 10(?)	ExComm votes on Fellows' Nominating Committee recommendations of members to nominate.
by Nov 17	Fellows Committee mentor and Applicant: formally review progress toward completion of nominating template. Committee member mentor may suggest that applicant wait to submit until next year based on amount of work required to complete nomination.
By Thanksgiving	Applicant submits polished and complete nomination to mentor/Committee
Before Christmas	Committee reviews submissions and tells Applicants if any more revisions/edits are recommended.
By Jan. 12/24	Applicants submit final nomination to Committee for last look.
COB Jan 19	Fellows Committee submits completed five-page nomination template Nominations to President for signature.
January 31	DEADLINE: The Chapter submits Fellows nominations to ASLA.