



Fellows of the Canadian Institute of Planners

2017-2018
Nomination Guidelines

About the College of the Fellows

Election as a Fellow of the Canadian Institute of Planners is the highest award the Institute can give to a planner. This honour recognizes excellence, identifies prominent role models, promotes advances in planning practice and draws leaders to the forefront of planning in Canada. Such professional attainment and experience must be significant at a national or international planning context. Fellows proudly use the designation FCIP, to denote Fellow of the Canadian Institute of Planners (FCIP)

To become a Fellow, a member must be nominated by another member in good standing and adhere to the nomination criteria located in this section. The nomination is then brought before the Fellows Selection Jury, who makes a recommendation to the CIP Board of Directors. Newly elected Fellows are inducted at the annual CIP national conference.

2017/2018 Key Dates

Process	Deadline
Dossier received by email	January 31, 2018 at 11:59 PM EST
Hard copy of dossier received at CIP office	February 16, 2018
Notification sent to nominators and successful nominees	June 2018
Public announcement of 2018 Fellows	July 2018 (national conference)

Nomination Criteria

Who May be Nominated

The FCIP designation may be granted to a planner who:

- is and has been a member of CIP, in good standing for ten or more years, or an individual who was a member of CIP who is now retired, as defined in the by-laws; and;
- who has achieved a high degree of excellence in at least two of the following categories and made a nationally significant contribution in one of them:
 1. *Professional practice;*
 2. *Teaching and mentoring planners;*
 3. *Planning and community research; and,*
 4. *Community service and leadership in the profession.*

Categories of Achievement

A nominee's dossier must demonstrate excellence and breadth of planning experience in at least two of the following four categories. One category must show the individual's nationally significant contribution to planning.

1. Professional Practice

The nominee demonstrates exceptional achievement in planning practice and the mastery of planning theory, approaches, and techniques. These will be illustrated in the development and implementation of plans, projects, or policies, in communities of any size and at any jurisdictional level. Within this category, evidence of exceptional accomplishment with respect to the following main criteria is expected:

- i. professional practice over an extended period of time;
- ii. planning contributions that demonstrate a mastery of the principles of planning;
- iii. responsibility for planning contributions that have made a significant and positive change in a community; and,
- iv. demonstrated ability to transfer planning knowledge and practice from one location to others.

2. Teaching and Mentoring Planners

The nominee demonstrates exceptional achievement in advancing and sharing planning knowledge and practice through teaching planning and/or mentoring planners outside of an employee-employer relationship. Within this category, evidence of exceptional accomplishment with respect to the following main criteria is expected:

- i. teaching and/or mentoring over an extended period of time;
- ii. influence on the practice of planning within Canadian and/or international contexts;
- iii. leadership in advancing the teaching of planning and/or mentoring of planners; and,
- iv. long-standing and exceptional commitment to planning education.

3. Planning and Community Research

The nominee demonstrates exceptional achievement through a significant contribution to the theoretical basis of planning and its practice. Within this category, evidence of exceptional accomplishment with respect to the following main criteria is expected:

- i. research over an extended period of time;
- ii. innovation in planning and community research; and,
- iii. application of research to planning practice in Canadian and/or international contexts.

4. Community Service and Leadership in the Profession

The nominee demonstrates exceptional achievement and breadth of experience in advancing the planning profession and the principles of planning for the benefit of the public domain. Within this category, evidence of exceptional accomplishment with respect to the following main criteria is expected:

- i. community service in planning through leadership over an extended period of time;
- ii. leadership in the profession over an extended period of time; and,
- iii. influence on planning that benefits the public domain and the planning profession in Canada.

Submission

Each nominee must be championed by a nominator. The champion for the nominee is responsible for preparing the nomination dossier without the knowledge of the nominee. The confidentiality of the submission from the candidate is mandatory, failure to meet this requirement may result in a submission being refused.

Who Can Champion a Nominee for Fellowship

Any full member of CIP in good standing can nominate a Fellow.

In an effort to circumvent bias, CIP has enacted strict requirements outlining who is ineligible to nominate a Fellow. The following individuals cannot nominate a Fellow or draft a letter of support:

- A CIP candidate member;
- A CIP student member;
- A CIP member who is a member of the Fellows Selection Jury (FSJ); or,
- A CIP member who is also a member of the CIP Board of Directors.

Role of the Champion (Nominator)

The nominator/champion is responsible for the creation of a complete dossier package and its timely submission. The written submission is vitally important as the Fellow Selection Jury depends on the content of the dossier to make its recommendation, they do not seek other information. The champion is responsible for familiarizing themselves with the submission requirements and deadlines. A champion must be familiar with the nominee's work and has an ethical duty to ensure that the dossier is accurate.

Submission/Dossier Requirements

Each dossier must include:

1. Part A: A table of contents summarizing the contents of the submission.
2. Part B: A one-page overview of the submission specifying the categories in which the nominee is put forward, a brief synopsis of the nominee's nationally significant contributions to planning, and a list of supporters whose letters are part of the submission.
3. Part C: An up-to-date résumé of the nominee.
4. Part D: A maximum 8-page description of the nominee's contributions in the selected categories, with evidence of the excellence of his or her accomplishments, addressing the criteria.
5. Part E: A minimum of five letters from CIP members (please ensure compliance with the details described in *Letters of Support*).
6. Part F: A maximum of five additional letters from non-members (please ensure compliance with the details described in *Letters of Support*).
7. Part G: A signed statement from the champion that the nomination process has remained confidential and that to his or her knowledge the nominee is unaware of being considered for FCIP status.

The dossier must be submitted by **January 31, 2018** at 11:59 PM EST to Beth McMahon, Executive Director, by email at board@cip-icu.ca. A hard copy of the dossier (with signatures) must be sent to the CIP office and received by February 16, 2018.

Please address the hard copy submission to:

Attn: The Fellows Selection Jury
Canadian Institute of Planners
141 Laurier Avenue West, Suite 1112
Ottawa ON K1P 5J3

Letters of Support

The letters of support included in a Fellow nomination submission are a key aspect of the nomination. Authors of letters of support should be familiar with the nominee's work. Such letters should explain the writer's knowledge of how the candidate meets the selection criteria.

The letters must include the following elements:

- the identity of the letter's author;
- the length of time and in what capacity, or capacities, the writer has known the nominee;
- reasons why the nominee's work is nationally significant, or outstanding for other reasons, and evidence for the assertions; and,
- the signature of the letter's author.

Letters of support should not:

- be authored by a staff member of the same firm or immediate employer; or
- be simple letters of endorsement.

The letters of support submitted should consider the following:

- Since this is a national honorary status, the national significance of the nominee's contribution to planning must be clearly demonstrated.
- A stronger submission provides letters from diverse sources commenting on the nominee's achievements from different perspectives.
- A stronger submission provides independent assessment of contributions from sources other than the letter-writers. Assessments that speak to the significance of achievements can take many forms including prizes, awards, honours, citations, national or international publication of ideas or findings, and other means by which professional excellence is recognized.
- A contribution that is "nationally significant" may be one that was developed in one part of the country and adopted elsewhere because it was useful. This could be a policy, an approach to a problem, a design, a service at the national scale, and so on that goes beyond the ordinary. It does not necessarily mean that a person has worked in different parts of the country.
- A nominee's international accomplishments that she or he introduces to the Canadian planning context may constitute a significant national contribution.
- A list of accomplishments does not by itself help the selection jury decide their importance. People who know the nominee need to provide context and evidence to help the jury with that assessment. Please show the jury what sets this person apart from CIP's active and skilled members.

Jury Process

Jury members are appointed by CIP's Board of Directors and have combinations of experience in professional practice or academia. At least five members of the jury are Fellows of CIP.

The tasks of the jury are to:

1. encourage nominations of outstanding planners from across Canada in an inclusive manner;
2. review each completed dossier;

3. recommend nominees for election as Fellows based solely on outstanding professional accomplishments and nationally significant contributions to Canadian planning; and,
4. present recommendations to the Board of Directors of CIP for ratification.

The President of CIP informs new Fellows that they have been elected. An induction ceremony is held at the annual national CIP conference. If an inductee cannot attend the conference, an alternative venue for the presentation will be found.

Please refer to the Jury Information Package for more details.

Questions

Questions related to the Fellow Selection process may be emailed to Beth McMahon, Executive Director, by email at bcmahon@cip-icu.ca.