

**TO: APA California Chapter Board**

**FROM: Betsy McCullough, AICP, Vice President of Professional Development**

**DATE: APA California Chapter Board Meeting, September 2014**

**SUBJECT: Revised APA California Policy and Procedures Guide for the FAICP Process**

Recommended Actions:

* *Review and adopt the attached updated FAICP Guidelines*
* *Acknowledge 3 new or updated supplemental documents that are attachments to the updated FAICP Guidelines and part of the Chapter’s FAICP process*
* *Discuss and determine who should pay the nomination fee for the candidates advanced to APA National by the Chapter*

Background:

The AICP College of Fellows inducts new members every other year at the APA National Conference in even-numbered years. Within months of the national conference, the APA California Chapter process to find new candidates and work with them begins. The Chapter Guidelines used by the current Vice President of Professional Development (VPPD) and Chapter FAICP Coordinator were adopted in 2006. Elements of the process have changed at the National level as have the efforts of the Chapter. For the just-completed 2014 process, some elements of those adopted Guidelines were, by necessity, adjusted to fit the process and it was acknowledged that revised Guidelines were needed.

Discussion:

Attached for the Chapter Board’s review, and for approval by the Executive Committee of the Board, is the revised APA California Policy and Procedures Guide for the FAICP Nomination Process that contains the following additional documents: FAICP Process Prep Materials for Mentors and Candidates; APA California’s Preliminary Application Form; Model Work Program and Schedule

* Policy and Procedures Guide: this document has been entirely rewritten to reflect Chapter process and National requirements. (A copy of the 2006 Guide is attached to this report also; however, a strikeout version of the 2006 document would have shown the great majority of it struck and no paragraph unchanged). Some key changes are: updated discussion of the expanded Nomination Committee used for the 2014 process; better discussion about seeking qualified candidates; new discussion about the Chapter’s involving our FAICP members as mentors for candidates; a generic schedule of work tasks by month rather than specific dates for 2008
* Prep Materials: this 4 page document represents input from past FAICP candidates, past FAICP Coordinators and VPPDs, mentors, and candidates from the 2014 process, as well as from invaluable knowledgeable observers from outside the Chapter process
* Preliminary Application Form: this form is used by the Chapter Nomination Committee to select candidates to recommend to the Executive Committee of the Board for Chapter sponsorship to the College of Fellows. It has been significantly revised to draw out and display at an early stage of the application process the ability of a candidate to demonstrate the effects their work has had on the profession: something that the National Jury is clearly looking for
* Model Work Program and Schedule: based on the process used for the 2014 candidates, the FAICP Coordinator has prepared a master task list and general timeline that can be used for the 2016 process.

All documents should be reviewed at the completion of each nomination cycle to assure that process and procedures at the Chapter and National levels are accurately reflected in the Chapter’s documents.

A financial question remains for the Board to discuss and vote on: the 2006 Guidelines identified that the Section from which a Chapter-supported candidate comes is that party responsible to pay the $95 nomination fee. The Chapter may have actually paid the fees for all candidates between the 2008 and 2012 processes. For the 2014 process, individual candidates paid their own fees.

**The draft Policy and Procedures Guide retains the statement that originating Sections should pay the fee for candidates from their Sections. What is the Board’s recommendation regarding paying the candidates’ fee?**

Board Report Attachments:

* FAICP Nomination Process Policy & Procedures Guide - for Board adoption
  + FAICP Process Prep Materials for Mentors and Potential Candidates – draft for information or comment
  + FAICP Nominations Preliminary Application Form and Instructions – draft for information or comment
  + FAICP Nominations Work Plan and Schedule Template – draft for information or comment
* Adopted 2006 Guidelines