**APA CALIFORNIA FAICP NOMINATIONS**

 **Preliminary Application Form and Instructions**

**Revised September 2014**

**Introduction**

Election to the College of Fellows is one of the highest honors that the American Institute of Certified Planners, the professional institute of the American Planning Association, bestows upon a member. This honor recognizes the achievements of the professional as a model planner with significant contributions to planning and society. Fellowship will be granted to planners who have been members of AICP for at least 15 years, and have achieved excellence in:

* professional practice;
* teaching and mentoring;
* research, or;
* community service and leadership.

The California Chapter of the American Planning Association (APA California) is authorized to submit nominations to the College of Fellows, and the Chapter Board has appointed a Nominating Committee that will work with the Board to select qualified nominees, and will work with nominees to submit nomination packages to APA during the 2015-16 nomination cycle. In its nomination process, APA California will adhere to the National “2016 FAICP Guidelines,” which are published by AICP, and provide official guidance regarding eligibility requirements, submission requirements, roles and responsibilities, submission content, and post-submittal processes. These guidelines are expected to be available by \_\_\_ 2015 and will be accessible at [www.planning.org/faicp](http://www.planning.org/faicp) .

**APA California Selection Criteria for FAICP Nominees:**

It is the intent of the APA California Board of Directors to submit FAICP nominations for those planners who are best able to demonstrate that:

1. They meet or exceed the minimum requirements for eligibility as a Fellow, including:
* Member of AICP for at least 15 years.
* Member of AICP in good standing.
* Outstanding contribution to the profession over an extended period of time.
1. They meet or exceed the general criteria to qualify for Fellow status (see Attachment 1, Section 4.1).
2. They meet or exceed the criteria for selection in one of the four specific categories set forth in the 2014 National FAICP Guidelines (see Attachment 1, Section 4.2 to 4.6, as may be amended in the 2016 Guidelines).

The APA California Board reserves the right to decide on a maximum number of nominees to be submitted by the chapter, taking into account previous experience of the chapter and limitations on the amount of funding and volunteer time available to submit a strong set of nomination packages. Individuals who are not nominated by APA California may also be nominated by an APA Division; AICP Executive Committee; College of Fellows; or any AICP member, accompanied by the endorsement of ten other AICP members in good standing. (see “2016 FAICP Guidelines).

**Required Information and Deadline:**

Applicants for FAICP nomination must submit the following information via e-mail to the FAICP Coordinator (\_\_\_TBD no later than ***\_\_\_TBD\_*.**

* A current resume or curriculum vitae
* The attached completed form with responses to all questions

In addition, it is recommended that all applicants discuss their potential nomination with a current FAICP planner, preferably someone who is familiar with their work and career background. This individual can provide further information regarding the overall nomination process, and may be willing to serve as a “mentor” to the applicant. The FAICP Coordinator can provide a list of FAICP planners from the California Chapter who are willing to advise potential candidates in this manner.

**Questions?**

Any questions regarding the APA California FAICP nomination process may be directed to:

* APA California Vice President of Professional Development:
	+ TBD
* APA California FAICP Nomination Coordinator:
	+ TBD

**APA CALIFORNIA PRELIMINARY APPLICTION**

**Nominee Information**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency / Org.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please attach resume** **or curriculum vitae**.

**Please complete the following questions:**

1. Please explain how your experience demonstrates that you have met each of the following general criteria for election to the AICP College of Fellows, referencing Section 4.1 of the “2014 FAICP Guidelines” (please respond to each item in 500 words or less):
	1. Exceptional and sustained leadership, resulting in a readily definable change to a place, people, or process.
	2. Innovation and excellence creating consensus and support for a planning activity that lead to community improvements.
	3. A legacy for his/her profession, community and society, such as an impact that has created or shown potential to provide a benefit to his/her profession, community and society.
	4. Exceptional accomplishments in planning over the extent of his/her career or an extended period of time.
2. Please explain (in 1000 words or less) how your experience demonstrates your particular qualifications for one of the four specific nomination categories, referencing Sections 4.2 through 4.6 of the “2014 FAICP Guidelines”:
	* Professional Practice
	* Teaching and Mentoring
	* Research
	* Community Service and Leadership
3. Please describe at least three or four specific projects and/or activities for which you have been directly responsible in your career that have been “transformative” in nature. Describe your specific role in each project, and describe the outcomes and how they have made a difference to your profession, the community, or society-at-large. (1,000 words or less).
4. Please let us know about specific individuals from whom you would be requesting “letters of support” if you are nominated by the Chapter. Provide a brief description of each person’s background, and how they were directly involved in one or more of the projects described in Question 3 and could speak to the transformative nature of your work. (1,000 words or less).
5. Have you discussed the FAICP nomination process with an FAICP planner? Based on your discussion with that individual, do you believe you will have adequate time to complete all of the necessary steps needed in order to submit a strong final nomination package? Is that individual willing to serve as your mentor should you be selected as a nominee by the California Chapter?

 **Excerpts from:**

**THE FELLOWS OF THE AMERICAN INSTITUTE OF CERTIFIED PLANNERS**

**2014 FAICP GUIDELINES**

***4.0 Nomination Categories & Criteria***

***4.1 Criteria for All Nominees***

*There are certain criteria that all AICP members should achieve as outlined by the AICP Code of Ethics and Professional Conduct. In order to qualify for Fellow status, however, the nominee must exhibit, and the nomination submission must document:*

*4.1.1 Exceptional and sustained leadership, resulting in a readily definable change to a place, people, or process.*

*4.1.2 Innovation and excellence creating consensus and support for a planning activity that lead to community improvements.*

*4.1.3 A legacy for his/her profession, community and society, such as an impact that has created or shown potential to provide a benefit to his/her profession, community and society.*

*4.1.4 Exceptional accomplishments in planning over the extent of his/her career or an extended period of time.*

***4.2 Nomination Categories***

*Qualified individuals may be elected to the AICP College of Fellows under one of the four nomination categories:*

*4.2.1 Professional Practice*

*4.2.2 Teaching and Mentoring*

*4.2.3 Research*

*4.2.4 Community Service & Leadership*

*The nomination category is the focal point of your submission. While a nominee may have made major contributions in several categories, the one that is of greatest significance should be chosen. Contributions in other categories should be noted in the nomination, but the nomination package must clearly focus on only one category.*

***4.3 Professional Practice***

*Nominations to the Professional Practice category should demonstrate excellence in the nominee’s leadership and direction of planning or implementation of projects and initiatives in public or private practice; specific and outstanding contribution to improvements in the quality of a community; and overcoming adversity to implementing plans. Professional planners, both public and private sector, are encouraged to describe how their work meets these criteria.*

*MAIN CRITERIA FOR JUDGING*

*4.3.1 Completed works proclaim individuality and mastery of the values and principles of professional practice.*

*4.3.2 Projects demonstrate outstanding quality, professional leadership and transferability.*

*4.3.3 Responsible for directing or facilitating the coordination of projects and plans that made significant change in the community served, and beyond.*

*4.3.4 Evidence of influence of planning practice and the impact which such practice has had on improving the quality of communities and public life.*

***4.4 Teaching & Mentoring***

*Nominations to the Teaching & Mentoring category should reveal the nominee’s influence and contribution to the advancement of the profession of planning and the evidence of this service by students, the profession and communities.*

*MAIN CRITERIA FOR JUDGING*

*4.4.1 Specific examples of exceptional accomplishment within the profession of planning that made a difference to an organization or individual, as evidenced by awards and honors, either academic or professional.*

*4.4.2 Personal leadership role demonstrated in the accomplishment of advancing the profession beyond the academy.*

*4.4.3 Exceptional commitment to and success in providing planning education and mentoring at all levels.*

***4.5 Research***

*Nominations to the Research category should reveal outstanding and unique contributions to the theoretical basis of the planning profession, application of theory to policy and plan development, and contributions to improving the built environment and preserving the natural environment.*

*MAIN CRITERIA FOR JUDGING*

*4.5.1 Exceptional accomplishment over the nominee’s career or an extended period of time, especially those that are considered innovative.*

*4.5.2 Specific application of the research on the practice of the planning profession.*

*4.5.3 Personal leadership role in advancing and disseminating planning research.*

***4.6 Community Service & Leadership***

*Nominations to the Community Service & Leadership category should reveal unique and outstanding contributions to the advancement of the profession and principles of planning that have been inspiring at the national or local levels. Such contributions can be made by utilizing these principles to serve professional organizations, local communities, or state and national organizations and programs.*

*MAIN CRITERIA FOR JUDGING*

*4.6.1 Influence of significant work on the profession of planning and contribution to public advancement of the profession.*

*4.6.2 Personal leadership role or administrative ability demonstrated in the accomplishment of project initiation or design, policy formulation, or planning.*

*4.6.3 Significant contributions to the planning profession through APA and AICP activities in a leadership position.*

*4.6.4 Include and describe the nominee’s roles and responsibilities in significant non-*

*APA/AICP volunteer activities that are exceptional and exemplary.*