**APA CALIFORNIA – FAICP NOMINATIONS**

**Work Plan and Schedule**

 **Draft: 8/16/14**

**For use by the Chapter for the Class of 2016**

The 2016 California Chapter and APA National nomination process is now underway. Starting in 2014, but primarily in 2015, the California Chapter Nomination Committee will work with Sections and current FAICP planners to identify candidates eligible for FAICP status and then work with those interested in pursuing this esteemed recognition in the planning profession. In its nomination process, APA California will adhere to the “2016 FAICP Guidelines,” which will be published by AICP (APA National) in 2015, and will provide official guidance regarding eligibility requirements, submission requirements, roles and responsibilities, submission content, and post-submittal processes. In the absence of updated direction from APA National, the Chapter will keep its process as up-to-date as possible to provide the best guidance possible to the next class of FAICP candidates.

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. Specifically, it is the goal of the Board to identify a volunteer “FAICP mentor” for each of the candidates. The Mentor should be an FAICP member in good standing who is familiar with the candidate and his/her career accomplishments. 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”) .

This Work Plan and Schedule is a template for each Vice President of Professional Development and FAICP Coordinator to review and use as they enter the FAICP process for their term. Due dates will be more helpful if specific dates are identified; tasks and sub-tasks emphasize key items in the Policy and Procedures Guide. Distribution and due dates from APA National vary by FAICP cycle, so adjustments may be needed after development of the initial schedule.

This template is one of a series of documents developed by APA California to guide each FAICP process. See also: APA California Policy and Procedures Guide, FAICP Process Prep Materials for Mentors and Potential Candidates, and APA California Preliminary Application Form.

 **Work Plan and Schedule For FAICP Nomination Committee, Members of the Extended Committee, and FAICP Volunteers**

**Updated 16August 2014**

| **#** | **Task** | **Who** | **Lead** | **Due Date** |
| --- | --- | --- | --- | --- |
| 1 | Work with current FAICP members to identify likely candidates and start initial listing; may start discussions of preliminary application requirements | Vice President, Professional Development (VPPD) | VPPD | Fall (odd yr) |
| 2 | Seek and select FAICP Coordinator (Coordinator) immediately following VPPD election results announced | Incoming VPPD with outgoing VPPD | VPPD | Fall |
| 3 | Select APA California FAICP Nomination Committee and create Extended Nomination Committee as needed for balanced representation* Prepare report for January Board meeting identifying Nomination Committee as set out in Policy and Procedures Guide plus identify need for Extended members
* Solicit volunteers at Board meeting to be part of the Extended Nomination Committee
 | VPPD, Board |  VPPD | January (even yr) |
| 4 | Seek participation of Chapter’s FAICP members as mentors and advisors* Likely volunteers are recent FAICP inductees who received Chapter assistance
* Some FAICP members are long-term dedicated participants in mentoring process
* Encourage FAICP members to talk to likely nominees they know to determine early interest
 | VPPD, Coordinator, FAICP Mentors | Coordinator, Mentors | January |
| 5 | Review and use existing or develop new APA California FAICP Nominee selection process materials:* Work Plan and Schedule (WPS)
* Preliminary Application Form (PAF)
 | VPPD, Coordinator  | VPPD, Coordinator |  J*an*uary |
| 6 | Hold first conference call with Nomination Committee and Extended members to review Work Plan and Schedule and Preliminary Application Form; * emphasize finding qualified candidates who demonstrate readiness described in the Prep Materials
 | Nomination Committee |  VPPD, Coordinator |  February |
| 7 | Obtain current list of qualified AICP planners from APA National Office; use “best available list” for Task 8 | VPPD | VPPD | February |
| 8 | Chapter advertises to qualified AICP members about FAICP process starting; * Attach WPS and PAF
* Direct applicants to contact an FAICP member or FAICP Coordinator if interested;
* Establish deadline for submittal of application for time during April
 | VPPD, Coordinator | Coordinator | February |
| 9 | Engage in a follow-up solicitation of preliminary applications if a minimal number (5 to 8) is received | VPPD, Coordinator | Coordinator | March |
| 10 | Distribute completed PAFs received thus far to Nomination Committee and (aka “Extended Nomination Committee”) | Coordinator | Coordinator |  April |
| 11 | Hold conference call with Extended Nomination Committee & identified mentors or other interested FAICP members to discuss progress and nominations received thus far | VPPD, Coordinator | VPPD | April |
| 12 | Receive last preliminary applications | Coordinator | Coordinator | April |
| 13 | Repeat conference call if necessary with Extended Nomination Committee | VPPD, Coordinator | VPPD | May |
| 14 | Conduct call with narrower Committee; prepare recommendation for Executive Board discussion and vote | VPPD, Coordinator | VPPD | May |
| 15 | Executive Board call to select Chapter-supported nominees | VPPD | VPPD | June |
| 16 | Mentors start work with selected candidates | Mentors, Candidates |  | June |
| 17 | Coordinator notifies those not selected for Chapter support about options to pursue otherwise this cycle, or advises to wait for next cycle with reasons | Coordinator | Coordinator | June |
| 18 | Candidates and mentors work on formal applications | Mentors, candidates |  | July |
| 19 | Submit 90% draft applications, including letters of recommendation, to FAICP Coordinator | Nominees |  |  August |
| 20 | Coordinator hold calls with mentors for peer review of applications as needed | Coordinator, mentors | Coordinator | August |
| 21 | Final packages due to Coordinator and mentors (by Oct 1) | Coordinator, mentors |  | October  |
| 22 | Mentors prepare final draft Chapter Nomination Letters after final package is received and forward to Coordinator | Mentors |  | October |
| 23 | Possible peer review of nomination packages and Chapter Nomination Letters | Coordinator | Coordinator | October |
| 24 | Submit final Chapter Nomination Letters to Chapter President for signature | Coordinator | Coordinator | October |
| 25 | Submit applications to APA within required deadlines, and pay applicable fees and processing costs | Coordinator | Coordinator, Contract Staff | October |
| 26 | Conduct conference call with process participants to identify any improvements to the Chapter process for the next Nomination cycle* Hold call with Mentors and successful candidates
* Hold separate call with unsuccessful candidates
 | VPPD, Coordinator | Coordinator on content; VPPD on organizing calls | Spring of induction of new FAICP members (even yr) |
| 27 | Invite new FAICP members to attend CPF Student Awards Luncheon at Chapter conference; make sure President has info to acknowledge new FAICP members at conference | VPPD | VPPD | Fall Chapter Conference (even yr) |

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