

## Procedures and Guidelines for Nominations

### CSLA College of Fellows

1. Qualified Members of the CSLA may be nominated for Fellowship. Any such nomination shall be made on the forms and in the manner prescribed by the College Executive Committee and shall be based on recent detailed information respecting the activities and achievements of the nominee. Nominations of members with outstanding accomplishment in the profession, who may have been overlooked in the past, are encouraged. The nominee shall **not** be aware that his/her name is being presented to the College for consideration. The same person may be re-nominated in succeeding years. In addition, the Board of Directors of the CSLA and the College Executive Committee may nominate qualified persons from the membership at large. Outstanding contribution will generally be considered as a contribution which is above and beyond that provided by a member of the profession.
2. The nominator is required to contact the relevant Component organization and the Executive Director of the CSLA prior to beginning the nomination process to verify that the nominee has been a member of the CSLA for more than 12 years and is in good standing.
3. All nominations must be received by the Secretary of the College of Fellows on or before the designated date. Submissions received after the deadline will not be considered, but deferred to the following year. Any questions regarding the nomination process may be directed to the Secretary prior to the close of nominations.  
All submission material relating to candidates who are unsuccessful will not be retained. Nomination material of successful candidates will be retained in the CSLA Archives and remain confidential. The submitted material must provide clear evidence that the nominee meets the requirements of the College for outstanding contribution and professional excellence. The submitted nomination materials are reviewed by a Jury made up of 6 Fellows from across the country.  
The Nominator does not have to be a member of the College of Fellows but at least one of the endorsers must be a Fellow.
4. Fellows shall be landscape architects of at least twelve (12) years in good standing as Members of the CSLA, who are recognized as having made an outstanding contribution to the profession by excellence in executed works of landscape architecture, in advisory or administrative professional work in public agencies, in professional university instruction, in professional writing, in service to the community or the public on behalf of the profession, and/or in direct service to the Society.
5. The categories of excellence for advancement to Fellowship, in accordance with the above excerpt of the By-laws, shall be described as follows:
  - a) Executed Works of Landscape Architecture shall reveal outstanding examples of professional work, individuality and mastery of the art of landscape architecture and may cover large as well as small projects, and private or public development.

- b) Administrative Professional Work in Public Agencies or Government Service should reveal clearly notable work in public service and the influence of this work in relation to the profession of landscape architecture.
  - c) Professional University Instruction should reveal the nominee's influence and contribution to the advancement of the profession of landscape architecture and the evidence of this service by students, the profession, the public and other societies.
  - d) Professional Writing should reveal the explicit listing and description of published books, pamphlets, articles, lectures or other original work in the communications media, the nominee's contribution to the advancement of the profession of landscape architecture and to the public recognition of the profession.
  - e) Service to the Community or the Public on behalf of the Profession should reveal outstanding leadership, over a number of years, in significant community or public service projects, where the nominee noticeably represented the profession of landscape architecture.
  - f) Direct Service to the Society should reveal major contributions to the advancement of the profession of landscape architecture which have been rendered in such a manner that they become outstanding and inspiring at the national and local levels.
6. In order to allow assessment of the nomination's appropriateness, the following information must be provided:
- a) The year of acceptance to membership in CSLA to be confirmed by the relevant Component organization.
  - b) A complete professional resume of the nominee.
  - c) A list of honors and awards received, as well as memberships held in allied organizations.
  - d) A minimum of three and maximum of five letters of endorsement each with a signature and the address, email and telephone contact information of the endorser.
  - e) All information that is provided should inform the Jury of the accomplishments of the nominee that surpass the normal day to day activities involved in professional work. Recognizing that landscape architecture is a collaborative profession and many projects involve several participants, the nominator is asked to ensure that the specific contribution of the nominee is conveyed to the Jury.
  - f) For the Executed Works of Landscape Architecture category, the names and descriptions (with accompanying photography, articles, etc.) of two or more projects and clients for whom they were completed, which reflect executed excellence by the nominee, who, in so doing, made an outstanding contribution to the profession; and-or
  - g) For the Administrative Professional Work in Public Agencies or Government Service category the names and descriptions of two or more projects or initiatives and clients for whom they were completed, that reflect leadership or innovation of the nominee who in working made an outstanding contribution to the profession; and-or

- h) For the Professional University Instruction or Administrative Professional Work in Public Agencies or Government Service categories, name of the public agency, university or private office for whom the nominee may have excelled in administrative work or professional teaching and research activities, and two or more examples of his/her accomplishments which illustrate how the nominee may have made an outstanding contribution to the profession; and-or
- i) For the Professional Writing category, a listing and copies of the nominee's professional writing in the form of published books, pamphlets, articles lectures or other original work in the communication media, indicating his/her outstanding contribution to the profession; and -or
- j) For the Service to the Community or the Public on behalf of the Profession category, a detailed description of the community or public service projects, including locations and time frames, which the nominee organized or directed, indicating his/her outstanding leadership as a landscape architect; and-or
- k) For the Direct Service to the Society category, two examples of the direct or indirect service to the Society (national and provincial) which illustrate how the nominee may have made an outstanding contribution to the profession.

A combination of the above information may be accepted if the nominee is being nominated in more than one category.

- 7. The nomination submission requires:
  - a) one signed letter of endorsement from a nominator (who is not required to be a Fellow, but must be a CSLA member)
  - b) 2 to 4 additional signed letters of endorsement. At least two of these endorsers must be CSLA members. The other letters of endorsement may be submitted from the Component organization or other professional colleagues.Note: If the nominator is not a Fellow, one of the endorsers from section b), above, must be a Fellow.
- 8. The Nomination Form shall list the Endorsers whose Letters of Endorsement form part of the Nomination.
- 9. The completed submission shall be a maximum 40 pages (8.5 x 11 size) including the Nomination Form pages and the Letter of Endorsement. The submission shall be forwarded by email in one PDF document to the Secretary of the College of Fellows on or before the designated deadline of January 15, 2019 at 4 pm EST. Neither faxed nor mailed submissions will be accepted. Prior to the closing deadline, the nominator may contact the Secretary via email to ask questions to clarify the nomination process requirements.

*This document was approved as amended in  
April 2018 and supercedes earlier versions of the document.*