

## Nomination Guidelines and Form

Election to the College of Fellows is one of the highest honours bestowed on members of the CSLA. Its purpose is to recognize achievement, further the high quality of the profession, mentor other professionals and work to benefit the community.

### The Deadline

Submissions must be received by e-mail before **4 p.m. EST January 14th, 2022**. Late or incomplete submissions will not be accepted.

### The Nomination Process

#### Who may be a nominator?

The nominator must be a CSLA member in good standing but does not have to be a member of the College of Fellows. If the nominator is not a Fellow, one of the endorsers must be a Fellow.

#### Who may be nominated?

Full Members of the CSLA may be nominated for Fellowship. Nominations of members with outstanding accomplishment in the profession, who may have been overlooked in the past, are encouraged.

- Nominations **MUST** be made on this form and shall be based on recent detailed information respecting the activities and achievements of the nominee.
- Confidentiality: The candidate is **NOT** to be aware that his/her name has been submitted for consideration.
- The same person may be re-nominated in succeeding years. However, the original submission must be revised, and supplemental or additional information added as applicable.
- The Board of Directors of the CSLA and the College of Fellows Executive Committee may nominate qualified persons from the membership at large.

**The nomination package must provide clear evidence that the nominee meets the requirements of the College for *outstanding contribution and professional excellence*. Outstanding contribution will generally be considered as a contribution which stands above and beyond longstanding, competent practice of the profession.**

#### How will the CSLA treat the nomination submissions?

Nomination material of successful candidates will be retained in the CSLA archives and remain confidential. All submission material relating to candidates who are unsuccessful will not be retained.

#### How will nominators be notified of the results of their submissions?

Nominators of both successful and unsuccessful submissions will learn of the results of their submission from either the Chair or Secretary once the jury has completed its review. Comments on the submissions, either successful or unsuccessful, will not be shared with the nominators.

#### Will Fellows-Elect be advised who nominated them for Fellowship?

The nominator of a Fellow-Elect shall always remain confidential.

### Additional Information

Any questions regarding the nomination process or requirements may be directed to Wendy Shearer, Secretary of the College of Fellows, via email, at least one week before the deadline at [fellows@csla-aapc.ca](mailto:fellows@csla-aapc.ca).

The investiture ceremony for the Fellows-Elect will be held during the CSLA Congress, to be held in Halifax, Nova Scotia, June 9-12, 2022.

## The Nominee

Name: \_\_\_\_\_

Address : \_\_\_\_\_

Tel.: \_\_\_\_\_ E-mail : \_\_\_\_\_

Fellows shall be landscape architects who are recognized as having made an outstanding contribution to the profession in one or more of the categories listed below.

The nominator is required to contact the relevant Component Association 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. The nominator must receive written confirmation that the nominee meets this requirement.

Number of Years as CSLA Member in Good Standing (must be a minimum of 12 years): \_\_\_\_\_

The nominee is a member in the following CSLA Component Associations:

AAPQ  APALA  OALA  MALA  SALA  AALA  BCSLA  NuALA  NWTALA

## The Nominator

Name: \_\_\_\_\_

Tel.: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

## The Nomination Categories

Generally, one category should be selected; exceptionally, a maximum of three categories can be selected.

Outstanding contribution and achievement of high levels of professional excellence must be demonstrated in each selected category.

**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.

**Administrative Professional Work in Public Agencies or Government Service** shall reveal clearly notable work in public service and the impact of this work in relation to the profession of landscape architecture.

**Professional University Instruction** shall 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, scholarly societies and/or the public.

- Professional Writing** shall 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.
- Service to the Community or the Public on behalf of the Profession** shall reveal outstanding leadership, over several years, in significant community or public service projects, where the nominee noticeably represented the profession of landscape architecture.
- Direct Service to the CSLA** shall 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.

## The Nomination

To fairly assess the nomination’s appropriateness, all nominations must be complete. Incomplete nominations will not be reviewed by the Jury. The submitted nomination materials are reviewed by a jury made up of 6 Fellows from across the country. The submission must be addressed to:

**THE CSLA COLLEGE OF FELLOWS, Wendy Shearer, Secretary, 12 Forillon Crescent, Ottawa ON K2M 2W5  
Tel: 519-241-1116 or 613-668-4775, E-mail: fellows@csla-aapc.ca**

### Guidelines

- The completed submission shall be forwarded by e-mail in one .pdf document, and shall be a maximum of 30 pages (8.5 x 11 inch size) with a file size limit of 10MB.
- Faxed or mailed submissions will not be accepted.
- Results will be communicated by the beginning of April 2022.
- The Chair of the College of Fellows will notify the successful College of Fellows Elect. The Secretary will notify the nominator of an unsuccessful submission and share Jury comments.

### Nominations must include the following (check all items to confirm):

- Completed CSLA Nomination Form** (note that pages 1 and 6 of this document does not need to be included)
- One signed letter of nomination submitted by the nominator**  
The purpose of the nomination letter is to make a convincing case to the Jury that the candidate has made **outstanding contributions** in the category(s) selected and achieved high levels of professional excellence. 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. (Maximum two pages.)
- Candidate’s resumé (insert the relevant information into the boxes below –a separate resumé is not required)**

EDUCATION (in reverse chronological order)

EXPERIENCE (in reverse chronological order, *brief* summary of major duties in each position)

AWARDS AND ACHIEVEMENTS

PROFESSIONAL MEMBERSHIPS (including in related professions)

MOST SIGNIFICANT CAREER WORKS OR PROJECTS (listed in reverse chronological order. Note the primary responsibility or contribution of the nominee on each project listed). Detailed project descriptions, (etc. by category of submission) should be provided separately, see below.

**Minimum two and maximum four additional signed letters of endorsement**

Letters of endorsement must contain a signature and the address, email and telephone contact information of the endorser. It is recommended that the endorsers be selected carefully to complement the nomination letter, provide different information and represent diverse opinions. (Maximum one page per letter) Furthermore, it is recommended that letters of endorsement come from colleagues who are outside the nominee's workplace. NOTE: At least two of these endorsers must be CSLA members. Additional signed letters of endorsement may be submitted by the nominees' Component Association or other colleagues.

*List of endorsers who provided letters of reference, (including the nominator's letter)*

1. \_\_\_\_\_ (Name of nominator. *Note: if the nominator is not a Fellow, one of the endorsers listed below MUST be a Fellow.*)

2. \_\_\_\_\_ (Name of endorser: MUST be a CSLA Member)

3. \_\_\_\_\_ (Name of endorser: MUST be a CSLA Member)

4. \_\_\_\_\_ (Name of optional endorser)

5. \_\_\_\_\_ (Name of optional endorser)

## Portfolio of Work: Requirements by Category of Submission

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.

*Nominations in more than one category should demonstrate outstanding contributions and excellence in all selected categories. These nominations must include the required materials for each category selected.*

### Executed Works of Landscape Architecture:

In addition to the above information a portfolio of work is required. Include illustrations and photography of the most important and significant work. Each project should be identified with project title, dates, client, consultant team. In an introduction to each project, also clearly specify the role and contribution of the nominee on the project. Projects which have won a national or international award should be emphasized and the role of the nominee clearly identified.

### Administrative Professional Work in Public Agencies or Government Service

In addition to the above information a portfolio of work is recommended. Include the names and descriptions of the most important and significant projects or initiatives. Each project should be identified with agency name, position or title of the nominee, project title, dates, client (if appropriate). In an introduction to each project or initiative indicate the leadership, innovation or outstanding contribution by the nominee.

### Professional University Instruction

In addition to the above information a teaching and research dossier required. Include exemplary teaching and/or research works, such as award-winning teaching methods, award-winning research and writing, and other outstanding contributions to education and/or research in landscape architecture.

### Professional Writing

In addition to the above information a portfolio of work is required. Include a listing of the nominee's professional writing in the form of published books, pamphlets, articles lectures or other original work in the communication media. Also include full articles or excerpts representative of his/her outstanding contribution to the profession.

### Service to the Community or the Public on behalf of the Profession

In addition to the above information, include a detailed description of the volunteer 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. Note that this category is to recognize contributions made outside of the Executed Works category.

### Direct Service to the CSLA

In addition to the above information, include a detailed description of the direct or indirect service to the Society (national and provincial) which illustrate the nominee's outstanding contributions and leadership in the profession.