

# THE FELLOWS OF THE AMERICAN INSTITUTE OF CERTIFIED PLANNERS (FAICP)

*Induction to the College of Fellows is the highest honor 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 long-time members of AICP and have achieved excellence in professional practice, teaching mentoring, research, and community service and leadership.*



The American Planning Association's  
Professional Institute



**American Institute  
of Certified Planners**

*Making Great Communities Happen*

# 2022 FAICP Nomination Guidelines

## Table of Contents

**ELIGIBILITY .....3**

**SUBMISSION REQUIREMENTS .....3**

**ROLES AND RESPONSIBILITIES.....8**

**PRIMARY CRITERIA .....9**

**HELPFUL HINTS.....10**

**POST-SUBMITTAL PROCESSES .....11**

**FREQUENTLY ASKED QUESTIONS.....122**

**APPENDIX: CAREER FEATURES AND TIPS.....13**

## ELIGIBILITY

Both nominees to the AICP College of Fellows and their nominators must meet minimum eligibility requirements before their nomination submissions are considered valid.

### Nominee Eligibility

The minimum requirements for eligibility as a Fellow include:

- Member of AICP for at least 15 years.
- Member of AICP in good standing (dues paid, CM requirements up to date, and no ethical violations).
- Outstanding contribution to the profession over an extended period of time.

### Nominator Eligibility

The following groups can nominate any number of outstanding members to the AICP College of Fellows:

- An APA Chapter, through an executive committee, awards committee, or a special committee as established by a chapter.
- An APA Division through an executive committee, awards committee, or a special committee as established by a division.
- The College of Fellows, through their special nominations committee.
- Any AICP member, accompanied by the endorsement of nine (total of 10) other AICP members in good standing.

## SUBMISSION REQUIREMENTS

FAICP nominations must meet certain minimum requirements as outlined in this section of the guidelines.

### SUBMISSION ITEMS

Submission packages must include the following seven items. More information regarding each submission item is provided below each one:

1. **2022 FAICP Nomination Form and Checklist** (each available to download at: [planning.org/faicp/nomination](https://planning.org/faicp/nomination))

- ✓ **Page 1 of submission:** Completed Nomination Form
- ✓ **Page 2 of submission:** Completed Checklist

2. **Nominator Endorsement Letter Signed by Nominator** (three pages maximum)

The Nominator Endorsement Letter confirms that the nominee is endorsed by the appropriate nominating group. It must be signed by one of the following individuals: Chapter President,

Chapter Professional Development Officer, or Division Chair. For nominations originating from 10 AICP members in good standing, the Nominator Endorsement Letter must be signed by the leader of the group.

*The Nominator Endorsement Letter should do the following:*

- ✓ Summarize and substantiate the nominee's unique contribution to the profession using the primary criteria and also career area criteria features and tips as guidance, as well as other relevant contributions.
- ✓ Address the reason the nominating body supports the nominee for election to Fellow, without reiterating accomplishments listed above.
- ✓ Present a compelling argument for selection by addressing the primary criteria and must be written by the lead member of the nominating group, not by the nominee.
- ✓ Not exceed three pages.

### **3. One-Page Narrative Statement & Accomplishments** (one page maximum)

A one-page narrative statement that highlights the nominee's career achievements to best illustrate significant contributions that have advanced and improved planning and society. The narrative statement must include the nominee's top five outstanding career achievements in a bullet point format.

*The top five outstanding career achievements should follow the guidance below:*

- ✓ Each bulleted achievement must be a succinct statement.
- ✓ No more than two lines each as opposed to five paragraphs that comprise the one-page statement.
- ✓ The five bullet points highlight what a nominee feels are their greatest planning career accomplishments and impacts.
- ✓ List five distinct, specific accomplishments rather than thematic skills.

### **4. Annotated Resume** (10 pages maximum)

The annotated resume and any work samples *must not exceed 10 pages*. A curriculum vitae alone is not sufficient. Page numbers must appear on each page of the resume. *Please note:* pages that exceed the 10-page limit will be redacted and not be reviewed or considered by the Selection Committee. *Do not include any hyperlinks*. All hyperlinks (anywhere in the nomination package) will be redacted or the nomination returned for failure to meet submission requirements. The Selection Committee is not permitted to consult any materials or information outside of the nomination package.

*The annotated resume should contain the following information:*

- ✓ Education, including dates.
- ✓ Professional experience – including, but not limited to firms, agencies and academic institutions, including dates.

- ✓ Major accomplishments and outstanding professional activities: explain the importance of the nominee’s accomplishments; the degree to which such accomplishments have resulted in important improvements, whether in processes or in communities served; and their recognition by others as they relate to the primary criteria selected, including examples of innovation. Use of career area guidance, included as an appendix at the end of this document, is encouraged. You must indicate the nominee’s role in each activity. Be specific as to what makes each accomplishment exemplary.
- ✓ APA and AICP activities including – services provided, offices held, including dates.
- ✓ Other activities and leadership roles in organizations promoting planning and its values; honors, awards and membership significant to the nominee’s selection as a Fellow. Please list each of the following groupings separately:
  - Honors, awards, and recognitions.
  - Public service (e.g., youth education, social service programs, civic organization involvement, volunteer traffic counts, conservation efforts, etc.).
  - Membership in allied organizations.

**5. Letters of Support** (five minimum /10 maximum/two pages maximum for each)

A minimum of five and a maximum of 10 letters of support must be submitted. *Letters should be no more than one to two pages in length.* When requesting letters of support, make sure to inform the letter writers of the maximum length requirement and the review criteria provided below. The nominator must review all letters of support to incorporate pertinent points from the letters into the narrative.

*The letters should be addressed to the “Selection Committee” and clearly reflect:*

- ✓ Identity of the letter writer and highlights of their credentials.
- ✓ How they know the nominee.
- ✓ What and how they know about the nominee’s work including:
  - A professional opinion of the work.
  - Reference to specific examples of the nominee’s accomplishments and specific information discussed in the nomination package.
  - A description of why the accomplishments are special or exemplary and had an influence on the community or profession of planning.

All letters included should be substantive and help tell the nominee’s story; letters that don’t should be left out. Below is an additional list of “do’s and don’ts” for letters of support.

**Do’s:**

- Letters included should have some diversity of perspectives (managers, previous staff or students, peers, developers, clients, academics, community leaders, etc.).
- Only include letters that provide a genuine and personal account of the nominee’s accomplishments.

- Letters should get to the point quickly. The author should state who they are, how they know the nominee, and immediately begin describing the nominee’s accomplishments and the impact it had on communities and/or the planning profession.
- Letters should add depth to the nominee’s story and explain how the nominee went beyond just doing their job. Letters should answer the question: “Why does the nominee’s work and service qualify the nominee to be a Fellow?”

**Don’ts:**

- Don’t include letters from individuals the nominee doesn’t know well and are unable to speak directly to the details of their work.
- Don’t include letters that are poorly written, unconvincing, disingenuous, or lack specifics about the nominee’s planning career.
- Don’t include letters that clearly follow a template provided to them.
- Don’t include letters from authors based *solely* on their professional status.

In the nomination package, please include a chart listing the individuals submitting letters of support (in the order they are included) along with a *brief* summary of the nominee’s history and relationship to the author, and the letter’s relevance to the contents of the nomination. The chart should not take up more than one page and look like this:

<b>Letters of Support</b>		
<b>Author</b>	<b>History/Relationship/Dates</b>	<b>Relevance (page number)</b>
Jane Smith, AICP Title Company City, State	Director of Planning for X City when [nominee] served as Planner III for X City (dates)	Jane Smith oversaw the work I conducted on XYZ projects (discussed on page X)
John Doe Title Company City, State	Developer for X Company when [nominee] served as the Project Manager for X Project (dates)	John Doe and I worked together on X Project for over three years (discussed on page x)
John Smith, AICP Title Company City, State	Fellow Commissioner on AICP Commission (dates)	John Smith and I worked together on X to create X (discussed on page x)
Etc.		

Please note that the following people cannot nominate or write letters of support:

- Current members of the FAICP Selection Committee
- Current members of the College of Fellows Committee
- Sitting members of the APA Board of Directors
- Sitting members of the AICP Commission
- Current APA staff members

**6. 100-Word Statement**

The statement is a summary of the nominee's most notable accomplishments and shall not exceed 100 words. It should be well written and as reflective of the work and accomplishments of the nominee as possible. Nominators should take special care to highlight the nominee's most extraordinary accomplishments and substantiate them with concrete examples, such as specific plans or policies. Some reference to the region or communities where the nominee's career had the most influence should be included in the statement.

The statement will be used in the induction ceremony, for publicity materials and on the web should the nominee be inducted into the College. Nominees must review their statements prior to submission to APA.

**7. Nominee Headshot** (submit separately from nomination)

A high-resolution, portrait-style headshot of the nominee must be submitted as a separate digital file saved with the nominee's name, e.g., "Jane Jacobs.jpg." The nominee's picture should not be included within the contents of the nomination PDF. The Selection Committee will not have access to nominees' photos. APA will use the headshots of selected Fellows in communications and induction ceremony materials.

**PROCESSING FEE**

There is a \$95.00 processing fee for each FAICP nomination package. Resubmissions must also include the fee. Checks should be made out to "APA" and mailed to the APA Chicago office with a copy of the 2022 FAICP Nomination Form; or you can provide your credit card information in the space provided in the Nomination Form and mail it to the address below. For your protection, please do not email credit card information.

Please send the Nomination Form and Nomination Fee (\$95) to:

American Planning Association  
Attn: FAICP Nominations  
205 N. Michigan Avenue, Suite 1200  
Chicago, IL 60601

The fee must be mailed and postmarked by the day of the deadline, **August 25, 2021**.

**DEADLINE**

All FAICP nomination packages must be emailed to [fellows@planning.org](mailto:fellows@planning.org) no later than August 25, **2021 at 11:59 pm (PST)**.

**DOCUMENT FORMATTING REQUIREMENTS**

All text should be in at least 11-point font size. Margins should be set at one inch. Please include a separation page between each section of the nomination package, e.g., endorsement letter, narrative statement, annotated resume, etc. (please note that separation pages are not counted toward the total page count of each section). Images should be used sparingly, if at all, and when used should add relevant context to the narrative. Pictures of the nominee within the nomination are not allowed. Please keep in mind that the FAICP Selection Committee will base their decisions solely on the

substance of the nomination materials, not the style or visual presentation. No hyperlinks may be used in any part of the nomination. All nominations must be submitted in a single PDF document.

## **SUBMISSION PROCEDURE**

Email each nomination package to [fellows@planning.org](mailto:fellows@planning.org) as a **single PDF file** (preferably not scanned) along with a **separate, high-resolution, portrait-style digital photograph** labeled with the nominee's name. A confirmation email will be sent once received.

## **QUESTIONS OR COMMENTS**

Questions or comments may be directed to:

Email: [fellows@planning.org](mailto:fellows@planning.org)

Phone: (312) 786-6739

## **ROLES & RESPONSIBILITIES**

A successful nomination to the College of Fellows requires considerable effort on the part of both the nominator and the nominee. The division and coordination responsibilities between a nominator and a nominee may vary to some extent. Therefore, the information contained in this section is for guidance only.

### **ROLE OF THE NOMINATOR**

Each nominating group, and the leader of said group, is responsible for ensuring that members nominated to the AICP College of Fellows meet submission requirements and eligibility criteria. The FAICP Selection Committee counts on the nominating groups to provide and ensure the quality and thoroughness of supporting materials. Each chapter and division receives a list of AICP members that meet the 15-year membership requirement.

*The nominator should be prepared to:*

- ✓ Advance the cause of the nominee.
- ✓ Know the nominee well and be comfortable writing about very specific and unique aspects of the nominee's work and professional career.
- ✓ Allow ample time for preparation, as the submission process is more demanding than many realize.
- ✓ Assist the nominee in preparing the nomination package (e.g., encourage them to resist any modesty that delimits their accomplishments).
- ✓ Write or otherwise secure the signed nominator endorsement letter.
- ✓ Help edit the nomination materials, assist in obtaining letters of support, assist in choosing the letters that best support the nominee's narrative, and edit the statement and the five concise bullet points in the narrative statement highlighting the nominee's work. (The 100-word statement and bullet points are included in the induction ceremony to introduce the inductee, highlighted in press releases, and posted to the APA website. Therefore, it is essential that there is a thorough review of the narrative statement and bullet points, as well as the 100-word statement prior to final submission.)
- ✓ Contact APA staff with questions.



## **ROLE OF THE NOMINEE**

The primary responsibility for coordinating a nomination package typically lies with the nominee. The nominee is responsible for collecting all the materials required for a nomination (other than the nominator letter) and providing everything to the nominator for review and feedback.

*The nominee should be prepared to:*

- ✓ Allow ample time for preparation, as the submission process is more demanding than many realize.
- ✓ Prepare and provide the following for review by the nominator:
  - One-page narrative statement including 5 concise bullets on the nominee's achievements.
  - Annotated resume that details their career path, professional and volunteer activities, and specific information regarding their career and accomplishments.
  - 100-Word Statement
- ✓ Solicit letters of support from individuals who can add clarity through personal accounts of the nominee's career and in turn, work with the nominator to carefully select letters that build the strongest case for the nomination.
- ✓ Work with the nominator to review the overall nomination to ensure that the impact the nominee had across their career is thoroughly, accurately and consistently described.
- ✓ Check the submission for and correct any factual errors.
- ✓ Edit the nomination for grammatical errors, clarity of the narrative, and any other mistakes.

## **PRIMARY CRITERIA**

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:

- ✓ Exceptional and sustained leadership, resulting in a readily definable change to a place, people, or process.
- ✓ Innovation and excellence creating consensus and support for a planning activity that lead to community improvements.
- ✓ A legacy for their 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.
- ✓ Exceptional accomplishments in planning over the extent of their career or an extended period of time.
- ✓ The significance of the nominee's role in the work mentioned throughout the nomination.

## HELPFUL HINTS

- Follow instructions! (The committee reads a lot of nominations and the inability of a nominee to follow directions could be the deciding factor when decisions are close.)
- Keep the nomination focused on the nominee's strongest elements. All work mentioned in the nomination should meet the primary criteria.
- Choose and focus on the nominee's best work and describe the impact this work has had (and continues to have). Keep in mind that quality of work is superior to quantity of work.
- Nominations are selected based on the specific role the nominee played in successfully advancing a cause, contributing to quality improvements in a community, and overcoming adversity in implementing a plan. Be sure to specifically call out the significance of the nominee's role in all projects mentioned throughout the nomination.
- Clearly define the nominee's role in the work.
- Letters of support should focus on the primary criteria and reference specific examples of the nominee's work, demonstrating not simply the quality of the relevant work, but the influence it had on communities and the profession.
- Designations other than "AICP" after the nominee's name in the nomination package may be mentioned where appropriate.
- Demonstrating connections to APA is important. If a nominee claims to be advancing the profession of planning, as exemplified by APA and AICP, then they should include some evidence of how they have done that.
- Please keep in mind that not every AICP member meeting the minimum requirements qualifies as a nominee. Fellow nominees must exhibit their specific contributions to the profession and community (-ies) that have made a significant difference or had a transformative effect. While longevity merits recognition, it is not the primary criterion the selection committee will consider. The outcomes of a nominee's efforts in professional practice, teaching, mentoring, research, and community service and leadership, however, are of special importance and should be clearly described.
- Seek out the assistance of those that have previously prepared successful nominations to assist in the process.
- Be specific, using clear, concrete examples from the work to support your points.
- Although nominees should not be shy in touting their accomplishments, they should be careful to not overly embellish their nomination with claims they are not able to back up with evidence.
- Ensure that accurate and complete timelines and dates are provided for every benchmark in the nomination.
- Substantively describe efforts that have made a difference and had transformative effects on communities.
- Tell the story of the nominee and be comprehensive in your analysis of their work.
- If graphics are submitted as support material, text and graphics must be consistent and complement each other, and cannot result in the nomination package exceeding the page limit.

To verify a nominee's good standing, please contact APA Customer Service at:

Email: [fellows@planning.org](mailto:fellows@planning.org)

Phone: (312) 786-6739

## POST-SUBMITTAL PROCESSES

A number of steps are involved in the FAICP process once a nomination has been submitted to APA. This begins with an initial screening of submissions, continues with the selection and notification processes, and concludes with recognition of the FAICP class.

### SCREENING OF SUBMISSIONS

APA will perform an initial screening of nomination materials upon receipt to ensure that applications are complete. Please note that:

- APA staff evaluate nominations as they are received to ensure all submission requirements are met.
- Incomplete nominations will be returned and not considered until all requirements are met (by the deadline).
- Nominations received after the deadline will not be considered.

### SELECTION PROCESS

Please note the following information regarding the FAICP selection process:

- The FAICP Selection Committee is composed of five members of the AICP College of Fellows.
- Once staff have completed the screening process for completeness and timeliness, each Selection Committee member will receive the total number of nominations at least 60 days prior to the scheduled in-person meeting of the full Selection Committee.
- During the in-person meeting, the Selection Committee will deliberate on each nominee until a final decision is reached.
- Consideration of each nominee to the AICP College of Fellows is based solely on professional excellence and outstanding accomplishments as represented in the submitted nomination materials. Numerical goals, percentages of nominees, or number from each chapter are not a consideration during the selection process.

### NOTIFICATION PROCESS

Once the FAICP Selection Committee completes its review and finalizes decisions, all nominees and nominators will be notified as follows:

- Nominees will be notified by email within four weeks after the Selection Committee meeting. A formal letter from the Chair of the Selection Committee will follow. Chapter Presidents and Professional Development Officers will be notified via email at this time as well. Once all nominees and nominators have been notified, a list of those selected will be posted on the APA website at [planning.org/faicp](http://planning.org/faicp).
- General feedback will be provided to nominees not selected within three months of selection announcements.

- The decision of the FAICP Selection Committee shall be based on the suitability of the nomination in meeting the selection criteria as described in the nomination guidelines, as well as upon the judgment of the Selection Committee that a compelling case has been made. The decision of the Selection Committee is final.

## FREQUENTLY ASKED QUESTIONS

- **May a section of an APA Chapter nominate an individual to become a Fellow?**
  - *No, sections are ineligible to nominate any individual to become a Fellow.*
- **May the nomination package include more than 10 letters of support?**
  - *No, nomination packages may not include more than 10 letters of support. The FAICP Selection Committee will not consider any additional letters beyond 10. Additional letters will either be redacted, or the nomination returned with directions to meet the submission requirement. Please be advised that the nominator need not include more than five letters of support if the additional letters do not make a compelling case for the nominee. For example, six exceptional letters may make a more compelling case than 10 mediocre letters.*
- **Is there a minimum or maximum number of nominees that a nominating group (APA Chapter, APA Division, etc.) may submit?**
  - *No, there is no minimum or maximum number of nominees that a nominating group may submit.*
- **Is there a limit on, or maximum number of, FAICP submissions for any one eligible individual?**
  - *Each FAICP submission will be given its due consideration each time it is brought forth from a nominating group.*
- **In the case of a resubmission, may a nominator include letters of support used in a prior submission?**
  - *A nominator may include letters of support used in a prior submission, but please remember that it is the responsibility of the nominator to present the best possible case for a nominee. This may include updating the application and letters of support to ensure that they are current and make the strongest possible case.*
- **May nomination packages include actual examples (maps or excerpts from comprehensive plans, for example) of the nominee's work in order to present the best possible case for a nominee?**
  - *A nomination package may include actual work samples formatted at the same size as other documents. Due to the large quantity of nomination materials received, these supplemental materials will count toward the annotated resume page limit. Please note: Pages that exceed the 10-page limit will not be reviewed or considered by the selection committee. Pages over the maximum in each section will either be redacted or the nomination returned with directions to meet the submission requirement.*

- **Why can't I submit examples beyond the 10- page limit?**
  - *The College of Fellows selection committee reviews and discusses each nomination package carefully and thoroughly, leaving limited time to review large amounts of supplemental material. Past selection committees have noted that the most compelling nominations get to the point quickly and explain the impact and importance of the included work rather than an extraneous list of projects and other examples.*
  
- **Are there any details I can include that do not count towards the 10-page limit?**
  - *Nominations should include a brief description, such as a mission statement, of organizations the nominee serves on a voluntary or professional basis. The description may be submitted as an appendix to the nomination and shall not count in the total number of pages.*
  
- **If I have been a member for 15 years and been a successful planner, am I automatically eligible for induction?**
  - *NO, 15 years as an AICP member and a curriculum vitae does not constitute a compelling nomination and will not lead to selection. Fellows are marked by excellence, impact on communities, the profession of planning, and sustained leadership. Only those applications that demonstrate, in a compelling way, that they have met the primary criteria described in the guidelines will be selected as Fellows.*
  
- **Will nominations be penalized for typos and grammatical errors?**
  - *Nominations are not penalized for a few typos and grammatical errors that may slip through the editing process. However, a noticeable and unreasonable number of errors in a submission signals a lack of care and level of professionalism and generally results in a negative result. Please take care in editing the nomination for avoidable mistakes before submitting.*

## APPENDIX: CAREER FEATURES AND TIPS

**New:** The career areas will now serve as a resource to nominees rather than a required part of the nomination. The Selection Committee will NOT use the career areas during their review process.

Nominees may find the career areas helpful when writing and forming their nomination packets- often nominees' careers include multiple areas.

The five career areas, followed by details for each, are:

- Professional Practice
- Teaching
- Mentoring
- Research
- Community Service & Leadership

## PROFESSIONAL PRACTICE

The Professional Practice career area includes excellence in the nominee's leadership and direction of planning or implementation of projects and initiatives in public or private practice, including outstanding contribution to improvements in the quality of a community, and overcoming adversity in implementing plans. Professional planners, both public and private sector, are encouraged to describe how their work meets these career areas.

### Features of the Professional Practice Career Area:

- ✓ Completed works proclaim individuality and mastery of the values and principles of professional practice.
- ✓ Projects demonstrate outstanding quality, professional leadership, and transferability.
- ✓ The nominee was responsible for directing or facilitating the coordination of projects and plans that made significant change in the community served, and beyond.
- ✓ There is evidence of influence of planning practice and the impact which such practice has had on improving the quality of communities and public life.

### Tips for the Professional Practice Career Area:

- ✓ Clearly explain the specific role played in bringing each project cited to fruition and the extent to which planning principles were utilized to achieve significant results.
- ✓ Explain the nominee's role, impact, and significance of completed works and outstanding professional activities to key stakeholders.
- ✓ List and explain leadership roles and activities in groups and organizations promoting the planning profession.
- ✓ List and explain specific awards or honors showing evidence of leadership in advancing innovation and excellence in planning practice.

## TEACHING

The Teaching career area includes 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.

### Features of the Teaching Career Area:

- ✓ 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.
- ✓ Personal leadership role demonstrated in the accomplishment of advancing the profession beyond academia.
- ✓ Exceptional commitment to and success in providing planning education at all levels.

**Tips for the Teaching Career Area:**

- ✓ List and explain specific activities and leadership roles in related organizations/agencies promoting planning and its values.
- ✓ List and reference specific research activities.
- ✓ List examples of innovative teaching methods in or outside the classroom and the influence these have had on the knowledge and understanding of the principles of good planning.
- ✓ List full bibliographic information for the leading published materials or other original work related to any features noted above.
- ✓ List examples of the impact of the nominee's teaching on the work of the scholarly community and beyond the academy.
- ✓ List and explain specific awards or honors showing evidence of excellence in planning education or planning practice under nominee's direction.

**MENTORING**

The Mentoring career area includes the nominee's influence and contribution to the advancement of the profession of planning and the evidence of this service by students, emerging planning professionals, the profession, and communities

**Features of Mentoring Career Area:**

- ✓ Specific examples of exceptional accomplishment within the profession of planning that made a difference to an organization or individual, as evidenced by special recognitions, awards and honors, either academic or professional.
- ✓ Personal leadership role demonstrated in the accomplishment of advancing the profession through mentorship and beyond academia.
- ✓ Exceptional commitment to and success in providing planning mentoring at a variety of levels.

**Tips for the Mentoring Career Area:**

- ✓ List and explain specific activities and leadership roles in related organizations/agencies promoting planning and its values.
- ✓ List examples of innovative mentoring methods, including in or outside the classroom, and the influence these have had on the knowledge and understanding of the principles of good planning.
- ✓ List examples of the impact of the nominee's mentoring on the work of the scholarly and professional communities.
- ✓ List and explain special recognitions, specific awards and/or honors showing evidence of excellence in mentoring excellent planning practice under nominee's direction.

--

----------

## **RESEARCH**

The Research career area includes 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.

### **Features of the Research Career Area:**

- ✓ Exceptional accomplishment over the nominee’s career or an extended period of time, especially those that are considered innovative.
- ✓ Specific application of the research on the practice of the planning profession.
- ✓ Personal leadership role in advancing and disseminating planning research.
- ✓ The application of research in providing innovative solutions to community problems and issues that improve the community.

### **Tips for the Research Career Area:**

- ✓ List and reference specific research activities.
- ✓ List citations of the leading published material or other original work related to any features noted above.
- ✓ List projects or plans that showcase the application of the research to the practice and broader understanding of planning related to any features noted above.
- ✓ List examples of the impact of the nominee’s research on the work of the scholarly community and beyond the academy.
- ✓ List and explain specific awards or honors showing evidence of excellence in planning research.

----------

## **COMMUNITY SERVICE & LEADERSHIP**

The Community Service & Leadership career area includes unique and outstanding contributions to the advancement of the profession and principles of planning that have been inspiring at the national, chapter or local levels. Such contributions can be made by utilizing these principles to serve professional organizations, local communities, non-profit organizations or state and national organizations and programs.

### **Features of the Community Service & Leadership Career Area:**

- ✓ Influence of significant work on the profession of planning and contribution to public advancement of the profession.
- ✓ Personal leadership role or administrative ability demonstrated in the accomplishment of project initiation or design, policy formulation, or planning.
- ✓ Significant contributions to the planning profession through APA and AICP activities in a leadership position.



- ✓ Include and describe the nominee's roles and responsibilities in significant non-APA/AICP volunteer activities that are exceptional and exemplary.

**Tips for the Community Service & Leadership Career Area:**

- ✓ List and explain specific activities and leadership roles in organizations, agencies, or political offices promoting planning and its value under major accomplishments and outstanding professional activities.
- ✓ List and explain special recognitions, specific awards or honors showing evidence of excellence in community service and leadership.