

Template - Fellow Nomination Dossier

College of Fellows – Canadian Institute of Planners (CIP)

Fill-in template for 2027

This page and the small status line under each Part heading are the only guidance in this file — delete both before you submit. Everything else on this page is placeholder text in [brackets] for you to replace.

This document is optional to use but may be used to guide you in the application process.

This is 1 of 3 companion files:

1. **Dossier Template** (this file) — what you fill in and submit.
2. **Hints & Directions** — what each Part must contain, prompts and example wording, the pre-submission checklist and a handout for letter writers. Read the Submission Guidelines first, the Hints and Directions build on it.

Each Part below carries a one-line status marker, for example:

Required • Maximum 1 page

Required and Optional describe the guidelines; Recommended is customary but not required. See Hints & Directions for what "required" means for each Part.

Recommended

Nomination for Fellow, Canadian Institute of Planners

Candidate:

[Full name and designations]

Submitted for review by the Honours and Awards Jury

Nominated by:

[Nominator name, MCIP/FCIP]

[Month day, year]

Part A: Table of Contents

Required

Part A: Table of Contents	[#]
Part B: Overview of the Dossier	[#]
Part C: Résumé of [Nominee name]	[#]
Part D: Description of [Nominee name]’s Contributions	[#]
Category #[N]: [Official category name]	[#]
Category #[N]: [Official category name]	[#]
Summary (if included).....	[#]
Part E: Letters of Support from Professional and Retired Members	[#]
Part F: Additional Letters of Support (optional)	[#]
Part G: Confidentiality Statement.....	[#]

Part B: Overview – [Nominee name], FCIP Nominee

Required · Maximum 1 page

[Opening: who the nominee is, their CIP status, and one sentence on the career.]

[Synopsis in 3 to 5 sentences: what sets the nominee apart, and the nationally or internationally significant contribution(s) to planning.]

We nominate [Nominee name] under [two / three / four] categories: **[Official category name]** and **[Official category name]**.

Category [N]: [Official category name]

[Two to four sentences: scale, duration, external recognition.]

Category [N]: [Official category name]

[Two to four sentences: scale, duration, external recognition.]

Letters of Support:

[Full name, designation (organization)]

[Full name, designation (organization)]

[Continue for every letter in Parts E and F]

Part C: Résumé of [Nominee name] – note a different format is acceptable provided it is only four pages

Required · Maximum 4 pages

[FULL NAME]

[Designations] | [CIP status: MCIP since year / Retired Member / other]

PROFESSIONAL MEMBERSHIP AND DESIGNATIONS

[Year–] [Canadian Institute of Planners – MCIP; provincial or territorial institute; other designations]

EDUCATION

[Year] [Degree, discipline, institution]

EMPLOYMENT AND KEY ROLES

[Year–Year] [Role, organization, location. One phrase on scope or impact.]

[Year–Year] [Role, organization, location. One phrase on scope or impact.]

AWARDS AND HONOURS

[Year] [Award or honour, awarding body]

SELECTED PROJECTS, PLANS AND PUBLICATIONS

[Year] [Project or citation. Publication titles in italics; article titles in quotation marks.]

TEACHING AND MENTORING

[Year–Year] [Courses, programs, institutions; number of students or mentees supervised]

COMMUNITY AND PROFESSIONAL SERVICE

[Year–Year] [Role, organization (for example, CIP committee or board, community body)]

SELECTED PRESENTATIONS AND MEDIA

[Year] [Event or outlet, topic]

Part D: Description of [Nominee name]’s Contributions

Required · Maximum 2 pages per category, for a maximum of 8 pages in total

Category #1: Professional Practice

Choose at least 2 of the 4 categories · Maximum 2 pages for this category. Delete if unused.

[Opening paragraph, 3 to 5 sentences: the overall case for this category.]

Professional practice over an extended period of time

[Evidence and examples for this criterion, one or two short paragraphs.]

Planning contributions that demonstrate a mastery of the principles of planning

[Evidence and examples for this criterion, one or two short paragraphs.]

Responsibility for planning contributions that have made a significant and positive change in a community

[Evidence and examples for this criterion, one or two short paragraphs.]

Demonstrated ability to transfer planning knowledge and practice from one location to others

[Evidence and examples for this criterion, one or two short paragraphs.]

Category #2: Teaching and Mentoring Planners

Choose at least 2 of the 4 categories · Maximum 2 pages for this category. Delete if unused.

[Opening paragraph, 3 to 5 sentences: the overall case for this category.]

Teaching and/or mentoring over an extended period of time

[Evidence and examples for this criterion, one or two short paragraphs.]

Influence on the practice of planning within Canadian and/or international contexts

[Evidence and examples for this criterion, one or two short paragraphs.]

Leadership in advancing the teaching of planning and/or mentoring of planners

[Evidence and examples for this criterion, one or two short paragraphs.]

Long-standing and exceptional commitment to planning education

[Evidence and examples for this criterion, one or two short paragraphs.]

Category #3: Planning and Community Research

Choose at least 2 of the 4 categories · Maximum 2 pages for this category. Delete if unused.

[Opening paragraph, 3 to 5 sentences: the overall case for this category.]

Research over an extended period of time

[Evidence and examples for this criterion, one or two short paragraphs.]

Innovation in planning and community research

[Evidence and examples for this criterion, one or two short paragraphs.]

Application of research to planning practice in Canadian and/or international contexts

[Evidence and examples for this criterion, one or two short paragraphs.]

Category #4: Community Service and Leadership in the Profession

Choose at least 2 of the 4 categories · Maximum 2 pages for this category. Delete if unused.

[Opening paragraph, 3 to 5 sentences: the overall case for this category.]

Community service in planning through leadership over an extended period of time

[Evidence and examples for this and each of the following criterion, one or two short paragraphs.]

Leadership in the profession over an extended period of time

[Evidence and examples for this criterion, one or two short paragraphs.]

Influence on planning that benefits the public domain and the planning profession in Canada

[Evidence and examples for this criterion, one or two short paragraphs.]

Support of community-led activities that advance community involvement in planning

[Evidence and examples for this criterion, one or two short paragraphs.]

Summary

Optional · Counts toward the Part D page limits

[Summary in 3 to 5 sentences.]

Part E: Letters of Support from CIP Professional and Retired Members in good standing

Required · Minimum 5, maximum 8 letters

[Number] letters of support follow, in this order:

1. [Author name, contacts, designation (organization)]
2. [Author name, contacts, designation (organization)]
3. [Author name, contacts, designation (organization)]
4. [Author name, contacts, designation (organization)]
5. [Author name, contacts, designation (organization)]

[Add up to three more, for a maximum of eight]

Nominator's tracker — for your own use; delete before submission

#	Author	Membership status	Known nominee (years, capacity)	Categories addressed	Eligible?	Signed?
1						
2						
3						
4						
5						
6						
7						
8						

Part F: Additional Letters of Support

Optional · Maximum 5 letters

[Number] additional letters of support follow, in this order:

1. [Author name, contact, designation or relationship (organization)]
2. [Author name, contact, designation or relationship (organization)]
3. [Author name, contact, designation or relationship (organization)]

[Add up to two more, for a maximum of five]

Nominator's tracker — for your own use; delete before submission

#	Author	Relationship / perspective	Membership status (or non-member)	Known nominee (years)	Signed?
1					
2					
3					
4					
5					

Part G: Confidentiality Statement

Required · Signed by the nominator

I, [Nominator name], [MCIP / FCIP], confirm that the nomination of **[Nominee name]** for election as a Fellow of the Canadian Institute of Planners has remained confidential throughout the preparation of this submission and that, to the best of my knowledge, [Nominee name] is unaware of being considered for FCIP status.

Signature: _____

Name: [Nominator name]

Designation and CIP status: [MCIP / FCIP / Retired]

Date: [Month day, year]

[Repeat this block for each additional nominator, if applicable]