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Royal Architectural Institute of Canada
Institut royal d'architecture du Canada

NOMINATION FOR FELLOWSHIP 2019

Nominations of new Fellows are now welcome to be submitted by email to the Chairman of your Regional Committee for review; hard-copy signatures on letters can be replaced with electronic signatures. Hard-copy nominations will also be accepted. Please refer to the listing of Regional Chairs on the last page of this document.

Should you need further details of the process of bestowing Fellowship, please call (613) 241-3600 ext. 214, fax (613) 241-5750 or write to fellows@raic.org.

PART I – Guidelines for Nomination of Members for Fellowship

(The following information has been extracted from the College of Fellows Rules and Regulations, Clauses 6.3.1 - 6.3.12, amended by the College of Fellows, June 2, 2001)

“A Fellow is a Member of the Institute who has achieved professional eminence or has rendered distinctive service to the profession or to the community at large. Nomination and advancement to Fellowship is administered by the College. A Member must have been a member of the Institute for at least five years prior to nomination as a Fellow. Fellowship is bestowed for life and is one of the highest honours the Institute can confer upon a Member.” (Clause 3.2.1)

Fellowship is bestowed in recognition of achievements of excellence in architecture based on the following three categories: 1) design excellence represented by past awards; 2) outstanding scholarly contribution represented by research, publications, and education; or 3) distinguished service to the profession or the community.

1. Nomination for Fellowship is **CONFIDENTIAL AND MUST REMAIN ANONYMOUS**. All nominators are required to maintain confidentiality with no direct contact whatsoever between nominators and the nominee related to the nomination.
2. The candidate must both be a member in good standing and have been a member of the RAIC for at least five years prior to nomination as a Fellow.
3. Five members (at least one of whom must be a Fellow) are required for each nomination. One of the nominators should be designated as the “primary nominator” and shall ensure all documentation is submitted correctly to the Regional Chair in the region in which the nominee normally resides.
4. A nominee must not solicit his or her nomination in any form what so ever.



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(NOTE: No two nominators may be from the same architectural firm or faculty. A member may only support one nomination in a given year)

5. All nominators must be members in good standing of the RAIC and must support only one nominee.
6. The primary nominator shall provide a curriculum vitae of the nominee and a 250 word citation, in Word Format, please review the written requirements below, for the nominee suitable for publication in the Convocation booklet. Samples of previous citations may be viewed on the [RAIC website](#).
7. Each nominator, including the primary nominator shall write a letter bearing his/her signature (if sent by email, electronic signature is required). This letter is addressed to the RAIC College of Fellows, National Committee and attests "to their intimate knowledge of the good works and the character of their nominee". The letters must identify and support the category or if applicable, categories, under which the candidate is nominated. See the writing requirements below.
8. Documentation required, submitted electronically:
 - A. A completed nomination form indicating all five nominators - identifying the "Primary Nominator" and the appropriate category or categories for nomination;
 - B. Five signed letters in support of the nomination, specific to the category or categories selected, one from each nominator;
 - C. Curriculum vitae for nominee. The following information should be included:
 - Current position / employment
 - Professional activities: Offices held and dates (Chapters, Associations, Institutes)
 - Community activities: Positions held and dates
 - Architectural practice and related activities
 - Architectural awards received
 - Other pertinent information deemed essential for consideration
 - D. A 250 word citation suitable for publication in Convocation booklet. This must be provided in electronic Word format.
9. It is strongly recommended that the Prime Nominator obtain confirmation of receipt from the Regional Chair or from RAIC staff.
10. **October 31st, 2018** is the deadline for receipt of nominations by Regional Chairs – see list of Regional Chairs at the end of this document.



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PART II – Requirements for writing College of Fellows citations and letters of support.

CITATIONS

In order to ensure the high quality of each application, Citations should be a summation of the qualities described in all of the letters of support focusing on the characteristics for which the nominee has been nominated. (The Citations become the public record).

Text should clearly address – with statements and examples – the category or if applicable, categories, for which the member is being nominated.

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Do:

- Back up statements with relevant and concrete examples
- Provide dates where appropriate
- Choose the most significant examples
- Double-check facts
- Focus on accomplishment, not personality
- Ensure that names of projects, organizations, reports, etc. are spelled out in full and correctly
- Summarize how and why the nominee is exceptional
- Provide 250 words

Avoid:

- Clichés (“worked tirelessly”)
- Acronyms (Canada Green Building Council, not CaGBC)
- Exaggeration
- Lists



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LETTERS OF SUPPORT

In order to ensure the high quality of each application, Letters of Support must provide the reasons for the nomination rather than a short non-specific endorsement.

Text should clearly address – with statements and examples – the category or if applicable, categories, for which the member is being nominated.

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Do:

- Indicate how you know the nominee and for how long
- Describe the nominee's most outstanding and striking achievements
- Back up statements with relevant and concrete examples
- Provide dates where appropriate
- Double-check facts
- Provide a one-page letter

Avoid:

- Clichés
- Acronyms
- Generic phrases
- Praise without substantiation



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PART III – Nomination Form

*Please complete the following form. **It can be completed electronically in Adobe Reader or Acrobat.** If the fields provided are insufficient for your text, please submit a page as an annex with your nomination.*

We, the nominators, hereby nominate the following candidate for Fellowship in the Royal Architectural Institute of Canada.

1. Nominee's full name:

2. Nominee's workplace, business mailing address, telephone, fax and email:

3. Names of 5 nominators **(include designations)**

Primary nominator:

Other nominators:



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4. Category(ies) under which nomination is made (may be nominated for achievements in more than one category):

- Design excellence presented by past awards.
- Outstanding scholarly contribution represented by research, publications and education.
- Distinguished service to the profession or the

5. Date of submission:

Upon completion of this form, be sure to save a copy before sending it. Please send the saved copy of the completed form (PDF) along with all documents and letters (PDF or MS Word) by email to the nominee's Regional Chair.

