

## CSC College of Fellows Nomination Guide

This document is prepared as a guide in the nomination process of a CSC member for induction into the CSC College of Fellows. It is meant to assist the nominator in understanding the submission requirements, including soliciting and compiling the required information.

Becoming a Fellow of CSC is the second highest honour a CSC member can be awarded, and as such, the nomination process should respect and reflect that distinction.

The person making the nomination is responsible for submitting:

- a cover letter, directed to the Chancellor of the CSC College of Fellows
- contact information for themselves and the nominee
- the nominee's curriculum vitae (short summary of a person's career, qualifications, and education)
- a detailed explanation of the nominee's significant and conspicuous contributions to CSC (see below for more information)
- signed and dated letters of endorsement (see below for more information)
- a list summarizing the names of those CSC members who provided endorsement letters along with their respective chapter affiliation.

Use the fillable form at the end of this guide for providing the contact information, curriculum vitae, explanation of the nominee's contributions to CSC, and list of names of those members providing endorsement letters.

### Nominee's contributions

The detailed explanation of the nominee's contributions constitutes a key component of the adjudication process undertaken by the Officers of the College, and may determine whether the nominee's name is forwarded to members of the College for consideration. Members of the College will consider the complete nomination package when contemplating their decision on the suitability of the nominee. For Fellows who have no personal knowledge of the nominee, the explanation of the nominee's contributions may ultimately determine whether they view the nominee as being worthy of Fellowship as a member of the College. Focus and emphasis should be placed on how the nominee's contributions went *above and beyond* normal achievements and expectations.

At a minimum, include the following information in your explanation of the nominee's contributions to CSC.

- An overview of the qualities that identify the nominee as a candidate worthy of one of the highest honours that can be awarded to a CSC member.
- Not only why the nomination deserves consideration, but also the impact of the nominee's significant and conspicuous contributions.

- How the nominee's actions have contributed to the enhancement of CSC and the Association's goals or programs at the chapter or national level.
  - Enhancement of the Association's goals at the national level may be as explicit as participation in the activities of an Association committee or sub-committee, or being a member of the Board of Directors or a member of the Association Executive Council.
  - Contributing at the national level does not preclude the potential for enhancement of Association goals through specific activities at the chapter level. There are many ways CSC members can contribute to the Association that may have a national perspective. Serving as a member of a Chapter Conference Committee is invaluable to the success of our national conferences. Volunteering to lead or serve on chapter committees responsible for educating CSC members or developing certified members are two examples of how a member can contribute to the growth and development of the Association both locally and nationally.
- A list of the nominee's service to the Association, including elected and appointed positions at the Chapter and Association level, complete with dates.
- Supporting information including a list of related honors and awards received from CSC and relevant non-CSC organizations; authored publications; activities, and other contributions toward the betterment of CSC or the design and construction community.

## Endorsement letters

The most important thing to know about endorsement letters is that they must support the assertions made in the nomination, and they must clearly state what the nominee has done that is ***above and beyond*** the normal expectations of being a CSC member. Endorsement letters must have substance. Simply saying someone was a great person and attended all chapter meetings simply isn't enough. The person writing the letter must speak from ***personal knowledge, not second-hand information***. A clearly written and well-documented nomination, along with letters of endorsement that support that nomination, are essential. When requesting letters of endorsement from your CSC peers, emphasize the significance of this aspect of the nomination process, and share the link to this nomination guide.

If you have any questions, please email [info@csc-dcc.ca](mailto:info@csc-dcc.ca). While we cannot assist you in the actual preparation of a nomination package, we will gladly provide guidance on general information such as the appropriate forms to use or what to include in your submission package.

## **CONTACT INFORMATION**

### **Nominator's contact information**

Full name:

Address:

Phone:

Email:

### **Nominee's contact information**

Full name:

Address:

Phone:

Email:

## **NOMINEE'S CURRICULUM VITAE**

Principal occupation:

Year nominee became a member of CSC:

Education (CSC and other including dates):

Professional qualifications including registrations, designations, and certifications (CSC and other):

**NOMINEE'S CONTRIBUTIONS**

**LIST OF CSC MEMBERS PROVIDING ENDORSEMENT LETTERS, INCLUDING CHAPTER AFFILIATION**  
(minimum 7 names.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.