

## Guidance notes for those proposing Fellows

### Nomination process

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Nomination and co-ordination of all nomination paperwork is the responsibility of the Proposer, not of the candidate. A candidate must be proposed by a Fellow and have two Supporters, at least one of whom must be a Fellow of the Institute; the second can be any Corporate Member (Fellow or Member).

The Proposer must complete the Chartered Institute of Horticulture **'Fellowship Nomination Form for use by Proposer'**, and then send the form, together with either a full, up-to-date Curriculum Vitae from the candidate, or, if this is not available, a completed Chartered Institute of Horticulture **'Fellowship Qualifications and Experience Form'**, to the two Supporters of the nomination.

Each Supporter must then complete and return to the Proposer a Chartered Institute of Horticulture **'Fellowship Nomination Form for use by Supporter'**.

A **'Fellowship Supporting Statement Example'** will also be provided as part of the nomination pack sent out should a template be required.

All forms are available upon request from the Secretariat: [cih@horticulture.org.uk](mailto:cih@horticulture.org.uk) or call 03330 050 181.

It is the responsibility of the Proposer to ensure that all three forms, plus any supporting paperwork, are then submitted to the Secretariat for processing.

Upon receipt of the completed forms, the Secretariat will circulate the nomination to the Council of the Chartered Institute of Horticulture. If approved, the nomination will be ratified by the Council at the next meeting.

Fellowship certificates are presented at the next AGM. However, as soon as Council approves the nomination, the Secretariat will contact the new Fellow to confirm their nomination has been approved. The new Fellow can then use the FCIHort designation immediately.

The nomination should be prepared with great care, in suitable detail and on the assumption that members of Council may not be familiar with the work and qualities of the candidate. It is expected that nominations will be kept confidential until they have been ratified by Council.

In case of doubt about the interpretation of these notes the Proposer should seek guidance from the Institute. Advice given and the deliberations of the Institute's Council are confidential.

The Bye-Law governing the election of Fellows reads:

*In order to be qualified for election as a Fellow, a candidate shall have:*

- (a) Been a Member for such period as may be specified by the Council; and*
- (b) Reached in the opinion of the Council a high standard of distinction either academically or professionally in the practice of Horticulture or in a branch of science or arts having a direct bearing on Horticulture.*

Proposers must specify the grounds on which they base their proposal, making clear precisely in what way the candidate fulfils the requirements. In approaching Supporters, the Proposer must ensure that they are conversant with the requirements for Fellowship and are familiar with the work of the

candidate. Proposers and Supporters should indicate their positions and place of work; at least one should come from a different establishment from that of the candidate.

### Criteria for assessing suitability for Fellowship

Candidates must be Corporate Members of the Institute in order to be considered for nomination. It will be unusual for a person to be elected before the age of 35. Nominations are generally based on one or more of the following criteria:

#### 1. Achievement of a high standard of distinction and responsibility in horticulture

By achieving a high standard of responsibility via competitive selection or accomplishment in addition to the requirements of Corporate Membership, with evidence of broad-based service to, and/or distinguished leadership in, horticulture.

Examples would be:

- Amenity, e.g. Public service in substantial authorities, Chief Officers or equivalent, Curators of Botanic Gardens of national repute.
- National Bodies, e.g. Principal Officers, Curators of Crown Gardens, The National Trust, The Royal Horticultural Society, War Graves Commission.
- Private employment, e.g. Head Gardeners responsible for exceptionally fine gardens.
- Commercial, e.g. Directors, owners, general managers of substantial organisations in production, marketing, retailing.
- Landscape Architecture and Design, e.g. Principals with established professional standing.
- Education, e.g. Professors, Senior Lecturers, Principals of colleges, Vice Principals, Heads of Horticulture, Inspectors.
- Research, e.g. Directors, Deputies, Heads of Departments, authorities on specialised subjects.
- Horticultural Consultancy and Suppliers, e.g. Directors, Managers, Advisors with high professional standing.

#### 2. Research Record

Nominees are normally acceptable if they possess a PhD degree awarded on the strength of published work or are persons of scientific eminence in some branch of horticulture. Candidates may achieve the distinction expected of Fellows of the Institute in other ways, evidenced by the quality and number of publications in refereed and other journals.

#### 3. Combination of research record and responsibility

This may apply to horticulturists in universities and higher education and in research laboratories in the public and private sectors. Potentially acceptable are heads or chairs of departments or substantial sub-departments; Senior Principal Scientific Officers in government or research council service; heads of industrial, scientific or technical research departments. Nominations must include full details of the candidate's responsibilities, grades and titles, the number of graduate and other staff directed, and details of research record.

#### 4. Teaching or education development

Nominees need to show more than just outstanding ability as a teacher. Evidence of innovation and originality that has contributed substantially to horticultural education will be sought i.e. teachers, whose professional influence has spread well beyond their own establishment. It is particularly important that sponsors should know candidates well and that, if possible, one at least should come from outside the teaching field.

#### 5. Persons with special achievements in exceptional knowledge or practice

There will always be candidates from horticulture who do not comply with any of the above criteria for Fellowship but who have established considerable professional standing by achieving a high standard in skill, knowledge or practice, or by being accredited with valuable service to a horticultural pursuit over a minimum period of 20 years which has advanced the interests of the profession. This section also enables Council to elect Members who have served horticulture with

distinction in many ways, for example, in related publishing or journalism, or in a branch of science or arts having a direct bearing on horticulture. There will need to be clear and detailed evidence of these achievements to identify and substantiate these cases.

# Nomination form for Fellowship of the Chartered Institute of Horticulture

Please read guidance notes before completion.

Note that this form is to be completed by the **Proposer**, not the candidate.

This form must be accompanied by either a full, up-to-date Curriculum Vitae from the candidate, or if this is not available, a completed Chartered Institute of Horticulture Fellowship Qualifications and Experience Form.

About the Nominee							
First Names				Surname			
Title	Prof <input type="checkbox"/>	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other (please state) <input type="checkbox"/>
Chartered Institute of Horticulture membership number (if known)							
Current Chartered Institute of Horticulture designation						MCIHort <input type="checkbox"/>	C Hort MCIHort <input type="checkbox"/>
Date of birth					Note that date of birth is only required for identification purposes and will have no bearing on the success or otherwise of the nomination.		
Home address							
						Post code	
Telephone (Home)					Telephone (Mobile)		
Email (Home)							

About the Proposer							
First Names				Surname			
Title	Prof <input type="checkbox"/>	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other (please state) <input type="checkbox"/>
Chartered Institute of Horticulture membership number (if known)							
Chartered Institute of Horticulture designation						FCIHort <input type="checkbox"/>	C Hort FCIHort <input type="checkbox"/>
Position held							
Organisation							
Address (of workplace)							
						Post code	
Telephone					Telephone (Mobile)		
Email							

Indicate the criteria or criterion under which the candidate is proposed (See Notes for Guidance).	
1. Achievement of a high standard of distinction and responsibility in horticulture	<input type="checkbox"/>
2. Research record	<input type="checkbox"/>
3. Combination of research record and responsibility	<input type="checkbox"/>
4. Teaching or education development	<input type="checkbox"/>
5. Persons with special achievements in exceptional knowledge or practice	<input type="checkbox"/>

Please now complete Supporting Statement on next page.

**Supporting statement**

The Proposer is asked to give a supporting statement of the grounds for this proposal, including a list of accomplishments, on the assumption that the Council may not be familiar with the candidate or his/her field of work. (See Example statement.)

I confirm that I am conversant with the work of and wish to nominate the above named candidate for Fellowship of the Chartered Institute of Horticulture.

**Signature of Proposer**

**Date**

Your electronic submission of this form is taken as your agreement to this nomination for Fellowship of the Chartered Institute of Horticulture.

As the Proposer of this nomination for Fellowship, you must now send this form, together with either a full, up-to-date Curriculum Vitae from the candidate, or if this is not available, a completed Chartered Institute of Horticulture Fellowship Qualifications and Experience Form, to the two Supporters of this nomination. Each Supporter must each then complete and return to you a Fellowship Nomination Supporter Form.

It is then your responsibility, as Proposer, to ensure that all three forms, plus any supporting paperwork, are returned to the Secretariat for processing.

# Fellowship Nomination Supporter Form

A nomination must have two Supporters, at least one of whom must be a Fellow of the Institute; the second may be any Corporate Member (Fellow or Member).

Supporters should not complete this form until they have seen:

- the candidate's Curriculum Vitae **or** Fellowship Qualifications and Experience Form, **and**
- the Nomination form and Supporting Statement completed by the Proposer.

Please read guidance notes before completion. Note that this form is to be completed by the Supporter, not the candidate.

<b>About the Candidate</b>											
First Names								Surname			
Title	Prof <input type="checkbox"/>	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other (please state) <input type="checkbox"/>				
Chartered Institute of Horticulture Membership number (if known)											
Current Chartered Institute of Horticulture designation								MCIHort <input type="checkbox"/>		C Hort MCIHort <input type="checkbox"/>	

<b>About the Supporter</b>											
First Names								Surname			
Title	Prof <input type="checkbox"/>	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other (please state) <input type="checkbox"/>				
Chartered Institute of Horticulture Membership number (if known)											
Chartered Institute of Horticulture designation				FCIHort <input type="checkbox"/>		C Hort FCIHort <input type="checkbox"/>		MCIHort <input type="checkbox"/>		C Hort MCIHort <input type="checkbox"/>	
Position held											
Organisation											
Address (of workplace)											
						Post code					
Telephone						Telephone (Mobile)					
Email											

**Supporting statement** Supporters may, if they wish, provide a brief supporting statement to supplement that provided by the Proposer. Please note that this is optional.

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I confirm that I am conversant with the work of and support the nomination by the Proposer of the above named candidate for Fellowship of the Chartered Institute of Horticulture.

Signature of Supporter								Date	
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Your electronic submission of this form is taken as your support for this nomination for Fellowship of the Chartered Institute of Horticulture.

Please now return this form to Proposer of this nomination, who will co-ordinate the return of all paperwork to the Secretariat.



# Fellowship Qualifications and Experience Form

*This form should be completed if a full, up-to-date, curriculum vitae is not available. Please type or write clearly.*

<b>Candidate:</b>	
<b>First Name</b>	<b>Surname</b>

## Work experience

*(Most recent first. Include relevant unpaid experience. Expand boxes and add extra rows as necessary.)*

Organisation	Dates	Post	Key achievements <i>(use bullet points)</i>
			<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
			<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
			<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
			<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
			<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
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			<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
			<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

<b>Candidate:</b>	
<b>First Name</b>	<b>Surname</b>

**Education and Qualifications***(Most recent first. Expand boxes and add extra rows as necessary.)*

Date	Institution	Qualification

**Professional Training***(Most recent first. Expand boxes and add extra rows as necessary.)*

Date	Institution	Qualification

**Professional Memberships***(Most recent first. Expand boxes and add extra rows as necessary.)*

Date	Institution	Level



## **Example of a supporting statement for Fellowship nominations**

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XXX XXX joined the Institute in nnnn and has had a long and varied career in the YYY sector.

XXX started his career as apprentice gardener for ZZZ Parks Department in nnnn and in nnnn moved on to WWW as a student gardener. During his two years at WWW he gained invaluable specialist experience and knowledge relating to floral trials, rock and water gardens, pinetum and woodland.

XXX then embarked on a career in education, becoming a lecturer in horticulture at TTT College, until 1974. There followed a two year period where XXX returned to amenity horticulture with MMM Parks Department before once again turning to education and a nine year period as Senior Lecturer in Horticulture at SSS College, lecturing and practical instruction to both full and part time students in the principles and practices of horticulture. XXX also had special responsibility for the development and management of the demonstration gardens and college grounds and was course organiser for short horticultural training programmes.

XXX moved to PPP College as Head of Horticulture. Here he was responsible for the overall administration and day to day running of the Horticultural Department, leading the teaching team and the outside staff. nursery and plant centre management, curriculum development, organisation and supervision of all horticultural, floristry, flower arranging and gardening courses.

In nnnn, XXX changed direction and became a freelance garden adviser and horticultural consultant, providing a comprehensive garden advisory service to the general public and gardening media.

XXX offers horticultural advice to customers at a large garden centre on the south coast and advice and information for a gardening helpline and a magazine programme produced by a cable television company. He is also a broadcaster on local and regional radio programmes as guest speaker, member of panel of experts and a gardening phone in. XXX is also a garden and botanical tour leader for specialist travel operators and guest speaker on cruise ships.