

## 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 01507 353798.

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.