



Chemical Institute of Canada | *For Our Future*  
Institut de chimie du Canada | *Pour notre avenir*

## CIC Fellowship Nomination Terms of Reference / Guidelines

Revised 2023

Nominators are requested to provide sponsors with these instructions.

<b>Deadline:</b>	November 15 each year
<b>Nominee: Who Can Be Nominated</b>	Nominees shall have been members in good standing of the CIC for at least 10 years
<b>Nominator: Who Can Nominate</b>	Nominations are made by individual CIC members, Local Sections or Subject Divisions. Self-nominations are not permitted.
<b>Sponsors</b>	Provide letters of support from 3 sponsors, of whom at least two should be from outside the nominee's institution, and at least two should be CIC members. Letters should provide a specific, detailed perspective on the nominee's contributions (ideally to each of the four areas defined below), and their impact.
<b>Review Process:</b>	Nominations are reviewed by the CIC Fellowship Committee, which is appointed by the CIC Board of Directors. The recommendations of this Committee are submitted to the Board for approval.
<b>How to Nominate:</b>	<p>Email the completed FCIC nomination package (nomination form, optional material, and sponsor letters) as a <b>single pdf</b> file to <a href="mailto:awards@cheminst.ca">awards@cheminst.ca</a></p> <p>In the nomination, briefly describe the candidate's contributions to the four areas indicated below, including details of relevant positions held, and the candidate's impact in those roles. The field Special Achievements is reserved for outstanding contributions that are not captured in prior categories. (Honours and awards should be mentioned in the categories to which they apply).</p>
<b>Scientific, Engineering and Technical Contributions</b>	<p>Includes contributions to scientific, engineering and technical knowledge and/or applications. Examples: basic or applied research in university, industry, or government, process design and development, plant construction, plant and process operation and improvement, consulting, etc.</p> <p>In the nomination, describe the significance and impact of these contributions on the profession, scientific or technological advancement, company, institute, society and/or the economy (max 250 words).</p> <p>The optional material can add details of key contributions: for example, publications, patents, reports (including internal reports, described in non-confidential terms) or other contributions to academia, government, industry, or the profession. Testimonials of technical achievements may be provided, where written documentation is unavailable.</p>
<b>CIC, CSC, CSChE, CSCT, CEF and other Service</b>	<p>Indicate the years over which the nominee has been an active and engaged CIC member in good standing.</p> <p>In the nomination, briefly describe the candidate's sustained contributions to the CIC community, and their impact in advancing the vision, mission, and objectives of</p>



	<p>the CIC and/or its constituent societies (max 250 words). An overview of contributions should be followed by details of the most significant activities and their impact.</p> <p>The optional material can list the nominee's contributions to building a stronger CIC (including its Constituent Societies), and associated dates. Representative activities include: service as an officer or director of the CIC or a Constituent Society, as a member of the executive of a Local Section, Subject Division, or committee of the Society, as a Faculty Advisor to a Student Chapter, as editor of a publication sponsored by the CIC or a Constituent Society, or as organizer of conferences and other CIC activities.</p>
<b>Leadership and Management of Science, Engineering or Technology</b>	<p>In the nomination, briefly describe the candidate's leadership contributions, particularly those which go beyond standard expectations of their occupation. Specify roles, their duration, significance, and impact. How have these helped advance technology, policy, opportunity, and/or value? (max 250 words).</p> <p>Potential examples: supervision of special projects, programs, departments, events. Management and leadership in the process of scientific discovery and/or the application of scientific, technical, or engineering knowledge. Broader professional activities: e.g., participation in review committees, funding councils, advisory boards and professional societies, including organization of conferences, editor of scientific / technical journals.</p>
<b>Training, Mentorship, and Public Awareness</b>	<p>In ≤250 words, summarize the significance of the candidate's contributions to training, mentoring, and/or outreach, with particular emphasis on that beyond the standard expectations of their position in industrial, governmental, academic, or broader settings. Potential examples: (1) notable work in mentoring juniors, peers, employees, volunteers and associates, and their impact on seeking and developing talent to advance the chemical professions. (2) Communicating an appreciation of chemical science and technology and its role in our society to a diverse audience (from future practitioners to politicians and the public) via; e.g., outreach and public awareness (TV/radio/web interviews, public lectures, National Chemistry / Engineering Week, blogs, media articles, etc.); teaching beyond standard expectations (ongoing workshops, publication of textbooks, manuals, or online tools with demonstrated impact, workshop development, teaching awards).</p>
<b>Optional Material</b>	<p>A résumé (limit 9 pages) is encouraged. This may provide additional information, not necessarily included in the nomination.</p>
<b>Other Special Achievements</b>	<p>This section is reserved for any outstanding contributions not captured in prior categories, and may be left blank. Honours and awards should be mentioned in the categories to which they apply (max 250 words).</p>
<b>Citation</b>	<p>Brief citation (max 100 words) of the nominee's most significant net contributions to advancing the Canadian chemical sciences community and profession. This citation may be used in the public announcement of new CIC Fellows.</p>
<b>Expectations of a Fellow</b>	<p>Fellows are distinguished active members of the CIC who have made, and continue to make, significant contributions to the CIC and its activities.</p>
<b>Media Contacts</b>	<p>Up to three media contacts can be provided. These can be conventional print media or university, government, or industrial contacts. The media contacts will be notified if the candidate is selected for Fellowship.</p>