**Fellowship (Fellow) of the Chartered Professionals in Human Resources Nomination Guidelines**

**Purpose:**

## The Fellow CPHR Award is a prestigious award that recognizes Chartered Professionals in Human Resources (CPHR) who have made exemplary contributions to the HR profession. Recipients of the award are granted recognition as a Fellow of the Chartered Professionals in Human Resources.

**Criteria:**

Eligible nominees for the Fellow CPHR should have demonstrated leadership in at least three of five key criteria:

1. Strategic positioning of the Human Resources profession
2. Development, sharing and promotion of innovative HR ideas, policies, and practices
3. Advocacy on behalf of the HR profession to government policy makers
4. Service to local, provincial and/or national HR associations
5. Service to the broader community/social responsibility

A nominee will also have exemplified the values in the CPHR code of conduct (fairness, justice, dignity, respect and integrity) and have shown adherence to the statutory acts, regulations and bylaws of CPHR Canada and their provincial HR association.

**Eligibility:**

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| 1. Must have held the CPHR for a minimum of five (5) years, be a current member in good standing, and the nomination is support by the provincial association. |
| 1. Is nominated by submission of the nomination form that includes three or more of the five major contribution areas. |
| 1. The nomination is supported by a letter that outlines significant achievements/ impact on the profession, evidence of how the nominee has contributed to at least three of the five criteria, and underscores the specific contributions made and their impact on advancing the profession. |
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| 1. Must not have had any Code of Conduct violations. |

**Review Process:**

A National Fellowship awards committee, composed of CPHR Members holding the Fellow CPHR, reviews each nomination. After analyzing eligibility and criteria, the committee will recommend selected nominees for the Fellow CPHR to the CPHR Canada Board of Directors. This recommendation is reviewed by the Board of the CPHR Canada association who will either accept or decline the recommendation.

The Fellow CPHR is not a competition in which nominations are measured against each other, but rather, it is a process by which each nomination is measured against the criteria in place. An unsuccessful nomination can be re-submitted in a subsequent year especially if the individual has added significantly more contributions along the five criteria identified.

**Nomination Submission Checklist:**

* Completed nomination form, with consent from the nominee.
* Confirmation by the Provincial or Territorial Association that the nominee has been a CPHR designated member in good standing for a minimum of five (5) years.
* A supporting letter (two pages maximum).
* The letter should underscore the specific contributions made by the nominee and their impact on advancing the HR profession and must include contact information.
* Examples that cover at least three (3) of the five (5) criteria indicated above. This information must be verifiable by the Committee.
* Nominations must include a current resume and the submission must address the five criteria above with specific examples supporting each criterion.
* A biography of the nominee including education certifications, work history, and volunteer activities.

**Recommendations of the Fellowship Awards Committee may:**

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* **Approve** – the nominee will be recommended to the Board of Directors for the Fellow CPHR designation.
* **Decline** – when the committee concludes the nominee does not adequately meet the criteria, the nomination is rejected. Nothing prevents nominators from re-nominating a rejected nominee in future years.

**Notification to the Nominee and the Nominator:**

* Successful nominees will be notified by the Chair of the Provincial Association Board of Directors and will also receive a letter from the Chair of CPHR Canada. Unsuccessful nominees and their nominators will be notified in writing within several weeks of the decision being made by the committee.