



# Fellowship

## 2025 Application Guidelines and Recommendations

Questions? Email [honorsawards@aia.org](mailto:honorsawards@aia.org)

Submitter Information	Pg. 1
Program Details and Jury	Pg. 2
Eligibility/Candidate Year	Pg. 2
Evaluation Criteria: General	Pg. 3
Evaluation Criteria: Objects	Pg. 3
Formatting Requirements & Portfolio Recommendations	Pg. 5
Portfolio Sections	Pg. 8
Nomination and Sponsor Information	Pg. 11
Reference Letters	Pg. 13
Candidate Information	Pg. 15
Images and Copyright	Pg. 17
Materials for Jury Review	Pg. 18

### Submitter Information

Candidates: Please provide the information below for the application point of contact. This may or may not be the candidate.	
Last Name *	
Firm/Organization *	
Phone #: *	
Email *	

## Program Details and Jury

<p>Fellows are recognized with AIA’s highest membership honor for their exceptional work and contributions to architecture and society. Fellowship is applied for through submittal of a portfolio/application that documents the achievements of applicants for review and evaluation by the Jury of Fellows. The following pages provide information and direction for all applicants and sponsors to guide the development of a successful application.</p>	
<p><b>Schedule &amp; Fees</b></p>	<ul style="list-style-type: none"> <li>• Submission open: June 24, 2024</li> <li>• Submission close: October 9, 2024, by 5pm ET</li> <li>• Notification to recipients: Mid-February 2025</li> <li>• Public announcement: Late February 2025</li> </ul> <p>Dates are subject to change. Please refer to the <a href="#">program website</a> (Cycle tab) for the most current information.</p> <p>Fee: There is a non-refundable fee of \$450 for this program.</p>
<p><b>Eligibility</b></p>	<p>Candidates for fellowship must:</p> <ul style="list-style-type: none"> <li>• be a licensed AIA architect member in good standing. This also applies to Architect Emeritus members.</li> <li>• have at least 10 cumulative years of architect membership prior to the submission deadline.</li> </ul> <p>If uncertainties exist about the period of membership, we recommend consulting with the local chapter. <a href="#">Membership History</a> can also verify the candidate’s eligibility prior to preparing the submission.</p> <p><b>Candidate Year Eligibility</b></p> <ul style="list-style-type: none"> <li>• Candidates submit a <b>first-year, second-year, or third-year</b> application. A candidate’s application year impacts how many reference letters they can include and whether they are eligible to apply in the next cycle.</li> <li>• Any time a candidate takes a cycle off, they revert to first-year status. Second- and third-year candidate status only applies if you submit an application in consecutive cycles.</li> <li>• If a third-year candidate is not elevated, <b>they are not eligible to submit in the next cycle</b>. After one cycle elapses, they may resubmit as a first-year candidate.</li> </ul>
<p><b>2025 Jury of Fellows</b></p>	<p>To view the list of jurors, visit the <a href="#">program website</a>(Cycle tab).</p> <p>To protect the integrity of the awards process, <b>active nominees are prohibited from contacting members of the Jury</b> during the submission process.</p> <p>Communication with any of the above, from the time of submittal to completion of the jury process, by the candidate or anyone acting on their behalf is <b>cause for immediate disqualification</b>.</p>

<p><b>Recognition</b></p>	<p>Recognition for this program typically includes the following elements but may be subject to change. Recipients will receive additional information about this cycle’s recognition benefits with their selection notification.</p> <ul style="list-style-type: none"> <li>• Promotional recognition in AIA communication channels.</li> <li>• New fellows will receive an invitation to participate in the College of Fellows (COF) Investiture Ceremony where medals are bestowed upon the new fellows with family and friends in attendance. Convocation, and other COF events take place before and after Investiture at the AIA Conference on Architecture. For more information about these events, contact <a href="mailto:cof@aia.org">cof@aia.org</a>.</li> </ul>
---------------------------	--

**Evaluation Criteria**

<p><b>General Criteria</b></p>	<p><b>Demonstrating Impact: The Ripple Effect</b></p> <p>Candidates for Fellowship in the AIA are required to submit an application that include documentation of work that demonstrates the “ripple effect” they have had on the profession. This is shorthand for the impact you and your work have had on the profession of architecture and on society, beyond the day-to-day work of your practice or outside your geographic region. For examples, ripple effect could be demonstrated by public speaking, national and regional publications, mentoring, teaching, service to the profession, geographic impact, or legacy through others.</p> <p><b>AIA Values</b></p> <p>Throughout the submission, candidates are encouraged to highlight any aspects of their work as an architect or life experience that has reflected contributions to or influence of areas of special interest to AIA, its members, and the architecture profession. These include, but are not limited to, the Public Policies and <a href="#">Position Statements of the AIA</a>. Contributions or influences might include such areas as diversity, sustainability, or the mentoring of emerging professionals, to the degree the candidate has had the opportunity to address them, or as these topics may enhance the presentation.</p> <p><b>AIA Framework for Design Excellence</b></p> <p>While Fellowship submissions are not required to fit comprehensively within the framework principles, you are strongly encouraged to consider your submission in this context. For additional information visit the <a href="#">AIA Framework for Design Excellence</a>.</p>
<p><b>Criteria: Objects</b></p>	<p>Fellowship is awarded in one of six Objects. The jury considers how candidates have shown distinction within the specific context of the Object identified by the candidate as the one which best describes the broad character of their work.</p> <p>Each candidate is required to select one Object and one Sub-object and is encouraged to choose the Object and Sub-object which best describes the focus of the candidate’s impact, around which the content of the submittal should be developed. The Object should serve as an overarching framework that highlights the area of impact, and frames the story being told as to how the candidate’s achievements have benefited society and the profession beyond their own firm or community.</p> <p><b>Object One:</b> To promote the aesthetic, scientific, and practical efficiency of the profession.  <b>Sub-objects:</b> Design, Urban Design and Planning, Preservation</p>

<p>Fellowship in this Object is granted to architects who have produced an extensive body of distinguished work that has been broadly recognized for its design excellence by their peers, the media, and/or through publications to have a significant effect on the trajectory of architectural design. Work should exhibit excellence through a holistic approach that integrates creativity, functionality, sustainability, user-centricity, context sensitivity, and cultural relevance to create meaningful and impactful built environments that enrich the lives of people and communities. Works submitted may be of any size, for any client, of any scope, and reflecting any type of architectural design service. Ideally AIA Framework for Design context should be part of the submittal. <u>This may be accomplished through individual or collaborative effort.</u></p> <ul style="list-style-type: none"> <li>• Design may include design of a building or project.</li> <li>• Urban Design and Planning may include design related to a city, district, or campus.</li> <li>• Preservation may include design related to the restoration, conservation, and/or the rehabilitation of a culturally significant work (this differs from the Sub-object of Technical Advancement in Preservation of Object 2).</li> </ul> <p><b>Object Two:</b> To advance the science and art of planning and building by advancing the standards of practice.  <b>Sub-objects:</b> Practice Management, Practice Technical Advancement</p> <p>Fellowship in this object is granted to architects who have made notable contributions through their work in the practice of architecture.</p> <ul style="list-style-type: none"> <li>• Practice Management may include firm leadership, management, administration, or project management.</li> <li>• Practice Technical Advancement may include specific building types such as Education, Healthcare, etc., and/or technical expertise such as building performance, envelope design, etc. (For example, practice technical advancement of preservation projects might be based on the architect’s strong commitment to historical research, implementation of unique preservation techniques, and coupled with their strong focus on the actual construction implementation to enhance our physical heritage.)</li> </ul> <p><b>Object Three:</b> To lead the building industry and the profession of architecture.  <b>Sub-objects:</b> Led the Institute, Led a Related Organization</p> <p>Fellowship in this Object is granted to architects who have actively, efficiently, and cooperatively led the Institute or a related professional organization over a sustained period of time and have gained widespread recognition for the results of their work. Architects applying in this Object should include information to show how they:</p> <ul style="list-style-type: none"> <li>• elevated the role of the profession and the Institute (or related organization) in the eyes of the community.</li> <li>• enhanced the visibility of the Institute (or related organization).</li> <li>• directly impacted members’ engagement with the Institute (or related organization), that through their actions members are more invested/engaged with the Institute (or related organization) and its mission; make note if the value of the Institute (or related organization) to members has been improved and how.</li> <li>• created or enhanced initiatives that empower members to be more active in the Institute (or related organization) and/or their community, how members have been affected by these initiatives, show if these initiatives have been replicated or inspired others to create new initiatives in their regions, and can initiatives sustain themselves once candidate is no longer involved.</li> </ul>
---

- show impact beyond their chapter’s geographic location, i.e., your “ripple effect.”

**Object Four:** To ensure the advancement of the living standards of people through leadership of planning and design within an institution or organization that leads to their improved environment and long-term impact.

**Sub-objects:** Public Service, Government, Industry Organizations

Fellowship in this Object is granted to architects who have made notable contributions in public service, government, or industry organizations by providing transformative leadership in architecture, planning, and design of an organization’s unique built environment. Architects applying in this Object will have clearly raised the standards of professional practice within organizations they are part of by leading positive change that advances the mission, impact, visibility, and effectiveness of organizations. Significant improvements can include such elements as conservation, beautification, and expansion of buildings, landscape, infrastructure, land-use regulation, transportation infrastructure, removal, or transformation of blighted areas.

- Public Service may include providing leadership as an architect within the public service sector including areas such as transportation infrastructure, energy and environmental industry, public libraries, public art, public foundations.
- Government may include providing leadership as an architect within the military, regional, national, or international government service areas such as embassies, government funded programs such the Peace Corps or Army Corp of Engineers.
- Industry Organizations may include providing leadership as an architect within areas such as healthcare, education, higher education, community foundations, and cultural institutions or systems.

**Object Five:** To make the profession of ever-increasing service to society from outside the profession.

**Sub-objects:** Alternative Career, Service to Society, Volunteer Work with Organizations not directly connected with the Built Environment

Fellowship in this Object is granted to architects who have made notable contributions to one of the following:

- Alternative Career may include a career related to architecture that illustrates outstanding achievements that support the architectural profession.
- Service to Society may include extensive volunteer work related to architecture with organizations not directly connected with the built environment.
- Work with Organizations not directly connected with the Built Environment may include service that transcends the customary architectural practice that have wide reaching impacts that serve as a national model.

**Object Six:** To advance the science and art of planning and building by advancing the standards of architectural education and training.

**Sub-objects:** Education, Research, Literature

Fellowship in this Object is granted to architects who have made notable contributions to one of the following:

- Work in Education may include teaching, research, administration, or writing and should have a lasting impact, be widely recognized, and provide meaningful contributions to academic thought and scholarship including a commitment to

	<p>intellectual curiosity, rigor, integrity, and the pursuit of knowledge for the betterment of society.</p> <ul style="list-style-type: none"> <li>• Work in Research may include building codes and standards, specifications, new material applications, or inventions. Research should include work that has advanced the profession, informed design practice, or has addressed pressing global issues related to sustainability, urbanization, health, and social justice.</li> <li>• Work in Literature may include writings that have inspired critical thinking, fostered innovation, and contributed to the ongoing dialogue about the role of architecture in shaping the world we inhabit.</li> </ul>
--	---

## Formatting Requirements and Portfolio Recommendations

<b>Formatting Requirements</b>	<p>Documents that do not conform to the following guidelines <b>will be disqualified</b>.</p> <p><b>General formatting:</b></p> <ul style="list-style-type: none"> <li>• PDF format</li> <li>• 8.5 x 11" page size</li> <li>• Numbered pages (do not number exhibits list or section headers ( if used )</li> <li>• Maximum 40 pages (total not including reference letters, section headers if used) and exhibits list</li> <li>• Upload max for the submission platform is 25MB</li> </ul> <p><b>Section order and page limits:</b></p> <ul style="list-style-type: none"> <li>• Section 1 (maximum 2 pages)             <ul style="list-style-type: none"> <li>o Sponsor Letter (max 1 page)</li> <li>o Summary of Achievements (max 1 page)</li> </ul> </li> <li>• Section 2 (maximum 18 pages)             <ul style="list-style-type: none"> <li>o 2.0: Curriculum Vitae</li> <li>o 2.1: Significant Work</li> <li>o 2.2: Significant Awards, Honors, and Recognition</li> <li>o 2.3: Significant Publications</li> <li>o 2.4: Significant Presentations and Speaking Engagements</li> </ul> </li> <li>• Section 3             <ul style="list-style-type: none"> <li>o Exhibits List (do not include in total page count)</li> <li>o Exhibits (<b>minimum 7 – maximum 10 exhibits required</b>; max 20 pages)</li> </ul> </li> <li>• Reference Letters (7 letters are required; max 1 page per letter) (Letters do not apply towards page count)</li> <li>• Section headers are unnecessary and are discouraged.</li> </ul> <p><b>Sections with specific formatting requirements (see specific information for each below)</b></p> <ul style="list-style-type: none"> <li>• Sponsor Letter</li> <li>• Exhibits</li> <li>• Reference Letters</li> <li>• Images</li> </ul>
<b>Portfolio Recommendations</b>	<p>These criteria are strongly recommended and help the jury to review applications.</p> <ul style="list-style-type: none"> <li>• Clear, concise, legible text; avoid fonts smaller than 10 pt.</li> <li>• Avoid multiple fonts, multiple colors of text, and the overuse of italics. Keep it simple and clear</li> <li>• Results-oriented language that is supported by outcome and impact data (e.g., testimonials, post occupancy evaluations, building performance data, etc.)</li> </ul>

	<ul style="list-style-type: none"> <li>• Consistent layout, ideally landscape orientation</li> <li>• High-quality images</li> <li>• Inclusion of testimonial quotes from individuals who are prohibited from acting as a reference <b>is strongly discouraged</b> (e.g., members of the AIA Board of Directors and Strategic Council; see the “Reference Letters” section for more information)</li> <li>• In Section 2 avoid duplicating extensive detail that is found in an Exhibit such as large charts, large photographs, etc.</li> <li>• To ensure legibility all submissions should have sufficient contrast in both text and graphics. It is recommended that your documents go through a contrast checker such as the tool provided in <a href="#">Adobe Suite</a></li> </ul>
<p><b>Object Specific Portfolio Recommendations</b></p>	<ul style="list-style-type: none"> <li>• <b>Object 1:</b> <ul style="list-style-type: none"> <li>○ <b>Design:</b> Include at least one photograph per project illustrating it in the context of its surroundings. Include sketches that demonstrate the development of the design idea.</li> <li>○ <b>Urban Design and Planning:</b> Include ‘before and after’ images to convey context and impact.</li> <li>○ <b>Historic Preservation:</b> Include ‘before and after’ photographs, to convey impact.</li> </ul> </li> <li>• <b>Object 2:</b> <ul style="list-style-type: none"> <li>○ <b>Practice Management:</b> Include charts, diagrams, tools, etc. that illustrate the information which best represents the story of your impact to firm, such as innovations in firm organization or work, the growth of the firm, methods for mentoring, learning, and advancement, example processes for the profession, i.e., potential “ripple effect,” etc. The Sub-object context is that your accomplishments have positively impacted the profession beyond the confines of your office/firm.</li> <li>○ <b>Technical Advancement:</b> Include diagrams or other images that describe advancements in your area of expertise and how they have affected the practice of architecture. For preservation, include ‘before and after’ photographs.</li> </ul> </li> <li>• <b>Object 3:</b> <ul style="list-style-type: none"> <li>○ <b>Led the Institute:</b> Include text, exhibits, charts, diagrams, tools, etc. which best represents the story of how you elevated the value of the Institute. Include photos if they clearly illustrate the importance of events, community initiatives, and/or personal involvement. Show how you shared your leadership, initiatives, and impact at a local level to the broader profession.</li> <li>○ <b>Led a Related Organization:</b> Include text, exhibits, charts, diagrams, tools, etc. which best represents the story of your impact on the Related Organization. Include photos if they clearly illustrate the importance of events, community initiatives, your personal involvement and impact. Show/ describe how you shared your leadership, initiatives, and impact at a local level to the broader profession.</li> </ul> </li> <li>• <b>Object 4:</b> <ul style="list-style-type: none"> <li>○ <b>Public Service, Government, or Industry</b> (Architects working within and representing larger institutions or organizations): Include data or information that illustrates how your work went beyond the confines of your job. Clearly communicate the long-range impact of your work.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Object 5:</b> <ul style="list-style-type: none"> <li>○ <b>Alternative Career, Service to Society, Volunteer Work with Organizations not directly connected with the Built Environment:</b> Include stories of challenges, your actions, and the impact; use data, diagrams, exhibits, and photos which will enhance the understanding of the results and your participation. Impact should go beyond the local level; this may be represented by media, publications, tools which are shared, to characterize how your efforts may have a far-reaching impact that is a service to society.</li> </ul> </li> <li>• <b>Object 6:</b> <ul style="list-style-type: none"> <li>○ <b>Education:</b> Include photographs of student work, in addition to diagrams of educational tools developed, context of assignment, etc. Include at least one example with photographs/images of the candidate’s own work. Include results of research, reach of literature, etc.</li> <li>○ <b>Research and Literature:</b> Include data and exhibits which will enhance the understanding of your impact on the profession, such as the extent of its reach.</li> </ul> </li> </ul> <p>See the “Portfolio Sections and Format” and “Images and Copyright Information” sections for additional recommendations on those topics. You can view successful submissions in each Object on the Resources tab of the <a href="#">program website</a>.</p>
--	---

## Portfolio Sections

<p><b>Section 1:</b> <b>Summary Statement and Summary of Achievements</b></p>	<p><b>Summary Statement (25-35 words)</b> Often referred to as the candidate’s “zinger,” this statement is the most distilled version of the candidate’s argument for elevation. It should directly communicate impact and establish clear themes for the portfolio to follow.</p> <p><b>The Summary of Achievements</b> is a high-level narrative of why the candidate should be elevated under the specified Object. A strong summary page uses direct, clear language to communicate the key achievements and results that the portfolio will explore in greater detail. (Maximum of one page including the Summary Statement)</p> <p>Candidates are advised to choose thematic areas for this page to focus on, all of which connect back to the Summary Statement. Candidates can see examples of summary pages by reviewing previous submissions on the <a href="#">program website</a> (Resources tab). Candidates should provide both an overview and specifics of their achievements and results in the thematic areas. Strong connection to the Sub-object selected is necessary.</p>
<p><b>Section 2:</b> <b>Significant Accomplishments</b></p>	<p>Section 2 takes a broad look at the impact of the candidate’s work and accomplishments in relation to their Object. This compliments the Exhibits which provide more extensive detail for key projects or accomplishments. A strong Section 2 will:</p> <ul style="list-style-type: none"> <li>• demonstrate a broad ripple effect by describing the candidate’s actions and impact, and by supporting their impact with outcome data.</li> <li>• connect back to the Object and Sub-object. For example, if a candidate is applying under Object 2: Practice Management, then the descriptions should show how the candidate’s management and practice model resulted in a successful project, award, media coverage, etc. or firm management results.</li> </ul>



- expand upon the story of the themes laid out in the summary page.
- cross reference significant work to the Exhibits as applicable.
- explain any gaps in service, awards, publications etc.

**2.0 Curriculum Vitae:** Provide summary of education and work experience. (This will primarily be a duplicate of information from the on-line form.)

**2.1 Significant Work:** Projects, jury service, AIA involvement, civic/volunteer involvement, teaching.

- Always describe achievements that relate directly to the Object and Sub-object first.
- For positions held, including voluntary ones, include the title and organization name, the duties involved, results achieved, and dates the candidate held the position. It is recommended that information is organized to reinforce the candidate’s story and highlight their “ripple effect” on the profession and to reinforce their Summary Statement and achievements.
- For design or construction projects, include the location and year of completion and **candidate’s specific role or achievement for the project**. If work was accomplished as co-collaborator or co-designer specifically identify those individuals.

**2.2 Significant Awards, Honors, and Recognition**

- Highlight the most significant awards relative to the Object and Sub-object. For most significant awards/honors provide overview of the award/honor, purpose/focus, and the reason for recognition.
- Include the years in which awards were received.
- Organize/group awards together by type (e.g., AIA National Awards, AIA Component Awards, government honors, education awards, etc.) or by theme (topic, project, theme from the summary page, etc.) so they communicate connection and support of the Object and/or the Summary Statement.

**2.3 Significant Publications:** books, articles, blogs, guides, infographics, curricula, briefs, etc.

- Organize and clarify which entries are “written by you” vs. “about you” vs. “about your work.”
- Note the audience and reach of the entry when possible, so the jury can easily understand impact.
- Describe if and how the publication(s) has made a significant “ripple effect,” has elevated the profession and reinforces the focus of the candidate’s Summary Statement.
- If the title of the entry does not clearly tie back to the candidate’s stated Object or summary themes, add a brief description about the contents or importance based on the Object.
- Add hyperlink to related articles if possible and relevant to the Object and Sub-object.

**2.4 Significant Presentations and Speaking Engagements**

- Include a brief description of presentation and targeted audience.
- Include the year in which engagements occurred.
- Organize/group by year, type, or theme.

	<ul style="list-style-type: none"> <li>Note the audience and reach of the presentation when possible, so the jury can easily understand impact.</li> </ul>
<p><b>Section 3:</b> <b>Significant Accomplishments:</b> <b>Exhibits</b></p>	<p>An Exhibit is an in-depth documentation of a project that emphasizes the candidate’s contributions and describes in detail how the candidate’s involvement directly resulted in its success. <u>Typically, this section begins with the Exhibit that speaks most strongly to the Object and Sub-object, Summary Statement and Ripple Effect.</u></p> <p>Exhibits are not limited to design work and can include practice/education models, volunteering, publications, organizational leadership, etc.</p> <p>For AIA Fellowship all candidates are expected to show built or completed projects, such as a building, published reference book, textbook, peer reviewed research effort, etc.</p> <p>Exhibits that do not include the following information are <b>subject to disqualification</b>. If you are unsure how this information applies to your Exhibits, please contact us at <a href="mailto:HonorsAwards@aia.org">HonorsAwards@aia.org</a>.</p> <p><b>Descriptive Data:</b></p> <ul style="list-style-type: none"> <li><b>Project Name</b></li> <li><b>Organization or Design Firm</b></li> <li><b>Architect or Architecture Firm of Record</b> (if built work)</li> <li><b>Completion Date:</b> For built work, this is the date of substantial completion. For management or other project work, this refers to when your work on the project ended or when the project itself was complete.</li> <li><b>Role of Candidate:</b> Candidate’s specific title or role on the team (e.g., Founder, Designer, Project Manager, etc.). For Object One, the applicant should note when they were “largely responsible for design” or if the work was accomplished as a co-design or collaboration, clarify the specific nature of the “collaborative effort” and the significant responsibility of the applicant. Co-designer or collaborators must be identified.</li> <li><b>Synopsis:</b> Challenge presented/candidate’s specific role/resolution and outcome - as a description which provides detailed benefit, impact, and results of the candidate’s participation in the project/firm.</li> <li><b>Project Aspects:</b> Include aspects of projects that demonstrate alignment with the AIA Framework for Design Excellence, such as sustainability and environmental design challenges and outcomes.</li> <li><b>Awards and Publications:</b> Include awards and publications about the project, as applicable.</li> </ul> <p><b>Object Specific Requirements:</b></p> <ul style="list-style-type: none"> <li><b>Object One:</b> Exhibits must include a minimum of 5 built projects for which the candidate “plays a significant role in the design.” When work is generated with co-designers or collaborators, the co-designers or collaborators must be identified, and the candidate’s role clearly defined.</li> <li><b>Object Two:</b> Exhibits must include a minimum of 5 completed/built projects.</li> <li><b>Objects Three, Four, Five, and Six:</b> Exhibits must include a minimum of 1 completed/built project, such as a building, published reference book, textbook, peer reviewed research effort, etc.</li> </ul>

<p><b>Declaration of Responsibility</b></p>	<p><b>Each Exhibit must include a declaration</b> by someone (other than the candidate) who can certify the candidate’s stated responsibility. It is highly recommended that the individual be the client, from a collaborating firm, or participant in the project if from the applicant’s firm. Applicants are strongly encouraged to include declarations from a variety of sources as opposed to one individual.</p> <p><b>For the declaration to be valid, it must follow this format:</b></p> <p style="padding-left: 40px;">I have personal knowledge of [the nominee’s responsibility, for example: played a significant role in the design, was a lead co-designer of the project, project under direction of nominee, or nominee’s firm executed project, etc.]</p> <p style="padding-left: 40px;">[Name] [Title and/or Relationship to the Exhibit]</p> <p><b>Signatures:</b> The name of the person making the declaration is sufficient to verify any claims called into question. Please do not include images of signatures or digital signatures as they make the elevated portfolios harder to redact for archival purposes.</p> <p>Sample declarations:</p> <p style="padding-left: 40px;"><b>DECLARATION OF RESPONSIBILITY</b></p> <p style="padding-left: 40px;">I have personal knowledge that the nominee is largely responsible for technical content, and is a key advisor for overall ‘Guide’ conceptual organization of the project listed above.</p> <p style="padding-left: 40px;">Beverly Hauschild-Baron, Hon. AIA, Retired EVP, AIA Minnesota</p> <p><b>Testimonials:</b> Inclusion of testimonial quotes from individuals prohibited from acting as a reference is strongly discouraged (e.g., members of the AIA Board of Directors and Strategic Council). See the “Reference Letters” section for more information.</p>
---	--

## Nomination & Sponsor Information

<p><b>Nominator *</b></p>	<p>Architect members may be nominated by:</p> <ul style="list-style-type: none"> <li>• the governing board of any component organization.</li> <li>• a minimum of five (5) Fellows or ten (10) Architect members residing elsewhere.</li> </ul> <p>The <a href="#">nomination signature sheet</a> should be completed by your nominator(s) and uploaded to the submission form. For the purposes of a component nomination, the president or executive may sign on behalf of the component’s board.</p> <p>The applicant will be prompted to select an Object of Nomination and upload the nomination signature sheet. The nomination signature sheet is not reviewed by the jury.</p>
<p><b>Sponsor Role and Duties</b></p>	<p><b>Sponsors support and advise the candidates</b> as they prepare their submission and are required to write a letter of support for the candidate which summarizes their contributions and introduces the portfolio. The sponsor letter should clearly state the Object of Nomination and Sub-object selected by the candidate and should provide strong testimony and specific references to the candidate’s achievements within the Object identified. Ideally, themes and key points made by the candidate in their Summary Statement and summary page should be reflected in themes and key points made by the sponsor in their letter as an introduction to the application.</p>

	<p><b>Sponsors assist the candidate by acting as a point of contact for the reference writers,</b> ensuring they are fully aware of the candidate’s summary page and can further support the candidate’s application by providing direct reinforcement of stated themes and accomplishments relevant to their shared experiences. Sponsors should support the candidate in selecting their slate of writers to ensure a strong, diverse pool of writers who hold the candidate in high esteem, can provide valuable reinforcement of the candidate’s application, and will complete the task of submitting the one-page letter within the defined timeline for submission.</p> <p><b>Sponsors provide support, guidance, and clarification of application requirements as needed, including clarification from AIA staff</b> if information shared on the AIA website does not cover any questions that may arise. Of greatest importance is the sponsor’s guidance relative to the candidate’s selection of the most appropriate Object and Sub-object, and through clarification of application requirements as they relate to the candidate’s selected Object and Sub-object.</p> <p><b>Sponsors should be aware of the specific requirements for each Object and Sub-object</b> such that they can review all sections of the portfolio and advise the candidate as to the alignment of materials with stated requirements for the candidate’s specific Object and Sub-object.</p> <p><b>Sponsors are required to complete</b> “Unpaid Labor and Code of Ethics” and “Professional Conduct” declarations. You can track the receipt of these forms in the left-hand menu of the submission site under “My Submissions &gt; Pending 3<sup>rd</sup> Party Action.”</p>
<p><b>Sponsor Eligibility</b></p>	<p>Any Fellow or Architect member in good standing may act as a sponsor, and a member may sponsor multiple candidates in the same cycle. Your sponsor may also be one of your nomination signatories. Sponsors should not also write or co-author reference letters and should not provide declarations of responsibility for Exhibits as this reduces the perception of the candidate’s broad impact with the profession.</p> <p>Ideally the sponsor should be someone who knows the candidate well and can speak knowledgeably and critically about their career. There is no restriction on a member of the candidate’s firm acting as a sponsor, however, this approach puts more onus on the submission to demonstrate the candidate’s broad influence beyond the firm.</p> <p>No current AIA National Officer, Officer-elect, member of the Board, member of the Strategic Council, members of the College of Fellows Executive Committee, member of the Jury of Fellows, member of the Jury of Honorary Fellows, or AIA or component staff person may sponsor or be reference for a nominee for Fellowship.</p> <p>The Secretary, Secretary-elect, members of the Jury of Fellows, and Jury of Honorary Fellows members may not be sponsors/references for three (3) years after completion of their terms of service.</p>
<p><b>Sponsor Letter Requirements</b></p>	<p>Please note that letters that do not conform to these requirements will not be reviewed by the jury and that this may impact the success of the candidate.</p> <ul style="list-style-type: none"> <li>• Included as the first page of the portfolio</li> <li>• PDF format</li> <li>• Maximum of one page per letter</li> </ul>

	<ul style="list-style-type: none"> <li>• Company name and address must be included in the letterhead (Retired or Emeritus members may use their personal information)</li> <li>• Writers must include their name and applicable AIA designation at the bottom of the letter</li> </ul> <p>Letters should be addressed to the Jury Chair, whose name will be posted on the <a href="#">program website</a> after the chair’s appointment. If the Chair has not been appointed when a letter is ready for submittal, the sponsor may use the below information:</p> <p><b>Jury Chair</b>                  [year] Jury of Fellows                  American Institute of Architects</p>
<p><b>Sponsor Letter Recommendations</b></p>	<p>A strong sponsor letter will avoid broad generalizations and speak directly to the following:</p> <ul style="list-style-type: none"> <li>• The candidate’s Summary Statement</li> <li>• The candidate’s key accomplishments</li> <li>• Sponsor’s explanation as to why the applicant is a good candidate for elevation to Fellowship in relation to the program criteria</li> <li>• Introduce the Object and Sub-object of the candidate’s submission</li> <li>• Introduce the themes of the Summary of Achievements</li> <li>• Highlight the candidate’s “ripple effect” and impact on the profession</li> </ul>
<p>Sponsor Name *</p>	
<p>Email *</p>	
<p>Member Number *</p>	
<p>Firm/Organization *</p>	
<p>Title *</p>	
<p>Phone *</p>	

**Reference Letters**

<p><b>Reference Letters</b></p>	<p>References should come from people who know the candidate well and are able to verify and testify to their accomplishments from a broad range of perspectives and contexts (mentor, competitor, client, colleague, etc.). Sponsors should work with the candidate to determine their slate of writers.</p> <p>Letter writers should support an accomplishment or experience with the candidate that aligns with the Object of Nomination. Collectively the letters should reinforce the candidate’s Summary Statement, accomplishments, and “ripple effect” to the profession. Ideally the reference letter writer should highlight item(s) briefly described in the Summary of Achievements page that they have personal knowledge/understanding of.</p> <p>No current AIA National Officer, Officer-elect, member of the Board, member of the Strategic Council, member of the College of Fellows Executive Committee, member of the</p>
---------------------------------	---

	<p>Jury of Fellows, member of Jury of Honorary Fellows, or AIA or component staff person may sponsor or be a reference for a nominee for Fellowship.</p> <p>Letters received after the submission deadline or that do not conform to the formatting requirements below, will not be reviewed by the jury.</p> <p><b>Required letters:</b></p> <ul style="list-style-type: none"> <li>• Seven letters are required for all fellowship applications.</li> <li>• Five of the letters must be from AIA members in good standing. This can be any AIA member type.</li> </ul> <p><b>Additional letters and rollover:</b></p> <ul style="list-style-type: none"> <li>• Second year candidates may include up to 10 letters.</li> <li>• Third year candidates may include up to 13 letters.</li> <li>• Second- and third-year candidates have the option to rollover or replace letters from the previous cycle’s application and will be prompted to do that in the reference letter section of the application.</li> </ul> <p><b>Formatting requirements:</b></p> <ul style="list-style-type: none"> <li>• PDF format</li> <li>• Maximum of one page per letter</li> <li>• Company name and address must be included in the letterhead (Retired or Emeritus members may use their personal information)</li> <li>• Writers must include their name and AIA designation at the bottom of the letter.</li> <li>• Letters must be provided to Honors &amp; Awards via the online submission platform. Letters sent by email, postal service, etc. will not be reviewed by the jury.</li> </ul> <p><b>Confidentiality requirements:</b> All reference letters are to remain confidential, and candidates should limit contact with their letter writers. It is the sponsor’s responsibility to act as a point of contact to the reference writers, establish if each is willing to act as a reference, answer questions, etc. Improper influence on writers by the candidate is grounds for disqualification.</p> <p><b>Letter submission and management:</b> Letters can be requested at any point after you begin your submission. When you enter the writer’s name and email, they are emailed instructions and a unique link to upload their letter. After you send a request, you will see in red next to the writer’s name whether they have uploaded their letter.</p> <p>Writers can upload their letters after submitting their application if it is prior to the submission deadline. After submitting, writers can track the receipt of reference letters in the left-hand menu of the submission site under “My Submissions &gt; Pending 3<sup>rd</sup> Party Action.”</p>
Candidate Year *	The candidate must select their candidate year status in the online application to view the correct number of reference letters allowed/required. See pg. 2; Candidate Year.

Reference Letter *	<p>The candidate will be asked to fill out a field for each reference writer.  <b>Note:</b> The request email to writers uses the candidate’s name as provided in the Candidate Information section. If candidates have not completed this field, the platform will direct them to that page when they try to submit the writer’s information.</p> <p>Full Name:                  Email:</p>
Would you like to replace an of your original letters? *	This field will only appear for second- and third-year candidates.

### Candidate Information

Name *	Please provide the name of the candidate as it should appear on all announcements and notifications.
Name Pronunciation *	This will be used to aid in announcing the candidate’s name during the Investiture Ceremony if elevated.
Application Year *	Select: First Year, Second Year, or Third Year <b>Note:</b> Candidates revert to a First Year any time they take a cycle off.
Member Number *	
Component *	
Firm/Organization *	
Phone *	
Email *	
Address *	
Social media	AIA social media may have the opportunity to tag recipients in our social media posts, as applicable. Please provide any relevant personal or organization social media handles below.
Height *	This will be used to determine candidate’s robe size for the Investiture Ceremony if elevated.

<b>Demographic Information</b>	All demographic information provided is confidential, and only used for statical purposes.
<b>Gender *</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Self-described <input type="checkbox"/> Prefer not to say

<p><b>Ethnicity *</b></p>	<p>Please select all that apply:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> American Indian</li> <li><input type="checkbox"/> Alaskan Native</li> <li><input type="checkbox"/> Asian – Chamorro (Guam)</li> <li><input type="checkbox"/> Asian – Chinese</li> <li><input type="checkbox"/> Asian – Filipino</li> <li><input type="checkbox"/> Asian – Indian</li> <li><input type="checkbox"/> Asian – Japanese</li> <li><input type="checkbox"/> Asian – Korean</li> <li><input type="checkbox"/> Asian – Vietnamese</li> <li><input type="checkbox"/> Asian – Samoan</li> <li><input type="checkbox"/> Asian – Other Pacific Islander</li> <li><input type="checkbox"/> Asian – Other</li> <li><input type="checkbox"/> Black or African American</li> <li><input type="checkbox"/> Hispanic – Cuban</li> <li><input type="checkbox"/> Hispanic – Mexican</li> <li><input type="checkbox"/> Hispanic – Puerto Rican</li> <li><input type="checkbox"/> Hispanic – Other</li> <li><input type="checkbox"/> MENA – (Middle Eastern or North African)</li> <li><input type="checkbox"/> Native Hawaiian</li> <li><input type="checkbox"/> White or Caucasian</li> <li><input type="checkbox"/> Other Race/Ethnicity</li> <li><input type="checkbox"/> Prefer not to say</li> </ul>
<p><b>Unpaid Labor Declaration *</b></p>	<p>If you cannot answer ‘Yes’ to the Unpaid Labor Declaration Policy, you are not eligible to submit for this honor. Please contact <a href="mailto:HonorsAwards@aia.org">HonorsAwards@aia.org</a> should you have any questions concerning our Unpaid Labor Declaration Policy.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I declare, acknowledge, and affirm that I do not utilize, employ, or otherwise engage labor that is unpaid, including working students, and neither does any firm of which I am an owner or manager, in part or in whole. I acknowledge this wording shall cover all persons working under my employ or that of my firm, regardless of position or title. I also recognize that exceptions recognized by federal law (such as legally defined internships or educational cooperative programs) or by the AIA Rules of the Board are exempt from this Policy.</li> <li><input type="checkbox"/> I further declare, acknowledge, and affirm that I have not utilized any unpaid labor as defined above:             <ul style="list-style-type: none"> <li>• for a minimum of 5 years prior to the application deadline for all Institute Honor Awards (if I am a candidate for such an award); and</li> <li>• a minimum of 10 years prior to the application deadline for all other Institute Honors, including the Honors Program, Membership Honors Awards, and Collaborative and Achievement Awards (if I am a candidate for any of those awards).</li> </ul> </li> <li><input type="checkbox"/> I acknowledge adherence to the terms of this Policy.</li> </ul>



<p><b>Code of Ethics and Professional Conduct *</b></p>	<p>The AIA stands for universal respect for human dignity, and the unbiased treatment of all persons in employment, civic, and business transactions regardless of race, gender, sexual orientation, gender identity, physical abilities, or religious practices.</p> <ul style="list-style-type: none"> <li>I affirm that I uphold this value in all my business and professional practices, and in all my activities and conduct relating to the AIA.</li> </ul> <p>Professional Conduct is mandatory for all AIA members and enforceable by the National Ethics Council.</p> <ul style="list-style-type: none"> <li>I affirm that, throughout the course of my AIA membership, I have consistently abided by the AIA Code of Ethics, have not engaged in conduct that may have violated the AIA Code of Ethics and have not been found to have violated the AIA Code of Ethics.</li> </ul>
<p><b>Background Check *</b></p>	<p>The AIA reserves the right to conduct a background check of potential recipients of AIA Honors and Awards:</p> <ul style="list-style-type: none"> <li>I understand as a potential recipient of an AIA Honor or Award I may be subject to a background check and hereby consent to such a background check and to such other inquiry as the AIA, in its sole discretion, may determine to be appropriate.</li> </ul>
<p><b>Materials for Jury Review</b></p>	<p>The information in this section is not shared with the jury. Additional information about the candidate, such as work and education history, will be required on the “Materials for Jury Review” section.</p>

## Images and Copyright Information

<p><b>Portfolio Images</b></p>	<p>Quality photographs, diagrams, sketches, mapping, and other images help the candidate to tell their story and help the jury to review the portfolio.</p> <p><b>General image recommendations:</b></p> <ul style="list-style-type: none"> <li>When selecting images, or photographs which include the candidate, consider whether they highlight the candidate’s contributions, speak to the candidate’s Object, or support the candidate’s summary themes.</li> <li>Avoid large images of the candidate, especially if the do not add anything to the story.</li> <li>If a project is built, include photographs so the jury can see the resolution of the design.</li> <li>If a particular element is referenced in summary themes or in the project description, include images that demonstrate it. This is particularly important if the submission is for Object One: Design, Object Two: Technical Advancement.</li> <li>Images with text (diagrams, charts, screen captures, books, etc.) should be legible. Keep it simple and clear.</li> </ul>
<p><b>Announcement Image</b></p>	<p>Candidates are asked to upload a headshot to be used for the Fellowship Directory and announcements in AIA channels. This photo is not for jury review.</p> <p><b>Image specifications:</b></p> <ul style="list-style-type: none"> <li>jpg, png format</li> <li>1:1 aspect ratio (square)</li> </ul>

	<ul style="list-style-type: none"> <li>• Resolution: at least 72 dpi. Minimum 600 pixels wide</li> <li>• File name: “Last Name_First Name”</li> </ul> <p>Images that do not align with AIA’s style guidelines or are not supported by our web platform will not be used. If we need to source an alternate image, that could impact inclusion in certain announcements.</p>
<p><b>Licensing Agreement</b></p>	<p>For good and valuable consideration, the exchange of which is hereby acknowledged, I grant The American Institute of Architects (AIA) a non-exclusive license to use any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies, or other copyrighted material (Material), identified on this form or otherwise provided in connection with this submission.</p> <p>This license shall permit limited rights to use, reproduce, crop or resize, publicly display, distribute, and transmit worldwide the Material during the full term of the copyright in all media without payment of any royalty or license fee in connection with the announcement, promotion, or archival purposes of any AIA Honors &amp; Awards program.</p> <p>I represent that I have obtained all permissions necessary to grant the limited rights granted herein and the use or reproduction of the Material by AIA shall not, to the best of my knowledge, information, and belief, infringe or violate any other person’s copyright or other intellectual property right.</p> <p>I AGREE TO INDEMNIFY AND HOLD HARMLESS AIA FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ANY BREACH OF THESE REPRESENTATIONS.</p> <p>By entering your name below you acknowledge and agree to the terms herein.</p>

**Materials for Jury Review**

<p>This page includes the information that the Jury will refer to during their review.</p>	
<p>Candidate Name *</p>	<p>Please provide the name of the candidate as it should appear on all announcements and notifications.</p>
<p>Candidate’s Summary Statement *</p>	<p>Describe how the candidate’s work may be considered notable and how it has advanced the profession of architecture in a 25 to 35-word statement.</p> <p>A simple statement can sometimes say a lot more than one that is overreaching, and the jury will rely heavily on this statement during the review process.</p>
<p>Candidate’s Education *</p>	<p>Provide a listing of the candidate’s higher-education background in reverse chronological order, as shown below:</p> <p><input type="checkbox"/> [Institution name], [dates attended], [degree(s) received, if applicable]</p>
<p>Candidate’s Licensure *</p>	<p>List all states or territories where the candidate is currently licensed to practice architecture.</p>
<p>Candidate’s Work History *</p>	<p>Provide a listing of the candidate’s employers in reverse chronological order, as shown below:</p> <p><input type="checkbox"/> [Firm/Organization], [dates employed]</p>

AIA Fellowship - 2025 Application Guidelines and Recommendations

Upload Materials For Jury Review *	Submit the candidate's portfolio as a single PDF file (upload max 25 MB). This file should conform with program criteria and formatting requirements on pg. 6.
Ready to Submit? *	<input type="checkbox"/> I verify that all the information associated with this nomination is accurate and that I am ready to submit. <input type="checkbox"/> I understand once the submission is completed no further edits may be made.