



2018 EP FRIENDLY FIRM AWARD APPLICATION

AIA Emerging Professional Definition:

Emerging professional include architecture students, recent graduates, and newly licensed Architects who have been licensed within the last ten years. Emerging Professionals may be referred to as “EPs” as short hand.

Goals:

Emerging Professionals are critical components to the vitality and growth of AIA and the profession. As such, recruitment and retention of these valued members is critical to our success. AIA Tennessee recognizes firms who offer superior support and opportunities to Emerging Professionals. We hope this process helps foster dialogue within firms and communities and across the state to create new and innovative policies and opportunities to support and develop the future members of our profession.

Guiding Principles:

Foster Value and Retention of EPs

- Providing unique firm cultures and benefits to encourage recruitment of EPs
- Providing equitable compensation and benefits

Provide strong professional development for EPs

- Mentorship
- Encouraging and celebrating licensure
- Providing EPs with a broad and diverse experiences in firm practice
- Committing to and investing in EPs at all phases of their professional development

Promote EP engagement and leadership in the profession and the community

- Providing leadership opportunities to EPs
- Encouraging EPs to inform firm culture to transform the practice of architecture for the next generation.
- Promoting involvement in the AIA and industry, charitable, and community organizations

How it works:

Upon the evaluation of the following application by an impartial jury, we will present the certification of “EP-Friendly Firm” to applicants who demonstrate consistent accordance with the guiding principles listed above. Firms qualifying for this status may use the AIA TN EP-Friendly Firm logo on promotional materials to display their commitment to Emerging Professionals. If a firm exhibits particular excellence, we will award a single “Outstanding EP-Friendly Firm” award in each category listed below:

Small firm = 10 & under

Medium firm = 11-49

Large firm = 50+

All awards will be presented at the AIA Tennessee Conference on Architecture. As this recognition is awarded annually, firms are encouraged to participate every year, refining their applications to demonstrate their continued support of EPs. An out-of-state jury will judge applications; firm identities will remain anonymous during evaluation.

INSTRUCTIONS TO APPLICANTS:

The following application is to be filled out together by one firm principal and one EP. Both must sign the application for it to be valid. Applications in the form of a PDF file not exceeding 5 MB are to be e-mailed to ep.friendlyfirm.aiatn@gmail.com by 5:00 PM CST on Friday June 15. There is no monetary fee to apply: we only ask for your dedication to this effort.

Please limit answers to the space provided. All answers should reflect firm's current policies and practices.

YOUR FIRM MAKE-UP:

This is to help us understand the cross section of your firm. These answers do not contribute to the evaluation of your application. Each person should only be counted once. Include part-time and full-time employees.

People:

- _____ # of architects licensed less than 10 years
- _____ # of recent architecture graduates and those pursuing licensure
- _____ # of student interns
- _____ **Total number of EPs (add the three lines listed above)**
- _____ # of firm principals
- _____ # of architects licensed more than ten years (not already counted as principals)
- _____ # of technical support staff (education in technical field, draftsmen, spec writers...)
- _____ # of firm members in a related field (engineering, interior design...)
- _____ # of firm members in marketing, accounting, administration, and clerical
- _____ # of other firm members. Please describe: _____
- _____ **Total number of firm members**
- _____ **% of EPs in firm (total number of EPs divided by total number of firm members)**

Location:

Our firm is located in an **Urban** **Suburban** **Rural** area. (circle one)

Diversity/Equal Opportunity:

- _____ % of EPs who are women
- _____ % of firm leadership who are women
- _____ % of EPs who are a racial or ethnic minority
- _____ % of firm leadership who are a racial or ethnic minority

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_____ # of EPs at your firm eligible for enrollment in AXP (Architectural Experience Program)

_____ # of EPs enrolled in AXP

_____ # of EPs currently taking exams

Circle one or provide a brief explanation if other:

Does your firm provide a mentor to help with the AXP process? YES NO OTHER:

Does your firm encourage EPs to find a mentor outside of your firm, as suggested by NCARB? YES NO OTHER:

Does your firm cover the cost of licensing exams? YES NO OTHER:

Does your firm cover the cost of NCARB? YES NO OTHER:

Does your firm provide any exam study materials? YES NO OTHER:

Does your firm cover the cost of licensing registration fees? YES NO OTHER:

Does your firm provide non-vacation paid time off for taking exams? YES NO OTHER:

Does your provide non-vacation paid time off for studying for exams? YES NO OTHER:

Does your firm cover the full costs of AIA annual dues? YES NO OTHER:

Are health insurance and other benefits (vacation, retirement plans...) equal between EPs and other firm members? YES NO OTHER:

Are there student interns working at your office without pay? YES NO OTHER:

Does licensure result in a direct increase in salary or a bonus? YES NO OTHER:

Does your firm provide non-vacation paid time off for EPs to attend conferences and other continuing education events? YES NO OTHER:

Does your firm cover the cost for EPs to attend conferences and other continuing education events? YES NO OTHER:

Does your firm perform annual performance reviews? YES NO OTHER:

EMERGING PROFESSIONAL FRIENDLY FIRM APPLICATION

How does your firm provide leadership opportunities and leadership training within your firm?

How does your firm encourage participation in and/or provide opportunities for community engagement, professional groups, or design organizations?

How does your firm celebrate licensure and other major professional milestones?

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How does your firm ensure EPs are able to participate in all phases of design, documentation, and construction? Are there opportunities for EPs to be involved in practice management?

In what ways do emerging professionals inform the general values and culture of your firm?

STATEMENT OF COMMITMENT:

By signing below, we commit to providing benefits as outlined above in order to promote the professional development of the EP's employed by our firm. If at any time the status of these benefits changes, we agree to notify the AIA Tennessee EP Committee. We understand that by signing this statement of commitment, we are giving permission to the AIA Tennessee Chapter to identify our firm name as an "AIA TN EP-Friendly Firm" on AIA promotional materials.

FIRM NAME

FIRM ADDRESS

FIRM PRINCIPAL (SIGNATURE)

DATE

FIRM PRINCIPAL (PRINTED NAME)

FIRM PRINCIPAL E-MAIL

FIRM EP (SIGNATURE)

DATE

FIRM EP (PRINTED NAME)

FIRM EP E-MAIL