

AIA Honors & Awards

Submitting for Fellowship

2024

Submitting for Fellowship 2024

- Overview
- Important Dates
- Submission
- Objects
- The Jury
- Resources
- Q&A



Overview

Submitting for Fellowship 2024

OVERVIEW

AIA College of Fellows

The College of Fellows, founded in 1952 (Modern College), is composed of members of the Institute who are elected to Fellowship by a jury of their peers. Fellowship is one of the highest honors the AIA can bestow upon a member (only the GOLD MEDAL is higher). Elevation to Fellowship not only recognizes the achievements of the architect as an individual but also elevates before the public and the profession those architects who have made significant contributions to architecture and to society. Only two percent of AIA members achieve the Fellowship distinction.



Submitting for Fellowship 2024

OVERVIEW

AIA College of Fellows Purpose

College of Fellows is to:

- Stimulate a sharing of interests among Fellows
- Promote the purposes of the Institute
- Advance the profession of Architecture
- Mentor young architects
- Be of ever-increasing service to society



Submitting for Fellowship 2024



OVERVIEW

2023 Fellowship Elevation

2023: 217 candidates, 73 elevated (34%)

- Percent of elevated candidates by year of nomination
 - 1st year: 76.71%
 - 2nd year: 19.18%
 - 3rd year: 4.11%
- Percent of elevated candidates by object
 - Object 1: 21.92%
 - Object 2: 31.51%
 - Object 3: 16.44%
 - Object 4: 10.96%
 - Object 5: 3.23%
 - Object 6: 9.59%

Important Dates

Submitting for Fellowship 2024

IMPORTANT DATES

2024 Fellowship cycle (subject to change)

Application site opens:

- June 27, 2023

Applications are due:

- October 5, 2023 (by 5pm ET)

Notifications sent to candidates

- *February 2024*



Submission

Submitting for Fellowship 2024



SUBMISSION

Process

Submission must be:

- clear and concise
- results oriented
- well-documented
influence on profession

[Eligibility](#)[Submission d...](#)[Jury](#)[Past recipients](#)[FAQ](#)

Entry fee: \$450

Second and Third Year Fellowship candidates also must complete an online application. Please follow the directions for your reference letters accordingly. Your previously submitted letters on file and will upload them after the deadline.

2024 submissions

We are currently planning to launch the 2024 Fellowship application on June 27, 2023. Please check back closer to that date for updated materials. While minor changes occur year to year, the core criteria of the [2023 AIA Sample Fellowship Application](#) can be referenced by candidates in the interim.

Best examples of successful Fellowship applications

Each year, the Jury of Fellows and staff select the best examples of Fellowship nomination submissions in each category. They can guide you in preparing your own submission.

Contact our [archivist](#) to review submissions not listed below; a current [list of 2009-2022](#) Fellows is available for your review. When requesting submissions prior to 2014 be aware they may not follow the jury's recent recommendations.

Object One: Design, urban design, or preservation

• 2022 Hans Butzer (design)	• 2020 Jason Smith (design)
• 2022 Kenneth Luker (design)	• 2020 Roger Sherman (urban design)
• 2022 Amy Gilbertson (preservation)	• 2020 Scott Henson (preservation)
• 2021 Michael Hsu (design)	• 2019 Brian Kowalchuck (design)
• 2021 Paul Milana (urban design)	• 2019 Kai Bergmann (urban design)
• 2021 David Scott Parker (preservation)	• 2019 Thomas Jester (preservation)

<https://www.aia.org/awards/7076-fellowship>

Submitting for Fellowship 2024

SUBMISSION

Fellowship submission tips

- WHO you are
- WHAT you accomplished
- WHEN it occurred
- WHY it's significant
- HOW it benefited or was shared with profession
- PROVE IT—documentation and support



Submitting for Fellowship 2024

SUBMISSION

Eligibility

- AIA architect members who have been in good standing for at least 10 years may be nominated.
- Nominees must have completed 10 cumulative years as an AIA architect member prior to the nomination deadline.
- *If a candidate is denied advancement at three consecutive annual meetings of the jury, one year must elapse before a new nomination can be made.*



Submitting for Fellowship 2024

SUBMISSION

Nomination

Fellowship nominations may be made in one of two ways:

1. by petition of individual members or Fellows, it must bear the signatures of any 10 architect members or any 5 Fellows in good standing
2. by an AIA chapter or state organization bearing the signature of the president or secretary of the component



Submitting for Fellowship 2024



SUBMISSION

Composition

- **Sponsor letter**
- **Section 1**
 - Summary of achievements
- **Section 2**
 - 2.1 Significant work
 - 2.2 Awards, Honors, & Recognition
 - 2.3 Significant Publications
- **Section 3**
 - Exhibits list
 - Exhibits (Properly attested)
- **References**
 - Confidential Reference Letters

Submitting for Fellowship 2024

SUBMISSION

Target objectives

Submission documents

- Strong, specific sponsor letter
- Strong, specific reference letters (7 for 1st year candidates; +3 in following years)
- Well organized submission
- Not to exceed 40, 8.5" x 11", pages
 - Cover pages, exhibit lists, reference lists do not count against your page count
- Landscape format preferred
- 10 pt. font is the minimum
- Clear, concise summary statement that is not overreaching
- High quality images/exhibits
- Consistency, Leadership, Results



Submitting for Fellowship 2024



SUBMISSION

Sponsor

- Must be an FAIA or AIA member in good standing
- Should be someone that knows you well, and can speak knowledgeably and critically about your career
- Ideally not someone from your own firm
- May sponsor more than one candidate but should speak specifically to each candidate's individual achievements
- Involved in submission process
 - Sponsor letter
 - Assist in crafting submission
 - Liaise with reference writers

Submitting for Fellowship 2024

SUBMISSION

Sponsor letter

- Addressed to jury chair
- A one-page letter of support about candidate
- Must be uploaded with the submission portfolio
- Set up the submission to follow
- Specifics



Submitting for Fellowship 2024



SUBMISSION

Section 1

Summary Statement

- The candidate's summary statement should serve as the first 25-35 words. The summary statement must be a concise statement of the candidate's achievements.
- Thesis Statement

One Page Summary of Achievements

- Focus on about 3 main points
- Expand on these points in Section 2
- Be clear, concise, and insightful
- Restate claims from sponsor letter
- Speak to “ripple effect” of work

Submitting for Fellowship 2024

SUBMISSION

Ripple Effect

- Impact beyond your day to day
- Speaking, publications, mentoring
- Service to the profession
- Geographic impact
- Legacy through others



Submitting for Fellowship 2024

SUBMISSION

Section 2

2.1 Accomplishments

- Projects
- Jury service
- Presentations/lectures
- AIA involvement
- Civic/volunteer involvement

2.2 Honors, awards, recognition

2.3 Publications

- By you, about you, about your work



Submitting for Fellowship 2024



SUBMISSION

Section 2

Tips

- Demonstrate broad influence and impact
- Group similar accomplishments together
- Work supporting YOUR case first
- Explain any time gaps
- Divide up different types of awards
- Make distinction about articles
 - about you
 - authored by you

Submitting for Fellowship 2024



SUBMISSION

Section 3

Exhibits

- 20 Page max
- Show tangible results and explain:
 - The challenge
 - Your role
 - The outcome
- If submitting in Object 1 (Design):
 - Show more than minimum of 5 projects
 - BUT use only your strongest projects
- If not in design:
 - don't put projects first
 - Object 2: 7-10 exhibits; 5 completed projects minimum
 - Objects 3-6: 7-10 exhibits; 1-2 completed projects minimum
- Good, clear images and diagrams are essential
- Must provide project data and role (see requirements)
- Declaration of Responsibility
 - Signed by someone other than the candidate

Submitting for Fellowship 2024

SUBMISSION

References

- **Must remain confidential**
- Seven letters total; Five letters must be from AIA members (sign their letters with their AIA designation to avoid disqualification)
- Each reference should focus on one-two points from Summary Statement
- Speak directly about your work
- Seek those with a direct connection
- Recognized leaders in your field
- Broad geographic range
- Avoid “big names” offering no substance



Submitting for Fellowship 2024

SUBMISSION

Submitting Reference Letters

- Application sends a link for writers to upload their letter
- Provide ample time for reference writers to submit
- The application system will notify you when they have been received
- Don't submit your application before they have been received
- Letters are only accepted through this system – **no hard copies, no emails accepted**
- 2nd and 3rd year applicants' previous letters are rolled over
 - 3 more letters “allowed and strongly encouraged” for 2nd and 3rd year candidates



Submitting for Fellowship 2024

SUBMISSION

In short...

- Clear, concise presentation
- White space is a good thing
- Eligible
- Strong sponsor
- Strong/specific references
- Support for summary statement
- Focus on results/achievements
- Demonstrate influence on profession



Objects

Submitting for Fellowship 2024

OBJECTS

1: Design

To promote the aesthetic, scientific, and practical efficiency of the profession.

Design, Urban Design, and Preservation

- Must attempt to objectively prove “design excellence”
- MUST have five projects that the candidate is 'Largely Responsible for Design' with appropriate signatory
- Jury doesn't judge design
- Jury looks for peer recognition through national and local awards, articles, etc.



Submitting for Fellowship 2024

OBJECTS

2: Practice

To advance the science and art of planning and building by advancing the standards of practice.

Practice-Management or Practice Technical Advancement

- How have you elevated your firm?
- How are you sharing with the profession?

Specialty Practice

- Show that through design/innovation the field is better
- Awards not necessary but the jury will expect to see sharing in the form of speaking engagements, publications, and mentoring



Submitting for Fellowship 2024

OBJECTS

3: Led the Institute or Related Organization

To coordinate the building industry, and the profession of architecture.

Led Institute

- Jury looking for extensive and diverse relevance
- National impact
- Provide quantifiable results

Led a related organization

- Not enough just to lead it – what was your role? What was the outcome? What is the legacy?
- What did you do to connect it to the AIA and/or the practice of architecture?



Submitting for
Fellowship
2024

OBJECTS

4: Public Service, Government, Industry, or Organizations

To ensure the advancement of the living standards of people through their improved environment

- Need to document the benefit to the AIA
- How is your work affecting policies?
- How are you making things easier for architects in the profession?



Submitting for Fellowship 2024

OBJECTS

5: Alternative Career, Volunteer Work, Service to Society

To make the profession of ever-increasing service to society.

- Show how contributions are significant because you are an architect
- Volunteer work not used as marketing tool
- Must be clear you are NOT gaining commissions through volunteer service



Submitting for Fellowship 2024

OBJECTS

6: Education, Research, or Literature

To advance the science and art of planning and building by advancing the standards of architectural education and training

- Show impact through teaching tools; student work
- Show how research has changed the profession, metrics

*beginning with the 2022 Fellowship application cycle Object 2 will just be for practice. Education, Research or Literature have been moved to Object 6.



The Jury

Submitting for Fellowship 2024



THE JURY

2023 Jury of Fellows

- **Chair:** RK Stewart, FAIA (Utah)
- Allison Williams, FAIA (California)
- Rebecca Lewis, FAIA (Minnesota)
- Lisa Lamkin, FAIA (Texas)
- Carl D'Silva, FAIA (Illinois)
- Pamela Rew., FAIA (New Jersey)
- Anne Schopf, FAIA, (Washington)

(jurors likely to remain on jury for 2024)

- The Jury consists of Fellows, nominated annually by the Secretary for approval by the Board. One of the Jury members is designated as chair. An effort is made to achieve an equitable distribution of members by geographic region and by Fellowship accomplishment.
- The role of a juror is a 3-year term

Submitting for Fellowship 2024

THE JURY

Process

- Assigned to review a fraction of the total
- Present assigned candidates to the voting jurors in 5 minutes
- A juror cannot review candidates from their own firm or state
- A juror must recuse themselves from candidates they know personally



Submitting for Fellowship 2024

THE JURY

Process

Deliberation

- Presenter draws attention to what does or does not support claims
- Presenter answers questions from jurors and makes recommendation
- Jury discussion—10-12 minutes
- There are no quotas



Submitting for Fellowship 2024

THE JURY

Target objectives

Initial questions

- Has nominee been nationally recognized?
- Has the nominee had a “ripple effect”?
- What is the ripple effect?
- Has the nominee been active in the AIA?



Submitting for Fellowship 2024



THE JURY

Target objectives

A distinguished body of work

- Published work
- Award recognition

Notable contributions

- Impact on other practices
- Lecturing
- National leadership

Submitting for Fellowship 2024



THE JURY

Target objectives

Widespread recognition of results

- Publications
- Awards
- Requests to speak and to serve on juries

Sharing of knowledge or expertise

- Speaking and leading seminars
- Publications in architecture journals and associated professional journals
- National news media coverage
- Published peer recognition

Submitting for Fellowship 2024



THE JURY

Target objectives

Leadership in AIA

- Need impact and results
- National office
- Local and regional offices
- Committee chair
- Jury service
- Authored articles
- Presented at conventions

Resources

Submitting for Fellowship 2024



RESOURCES

Visit aia.org/fellows for

- Fellowship FAQ
- Online submission FAQ
- Sample submission
- Best examples

Contacts

- General inquiries HonorsAwards@aia.org
- Membership Eligibility aiamembershiphistory@aia.org
 - Pamela Day, Hon. AIA
 - Corporate Secretary and Vice President, Governance and Awards
 - Maggie Brown
 - Sr. Manager, Honors & Awards

Q&A