Introduction and Serving on an AIA Jury

Congratulations and thank you in advance on your appointment to an American Institute of Architects jury! Serving on an American Institute of Architects Jury is a rewarding opportunity and experience that allows you to be a part of selecting outstanding projects, firms, or individuals that contribute to the mission of AIA. This peer-reviewed process received national and international recognition.

To ensure the most equitable basis on which all entries can be judged fairly and independently, a uniform set of core judging criteria has been developed and this handout should provide guidance on your obligations and responsibilities as a juror. Please read through the entirety of this handout and become familiar with this prior to beginning the review process.

If at any time, you require additional clarification on your role as a juror, please contact the AIA Honors and Awards team at HonorsAwards@aia.org.

1. Appointment to Jury – Juries are appointed by the AIA Executive Office and the President and endorsed by Honors and Awards
   a. Jurors are members of the Institute
   b. Jurors may not serve more than three consecutive years (Fellowship)
   c. Composition of Jury
      i. varies dependent on program

2. Expectations of an AIA Jury Chair – Jury deliberations and process (whether remote or in-person, are to be guided by the Jury Chair. A single Jury Chair is appointed per jury, and should ensure that juries:
   a. Act with politeness, fairness, and respect to all entrants and fellow jurors
   b. Operate with rigor and consistency
   c. Follow all required elements of the judging process
   d. Measure all entries against all relevant criteria

Please note: It is never appropriate for a candidate to communicate with the jury from the time of submittal to completion of the jury process or anyone acting on the candidate’s behalf. It is inappropriate and cause for disqualification.

3. Jury Policy

   a. Expectations of an AIA Jury Chair and Jurors
      i. Upholding the integrity and value of the Awards program
      ii. Acting without bias
      iii. Making notes on each/each shortlisted submission. Notes are valuable feedback for projects, firms, or persons that may want to submit in future cycles
      iv. The jury evaluates entries based on how successfully projects have met their individual requirements. Entries are judged individually—not in competition with each other
v. Declaring any interest which may conflict or be seen to conflict with your ability to make a fair assessment and be prepared to withdraw from such assessment (in this case, jurors may recuse themselves from judging a submission, please see Conflict of Interest Policy)

1. Some entrants may be a friend or a colleague of a Juror, in which case the potential conflict arising from any such relations is a matter for the integrity and ethical responsibility of the Juror involved. A potential or perceived interest, or conflict of interest, arises where a Juror has any:
   a. involvement in a submitted project whether financial, by director or indirect participant in it, or through the statutory approval process
   b. Personal issues relating to the project, firm, or persons including: previous conflicts, direct family relationships, or ethical/moral objections to the nature of the project, firm, or persons, or any of its components, or other personal biases towards the client, entrant, or others involved in the submission

2. When this arises, please let the Jury Chair (if this is the Jury Chair, please make the Honors and Awards staff aware) know and recuse yourself from judging that submission

vi. Making objective assessments and notes considering all of the stated criteria

vii. Complete site visit feedback form (Site visits only)

viii. Attempting always to reach a consensus keeping in mind the outward focus of the Awards program

ix. While the Honors and Awards staff is ALWAYS available for clarification and questions, please keep in mind that staff is not responsible for juror’s administrative work, i.e. compiling juror reports, transferring your work from one format to another, etc.

b. Confidentiality – All jury deliberations and decision should be strictly confidential until the official announcement of the results. Jurors are required to refrain from making any public comment about any projects, firms, or persons assessed within the respective categories for the duration of the Awards Program. This includes but is not limited to details of site visit schedules and shortlists. Please do not make any negative comment about a project, to ANY person outside of the Jury.

c. Communications and Social Media – Out of respect for the integrity of the judging process, jury members are required to refrain from posting any social media regarding projects under consideration during the judging period. This particularly applies to site visits. The AIA has various mechanisms for promoting the Honors and Awards Program and runs a media campaign of varying levels across the country to promote those candidates selected.

d. Availability for Jury meetings - Understanding that working professionals have busy schedules, AIA Honors and Awards staff will schedule juries well in advance to accommodate busy schedules. The expectation is that ALL jurors attend the entirety of ALL jury meetings whether virtual or in-person to ensure a fair and democratic jury process.

e. Jury Etiquette
i. All Jurors have a say in the deliberations, please respect your fellow jurors during discussions. If jury is virtual, allow a 1-2 second delay before speaking to help avoid over talking.
ii. AIA Honors and Awards does not use a ranking system during deliberations
iii. The Jury Chair leads the discussion and jury deliberations
iv. Be punctual and call ahead if running late.
v. When performing site visits:
   1. jurors serve as representatives of the AIA. Ensure that your undivided attention is given to during site visits and presentations.
   2. Ensure that contact is made with the appropriate contact on site before beginning a detailed inspection.
   3. Show respect for the privacy of occupants of homes and apartment buildings.
   4. Be discreet in making comment on the building, and convey the jury’s gratitude appropriately, particularly if the tenant or owner is present.

4. Judging Criteria
   a. The jury evaluates candidates based on how well they meet program criteria, which include how their contributions have
      i. demonstrated great depth and breadth having a cumulative effect on the profession of architecture
      ii. produced work that is a product of a collaborative environment, consistently addressing the future of architecture while honoring its tradition
      iii. transcended or united specific areas of expertise
      iv. become widely known—by architects, designers, educators, and the public—for the quality of their work

5. Travel Reimbursements
   a. Please read/note the AIA Travel Policy
   b. All travel reimbursements and expenses are processed through Concur – our online travel and expense system - www.concursolutions.com.
   c. If you do not have an existing login, please create one to record your reimbursement(s).
   d. Please use account number 1435-1-000-0000
   e. If any problems occur with the site, please contact Meetings at meetings@aia.org

6. Juror Signature Forms and Policies
   a. Conflict of Interest Policy
   b. Travel Policy
   c. Juror Policy

Reviewing Submissions

1. Logging into the Online Submission Site
   a. Use this link to access the review site :https://aia.secure-platform.com/a/
b. Once you have logged in, you will now see the left-most panel that features a tab called ‘My Reviewing Assignments’. Click on this tab.

c. This will introduce a list of your jury assignments to review.
d. Click on the ‘Open’ link for each category.

e. You may begin reviewing submissions and leave feedback and comments once you have selected ‘View Entry’
<table>
<thead>
<tr>
<th>Utopia Cabin</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category:</strong> Under 5,000 square feet</td>
</tr>
<tr>
<td><strong>Entry #:</strong> 11166</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stealth Home Cinema</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category:</strong> Up to $1.5 million in construction cost</td>
</tr>
<tr>
<td><strong>Entry #:</strong> 11200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vox Populi</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category:</strong> Under 5,000 square feet</td>
</tr>
<tr>
<td><strong>Entry #:</strong> 11208</td>
</tr>
</tbody>
</table>
2. The Process of Reviewing Submissions
   a. Review Process and Accessing the Submissions

   This AIA awards program functions in a process of elimination. Each juror is required to review and score by the date given by AIA staff to complete review of all the submissions. The aggregated scores of all jurors will be used to define a top range of projects (typically between 25 to 45 projects), which will be reviewed in detail during the jury meeting to select the winners. The scores are just a tool to enable this conversation: no project is formally eliminated from the discussion. During the final part of the discussion we allocate time for the jurors to bring to the conversation projects that they feel are worthy of discussion and did not make the top score. Your review notes will be used to inform the feedback that submitters may receive. No comment or score is distributed to any submitter.

   Please review the general information about the program from our website at AIA.org. When you access a submission for review you will also have all the details and guidelines as presented to the submitters. As you go through the review process you may encounter an entry that does not meet the requirements, is clearly incomplete, or has not followed one of the pivotal rules. When this is the case please bring it for our attention, and after a quick verification we will dequeue it from the review.

   Insert your comments and feedback.
Use this link to access the review site: https://aia.secure-platform.com/a/
If you need to reset your password use this site: http://aia.secure-platform.com/a/account/forgotpassword.