



AIA

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 receives 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 AIA Honors and Awards at HonorsAwards@aia.org.

1. Appointment to Jury – Juries are appointed by the AIA President or Board of Directors following a thorough selection process.
 - a. The majority of jurors are members of the Institute. Several programs also include in their composition the presence of non-members to strengthen the assessment of submissions depending on the characteristics of a particular program.
 - b. 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, fellow jurors, and staff
 - 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, and cause for disqualification. Any instance or questionable action requires to be communicated to the assigned AIA staff.

3. Jury Policy
 - a. Expectations of an **AIA Jury Chair and Jurors**
 - i. Upholding the integrity and value of the Awards program, acting without bias
 - ii. Making confidential notes on each shortlisted submission to help inform the discussion and assessment of the different shortlisted entries. Notes are also valuable for staff to prepare jury feedback

where relevant for projects, firms, or persons that may want to submit in future cycles

- iii. The jury evaluates entries based on how successfully projects have met their individual requirements.
- iv. 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 and the Honors and Awards staff know and recuse yourself from judging that submission
- v. Making objective assessments and notes considering all of the stated criteria
- vi. Complete site visit feedback form when applicable
- vii. Attempting always to reach a consensus keeping in consideration the public impact and communication value of the recognition.

b. Confidentiality –

- i. 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 comments about a project, to any person outside of the Jury and the assigned AIA staff to your program.
 - ii. Jury deliberations are only attended by individuals that have been appointed as jurors and relevant staff to maintain the integrity of the process. Individuals that are not on the jury are not allowed to participate in the discussion of submission at any time during the process whether virtual or in person.
- 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

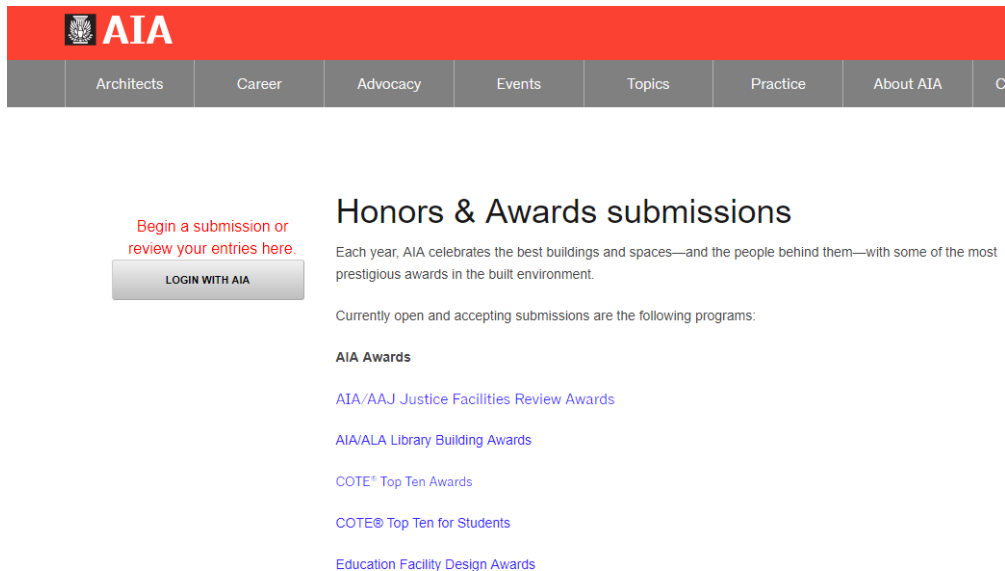
media campaign of varying levels across the country to promote those candidates selected.

- 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 effective process that represents AIA values.
 - 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. The Jury Chair leads the discussion and jury deliberations
 - iii. Be punctual and call ahead if running late.
 - iv. When performing site visits:
 1. jurors serve as representatives of the AIA. Please ensure that your focused attention is given 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 and users of the different projects
 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. 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

Accessing and Reviewing Submissions

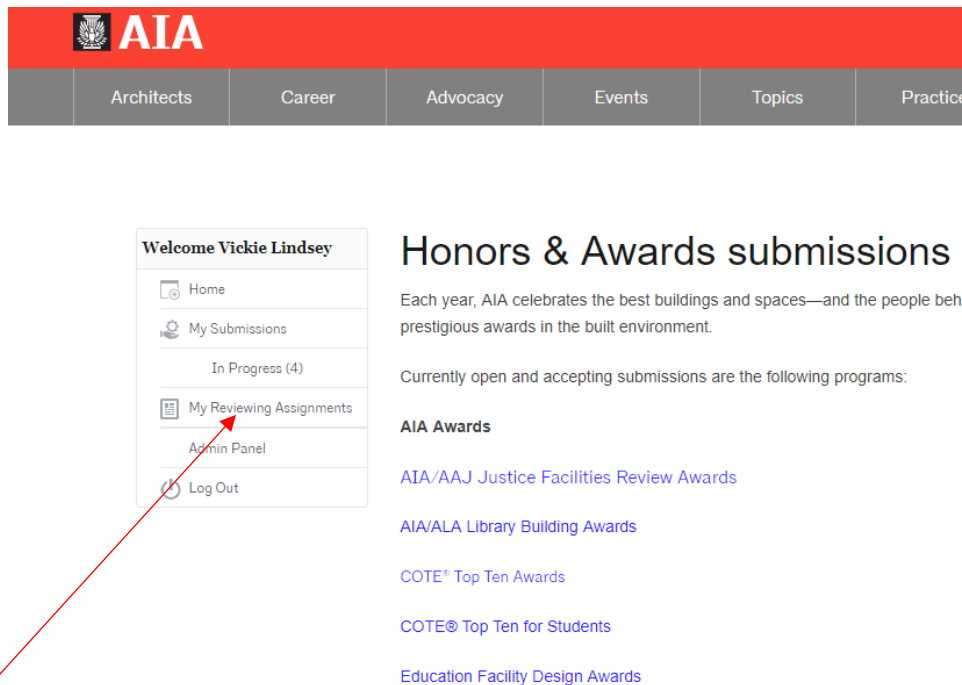
1. Accessing the review assignments.

a. Use this link to access the review site :<https://aia.secure-platform.com/a/>



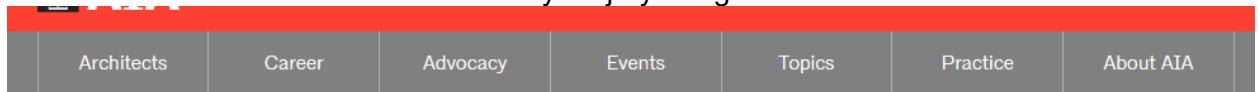
The screenshot shows the AIA website homepage. At the top is a red header with the AIA logo and a navigation menu with links for Architects, Career, Advocacy, Events, Topics, Practice, and About AIA. Below the header, there is a red button that says "Begin a submission or review your entries here." and a grey button that says "LOGIN WITH AIA". The main content area is titled "Honors & Awards submissions" and contains the following text: "Each year, AIA celebrates the best buildings and spaces—and the people behind them—with some of the most prestigious awards in the built environment." Below this, it says "Currently open and accepting submissions are the following programs:" and lists several award programs: "AIA Awards", "AIA/AAJ Justice Facilities Review Awards", "AIA/ALA Library Building Awards", "COTE® Top Ten Awards", "COTE® Top Ten for Students", and "Education Facility Design Awards".

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.



The screenshot shows the AIA website homepage after a user has logged in. The user's name, "Vickie Lindsey", is displayed in the top left corner. A navigation menu is visible on the left side of the page, with the "My Reviewing Assignments" tab highlighted. A red arrow points to this tab. The main content area is titled "Honors & Awards submissions" and contains the same text as in the previous screenshot: "Each year, AIA celebrates the best buildings and spaces—and the people behind them—with some of the most prestigious awards in the built environment." Below this, it says "Currently open and accepting submissions are the following programs:" and lists several award programs: "AIA Awards", "AIA/AAJ Justice Facilities Review Awards", "AIA/ALA Library Building Awards", "COTE® Top Ten Awards", "COTE® Top Ten for Students", and "Education Facility Design Awards".

c. This will introduce a list of your jury assignments to review.



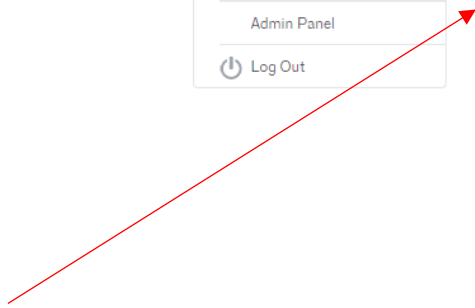
Welcome Vickie Lindsey

- Home
- My Submissions
- In Progress (4)
- My Reviewing Assignments**
- Admin Panel
- Log Out

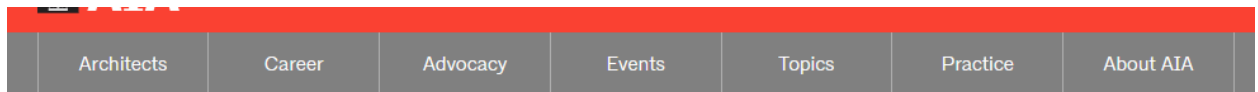
[Home](#) > [My Reviewing Assignments](#) > [2019 AIA/SPP Small Project Awards: 2019 Small Project Awards](#)

Search:

Category Name	# Pending	# Reviewed	Action
View All Categories	120	0	Open
Up to \$150,000 in construction cost	36	0	Open
Up to \$1.5 million in construction cost	42	0	Open
Under 5,000 square feet	42	0	Open



d. Click on the 'Open' link for each category.



Welcome Vickie Lindsey

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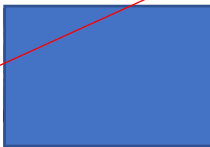

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e. You may begin reviewing submissions and leave feedback and comments once you have selected 'View Entry'

Home > My Reviewing Assignments > 2019 AIA/SPP Small Project Awards: 2019 Small Project Awards

		DESC Score
	Category: Under 5,000 square feet Entry # 11166	VIEW ENTRY Score: -
	Category: Up to \$1.5 million in construction cost Entry # 11200	VIEW ENTRY Score: -
	Category: Under 5,000 square feet Entry # 11208	VIEW ENTRY Score: -

Refine your search

Search

SEARCH

Status Any

Scored
 Unscored

Category Any

Change | Clear

Home > My Reviewing Assignments > 2019 AIA/SPP Small Project Awards: 2019 Small Project Awards >

Judging Criteria, Jury List & Release Form →

[Copyright Information](#) → [Project Information](#) → [Upload Materials for Jury Review](#)

Recognition

Award winning projects will be recognized in AIA publications and electronic media, including the SPP REVIEW and website.

Eligibility

- Open to architects licensed in the United States.
- Built projects must have been completed after January 1, 2016.
- There is no requirement for professional photography.
- Any sized firm may submit a project.
- Maximum of four entries per firm – (a single project may be entered in two different categories with applicable fees for each entry).

Deadline & Entry Fees

The deadline for submission completion is November 12, 2018 before 5:00 PM Eastern. All deadlines are strictly observed.

Below is the list of submission entry fees. All entry fees are non-refundable

- AIA Members - Emerging Professionals (up to ten years post-licensure): \$150 for each entry

[Recuse Myself from Reviewing this Submission](#)

Category:

Under 5,000 square

Entry #

Evaluation Form

Jury Comments

Please enter comments that will be helpful to you and jog your memory about the project during the deliberations.

These comments may potentially be used with appropriate edits for announcement purposes for elevated projects and/or as feedback supplied to unsuccessful projects.

Has the project achieved design excellence? *

Insert your comments and feedback.

2. General Review Process

Most 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 assigned submissions. The aggregated scores of all jurors will be used to define a top range of 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.

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>