



2023 AIA/ACSA Topaz Medallion **Sample Application**

Submitter Information

Thank you for applying to the 2023 AIA/ACSA Topaz Medallion for Architectural Education. On this page please provide the information on who is filling out this application, this may or may not be the candidate.	
First Name *	
Last Name *	
Firm/Organization Name *	
Phone Number *	
Email Address *	

Eligibility, and Jury List

<p>Architecture's future depends on its next generation of leaders—and the educators who impact their lives. The Topaz Medallion for Excellence in Architectural Education honors those who educate others to ensure architecture's enduring excellence.</p> <p>This award, jointly presented by AIA and the Association of Collegiate Schools of Architecture, recognizes outstanding individual contributions in architectural education.</p>	
Eligibility	<p>Candidates must be living at the time of nomination and must have spent at least a decade involved primarily in architectural education in North America.</p> <p>Colleagues, student, and former students may submit nominations.</p>
Deadline	<ul style="list-style-type: none">• the final submission date is September 15, 2022 before 5 pm Eastern• all submission dates are strictly observed• there is no entry fee for this program



<p>2022 Topaz Medallion for Excellence in Architectural Education Jury</p>	<p>The five-person jury is composed to two educators appointed by the ACSA, one student appointed by the AIAS, and two Architect members from the AIA Board of Directors or Strategic Council, whose background has been in architectural education recommended by the Secretary and appointed by the Board.</p> <p>2023 Jury</p> <p>TBD</p> <p>Communication with the jury from the time of submittal to completion of the jury process by the candidate or anyone acting on their behalf is inappropriate and cause for disqualification.</p>
<p>Judging Criteria</p>	<p>The jury evaluates candidates based on how well they meet the criteria, which include how candidates have:</p> <ul style="list-style-type: none">• affected a wide range of students over the years• addressed the future of architecture while honoring its tradition• transcended or united specific areas of expertise• become widely known—by architects, designers, educators, and the public—for the quality of their work <p>Additional Considerations</p> <p>Throughout the submission, you are encouraged to highlight any aspects of the candidate’s work or life experience that may have reflected contributions or sensitivity concerning areas of special interest to the Institute, its members, and the architecture profession, including but not limited to the Public policies and Position Statements of the AIA.</p> <p>These 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. For instance, AIA juries include evaluating Honors & Awards submissions relative to the AIA Framework for Design Excellence. While submissions do not have to adhere entirely or fit comprehensively with all measures from the framework, submitters are strongly encouraged to consider their submission materials in this context. For additional information visit the AIA Framework for Design Excellence website.</p>



Exhibits for Archives *	<input type="checkbox"/> I understand that should I be selected as the recipient of this award this submission will be archived by the AIA.

Candidate and Nominator Information

Candidate's Name *	Please provide the name of the candidate as you wish it to appear on all announcements and notifications (including the candidate's AIA designation if applicable).
Candidate's Firm /Organization Name *	
Candidate's Phone # *	
Candidate's Email Address *	
Candidate's Address *	Street Address *
	Line 2
	City *
	Country *
State / Province *	
Zip / Postal Code *	



	Country *
Demographic Information	All demographic information provided is confidential, and only used for statistical purposes.
Gender *	<ul style="list-style-type: none"><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
Ethnicity *	<p>Please select all that apply:</p> <ul style="list-style-type: none"><input type="checkbox"/> American Indian<input type="checkbox"/> Alaskan Native<input type="checkbox"/> Asian – Chammora (Guam)<input type="checkbox"/> Asian – Chinese<input type="checkbox"/> Asian – Filipino<input type="checkbox"/> Asian – Indian<input type="checkbox"/> Asian – Japanese<input type="checkbox"/> Asian – Korean<input type="checkbox"/> Asian – Vietnamese<input type="checkbox"/> Asian – Samoan<input type="checkbox"/> Asian – Other Pacific Islander<input type="checkbox"/> Asian - Other<input type="checkbox"/> Black or African American<input type="checkbox"/> Hispanic – Cuban<input type="checkbox"/> Hispanic – Mexican<input type="checkbox"/> Hispanic – Puerto Rican<input type="checkbox"/> Hispanic – Other<input type="checkbox"/> MENA – (Middle Eastern or North African)<input type="checkbox"/> Native Hawaiian<input type="checkbox"/> White or Caucasian<input type="checkbox"/> Other Race/Ethnicity<input type="checkbox"/> Prefer not to say



<p>Unpaid Labor Declaration *</p>	<p>If you cannot answer 'Yes' to the Unpaid labor Declaration Policy, you are not eligible to submit for this award. Please contact HonorsAwards@aia.org should you have any questions concerning our Intern Declaration policy.</p> <ul style="list-style-type: none"><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.<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">• 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• a minimum of 10 years prior to the application deadline for all other Institute Honors, including the Honors program, Membership Honors Awards, and Collaborative Achievement Awards (If I am a candidate for any of those awards).<input type="checkbox"/> I acknowledge adherence to the terms of this Policy
<p>Code of Ethics and Professional Conduct *</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"><input type="checkbox"/> 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. <p>Professional Conduct are mandatory for all AIA members and enforceable by the National Ethics Council.</p>



	<p><input type="checkbox"/> 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.</p>				
<p>Background Check*</p>	<p>The AIA reserves the right to conduct a background check of potential recipients of AIA Honors and Awards:</p> <p><input type="checkbox"/> 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.</p>				
<p>Nominator *</p>	<p>Colleagues, students, and former students may submit nominations.</p> <p>Provide your nominator’s full name (including their AIA designation) and email address to send them a link to complete an Unpaid Labor Declaration and Code of Ethics and Professional Conduct Affirmation.</p> <table border="1" data-bbox="475 1155 1429 1386"> <tr> <td data-bbox="475 1155 1429 1213">Full Name</td> </tr> <tr> <td data-bbox="475 1213 1429 1272"></td> </tr> <tr> <td data-bbox="475 1272 1429 1331">Email</td> </tr> <tr> <td data-bbox="475 1331 1429 1386"></td> </tr> </table>	Full Name		Email	
Full Name					
Email					

Copyright Information and Announcement Images

<p>Greater Rights *</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 my copyrighted Work, including any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies or other copyrightable material, (the “Work”) identified on this form and submitted in connection with this submission as follows.</p> <p>This license shall permit limited rights to use, reproduce, crop or resize, publicly display, distribute and transmit worldwide the Work during the</p>
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	<p>full term of the copyright in all media, now known or hereafter devised, including the internet, without payment of any royalty or license fee, as follows:</p> <ul style="list-style-type: none">• in connection with the announcement of any awards under the awards program and the promotion of the awards program itself• in connection with efforts to educate architects through different media, in which AIA members, only, have access to view the Work; provided, however, that AIA shall implement reasonable technological measures to ensure that access is limited to AIA members, shall provide written notice accompanying each access to the Work specifying the conditions under which the Works may be used and that any other use requires additional permissions from me, and shall provide the written contact information supplied below so that the AIA member can contact me for permission for further use <p>This license applies when the entrant has not secured greater rights to copyrighted material by a license or other agreement. If the entrant has previously secured greater rights to the copyrighted material, please select 'Entrant has secured greater rights to copyrighted material' below.</p> <ul style="list-style-type: none"><input type="checkbox"/> Entrant has NOT secured greater rights to copyrighted material.<input type="checkbox"/> Entrant has secured greater rights to copyrighted material.
Copyright Information File *	<p>Please provide a .PDF file showing the following information.</p> <ul style="list-style-type: none">• For announcement images:<ul style="list-style-type: none">○ Thumbnail○ Caption - Under 200 characters○ Copyright credit (name and contact information) - who took the photo○ Copyright notice (name and contact information) - who owns the photo• For all images in the submission file:<ul style="list-style-type: none">○ Thumbnail○ Page of the portfolio it appears on○ Copyright credit (name and contact information) - who took the photo



	<ul style="list-style-type: none">○ Copyright notice (name and contact information) - who owns the photo● For work featured in the submission file (e.g. text, brochures, drawings, photographs, graphics, plans, closed, books, or other copyrighted material):<ul style="list-style-type: none">○ Author/Creator○ Copyright owner○ Publication Date <p>Upload Here</p>
Photographer's Approval Form *	<p>For any work in which you are not the copyright owner your photographer(s)'s signature is required on the AIA Photography Release Form to be uploaded below as a .pdf file. If multiple photographers were used please provide all the executed forms in one PDF file.</p> <p>Upload Here</p>
Announcement Images	<p>Should your candidate be selected as the recipient please provide five images from your submission to be used for the announcement on AIA.org and upload below. These photos are not for jury review and only for AIA.org.</p> <p>Photos must be:</p> <ul style="list-style-type: none">● A .jpg file● A single image● 3200 pixels wide by 1800 pixels tall - photos must be landscape● A minimum of 72 dpi● No white border <p>Photos that do not meet these requirements will not be displayed.</p>
Announcement Image #1 - Headshot *	<p>Upload here</p>



Announcement Image #2 -Project	Upload here
Announcement Image #3 - Project	Upload here
Announcement Image #4 -Project	Upload here
Announcement Image #5 -Project	Upload here
Release Form, Permissions and Indemnification	<p>Information and illustrations for any project receiving an award or chosen for inclusion in any award citation will be taken from the information and materials submitted by the entrant (“Entrant”). There may be no further communication with the Entrant prior to the announcement of an award. Accuracy, therefore, is essential.</p> <p>The Entrant certifies that Entrant has obtained all permissions necessary to permit the AIA to publish, without financial or other obligation, any information, photograph or other materials submitted by the Entrant, including any permissions required from any individual, architect, contractor, owner or photographer, and such grant will include the necessary permissions to include the same in the AIA's designated periodical(s), published by _____ for purposes of any announcements for this awards program. The Entrant certifies that the AIA is authorized to use all such materials as it may deem appropriate in connection with this awards program, including publicizing the program itself, and that the use or reproduction of the Work by the AIA as permitted by this permission form shall not, to the best of my knowledge, information and belief, infringe or violate any other person’s copyrights.</p> <p>BY MAKING A SUBMISSION, THE ENTRANT AGREES THAT THE INFORMATION CONTAINED IN THE ENTRANT’S CONCEALED IDENTIFICATION FORM AND ANY INFORMATION OR MATERIALS SUBMITTED OR MADE BY THE ENTRANT ARE COMPLETE AND ACCURATE.</p> <p>THE ENTRANT FURTHER AGREES TO INDEMNIFY AND HOLD HARMLESS THE AMERICAN INSTITUTE OF ARCHITECTS (“AIA”) AND _____ FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF THE USE OF ANY INFORMATION OR OTHER MATERIALS</p>



	<p>SUPPLIED BY THE ENTRANT OR ARISING OUT OF ANY BREACH OF THESE REPRESENTATIONS. ALL ERRORS OR OMISSIONS ARE THE SOLE RESPONSIBILITY OF THE ENTRANT.</p> <p>THE AIA AGREES TO INDEMNIFY ME AND HOLD ME HARMLESS FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ITS USE OF THE WORK IN A MANNER INCONSISTENT WITH THE LICENSES AND PERMISSIONS GRANTED HEREIN.</p>
Terms and Conditions *	<p>By agreeing below, I acknowledge that I have read and agree to the above terms and conditions.</p> <ul style="list-style-type: none"><input type="checkbox"/> I Agree<input type="checkbox"/> I understand that the AIA Board of Directors has the authority to revoke any honor or award conferred by AIA, as set forth in the Rules of the Board, Section 10.8 REVOCATION OF HONORS AND AWARDS, 10.81 General Authority.

Reference Letters

Reference Letters	<p>Seven reference letters are required, up to ten are permitted.</p> <p>The references should be people who know the candidate well and are able to verify and testify to the accomplishments cited in the statement of contributions. References should be explicit in their recommendation and contain specific reasons for support.</p> <p>Reference letters must be:</p> <ul style="list-style-type: none">• one-page, focusing on one or two aspects of the candidate's submission (two-page letters will be removed from your file and not reviewed by the jury).• on company letterhead• signed• uploaded as a PDF file into the system using the unique link provided to each reference writer prior to 5 pm Eastern on September 15, 2022. <p>Please note that it is in the candidate's best interest to demonstrate a broad range of support and influence.</p>
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	All reference letters are to remain confidential. It is the candidate's responsibility to contact the reference writers and establish if they are willing to act as a reference and to emphasize the importance of submitting a letter in a timely fashion.
Reference Writer 1 *	Full Name
	Email
Reference Writer 2 *	Full Name
	Email
Reference Writer 3 *	Full Name
	Email
Reference Writer 4 *	Full Name
	Email
Reference Writer 5 *	Full Name
	Email
Reference Writer 6 *	Full Name
	Email
Reference Writer 7 *	Full Name
	Email
Reference Writer 8	Full Name
	Email
	Full Name



Reference Writer 9	
	Email
Reference Writer 10	Full Name
	Email

Upload Materials for Jury Review

Candidate's Name *	First Name/Middle Initial	Last Name
Candidate's Summary Statement *	<p>Describe how the candidate's work may be considered notable and how it has advanced architectural education in a 25 to 35-word statement. 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>Word Limit: 35</p>	
Upload Materials for Jury Review	<p>Submit supporting documentation in a single .PDF file - max 20 MB not to exceed 15 pages - and include in the order listed:</p> <ol style="list-style-type: none"> 1. Nomination letter (one page) 2. Biography of the candidate (max of two pages) 3. Statement of contributions (max of two pages) 4. List of distinguished students 5. Supporting materials such as clippings and articles (max of four pages) <p>Upload here</p>	
Ready to submit *		



	<ul style="list-style-type: none"><input type="checkbox"/> I verify all the information associated with this nomination is accurate and I am ready to submit payment.<input type="checkbox"/> I understand once payment is made the submission will be completed and no further edits may be made.
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