



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 – Serving on an AIA jury is the result of an extensive process involving a review of calls to volunteer, sources for nominations including the Awards Task Group, and leadership volunteer groups. Juries are reviewed and appointed by the AIA President or Board of Directors
 - 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 (subject matter experts based on award typology); some awards jury makeup is outlined in the AIA Governing documents.
 - ii. juries will include a diverse group of individuals
 - iii. Awards Task Group and Knowledge Community leadership recommendations will be taken into account; however, not all recommendations are guaranteed positions on a jury due to available positions and specific program requirements.
2. Jury Chair

Identifying and equipping a jury chair for the different awards programs is a common and recommended best practice across the portfolio of AIA Honors & Awards. Chairs manage the formal decision-making of the jury sessions, are the primary point of contact to represent the jury and guarantee the oversight and adherence to the applicable program criteria. Chairs are commonly ratified by the AIA President or the Board of Directors as pertinent to the specific program. The jury chair will receive guidance and preparation from H&A staff for their role as chair.
3. 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.

4. 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,

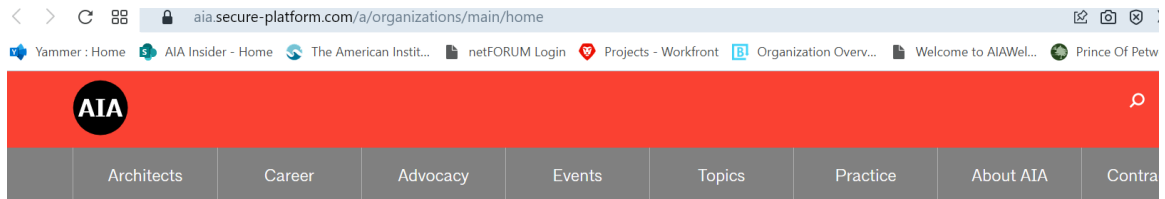
firms, or persons assessed within the respective categories for the duration of the Awards Program. This includes but is not limited to details of site visit schedules and shortlists. Please do not make any comments about a project, to any person outside of the Jury and the assigned AIA staff to your 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 demanding 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.
5. Judging Criteria
- a. The jury evaluates submissions based on how well they meet specific program criteria.
 - b. The jury also evaluates entries relative to the AIA Framework for Design Excellence, after the AIA Board of Directors adopted it in 2019. Depending on the specific program, submissions may not have to adhere to all measures, but need to address several of them. Submitters are strongly encouraged to consider their submission materials in this context.

6. Travel Reimbursements. For jury service where in-person meetings or site visits apply
 - 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
7. Juror Signature Forms and Policies
 - a. Conflict of Interest Policy
 - b. Travel Policy
 - c. Juror Policy
8. Framework for Design Excellence (Project-Based Awards)
 - a. The jury also evaluates entries relative to the [AIA Framework for Design Excellence](#). Submitted projects do not have to adhere to all measures but need to address several of them. Submitters are strongly encouraged to consider their submission materials in this context.
 - b. The Framework for Design Excellence represents the defining principles of good design in the 21st century. Comprised of 10 principles and accompanied by searching questions, the Framework seeks to inform progress toward a zero-carbon, equitable, resilient, and healthy built environment. These are to be thoughtfully considered by designer and client at the initiation of every project and incorporated into the work as appropriate to the project scope. The Framework is intended to be accessible and relevant for every architect, every client, and every project, regardless of size, typology, or aspiration.
 - c. The Framework for Design Excellence 10 Principles examined are:
 - i. Design for Integration
 - ii. Design for Equitable Communities
 - iii. Design for Ecosystems
 - iv. Design for Water
 - v. Design for Economy
 - vi. Design for Energy
 - vii. Design for Well-being
 - viii. Design for Resources
 - ix. Design for Change
 - x. Design for Discovery

Accessing and Reviewing Submissions

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



Begin a submission or
review your entries here.

LOGIN WITH AIA

Honors & Awards submissions

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.

Currently, open and accepting submissions are the following programs:

[Call for Jurors](#)

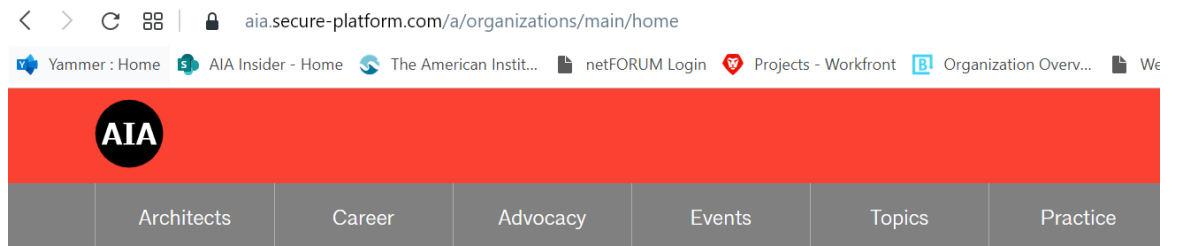
[Architecture](#)

[Architecture Firm](#)

[Gold Medal](#)

[Interior Architecture](#)

- 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.



Welcome Vickie Lindsey

- Home
- My Submissions
 - All (10)
 - Incomplete (9)
 - Complete (1)
 - Expired (3)
 - Archived (47)
- My Reviewing Assignments**
- My Profile

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[Architecture](#)

[Architecture Firm](#)

[Gold Medal](#)

[Interior Architecture](#)

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

Yammer : Home AIA Insider - Home The American Instit... netFORUM Login Projects - Workfront Organization Overv... Welcome to AIAWel... Prince Of Petworth

AIA Join

Architects Career Advocacy Events Topics Practice About AIA Contracts

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Home > My Reviewing Assignments

Select Entry Round

Search:

Call for Entries	Round	# Pending	# Reviewed	Action
2022 - AIA Juror Appointment Acceptance	Main	0	0	Open
2022 AIA/ALA Library Building Awards	Round One	16	1	Open
2022 AIA/ALA Library Building Awards	Staff Notes	17	0	Open
2022 Twenty-five Year Award	2022	4	0	Open
2021 AIA Innovation Awards	2021	7	0	Open

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

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Home > My Reviewing Assignments > 2022 Small Project Awards: 2022 Small Project Awards

Search:

Category Name	# Pending	# Reviewed	Action
View All Categories	97	0	Open
Up to \$250,000 in construction cost	25	0	Open
Up to \$2.5 million in construction cost	35	0	Open
Under 5,000 square feet	32	0	Open
Unbuilt Project	5	0	Open

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

Home > My Reviewing Assignments > 2022 Small Project Awards: 2022 Small Project Awards

Category: Under 5,000 square feet
Entry # 29438

Category: Up to \$250,000 in construction cost

DESC Score

VIEW ENTRY

Score: -

VIEW ENTRY

Score:

Refine your search

Search

SEARCH

Status Any

☐ Scored

☐ Unscored

Home > My Reviewing Assignments > 2019 ATA/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>