Honorary Fellowship
2024 Sample Application

Index

Submitter Information

Thank you for applying for Honorary Fellowship. On this page, please provide the information for the application point of contact. This may or may not be the candidate.	
First Name *	
Last Name *	
Firm/Organization*	
Phone # *	
Email *	

Program details and jury

Honorary Fellows are recognized for their exceptional work and contributions to architecture and society on an international level.	
Schedule & fees	Dates are subject to change. Please refer to the [program website](#) (Cycle tab) for the most current information. • Submissions close: October 5, 2023, by 5pm ET • Notification to recipients: Mid-February 2024 • Public announcement: Late February 2024 Fee: There is a non-refundable fee of $450 for this program.
Recognition	Recognition for this program typically includes the following elements but may be subject to change. Recipients will receive additional information about this cycle's recognition benefits with their selection notification. • promotional recognition in AIA communication channels. • New fellows will receive an invitation to participate in the College of Fellows Investiture ceremony where your family and friends can cheer you on, Convocation, and other COF events at the AIA Conference on Architecture. For more information about these events, contact cof@aia.org
Eligibility	Honorary Fellowship is open to architects who: • are not licensed to practice architecture in any U.S. state. • do not primarily live or practice in the U.S. **Application year eligibility** • Candidates submit a **first-year**, **second-year**, or **third-year** application. A candidate's application year impacts how many reference letters they can include and whether they are eligible to apply in the next cycle. • Any time a candidate takes a cycle off, they revert to a first-year. Second- and third-year candidate status only applies if you submit an application in consecutive cycles. • If a third-year candidate is not elevated, **they are not eligible to submit in the next cycle**. After one cycle elapses, they may resubmit as a first year.
Nomination	Any AIA member may nominate qualified individuals for Honorary Fellowship. Your nominator may also serve as your sponsor, if eligible.

2024 Jury of Honorary Fellows	To view the list of jurors, visit the program website (Cycle tab).
	To protect the integrity of the awards process, **active nominees are prohibited from contacting members of the Jury** during the submission process.
	Communication with any of the above, from the time of submittal to completion of the jury process, by the candidate or anyone acting on their behalf **is cause for immediate disqualification**.

Evaluation criteria

General criteria	**The Ripple Effect**
	Candidates are asked to demonstrate the "ripple effect" they have had on the profession. This is shorthand for your impact beyond the day-to-day work of your practice or outside your community. Ripple effect could be demonstrated by speaking, publications, mentoring, service to the profession, geographic impact, or legacy through others.
	AIA Values
	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 AIA, its members, and the architecture profession, including but not limited to the Public Policies and Position Statements of the AIA. 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.
	AIA Framework for Design Excellence
	While Honorary Fellowship submissions are not required to fit comprehensively within the framework principles, you are strongly encouraged to consider your submission in this context. For additional information visit the AIA Framework for Design Excellence.

Criteria: Fellowship Objects	Honorary Fellowship is awarded in one of six objects, and the jury considers how candidates have shown distinction in this context.
	Each candidate **is required to select one object and one sub-object** and is encouraged to choose an area which highlights how their achievements have benefited the profession beyond their own firm or community.
	Object 1: To promote the aesthetic, scientific, and practical efficiency of the profession Sub-objects: Design, Urban Design, Preservation
	Fellowship in this object is granted to architects who have produced extensive bodies of distinguished work that has been broadly recognized for its design excellence through design, urban design, or preservation. This may be accomplished through individual or organizational effort. Works submitted may be of any size, for any client, of any scope, and reflecting any type of architectural design service.
	Object 2: To advance the science and art of planning and building by advancing the standards of practice. Sub-objects: Practice management, Practice Technical Advancement
	Fellowship in this object is granted to architects who have made notable contributions through their work in the practice of architecture. Practice management includes firm management, administration, and project management. Practice technical advancement includes specific building types, and technical expertise. For example, practice technical advancement of preservation projects might be based on the architect's strong commitment to historical research, implementation of unique preservation technique, and coupled with their strong focus on the actual construction implementation to enhance our physical heritage.
	Object Three: To coordinate the building industry, and the profession of architecture. Sub-objects: Led the Institute, Led a Related Organization
	Fellowship in this object is granted to architects who have actively, efficiently, and cooperatively led the Institute or a related professional organization over a sustained period of time and have gained widespread recognition for the results of their work.
	Object Four: To ensure the advancement of the living standards of people through their improved environment. Sub-objects: Public service, Government, Industry Organizations
	Fellowship in this object is granted to architects who have made notable contributions in public service or work in government or industry organizations through leadership in the

development of civic improvements and needed governmental projects, including such elements as conservation, beautification, land-use regulation, transportation, or the removal of blighted areas, or who have clearly raised the standards of professional performance in these areas by advancing the administration of professional affairs in their fields.

Object Five: To make the profession of ever-increasing service to society.
Sub-objects: Alternative career, Service to Society, Volunteer work with organizations not directly connected with the built environment

Fellowship in this object is granted to architects who have made notable contributions to one of the following: an alternative career related to architecture that illustrates outstanding achievements that supports the architectural profession; extensive volunteer work with organizations not directly connected with the built environment; or service that transcends the customary architectural practice that have wide reaching impacts that serve as a national model.

Object Six: To advance the science and art of planning and building by advancing the standards of architectural education and training.
Sub-objects: Education, Research, Literature

Fellowship in this object is granted to architects who have made notable contributions through their work in education, research, or literature. Work in education may be teaching, research, administration, or writing and should have a lasting impact, be widely recognized, and provide inspiration to others in the field and the profession. Research areas may include building codes and standards, specifications, new material applications, or inventions.

Formatting guidelines

Portfolio formatting requirements	Documents that do not conform to the following guidelines **will be disqualified**. **General formatting** • PDF format • 8.5 x 11" page size • Numbered pages • Maximum 40 pages • Upload max for the submission platform is 25MB. **Section order and page limits** • Section 1 o Sponsor Letter (max 1 page) o Summary of Achievements (max 1 page) • Section 2 o 2.2: Significant Work o 2.2: Significant Awards, Honors & Recognition o 2.3: Significant Publications • Section 3 o Exhibits List (does not apply towards your page count) o Exhibits (7-10 exhibits required; max 20 pages) • Reference Letters (7 letters required; max 1 page per letter. (Letters do not apply towards your page count) **Sections with specific formatting requirements (see each for more information)** • Sponsor Letter • Exhibits • Reference letters • Images
Portfolio recommendations	These criteria are strongly recommended and help the jury to review your portfolio. • clear, concise, legible text; avoid font smaller than 10pt. • results oriented language that is supported by outcome and impact data (e.g. testimonials, POEs, building performance data, etc.) • consistent layout, ideally landscape orientation • high-quality images See the "Portfolio sections and format" and "Images and copyright Information" sections for additional recommendations on those topics. You can view successful submissions in each object on the **Resources tab** of the program website. Reviewing successful fellowship submissions can also be helpful.

Portfolio sections and format

Section 1: Summary of Achievements	This is a high-level narrative of why the candidate should be elevated under their object. Strong summary pages use direct, clear language to communicate the key achievements and results that the portfolio will explore in greater detail. We recommend that candidates choose three thematic areas for this page to focus on, which connect back to the summary statement. Candidates can see examples of summary pages by reviewing previous submissions on the [program website](#) (Resources tab). **Summary Statement (25-35 words)** Often referred to as the candidate's "zinger", this statement is the most distilled version of your argument for elevation. It should directly communicate your impact and establish clear themes for the portfolio to follow.
Section 2: Accomplishments	Section 2 takes a broad look at the impact of the candidate's work in relation to their object. This complements the exhibits, which are a deep dive on a specific area or project. A strong Section 2 will: • Demonstrate a broad ripple effect by describing the candidate's actions and their impact, and by supporting their impact with outcome data. • Connect back to the object. For example, if a candidate is applying under Object 2: Practice Management, then the descriptions should show how your management and practice model resulted in a successful project, award, media coverage, etc. • Continue the story of the themes laid out in the summary page. • Explain any gaps in service, awards, publications, etc. **2.1 – Significant Work:** Projects, jury service, presentations/speaking, AIA involvement, civic/volunteer involvement • Always describe the achievements that relate directly to the object first. • For positions held, including voluntary ones, include the title and organization name, the duties involved, results achieved, and dates the candidate held the position. • For design or construction projects, include the location and the year of completion and candidate's specific role or achievement for the project. **2.2 – Awards, Honors, and Recognition** • Highlight the most significant awards relative to the object. • Include the years in which awards were received.

	• Group awards together by type (e.g., AIA National awards, AIA Component Awards, government honors, education awards, etc.) or by theme (topic, project, theme from your summary page, etc.) **2.3 – Publications:** books, articles, blogs, guides, infographics, curricula, briefs, etc. • Clarify which entries are "written by you" vs. "about you" vs. "about your work". • Note the audience and reach of the entry when possible, so the jury can easily understand your impact. • If the title of the entry does not clearly tie back to your object or summary themes, add a brief description about the contents or importance.
Exhibits	An exhibit is an in-depth exploration of a project that emphasizes your contributions and discusses how your involvement contributed to its success. Typically, this section begins with the exhibit that speaks most strongly to your object, summary statement and ripple effect. Exhibits are not limited to design work and can include practice/education models, volunteering, publications, organizational leadership, etc. However, all candidates are expected to show some design work, whether it is theirs, their firm's, or their students' (for educators who do not practice). **Exhibits that do not include the following information are subject to disqualification.** If you are unsure how this information applies to your exhibits, please contact us at honorsawards@aia.org. **Object-specific requirements** • Object One: Exhibits must include a minimum of 5 completed projects for which the candidate is "largely responsible for design". • Object Two: Exhibits must include a minimum of 5 completed projects. **Narratives** Each exhibit should address the challenge presented to you, your role and actions taken, and the outcome and impact of those actions. **Descriptive data** • Project name • Organization or design firm • Architecture Firm of Record (if exhibit is built work) • Completion date: For built work, this is the date of substantial completion. For management or other project work, this refers to when your work on the project ended or when the project itself was complete.

- Role of Candidate: Your title or role on the team (e.g., Founder, Designer, Project Manager, etc.) For Object One, note when you were "Largely Responsible for Design"
- Synopsis (Challenge Presented/Candidate's Specific Role/Resolution or Outcome)
- Awards and publications about the project, as applicable.

Declaration of Responsibility

Each exhibit must include a declaration by someone (other than the candidate) who can certify the candidate's responsibility. For the declaration to be valid, it must follow this format:

> I have personal knowledge of [the nominee's responsibility, example: largely responsible for design, project under direction of nominee, nominee's firm executed project, etc.]
>
> [Name]
> [Title and/or Relationship to the exhibit]

Signatures: The name of the person making the declaration is sufficient to verify any claims called into question. Please do not include images of signatures or digital signatures because they make the elevated portfolios harder to redact for archival purposes.

Sample declarations:

DECLARATION OF RESPONSIBILITY

I have personal knowledge that the nominee is largely responsible for technical content, and is a key advisor for overall 'Guide' conceptual organization of the project listed above.

Beverly Hauschild-Baron, Hon. AIA, Retired EVP, AIA Minnesota

DECLARATION OF RESPONSIBILITY
I have personal knowledge that the exhibit listed above was under direction of the nominee.

Michael Meredith
Capital Outlay Project Manager
State of California
Department of General Services
Real Estate Service Division

Nomination & Sponsor Information

Sponsor duties	Sponsors support the candidates as they prepare their submission and are required to write a letter of support for the candidate which summarizes their contributions and introduces the portfolio. Sponsors also assist the candidate by acting as a point of contact for the reference writers and providing guidance as needed. Sponsors are required to complete Unpaid Labor and Code of Ethics and Professional Conduct declarations. You can track the receipt of these forms in the lefthand menu of the submission site under My Submissions > Pending 3rd Party Action.
Sponsor eligibility	Any Fellow or Architect member in good standing may act as a sponsor. Your nominator may also serve as your sponsor, if eligible. Ideally the sponsor should be someone that knows the candidate well and can speak knowledgeably and critically about their career. There is no restriction on a member of the candidate's firm acting as a sponsor, however, this puts more onus on the submission to demonstrate the candidate's broad influence beyond the firm. No current AIA National Officer, Officer-elect, member of the Board, member of the Strategic Council, members of the College of Fellows Executive Committee, member of the Jury of Fellows, member of the Jury of Honorary Fellows, or AIA or component staff person may sponsor or be a reference for a nominee for Fellowship. The Secretary, Secretary-elect, members of the Jury of Fellows, and Jury of Honorary Fellows members may not be sponsors/references for three (3) years after completion of their terms of service.
Sponsor letter Requirements	Please note that letters that do not conform to these requirements will not be reviewed by the jury and that this may impact the success of the candidate. - PDF format (included as the first page of the portfolio) - Maximum of one page per letter. - Company name and address must be included in the letterhead. (Retired or Emeritus writers may use their personal information) - Writers must include their name and applicable AIA designation at the bottom of the letter. Letters should be addressed to the Jury Chair, and that information will be posted on the program website after the chair's appointment. If they have not been appointed when you submit your letter, you may use the below information:

	Jury Chair [year] Jury of Honorary Fellows American Institute of Architects
Sponsor letter recommendations	A strong sponsor letter will avoid broad generalizations and speak directly to the following: • The candidate's summary statement • The candidate's key accomplishments • Why you feel they are a good candidate for elevation to Fellowship in relation to the program criteria.
Name *	
Email *	
Member Number *	
Firm/Organization*	
Title *	
Phone *	
Nominator*	If your nominator is different from your sponsor, you will enter their information here.
Object *	Select your object and sub-object of nomination.

Candidate Information

Name *	Please provide the name of the candidate as you wish it to appear on all announcements and notifications.
Name pronunciation *	This will be used to aid in announcing your name during the Investiture Ceremony if you are elevated.
Application year *	Select: First year, second year, or Third Year (Note: Candidates revert to a First Year anytime they take a cycle off.)
Member number*	
Component *	
Firm/Organization *	
Phone *	

Email *	
Address *	
Social media	AIA social media may have the opportunity to tag recipients in our social media posts, as applicable. Please provide any relevant personal or organization social media handles below.
Height *	This will be used to determine your robe size for the Investiture Ceremony if you are elevated.
Demographic Information	All demographic information provided is confidential, and only used for statistical purposes.
Gender *	☐ Male ☐ Female ☐ Non-binary ☐ Self-described ☐ Prefer not to say.
Ethnicity *	Please select all that apply: ☐ American Indian ☐ Alaskan Native ☐ Asian – Chammora (Guam) ☐ Asian – Chinese ☐ Asian – Filipino ☐ Asian – Indian ☐ Asian – Japanese ☐ Asian – Korean ☐ Asian – Vietnamese ☐ Asian – Samoan ☐ Asian – Other Pacific Islander ☐ Asian - Other ☐ Black or African American ☐ Hispanic – Cuban ☐ Hispanic – Mexican ☐ Hispanic – Puerto Rican ☐ Hispanic – Other ☐ MENA – (Middle Eastern or North African) ☐ Native Hawaiian ☐ White or Caucasian ☐ Other Race/Ethnicity

	☐ Prefer not to say

Unpaid Labor Declaration *	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 Unpaid Labor Declaration policy.
	
	☐ 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 the 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.
	
	☐ I further declare, acknowledge, and affirm that I have not utilized any unpaid labor as defined above:
	    • 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 and Achievement Awards (if I am a candidate for any of those awards).
	
	☐ I acknowledge adherence to the terms of this Policy.

Code of Ethics and Professional Conduct*	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. ☐ I affirm that I uphold this value in all my business practices. .
Code of Ethics and Professional Conduct Cont'd *	In addition, the Rules of Conduct of the AIA Code of Ethics are mandatory for all AIA members and enforceable by the National Ethics Council. **Rule 1.401** – Members shall not discriminate in their professional activities on the basis of race, religion, gender, national origin, age, disability, or sexual orientation. **Rule 2.104** – Members shall not engage in conduct involving fraud or wanton disregard of the rights of others. ☐ I affirm that I abide by Rules 1.401 and 2.104 of the 2017 AIA Code of Ethics.

Background Check*	The AIA reserves the right to conduct a background check of potential recipients of AIA Honors and Awards: ☐ 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.
Materials for jury review	The information in this section is not shared with the jury. Additional information about the candidate, such as work and education history, will be required in the "Materials for jury review" section.

Reference Letters

Reference Letters	References should come from people who know the candidate well and are able to verify and testify to their accomplishments from a broad range of perspectives and contexts (mentor, competitor, client, colleague, etc.). Sponsors should work with the candidate to determine their slate of writers. Letters received after the submission deadline or that do not conform to the formatting requirements below, will not be reviewed by the jury. **Required letters** • Seven letters are required for all Honorary Fellowship applications. • Five of the letters must be from AIA Members in good standing. This can be any AIA member type. **Additional letters and rollover** • Second year candidates may include up to 10 letters. • Third year candidates may include up to 13 letters. • Second- and Third-Year candidates have the option to rollover or replace letters from the previous cycle's application and will be prompted to do that in the reference letter section of the application. **Formatting requirements** • PDF format • Maximum of one page per letter. • Company name and address must be included in the letterhead. (Retired or Emeritus members may use their personal information) • Writers must include their name and AIA designation at the bottom of the letter. • Letters must be provided to Honors & Awards via the online submission platform. Letters sent by email, postal service, etc. will not be reviewed by the jury.

	Confidentiality requirements All reference letters are to remain confidential, and candidates should limit contact with their letter writers. It is the sponsor's responsibility to act as a point of contact to the reference writers, establish if each is willing to act as a reference, answer questions, etc. Improper influence on writers by the candidate is grounds for disqualification. **Letter submission and management** Once you provide the writer's name and email, they will be sent instructions and a unique link to upload their letters. You can track the receipt of reference letters in the lefthand menu of the submission site under My Submissions > Pending 3rd Party Action.
Application year *	You must select your status to view the correct number of letter fields.
Reference Letter 1*	Full Name: Email: (You will be asked to fill out a field for each reference writer.)
Would you like to replace any of your original letters? *	This field will only appear for second- and third-year candidates.

Images and copyright Information

Portfolio images	Quality photographs, diagrams, sketches, and other images help the candidate to tell their story and help the jury to review the portfolio. **General image recommendations** • When selecting images, consider whether they highlight the candidate's contributions, speak to the candidate's object, or support the candidate's summary themes. • If a project is built, include photographs so the jury can see the resolution of the design. • If a particular element is referenced in your summary themes or in the project description include images that demonstrate it. • Images with text (building diagrams, charts, screen captures, books, etc.) should be legible. **Object-specific recommendations** • Object 1 o Design: Include at least one photograph per project illustrating it in the context of its surroundings. Include sketches that demonstrate the development of the design idea.

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- o Historic preservation and Urban design: Include 'before and after' photographs, when possible.
  - Object 2:
    - o Practice management: Include charts, diagrams, tools, etc. that best illustrate the growth of the firm, innovations in firm organization, etc.
    - o Technical Advancement: Include diagrams or other images that describe the advancements of projects and why they are important. For preservation, include 'before and after' photographs, when possible.
  - Object 6:
    - o Education: Include photographs of student work in addition to the candidate's work, diagrams of educational tools developed, etc.

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Copyright
Information File *

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Please provide a .PDF file showing the following information for all images included in your materials.

- For announcement images:
  - o Thumbnail
  - o Caption – under 200 characters
  - o Copyright credit (name and contact information) – who took the photo
  - o Copyright notice (name and contact information) – who owns the photo

- For all images in the submission file:
  - o Thumbnail
  - o Page of the submission it appears on
  - o Copyright credit (name and contact information) – who took the photo
  - o 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, books, or other copyrighted material):
  - o Author/Creator
  - o Copyright owner
  - o Publication date

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Photographer's
license *

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A license should be provided for any work in which you are not the copyright owner. Licensing forms can be downloaded from the **Resources** tab of the [program website](#).

(For multiple photographers, please combine your completed forms into one PDF file.)

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Announcement Image	Please upload a headshot to be used for the Fellowship Directory and announcements in AIA channels. This photo is not for jury review. **Image specifications** • jpg, png format • 1:1 aspect ratio (square) • Resolution: at least 72 dpi. Minimum 600 pixels wide. • File name: "LastName_FirstName" Images that do not align with AIA's style guidelines or are not supported by our web platform will not be used. If we need to source an alternate image, that could impact inclusion in certain announcements.
Licensing agreement *	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 any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies, or other copyrighted material, (Material) identified on this form or otherwise provided in connection with this submission. This license shall permit limited rights to use, reproduce, crop or resize, publicly display, distribute, and transmit worldwide the Material during the full term of the copyright in all media without payment of any royalty or license fee in connection with the announcement, promotion, or archival purposes of any AIA Honors & Awards program I represent that I have obtained all permissions necessary to grant the limited rights granted herein and the use or reproduction of the Material by AIA shall not, to the best of my knowledge, information and belief, infringe or violate any other person's copyright or other intellectual property right. I AGREE TO INDEMNIFY AND HOLD HARMLESS AIA FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ANY BREACH OF THESE REPRESENTATIONS. By entering your name below you acknowledge agree to the terms herein.

Materials for Jury Review

This page includes the information that the Jury will refer to during their review.	
Candidate name *	Please provide the name of the candidate as you wish it to appear on all announcements and notifications.
Candidate's Summary Statement *	Describe how the candidate's work may be considered notable and how it has advanced the profession of architecture 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.
Candidate's Education *	Provide a listing of the candidate's higher-education background in reverse chronological order, as shown below: • [Institution name], [dates attended], [degree(s) received, if applicable]
Candidate's Licensure *	List all countries where the candidate is currently registered or licensed to practice architecture, including registration or licensure numbers.
Candidate's Work History *	Provide a listing of the candidate's employers in reverse chronological order, as shown below: • [Firm/Organization], [dates employed]
Upload Materials for Jury Review *	Submit the candidate's portfolio as a single PDF file (upload max 25 MB). This file should conform with program criteria and formatting requirements on pg. 6.
Ready to Submit? *	□ I verify that all the information associated with this nomination is accurate and that I am ready to submit. □ I understand once the submission is completed no further edits may be made.