



LIFETIME ACHIEVEMENT AWARD POLICY & PROCEDURES

Revised September 13, 2019 | Revised March 11, 2020
Revised March 10, 2021 | Revised February 26, 2022

POLICY

- The American College of Healthcare Architects' (ACHA) Lifetime Achievement Award (LAA) is the highest honor that the ACHA can bestow on an architect. The award is conferred by the ACHA in recognition of a significant body of work of influence on the theory and practice of healthcare architecture.
- Any architect (living, retired or deceased no longer than 5 years from the submission deadline), who has positively influenced the outcome, delivery, or environment of healthcare is eligible to receive the ACHA Lifetime Achievement Award. i
- The Lifetime Achievement Award shall be called the Hamilton Medal – in recognition of the first ACHA President.
- This award will be bestowed upon no more than one nominee in any single award cycle.
- The adjudication shall be by the LAA Jury based on a process and criteria approved by the Board of Regents.
- The Lifetime Achievement Award Jury shall be made up of 6 members. Board Liaison appointed by the Board of Regents assembles the jury and recommends a jury chair and presents both to the Board of Regents for approval. Following Board of Regents approval, the Board Liaison appoints the LAA Jury on behalf of the Board of Regents.
- LAA Jury of 6 members shall be made up of 5 voting members and 1 non-voting member and shall consist of:
 - 2 ACHA Past Presidents (jury voting members)
 - 2 architects of which 1 must be ACHA current or emeritus certificate holder (jury voting members)
 - 1 other individual, who is not an architect, from the community involved with healthcare, wellness or residential care (jury voting member)
 - 1 ACHA current or emeritus certificate holder as Jury Chair (non-voting member)
- To support the dual purpose of consistent adjudication and fresh viewpoints, the LAA Jury terms shall be staggered over three years, so that at least one, but not more than two jurors retire in any one year.
- Jurors shall be selected based on: Independent thinking ability; professional and honorable character; and diversity. Diversity includes race, gender identity, sexual orientation, culture, ethnicity, religion, age, disability, geography including but not limited to BIPOC, women, and LGBTQIA+ individuals.

- No more than 1 juror employed by the same organization can serve on the jury at one time.
- All jury members shall disclose any possible or perceived conflict of interest with candidate(s) to the LAA Jury Chair. The LAA Jury Chair shall decide whether there is a conflict of interest.
- *While serving on the jury, LAA Jury members shall not sponsor a candidate, nor be sponsored for nomination, nor shall they author any letters of recommendation.*
- *Current ACHA Board members shall not be a LAA candidate while serving on the Board.*
- *In the event a candidate is from the same organization as a Board member, such Board member shall be recused from the discussion and any vote on final award selection.*
- The Board Liaison shall enlist and recommend for review and approval by the Board of Regents new qualified jurors consistent with an orderly jury turnover for the following years.
- Any past juror may become eligible for subsequent jury service after a three-year hiatus.
- The complete jury will be seated no later than the end of February of the award year.
- In the event a returning juror (not the Chair) is unable or unwilling to serve a second year, the jury Chair, in consultation with the Board Liaison, shall recommend for approval by the Board of Regents another first year juror.
- LAA jurors are not eligible for LAA nomination while serving on the LAA jury.
- The Board Liaison will liaise between the Jury Chair and the Board of Regents related only to the Lifetime Achievement Award.
- The LAA Jury Chair shall have the authority to waive inconsequential irregularities of a submission by an otherwise qualified nominee.
- The ACHA Board of Regents shall retain the ultimate authority for this award.
- The ACHA Executive office may compile statistics related to all current and past nominees and those ultimately awarded and make such available upon request.

PROCEDURE

- Award nominee shall be nominated by a single sponsor. The sponsor of each candidate shall remain confidential other than among the LAA Jury.
- Unless they are a LAA juror, any person may serve as a sponsor or reference.
- While serving on the jury, LAA Jury members shall not sponsor a candidate, nor be

sponsored for nomination, nor shall they author any letters of recommendation.

- Current ACHA Board members shall not be a LAA candidate while serving on the Board.
- In the event a candidate is from the same organization as a Board member, such Board member shall be recused from the discussion and any vote on final award selection.
- Unless they are a LAA juror, any certificate holder or emeritus may encourage possible candidates for the LAA.
- The dates of notice, application submittal due dates, etc. will be coordinated and synchronized with the ACHA Annual Planning Calendar on an annual basis.
 - The award nomination period shall be open for a minimum of 75 calendar days.
 - Submission reviews and LAA Jury deliberations must occur within 90 calendar days of nomination period close.
 - All posted deadlines and policy periods are strictly observed.
 - Upon submission, all packages become the property of the American College of Healthcare Architects for use, as it deems appropriate.
- The criteria for evaluation will be the jury's interpretation of outstanding distinction claimed. The jury shall be free to interpret the qualities of excellence, influence, and presentation, but shall endeavor to maintain consistency of these qualities as applied through the history of this award program. The criteria may be changed only by a majority vote of the ACHA Board of Regents. Any changes to the criteria shall be posted on the ACHA website, prior to opening the next nomination period and shall not be used for any nominee's evaluation until the changes have been posted on the website.
- The jury shall be kept from the appearance of any conflict of interest. For example: In the event a nominee is from the same organization as a juror, such juror shall be recused from the discussion and vote on that nominee.
- The jury shall meet in person or virtually at least once in order to:
 - Be notified by the Board Liaison on behalf of the Board of Regents of the purpose and criteria for this award and the bases of fairness by which they are bound, including non-discrimination on the basis of qualities protected by U.S. federal law.
 - Adjudicate the submissions within the bounds of published criteria and a complete and balanced review of only the submission regarding achievements, exhibits, and references.
 - The Board Liaison shall maintain a record of the deliberations.
 - The LAA Jury must reach consensus on the final candidate to be put forward for BOR review and provide written reasoning for selection for the BOR to approve.
 - The jury is not obliged to select an award winner if none of the nominees adequately meet the selection criteria.
- The final recommendation for award shall be affirmed by the Board of Regents at the August BOR meeting of the same year.

- Upon receipt of a final candidate recommendation by the LAA jury, the Jury Chair shall certify the following first to the Board Liaison who will submit to the Board of Regents for review and selection:
 - The jury was explicitly notified of the purpose of the award, bases of fairness, and criteria for this award,
 - Identify any irregularities of a submission waived by discretion of the jury chair,
 - The Lifetime Achievement Award process and procedures were in fact followed,
 - The deliberation was rigorous and thoughtful,
 - The deliberation was void of nefarious behavior,
 - Any discussion subsets that may have developed in the course of deliberation did not supersede the criteria,
 - The final candidate recommendation was fairly adjudicated, including nondiscrimination based on qualities protected by U.S. federal law.
- The only basis for appeal of a jury decision shall be on the basis of a clear ethical violation of the jury process.
- Nominees, sponsors, and references are explicitly instructed not to contact members of the jury at any time before, during, or after the jury deliberations.
- Upon Board acceptance, the ACHA Executive Director on behalf of the Board of Regents will communicate to the successful nominee and their sponsor by phone and letter, and to unsuccessful nominees by general letter only, excluding specifics. Out of courtesy to the ACHA sponsor, such correspondence shall be also copied to the nominee's sponsor. All such communications will happen simultaneously. The LAA Jury shall be kept from direct discussions, thus protecting jurors from any awkwardness or pressure that might make it difficult to serve or which might risk compromise to the candor and integrity of the jury deliberations.
- The award recipient will be recognized at a medal ceremony conducted by the ACHA President at the Annual Meeting. The ACHA Communications and Outreach committee and Executive Office will prepare appropriate press releases.
- The evaluative criteria shall remain consistent year after year. The jury will have the prerogative to interpret such criteria in order to develop a consistent language while evaluating submissions, but may not alter the intent of the criteria as demonstrated by the award's history. The Board of Regents alone reserves the authority to modify the criteria.
- Detailed submission requirements will be posted annually on the ACHA website prior to call for nomination period starts. Such requirements and award due dates may evolve and adjust year over year only at the direction of the Board of Regents, but in no way shall such adjustments increase or diminish the historical standard of excellence for this award of distinction.
- Call for nomination period and submittal requirements shall be announced to certificate holders and emeritus within one week of nomination period opening.