FELLOWSHIP NOMINATION PACKAGE INFORMATION

Purpose
The Council of Fellows was founded to advance the unique qualities of the profession of healthcare architecture by demonstrating and celebrating achievements of national significance. Fellowship is one of the highest honors bestowed upon a certificant of the ACHA who has shown distinction in fulfilling one specific Category of Nomination of their work and has and demonstrated a nominee's individual impact in healthcare facility architecture.

General Eligibility
The nominee must have completed ten (10) cumulative years as a licensed architect prior to the nomination deadline, and also be a current ACHA certificant in good standing for at least the last five (5) years. ACHA certificants shall be nominated by a single sponsor who is already an ACHA Fellow or Fellow Emeritus.

If a nominee is denied advancement after three (3) consecutive award cycles, that nominee must wait two (2) additional award cycles prior to resubmission and will then be considered as a first-year submission.

Fellowship Categories of Nomination (categories updated 2021)
Fellowship is granted to ACHA certificants who have shown distinction in fulfilling one specific Category of Nomination over their career as follows:

Category One

*Advanced the Art and Craft of healthcare planning and design through **either**:*

A. Superior evidence of planning and design achievements. Fellowship in this category is granted to those who have produced distinguished bodies of work through the practice of healthcare architecture that blends the elegance of design with superior, innovative, or highly efficient medical planning.

Or

B. Superior evidence of contributions to the practice of healthcare architecture.

Fellowship in this category is granted to those who have made notable contributions through their work in a minimum of one area of expertise:

1) The research of healthcare architecture through either formal or informal investigation that has progressed the standards, specifications, building codes, materials, applications, or inventions for the field;
2) The education of healthcare architects through either formal education or mentoring that has demonstrated inspiration to others in the profession and for the field;
3) The literature of healthcare architecture through either writing or speaking that has been widely recognized to have a lasting impact for the field.

Category Two
Progressed healthcare environments through public service.

Fellowship in this category is granted to those who have clearly raised the standards of professional performance through leadership in the development of civic improvements, needed governmental projects, or industry organizations by advancing the professional healthcare affairs in their field.

Although a nominee may be able to demonstrate distinction in all Categories of Nomination, the ACHA Fellowship Jury requires the nominations, the submittal package, and the references be focused solely on the nominee's single most outstanding Category of Nomination.

Deadline & Entry Fees

- The Fellowship application must be received by **February 28** before 5:00 PM ET of the application year. All deadlines are strictly observed.

- With the exception of current or past members of the Board of Regents, the non-refundable application fee for this program is $100.00.

Submittal Requirements
The Fellowship Application is to be completed and submitted by the Nominee using the online system. All required evidence files (i.e. submittal documents) must be uploaded in one PDF file. The PDF document file must be 8½"x11 and include:

  - Page numbers (bookmarks where appropriate)
  - Legible font size (at least 10 point)

The entire package should illustrate the single most compelling Category of Nomination. The following items are required to be compiled in a succinct and coherent manner in order to highlight the basis for elevation and afford the jurors the best view of the nominee's qualification for Fellowship.

The online application sections are organized in the following order:

1. Fellowship Application Section (On-line, not included in page count)
   - Nominee personal information
   - Sponsors personal information
   - Licensure and practice information/status
   - Nomination Category
   - Affirmation
2. Sponsor Letter
3. Summary of Achievements & Headshot
4. Reference Letters
5. Accomplishments
6. Exhibits
7. Declaration of Responsibility (included on each Exhibit)
8. Fee

General Instructions

- Nominee shall prepare, edit, review, and assemble with minor assistance from others the Fellowship portfolio materials. The portfolio should not contain direct use (copy and paste) of corporate marketing materials (using existing project sheets for copying language or images) by their firm and their marketing staff. Submission of corporate marketing materials as a representation of nominee's individual portfolio is subject to the Fellowship ACHA Jury's interpretation and consideration which may negatively impact overall scoring of the submission.

- Nominees from the same firm in the same and/or consecutive years should ensure that their individual portfolios are unique and specific to each nominee.

- Provide copyright information for all images and/or text, if applicable, used in conjunction with this submission.

- It is important to note that failure to comply with the rules and instructions may result in the disqualification of the submission. This includes the completion of all biographical data as requested in the application.

- The ACHA will announce all successful candidates that are elevated to Fellowship on our website and social media sources approximately thirty (30) days prior to the Awards Ceremony. The successful candidate should not divulge their elevation to Fellowship prior to that date.

Sponsor Responsibilities
Any ACHA Fellow nominee must be sponsored by an ACHA Fellow or Fellow Emeritus in good standing. The sponsor will be selected by the nominee. Current members of the Fellows Jury and the Awards Committee Board liaison are not eligible to serve as sponsors or references.

The sponsor is responsible for the following:

- Provide guidance to and assist with developing a succinct theme or focus throughout the submittal.
- Assist the nominee in the preparation of their submission.
- Write, in consultation with the nominee, the one (1) page Summary of Achievements.
- Ensure that achievements and exhibits support the Category of Nomination and emphasize results.
- Contact the nominee's references and collect reference letters for inclusion in the submission package.
- Write a one (1) page letter Sponsor letter on behalf of the nominee.

Details by Section

Section 1: Fellowship Application
In the first section of the application, the nominee will complete the following in the online form:

- Nominee personal information (name, address, firm, phone)
- Sponsor personal information (name, address, firm, phone)
- Licensure and practice information/status
  - Identify state(s) or territory (ies) in which nominee is licensed to practice architecture.
  - Identify the nominee's level of engagement in the profession of architecture (i.e.: firm owner, designer, educator, government architect, etc.)
- Identify the nominee's Category of Nomination and subcategory if applicable.
- Education and Practice History: List all educational institutions (earliest to most recent), number of years attended, and degrees conferred. List all practice history, including firm name and years of employment related to architecture.
- Nominee will sign a declaration stating all Fellowship portfolio materials submitted for consideration were prepared, edited, reviewed, and assembled with minimal assistance and not a direct use (copy and paste) of corporate marketing materials (pursing existing project sheets for copy language or images) by their firm and their marketing staff.

- Nominee's Acknowledgements, Affirmations, and Release
    - Nominees shall acknowledge by electronic signature the following statements related to reliability and release, copyright and indemnification, unpaid intern architects, and accuracy of information:
      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 nominee. There may be no further communication with a nominee prior to the announcement of an award. Accuracy, therefore, is essential.

      By making a submission, the nominee agrees that the information contained in its nomination package are complete and accurate. The nominee further agrees that it shall indemnify and hold harmless The American College of Healthcare Architects (ACHA) from and against all claims or damages arising out of the use of any information or other materials supplied by the nominee. All errors or omissions are the sole responsibility of the nominee.

      The nominee further certifies that the nominee has obtained all permissions necessary to permit ACHA to publish, without financial or other obligation, any information, photograph or other materials submitted by the nominee, 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 ACHA's designated publication(s) for purposes of any announcements for this awards program. The nominee certifies that the ACHA is authorized to use all such materials as they deem appropriate in connection with this awards program, including publicizing the program itself.

      For good and valuable consideration, the exchange of which is hereby acknowledged, I grant The American College of Healthcare Architects (ACHA) 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") submitted in connection with the (award year) Fellowship submission.

      This license shall permit limited rights to use, reproduce, crop or resize, publicly display, distribute and transmit worldwide the Work during the full term of the copyright in all media, now known or hereafter devised, including the internet, without payment of any royalty or license fee; 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 various ACHA programs, different media, in which ACHA certificants, only, have access to view the Work; provided, however, that ACHA shall implement reasonable technological measures to ensure that access is limited to ACHA certificants, 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 ACHA certificant can contact me for permission for further use.

      This license applies when the entrant has not secured greater rights to copyrighted material by a license or other agreement, which are stated herein.

      I acknowledge that all copies of the Work submitted in connection with any entry shall remain the property of the ACHA but that the copyright to the Work remains mine and is not transferred to the ACHA. The ACHA agrees to include in reproductions of the Work a reasonable copyright and credit, provided that the necessary copyright and credit information is identified within this submittal.

I also represent that I have obtained all permissions that I believe are necessary to grant rights to the American College of Healthcare Architects (ACHA), and that the use or reproduction of the Work by the ACHA shall not, to the best of my knowledge, information and belief, infringe or vio- late any other copyrights.

I AGREE TO INDEMNIFY AND HOLD HARMLESS THE ACHA FROM AND AGAINST ALL CLAIMS OR DAMAGES ARISING OUT OF ANY BREACH OF THESE REPRESENTATIONS. THE ACHA AGREES TO INDEMNIFY ME AND HOLD ME HARMLESS FROM AND AGAINST ALL CLAIMS OR DAMAGES ARIS- ING OUT OF ITS USE OF THE WORK.

I affirm that I do not have unpaid intern architects, including working students, and neither does any firm of which I am an owner or manager.

I certify that all information is true and correct in the application to the best of my knowledge.

Section 2: FACHA Sponsor Letter

The sponsor will write a one (1) page letter on behalf of the nominee. This letter is not counted as one of the required references. Submissions without a Sponsor letter will be disqualified. The letter serves to introduce the nominee to the Jury and make the case for elevation, including statement of the Category of Nomination.

Section 3: **Summary of Achievements & Headshot**

The Summary of Achievements is limited to one (1) page/evidence file. The nominee, in consultation with the sponsor, shall write the summary of the nominee's achievements. The summary shall include a statement indicating the number of consecutive years the nominee has been an ACHA certificant in good standing up to the present date. The first 25-35 words must be a concise statement of the nominee's achievements, which may be used as the statement of achievement if elevated. The purpose of the summary is to synthesize justification for nomination. The summary may *not* be in the form of a biographical sketch, nor a recitation of general assignments, nor routine offices held. It should summarize, in brief narrative form, the nominee's accomplishments within the nomination category in which the nomination is made. Describe how the nominee's work may be considered notable and how it has advanced the profession of healthcare architecture.

A head shot should be included with the Summary of Achievement.

A digital photo (head shot or portrait) at least 1200 pixels wide by 600 pixels tall and between 72 - 150 DPI of the nominee .JPEG format no larger than 5 MB and labeled as "Last- Name_FirstName" will be requested from successful candidates.

Section 4: Reference Letters

Nominees are expected to obtain five (5) reference letters. Three (3) additional references are allowed and strongly encouraged for second and third-year nominees. The nominee will upload five (5) PDF evidence files to be included in the one uploaded PDF file for the Fellowship application. Reference Letters does not include the Sponsor Letter. Only one letter shall be from the nominee's current firm including the sponsor.

These letters shall be:

- One (1) page
- Focused on a few aspects of the nominee's submission.
- On firm or institutional letterhead (retired or Emeritus Fellows may use personal stationery)
- Signed

The letters must include the referrer's name, contact information, current firm or organization, and relationship to the nominee. The references shall know the nominee well and must be able to verify and testify to the accomplishments cited in the Summary of Achievements. For example, for design achievements include references from design colleagues, peers, or owners. For nominees nominated for education achievements, include references from deans, former students, etc. All references shall be explicit in their recommendation and contain specific and compelling reasons for their support.

Sponsors are responsible for soliciting reference letters. It is the sponsor'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. In the best interest of the nominee, the sponsor may choose to send the nominee's Summary of Achievements or other pertinent exhibits to the reference letter writers so they can focus their letter on one or two of the points made in that Summary Page. Reference writers should be urged to create an original letter specific to the nominee and not merely echo language already provided in the nominee's Summary of Achievements.

At least one (1) of the references must be an ACHA Fellow in good standing and identified with their appropriate credential, PhD, DArch, FAIA, FACHA, etc. FACHA officers and Regents are permitted to write reference letters but shall not use ACHA letterhead.

At least one (1) of the references must be an ACHA certificant in good standing and identified with their appropriate credential, PhD, DArch, AIA, ACHA, etc. Former ACHA officers and Regents are permitted to write reference letters but shall not use ACHA letterhead.

With the exceptions stated in the foregoing, there are no restrictions on the selection of references. However, please note that it is in a nominee's best interest to demonstrate a broad range of support and influence (i.e. geographic diversity; not from a single source such as a firm or committee; etc.).

Letters should be transmitted directly to the nominee's sponsor for confirmation of content and inclusion in the final submittal. Insofar as possible with the online submission process, all reference letters are to remain confidential; nominees shall not endeavor to read these during the submission.

Nominees choosing to resubmit in nonconsecutive years are considered first-year nominees, and five (5) new reference letters are required. For second- and third-year nominees, the reference letters will be kept on file if they resubmit in consecutive years.

Section 5: Accomplishments:

There are three (3) components that must be covered in this section that must also focus on the achievements of the nominee cited in the category of nomination. It is important to include such information as leadership roles and quantifiable results, awards received (including Jurors' names that could add further accreditation), related lectures and presentations, Jury service, exhibitions of work, civic and community involvement, published work, and/or succinct details of results achieved from the nominee's involvement in listed activities. Please keep the descriptions precise and concise. This section shall not be used for additional exhibits.

- Work: describes the significant work of the nominee in the areas relating to the Category of Nomination (include such information as projects undertaken, research completed, positions held, academic involvement, Jury experience, presentations, etc.). Always describe the achievements that relate directly to the Category of Nomination first. *For example: for positions held, including voluntary ones, include the title and organization name, the duties involved, results achieved, and dates the nominee held the position. For design or construction projects, include the location and the year of completion and nominee's specific role or achievement for the project.*

- Awards: describe significant awards, honors, and recognition accorded to the nominee. Highlight the most significant awards relative to the Category of Nomination first. Distinguish between awards given to the individual verses the firm or a project. List awards from the American Institute of Architects, American College of Healthcare Architects, other professional associations, government, civic associations, etc. For clarity, group similar awards together. *For example, in listing AIA awards, indicate whether they were national, regional, or local, government honors, education awards, etc. Include the years in which awards were received.*
- Publications: list the books or articles written by or about the nominee that support the Category of Nomination, if applicable. If the title of the book or article is not sufficient to add clarity to the jury review, nominees may add a brief description of the contents or importance of the written material. Credit all publications, citing the author, title, publication, and date. Nominee is to distinguish between publications with first authorship, publications written by others. Publications written about the firm are not considered as individual work.

Section 6: Exhibits

Provide a list of the exhibits highlighted, in the order in which they appear in the evidence file. Prepare exhibits of specific work and achievements based on the guidelines and that clearly support the nominee's Category of Nomination.

For each exhibit, include the following descriptive data:

- Project name (correlate its index number with the list of exhibits)
- Architectural firm of record
- Design Firm
- Completion Date
- Role of Nominee
- Awards Received
- Publications

Exhibits shall support the Category of Nomination and shall state the problem presented, the nominee's particular role, and the resolution emphasizing results. Each exhibit should indicate the role of both the nominee and the person signing on behalf of the nominee's role in relation to the exhibit. Note, that a wider range of support is shown when an exhibit is signed by another outside the nominee's firm. Every submission shall include photographic exhibits of the nominee's architectural work or that of the nominee's firm or others' work in whose creation and production the nominee had played a <u>significant</u> role. For nominees whose practice has not involved construction, nominees shall include photographs or literary exhibits. Work of the last 10 years has special significance and is encouraged.

An exhibit's narrative shall explicitly address the following:

- What was the challenge presented to the nominee?
- What was the nominee's role in its solution?
- What was the outcome?

<u>Descriptive Data</u>: Each project shall include identification of the architecture firm of record and a one-paragraph synopsis. The synopsis shall be descriptive enough to indicate the scope of the project. This page shall also list any awards or publications associated with the project. The declaration of responsibility must be completed as detailed on the descriptive data form, and must be signed by someone other than the nominee. The accuracy of the statement describing the nominee's relation- ship to the project is of major importance.

Note: For nominees who are nominated within the Category One, <u>ONLY</u> those projects for which the nominee is <u>'largely responsible'</u> will be considered for submittal in this category.

Rules for Submitting Photographic Exhibits: All nominees shall include quality photographs and/or exhibits of current work. A minimum of 7 and a maximum of 10 exhibits with images and/or composition pages plus a descriptive data sheet required for each exhibit. Nominations in Category One should be supported by photographic exhibits. It is extremely helpful if the exhibits are oriented similarly. They must illustrate completed work, except in planning (see below), and may be color or black and white.

Number of Photographs Allowed: For all Categories of Achievement, 20 exhibit pages is the maximum allowed with a maximum of 15 photographs or photographic composition pages. Photographs and/or exhibits shall be selected that best illustrate the nominee's work in the Category of Nomination. This will assist the Jury in understanding the nominee's achievements. Nominees must show how their achievements have benefited the profession beyond their own firm or community involvement such as participation in committees, related organizations, presentations, etc.

All nominees are expected to show project work, whether their own, their firm's or in the case of educators who do not practice, their students' work. However, the exhibits shall be relevant to the Category of Nomination and provide supportive documentation of the nominee's achievements as it relates to the category of nomination. All exhibits shall substantiate the results that have been claimed in the sponsor letter or in the nominee's *Summary of Achievements*.

A minimum of 7 and a maximum of 10 exhibits with images and/or composition pages plus a descriptive data sheet required for each exhibit.

For Category One: Submit no fewer than five completed projects for which the nominee is 'largely responsible.' Each project shall contain a descriptive data sheet. One photograph per project shall illustrate the project in the context of its surroundings. One plan may be substituted for one photograph only if the project is unusually complicated. For planning achievements, sketches, floor plans, and other evidence illustrating commissioned and adopted projects shall be submitted, along with photographs, if possible 'before and after' photo- graphs. For education achievements, photographs exhibiting the work of the nominee's students as well as the nominee's own built work, if applicable, shall be included, as well as any educational tools developed.

For Category Two: Submit quality photographs of one or two of the nominee's best projects in addition to other exhibits that best illustrate the particular contribution of the nominee in this category. In the case of nominees who are government employees and who act as the client to other designers, the work of those designers may be included with clear attribution assigned and the role of the nominee clearly identified.

Acknowledgements and Affirmations

Copyright Credit: Typically credit refers to who took the photograph. If more than one photographer is being credited simply list additional credits as needed (i.e. Images 1, 3, 4 & 7 Jane Doe; Images 2, 5, 6 & 14 John Doe; Remaining Images Jack Doe).

Copyright Notice: Typically the copyright notice refers to who owns the rights to the images. If more than one owner is being credited simply list additional credits as needed (i.e. Images 1, 3, 4 & 7 Jane Doe; Images 2, 5, 6 & 14 John Doe; Remaining Images Jack Doe).

Copyrighted Work: List copyrighted work (e.g. text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies, or other copyrightable material associated with this submission).

Section 7: Declaration of Responsibility

For each exhibit, a person in possession of full knowledge of the specific project (other than the nominee) must certify the nominee's responsibility.

> *i.e.: "I have personal knowledge of the nominee's responsibility for the project listed above. That responsibility included (chose one primary role in support of the Category of Nomination such as: largely responsible for design and or planning, project under direction of nominee, nominee's firm executed project, or another role with an explanation)*

That knowledgeable person shall certify such declaration of each exhibit of which they have knowledge by name, title and signature included on each exhibit document.

Fellowship Submittal Checklist

Nominees are responsible for the online submission. This checklist only serves as reminders of major elements.

General:

- □ **Nomination Package** was submitted electronically by **5:00 PM EST February 28** of the application year.
- □ The nomination package **complied with all instructions**.
- □ The nomination package is **organized according to the instructions in each section**.
- □ **Credit is cited** for all copyrighted materials.

Section 1: Application

- □ **Nominee** contact information
- □ **Sponsor** contact information
- □ **Licensure** information
- □ **Practice** information
- □ **Selection of Category of Nomination**
  - □ **Category One A – Planning & Design**
  - □ **Category One B.1 – Practice of Research**
  - □ **Category One B.2 – Practice of Education**
  - □ **Category One B.3 – Practice of Literature**
  - □ **Category Two – Public Service**
- □ **Attestation** agreement

Section 2:

- □ **Sponsor** letter

Section 3:

- □ **Summary of Achievements** is a **single page** and highlights the Category of Nomination, including a **25-35 word synopsis**.
- □ **Headshot**

Section 4:

- □ **5 Reference Letters** are signed and include credentials, names, and e-mail addresses.

Section 5: Accomplishments

- □ **Accomplishments** and impact of all significant and notable contributions supporting the Category of Nomination.

Section 6: Exhibits

- □ Exhibits contain **explanatory narratives** with **corresponding graphics**.
- □ Exhibits include the **name of architecture firm** of record, **synopsis**, and **declaration of responsibility** certification for each.

Section 7: Declaration of Responsibility

- □ For each submitted exhibit, include the **declaration of responsibility** certification.

Section 8

- □ **Headshot** photo.

Section 9

- □ **Fee** payment.