

## FELLOWSHIP POLICY & PROCEDURES

Adopted 11/2/2016

Revised September 13, 2019

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### POLICY

- The ACHA By-Laws illustrate the potential to recognize exemplary individual professional performance and contribution (Section 3.2 Fellowship) through the establishment of the ACHA Council of Fellows.
- 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 American College of Healthcare Architects.
- The adjudication shall be by a jury based on criteria approved by the Board of Regents.
- Submissions demonstrating individual impact shall be a balanced presentation of achievements, exhibits, and references, and be based upon the submission alone without prior knowledge of the applicant, in order to assure the process is professionally sound and legally defensible.
- The jury chair shall have the authority to waive inconsequential irregularities of a submission by an otherwise qualified candidate, in keeping with the spirit of ACHA By-Laws Section 2.1 (Classes of Certificate Holders).
- The ACHA Board of Regents shall retain the ultimate authority for elevation.
- The ACHA shall compile statistics related to both nominees and those ultimately elevated, and make such available upon request.

### PROCEDURE

- The Regent acting as Board Liaison to the Fellowship Committee, in consultation with the outgoing jury Chair, shall recommend a final-year juror as Chair-Elect to the Board for approval. This designation shall occur not later than the Annual Meeting of the ACHA in the fall, and complete jury will be seated no later than January 1 of the award year.
- The Chair-Elect, in consultation with the Board Liaison, and perhaps other Regents or interested parties, will develop a pool of candidates, from whom the new jurors will be chosen. The Chair-Elect shall enlist and recommend to the Board liaison for acceptance by the Board new qualified jurors consistent with an orderly jury turnover for the following years.
- In order to support the dual purpose of consistent adjudication and fresh viewpoints, the jury terms may need to be staggered over three years, so that at least one, but not more than two jurors retire in any one year. The Chair and Board Liaison should determine how best to ensure planned continuity, with particular focus on having an eligible chair for the upcoming year.
- Any past juror may become eligible for subsequent jury service after a three-year hiatus.

- 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 appoint another first-year juror.
- In the event that none of the jurors returns to serve their second year, and therefore a returning juror cannot be designated the jury Chair for the next year, the Board liaison shall appoint five new jurors and designate one of them to serve as jury Chair.
- The jury shall be composed of five ACHA Fellows or FACHA who are Emeritus at the time of their service on the jury; either must have been a Fellow of at least three years. Such jurors shall be selected on the basis of: independent thinking ability; professional and honorable character; and geographic, firm size, and gender diversity.
- The jury shall be kept from the appearance of any conflict of interest. For example:
  - No juror should be seated from the same firm;
  - In the event a nominee is from the same firm as a juror, such juror shall be recused from the discussion and vote on that nominee, but may be allowed to listen;
  - For full transparency, the roster of the Fellows jury shall be published each year not later than January 1 so that those seeking elevation to the Council of Fellows can choose their sponsor and references accordingly;
  - No juror may serve as either a sponsor or as a reference for a certificant seeking elevation to Fellow;
  - Any number of Board Regents may participate as either a sponsor or as a reference for a certificant, but not if a Regent is serving as a juror;
  - Jurors are not allowed to respond to a certificant's request regarding their submission at any time before, during, or after the jury deliberations. This protects 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.
- All five members of the jury must participate in the vote on all candidates, except where prohibited due to a conflict of interest by a juror. Except for any formal recusals, a full jury is required in order to discuss candidates and form a recommendation for elevation.
- To alleviate the possibility of a tie, the Chair may decline voting and act as facilitator when the minimum of five jurors are seated in place to vote.
- The Chair may also act as a “stand-in vote” when a juror must recuse him/herself due to same-firm conflict.
- A favorable vote of 3 of the 5 jurors is required to elevate a certificant to Fellow.
- The quorum for a meeting will be 3.
- The jury shall meet at least once to conduct jury deliberations. An in-person meeting is not required, however, the rules of deliberation and voting still apply, regardless of whether the jury forum is in-person, by phone, or electronically, such as by Skype, Go-to-meeting, or other similar digital technology.
- If the jury is unable to find a time to meet in person to review the candidates, the jury Chair shall make arrangements for the submissions to be made available to the jury such that deliberations on the candidates for elevation can take place.
- The note taker and record keeper from the ACHA organization must participate, whatever the jury venue. The Board Liaison will be the note taker and shall serve as a keeper of minutes of the jury deliberations.
- The Board Liaison does not have to be FACHA. The identity of the individual shall be posted

with the names of the jurors. The record keeper shall not serve as a sponsor or as a reference for a certificant seeking elevation to Fellow and shall not participate in the jury deliberations.

- The Board Liaison will notify the jury of the purpose and criteria for the 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. All jury discussions of candidate submissions shall be documented for the purpose of providing useful feedback to unsuccessful candidates if they request it, and for recording any official votes or other decisions by the jury on the submissions.
- The Board Liaison shall regularly maintain and publish a relevant list of Frequently Asked Questions about the purpose and process.
- Consistent with these policies and procedures, the Board Liaison shall have the authority to approve all of the published language related to this award prior to its publication within the award year, and shall communicate such to the Board of Regents.
- The immediate past Board Liaison and the immediate past jury Chair shall host a public forum during the first quarter of each calendar year in order to share current information and answer questions about the Fellowship process. This will afford nominees a better understanding of the nuances and discussion subsets that any single jury may develop within the broader evaluative criteria.
- Questions from all submitters about preparing and submitting a package to the Fellows jury shall be first directed to their sponsor, then directed to the ACHA Executive Director, which will be forwarded to the Board Liaison, who shall provide a timely response to the certificant.
- Nominees, sponsors, and references are explicitly instructed not to contact members of the jury at any time before, during, or after the jury deliberations.
- A collection of up to five recent examples of high quality, successful FACHA submission packages shall be posted on the ACHA website for review by certificants seeking elevation to FACHA. The determination of recent submittals will be made by the jury.
- ACHA certificants shall be nominated by a single sponsor who is an ACHA Fellow or Fellow Emeritus. Five letters of reference from at least two ACHA Fellows, and at least one healthcare executive must accompany the nomination.
- The deadline for ACHA Fellowship submissions are due to the ACHA before 5:00 PM CDT on the last business day before June 1 of the award year. All deadlines are strictly observed. Upon submission, all packages become the property of the American College of Healthcare Architects for use, as it deems appropriate.
- Detailed submission requirements will be posted annually on the ACHA website no later than March 1 of the award year. Such requirements may evolve 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.
- Main Criteria by which the jury deliberates shall be posted on the ACHA web site, and to preserve the standard of evaluation set by previous Fellows juries, they shall be changed only by a majority vote of the ACHA Board of Regents. Any changes to these guidelines shall be posted not later than March 1 of the year following the vote of the Regents that caused the change and shall not be used for candidate evaluation until they have been posted on the website.
- Additional Criteria by which the jury deliberates shall be allowed in recognition that each year's jury makeup will be different and shall possibly place different emphases on candidates and criteria. Certain "discussion subsets" of the Main Criteria posted may be used for jury

deliberations as a reasonable approach to aligning the jury with a common evaluative vocabulary, thereby conducting the evaluations consistently and with minimal confusion. However, the following two provisions apply:

- The discussion subsets to the Main Criteria shall in no way contradict or invalidate the main guidelines. Care must be taken by the jury to respect the tradition of past Fellows juries and the standards of evaluation they applied. The jury Chair shall be responsible for ensuring compliance with this provision. The 3-year terms shall ensure a proper legacy to these discussions.
- Effective in 2016, the discussion subsets shall be posted on the ACHA website each year (not later than February 1), along with the jury membership, so that certificants preparing submissions for the Fellows jury can be fully apprised of the criteria that will be used to evaluate their packages.
- Elevation shall be considered in one of four Categories of Nomination. These four categories will remain the only categories, as they are shown, until revised by a majority vote of the Board of Regents.
- Fellowship is granted to architects specializing in healthcare who have shown distinction in fulfilling the Area of Expertise (Categories) and the means of their fulfillment are as follows:
  - Category One: To promote the aesthetic, scientific and practical efficiency of the healthcare architecture profession.
    - Fellowship in this category is granted to ACHA certificants who have produced distinguished bodies of work for healthcare clients through design and/or planning. 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 healthcare architectural design service.
  - Category Two: To advance the science and art of planning and building by advancing the standards of architectural education, research, training and practice.
    - Fellowship in this category is granted to ACHA certificants who have made notable contributions through their work in healthcare education, healthcare research, healthcare literature, or the practice of healthcare architecture. Work in education may be teaching, research, administration, or writing and should have a lasting impact, be widely recognized, and demonstrate inspiration to others in the field and the profession. Research areas may include planning or design efficacy, building codes and standards, etc. Practice may include firm leadership, administration, and project management within healthcare architecture.
  - Category Three: To coordinate the general building and healthcare industries with the profession of healthcare architecture.
    - Fellowship in this category is granted to ACHA certificants who have actively, efficiently, and cooperatively led and presided over the ACHA or a related professional organization of equal or greater stature over a sustained period of time and have gained recognition for the results of their work in healthcare architecture.
  - Category Four: To ensure the advancement of healthcare through improved healthcare environments.
  - Fellowship in this category is granted to ACHA certificants who have made notable

- contributions in public healthcare service, or work in healthcare government, or healthcare industry organizations through leadership in the development of civic improvements and needed governmental projects, or who have clearly raised the standards of professional performance in these areas by advancing the administration of professional healthcare affairs in their fields.
- The jury shall deliberate through open discussions in order to:
  - Confirm that any and all submissions meet the technical qualifications,
  - Adjudicate the submissions within the bounds of published criteria according to the Category of Nomination of the submission and a complete and balanced review of only the submission regarding achievements, exhibits, and references, and
  - Develop a list of those recommended to the Board for elevation by at least 60% affirmation.
- The criteria for evaluation will be the jury's interpretation of distinction within the Category of Nomination claimed. The jury shall be free to interpret the qualities of excellence, influence, and presentation against the Category of Nomination claimed, but shall endeavor to maintain consistency of these qualities as applied through the history of this award program.
- The decision of the jury is final, and the only basis for appeal of a jury decision shall be on the basis of a clear ethical violation of the jury process.
- Beginning with the 2018 award cycle, if a nominee is denied advancement after three consecutive award cycles, that nominee must wait two additional award cycles prior to resubmission, and will be considered as a first-year submission.
- The final recommendation for elevation shall be made by the jury Chair to the Board Liaison by September 1 of the award year in order for successful certificants to be notified in time for them to make appropriate arrangements for their participation, and perhaps that of family members, in the awards ceremony that occurs at the annual ACHA luncheon when the newest ACHA Fellows are recognized.
- At the next regular meeting after September 1, the Board Liaison shall present the jury recommendations along with single-page Summaries of Achievement of those elevated in order for the Board to understand the nominee's achievements prior to the Board's acceptance of the jury's recommendation.
- Upon receipt of a final recommendation by the award jury, the Board liaison shall certify the following to the Board of Regents:
  - 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 Fellowship 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 Main Criteria, and
  - The final recommendation was fairly adjudicated, including nondiscrimination on the basis of qualities protected by U.S. federal law.
- Upon Board acceptance, the ACHA President will communicate to successful nominees by phone and letter, with a follow up electronic letter to the successful candidate and their sponsor.
- Upon Board acceptance, the ACHA President will communicate to unsuccessful nominees and their sponsor by electronic letter only, excluding specifics, but inviting subsequent discussion about the jury's comments. The letter will give instructions on how to receive feedback from

ACHA on their submittal. Unsuccessful nominees with their sponsor will have an opportunity to receive feedback on their submission only from the Board Liaison who attends the jury deliberations, and who is responsible for sharing with the certificant any constructive insights that might be gained from the jury comments. The 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.

- Upon Board acceptance, all such communications will happen simultaneously to give uniformity to the notification process.
- Submissions of those denied advancement will automatically be returned for updating.
- Submissions of those advanced to fellowship, the binder and thumb drive, with exhibits, become the property of the American College of Healthcare Architects for use, as it deems appropriate. If a candidate specifically requests the return of any supplemental materials submitted with the package, the ACHA shall make every effort to accommodate that request, with no obligation to do so.
- Those elevated will be recognized in a medal ceremony conducted by the ACHA President and Board liaison at the Annual Fall Luncheon. The ACHA Communications and Outreach committee will prepare appropriate press releases.