

## **NOMINATION PACKAGE OUTLINE FOR ACHA FELLOWSHIP**

### **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 demonstrated a nominee's individual impact in healthcare facility architecture.

### **Deadline & Entry Fees:**

- The Fellowship application and materials must be received by June 1 before 5:00 PM CDT 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 entry fee for this program is \$100.00

### **Submittal Requirements:**

The following items are required to be compiled in a succinct and coherent manner in the order to highlight the basis for elevation and afford the jurors the best view of the nominee's qualification for Fellowship.

- The entire Nomination submittal must be compiled in a single PDF file of no more than 40 pages and 10Mb. The PDF shall be organized with electronic bookmarks visible from the initial view for ease of navigation, and the sheet size shall be 8½"x11".
- Many of the sections will require legible written descriptions. For these, the font shall be at least 10-point and faint font colors shall be avoided – both to aid in legibility. Include page numbers for ease of navigation during jury deliberations.

- The entire package will be organized to best illustrate the single most compelling Category of Nomination. The various sections shall be organized thusly:

Single-page sponsor letter

Section 1. Single-page Summary of Achievements

Section 2. Accomplishments

Section 3. Exhibits

Section 4. Reference Letters

Section 5. Nominee's and sponsor's Personal Information, Education and Practice Histories, Category of Nomination, Basis of Nomination, and Statement of Eligibility

- 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 this application.

### General Instructions:

The completed nomination package and fees shall be submitted electronically **via the ACHA web portal.**

Items listed below in **blue font** are specific instructions and/or requests for pertinent information; all other items describe the basis for such instructions.

### Sponsor Responsibilities:

Any ACHA Fellow nominee must be sponsored by an ACHA Fellow or Fellow Emeritus in good standing, and the sponsor will be selected by the nominee. Current members of the jury and the Board liaison are the only ones ineligible 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-page summary of achievements.

- Ensure that achievements and exhibits support the Category of Nomination and emphasize results.
- Contact the nominee's references and ensure a one-page reference letter is written on company letterhead, signed, and returned for inclusion in the submission package.
- Write a one page letter on behalf of the nominee to be included in the front of the submittal. This letter is not counted as one of the required references.
- Submissions without a sponsor nomination letter will be disqualified.

### Letter: Sponsor's Recommendation:

The sponsor shall write a one-page letter on behalf of the nominee, introducing the nominee to the jury, and making the case for elevation.

### Summary of Achievements:

The Summary of Achievements is limited to one page. Note: 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.

### Section 1: Summary of Achievements:

The nominee, in consultation with the sponsor, shall write a summary of the nominee's achievements. The purpose of this summary is to synthesize on one page justification for the nomination. The summary may not be in the form of a biographical sketch, nor a recitation of general assignments, nor routine offices held. Rather, it shall summarize, in brief narrative form, the nominee's accomplishments and results within the Category of Nomination in which the nomination is made, and summarize the information provided in Section 2 - Accomplishments.

### Accomplishments:

Section 2 is divided into three parts and must 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, although 1" x 1" margin images are permitted only if they add clarity or support for the listed achievements. It is very important that material be succinct for clarity as it is reviewed by the jury.

## Section 2.1: Accomplishments | Work:

Describe 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 made, 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.*

## Section 2.2: Accomplishments | Awards:

Describe significant awards, honors, and recognition accorded to the nominee. Highlight the most significant awards relative to the Category of Nomination first. 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.*

## Section 2.3: Accomplishments | 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.

## Exhibits:

Exhibits shall support the Category of Nomination and shall state the problem presented, the nominee's particular role, and the resolution emphasizing results. 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 significant 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?

Each exhibit shall state the specific 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.

Descriptive Data: 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 relationship to the project is of major importance.

*Note: For nominees who are nominated within the Category One, ONLY those projects for which the nominee is 'largely responsible for design and/or planning' 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. Nominations in Category One shall 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 some project work, whether their own, their firm's or in the case of educators who do not practice, their students' work. However, most of the exhibits for Categories Two, Three, or Four 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 *Section 1 Summary of Achievements*.

Category One: For all categories of design, no fewer than five completed projects for which the nominee is 'largely responsible for design'. 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' photographs.

Categories Two, Three, or Four: 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.

Category Two: No fewer than 7 and no more than 10 exhibits (5 of which shall be completed projects) must be submitted for Category Two. For education achievements under Category Two, 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.

Categories Three and Four: A minimum of 7 and a maximum of 10 exhibits where it is important to include quality photographs of one or two of the nominee's best projects in addition to other exhibits that best support the nomination category.

Category Four: A minimum of 7 and a maximum of 10 exhibits with photographs and/or exhibits that best illustrate the particular contribution of the nominee shall be included. 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.

### Section 3: Exhibits:

Provide a list of the exhibits highlighted, in the order in which they appear in the submittal.

Prepare multiple exhibits of specific work and achievements based on the guidelines and category explanations above that clearly support the nominee's single most outstanding 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
- 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.

## References Letters:

Nominees are expected to obtain five reference letters. Three additional references are allowed and strongly encouraged for second- and third-year nominees. These letters shall be: only one page, focusing on one or two aspects of the nominee's submission, on firm or institutional letterhead (retired or Emeritus Fellows may use personal stationery), and signed. These shall be transmitted directly to the nominee's sponsor for confirmation of content and inclusion in the final submittal.

At least two of the references must be ACHA Fellows in good standing and identified with their appropriate credential, PhD, DArch, FAIA, FACHA, etc. At least one must be a healthcare executive and identified with their appropriate credential, MD, PhD, FACHE, etc. 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.

The sponsor writes a one-page nomination letter on behalf of the nominee, this letter is not a reference letter and is not counted as one of the required reference letters. Former ACHA officers and Regents are permitted to write reference letters but shall not use ACHA letterhead.

Nominees choosing to resubmit in nonconsecutive years are considered first-year nominees, and five 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.

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.) Sponsors are responsible for soliciting reference letters. However they are urged to instruct reference writers to create an original letter specific to the nominee and not merely echo language already provided in the nominee's Summary of Achievements.

All reference letters are to remain confidential. 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. General "good guy" letters are of no benefit to the nominee.

#### Section 4: References Letters:

Provide a list of references including their name, contact information, current firm or organization, and relationship to the nominee.

The sponsor shall compile the letters of recommendation into the final submittal.

#### Section 5: Nominee's Personal Information:

Provide the following information about the nominee:

- Name as it should appear on the official citation and any announcements should the nominee be elevated to Fellowship, including other relevant credentials (PhD, FAIA, etc.)
- Firm name
- Address
- Telephone
- E-mail

Provide the educational and practice history of the nominee:

- List all educational institutions (earliest to most recent), number of years attended and degrees conferred.
- List all states and/or territories where the nominee is licensed to practice architecture.
- Identify the current role of the nominee (firm owner, principal, designer, educator, government architect, etc.) in their current professional practice environment (firm name, institution, governmental entity, etc.)



## Fellowship Categories of Nomination:

Fellowship is granted to ACHA certificants who have shown distinction in fulfilling one specific Category of Nomination over their career 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.

Although a nominee may be able to demonstrate distinction in multiple 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.

### Section 5: Nominee's Category of Nomination:

Identify the nominee's Category of Nomination, and the specific subcategory (*i.e.: To ensure the advancement of healthcare through improved healthcare environments, specifically by public healthcare service.*)

### Basis of Nomination:

ACHA certificants shall be nominated by a single sponsor who is already an ACHA Fellow or Fellow Emeritus.

### Section 5: Nominee's Basis of Nomination:

Identify the nominee's sponsor.

### General Eligibility:

The nominee must have completed 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 5 years.

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.

### Section 5: Nominee's Statement of Eligibility:

Provide a statement indicating the number of consecutive years the nominee has been an ACHA certificant in good standing up to the present date.

### Section 5: Sponsor's Personal Information:

Provide the following information about the sponsor:

- Sponsor name
- Firm name
- Address
- Telephone
- E-mail

## Nominee's Other 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 5: Nominee's Other Acknowledgements, Affirmations, and Release:

Nominees shall explicitly acknowledge by signature the following statement related to copyright and indemnification:

*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 violate 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 ARISING OUT OF ITS USE OF THE WORK.*

Nominees shall explicitly acknowledge by signature the following statement related to reliability and release:

*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.*

Nominees shall explicitly acknowledge by signature the following statement related to unpaid intern architects:

*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.*

#### Section 5: Nominee's Photograph:

Provide 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 "LastName\_FirstName". This image will be used for announcement purposes upon elevation.

## Fellowship Submittal Checklist:

Nominees are encouraged to confirm the completion of their nomination packages prior to submittal. It remains the responsibility of the nominee and sponsor to confirm technical conformance to all of the instructions contained in this document. This checklist only serves as reminders of major elements.

### General:

- Nomination Package** was submitted electronically by **5:00 PM CDT June 1** of the application year.
- The nomination package **complied with all instructions**.
- The nomination package is **organized according to the prescribed order**.
- Credit is cited** for all copyrighted materials.

### Section 1:

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

### Section 2:

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

### Section 3:

- Exhibits** are appropriate to highlight specific impact.
- 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 4:

- List of References** with names and e-mail addresses.
- 5 Reference Letters** are signed and include credentials.
- Sponsor has confirmed that the reference letters are **prepared and included** in the Nomination Package.

### Section 5: Miscellaneous.

- Nominee's and sponsors **personal information**
- Various Declarations:** Nomination category, basis, and eligibility; copyright affirmations, indemnity, and release.
- Headshot** photo.