

## FELLOWSHIP FREQUENTLY ASKED QUESTIONS

### 1. How do I get started?

RESPONSE: Download the Nomination packet from the ACHA website, which illustrates all of the technical details associated with the submission. Review all of the Frequently Asked Questions, which are compiled by the ACHA over years of administering the Fellowship process.

### 2. If a nominee has questions about the preparation of their submittal, is there a way to get guidance and answers to their questions?

RESPONSE: Nominees shall be first seek counsel from their sponsor, and then direct unanswerable questions to the ACHA Executive Director. Inquiries from first time submitters will be forwarded to the Board liaison, who shall provide a timely response to the certificant.

The immediate-past Board liaison and the immediate-past jury chair will 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.

### 3. Is there a way for nominees to get a sense of what “successful” submission looks like?

RESPONSE: A small collection of the best recent successful submittals are be posted on the ACHA website.

### 4. Do I need a sponsor?

RESPONSE: Yes. The Nomination packet illustrates the primary responsibilities of the sponsor. Nominees are urged to critically consider their sponsor, as this person will serve as a navigator of the process, an encourager and critic of the package prior to submission, and a coordinator of external references.

### 5. What are the Categories from which a nominee must choose, and which most closely reflects their career and professional impact?

RESPONSE: Two areas are noted in the submission guidelines for certifiants seeking elevation to Fellow. These will remain the only categories.

### 6. On what date is the Fellows submission due to the ACHA?

RESPONSE: For 2020, the Fellowship application and materials must be received on August 1 before 5:00 PM CDT of the award year. All deadlines are strictly observed.

**7. Will I receive confirmation of my submittal?**

*RESPONSE: PDF submissions are to be uploaded electronically, and an email receipt will be sent to the nominee.*

**8. How many serve on the ACHA Fellows jury?**

*RESPONSE: The jury is composed of five ACHA Fellows.*

**9. Will nominees know who is serving on the jury and reviewing their submissions?**

*RESPONSE: The complete jury will be seated no later than January 1 of the award year, and the names of the jurors will be published so that those seeking elevation to the Council of Fellows may choose their sponsor and references accordingly. Nominees, sponsors, and references are explicitly instructed not to contact members of the jury at any time before, during, or after the jury deliberations.*

**10. How are the five jurors chosen?**

*RESPONSE: The Board liaison, in consultation with the outgoing jury chair, shall recommend a final-year juror as chair-elect to the Board for approval. This 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. Such jurors shall be selected on the basis of: independent thinking ability; professional and honorable character; a Fellow of at least three years; and geographic, firm size and gender diversity. Any past juror may become eligible for subsequent jury service after a three-year hiatus.*

**11. Can members of the jury or members of the Board of Regents serve as sponsors or a references for a nominee for elevation?**

*RESPONSE: Current members of the jury and the Board liaison are the only ones ineligible to serve as sponsors or references.*

**12. What criteria shall be used by the jury to evaluate the submissions?**

*RESPONSE: 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 main criteria of the four Categories of Nomination shall be posted on the ACHA web site, in order to preserve the standard of evaluation set by previous Fellows juries.*

**13. Will the jury be able to add any criteria to the evaluation process?**

RESPONSE: *No. However, the work of the jury is subjective and necessarily requires interpretation, while maintaining consistency with past judgements and outcomes. The jury will focus their attention on the submission alone, which shall demonstrate the individual impact through a balanced presentation of achievements, exhibits, and references.*

**14. What vote is required by the jury in order for a nominee to be elevated to ACHA Fellow?**

RESPONSE: *Affirmation of at least 60% of the jurors is required to elevate a nominee to Fellow.*

**15. Will there be any record of the jury deliberations?**

RESPONSE: *Yes. The Board liaison shall compile succinct discussion points with the jury should a nominee not elevated request a follow up discussion with the Board liaison. The jury shall be kept from such discussions.*

**16. If a nominee is unsuccessful, can they inquire of the jury about the evaluation of the submission?**

RESPONSE: *No. Certificants are not to approach the jury to discuss the deliberations of their submissions.*

**17. If a nominee is unsuccessful, is there a way for them to receive constructive feedback on the jury deliberations in order to help better prepare a subsequent submission?**

RESPONSE: *Yes. Unsuccessful nominees with their sponsor will have an opportunity to receive feedback on their submission only from the Board liaison upon the nominee's request. The jury shall be kept from direct discussions.*

**18. What happens to packages after they are submitted?**

RESPONSE: *Submissions of those denied advancement will automatically be returned for updating. Submissions of those advance 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.*

**19. How are nominees notified of the outcome of the jury's deliberations?**

RESPONSE: *Upon Board acceptance, the ACHA president will communicate to successful nominees by phone and letter, and to unsuccessful nominees by electronic letter only, excluding specifics, but inviting subsequent discussion about the jury's comments. Out of courtesy to the FACHA sponsor, such correspondence shall be also copied to the nominee's sponsor. All such communications will happen simultaneously.*

**20. Is there an appeals process for certificants who are unsuccessful in their Fellowship bid?**

*RESPONSE: The only basis for appeal of a jury decision shall be on the basis of a clear ethical violation of the jury process. Unsuccessful nominees will have an opportunity to receive feedback on their submission only from the Board liaison upon the nominee's request.*

**21. If a nominee is unsuccessful, may they change categories for a subsequent submission?**

*RESPONSE: Yes, However, category selection is critical to the points made in the submittal. Nominees are urged to carefully consider with their sponsor the nominee's single most outstanding Category of Nomination and develop the package to support the claims made within that category.*

**22. If a nominee is unsuccessful, may they resubmit in subsequent years?**

*RESPONSE: Yes. However, 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.*