

LIFETIME ACHIEVEMENT AWARD POLICY & PROCEDURES

Revised September 13, 2019 | Revised March 11,
2020 | Revised March 10, 2021

POLICY

- The American College of Healthcare Architects' (ACHA) Lifetime Achievement Award (LAA) is the highest honor bestowed on an individual. The award is conferred by the College in recognition of a significant body of work of lasting influence on the theory and practice of healthcare architecture over their career.
- Any person, living or deceased, who is making, or has made a significant positive impact to the healthcare architecture profession. Eligible LAA candidates may be or have been a practicing architect in the healthcare field, an educator of healthcare architectural students or a person who has shaped and changed the field of healthcare architecture.
- 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.
- Past Presidents volunteer to be on a Jury of 7 to 9 jurors, including the Past Past President (PPP), to serve a two- year term on the LAA Jury. 3-4 of the jurors shall be new each year. Beginning in 2021, the PPP serves as Chair of the Jury and thereafter change each year as the most recent Past President joins the Past President's Council (PPC). From the Past President volunteers, the LAA Jury Chair selects the other Past Presidents to serve on the Jury.
- LAA jurors are not eligible for LAA nomination while serving on the LAA jury.
- The Immediate Past President (IPP) of the College will liaise between the Jury Chair and the Board of Regents related only to the Lifetime Achievement Award.
- The 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. This will be made available upon request.

PROCEDURE

- The award shall be considered in one of the following Categories of Nomination:
 - Category One: Work while a practicing as a healthcare architect.
 - Category Two: Work while an educator of healthcare architectural Students

- Award nominee shall be nominated by a single sponsor who is an ACHA certificant or emeritus. The sponsor of each candidate shall remain confidential other than among the LAA Jury.
- Unless they are a LAA juror, any ACHA certificant or emeritus may serve as a sponsor or reference.
- Past Presidents who sponsored a candidate or has been nominated for the LAA for current year shall recuse themselves from the PPC discussions and acceptance of recommended awardee.
- 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 90 calendar days.
 - Submission reviews, jury deliberations and PPC acceptance 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 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 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 firm as a juror, such juror shall be recused from the discussion and vote on that nominee, but may be allowed to listen. In the event of one juror's recusal, the jury chair shall no longer have a vote in that year's selection.
- The jury will meet virtually and conclude its work with enough advanced notice to allow the rest of the PPC to meet in-person or virtually at a convenient gathering, such as the Summer Leadership Summit. Provisions will be made to facilitate a virtual meeting for members of the PPC who are unable to participate in person.
- The jury shall meet in person or virtually at least once in order to:
 - Confirm that any and all submissions meet the technical qualifications,
 - Be notified by the immediate Past-President 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 according to the Category of Nomination of the submission and a complete and balanced review of only the submission regarding achievements, exhibits, and references,
 - Develop a single awardee for recommended to the Past Presidents Council by at least 60% affirmation and then to the Board of Regents for elevation by at least 60% affirmation.

- One jury member shall be designated to maintain a brief record of the deliberations, such that unsuccessful candidates or sponsors can be offered confidential comments for use in subsequent submission.
 - 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 made by the Past Presidents Council to the IPP a minimum of 2 weeks prior to the September BOR board meeting of same year.
 - Upon receipt of a final recommendation by the LLA jury, the PPP/Jury Chair shall certify the following first to the PPC and then to the IPP who will submit 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 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 recommendation was fairly adjudicated, including nondiscrimination on the basis of 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.
 - The IPP shall present the Jury and PPC recommendation along with a single-page Summary of Contributions of the awardee (from the submission packet) at the September Board of Regents meeting in order for the Board to understand the awardee's contributions prior to the Board's acceptance of the Jury's and Past Presidents Council's recommendation.
 - 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 President 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 jury and Past Presidents Council 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.