

2/27/17

AIA BALTIMORE FELLOWS COMMITTEE Purpose and Process

AIA COLLEGE OF FELLOWS The College of Fellows, founded in 1952, is composed of members of the Institute who are elected to Fellowship by a jury of their peers. Fellowship is one of the highest honors the AIA can bestow upon a member. Elevation to Fellowship not only recognizes the achievements of the architect as an individual but also elevates before the public and the profession those architects who have made significant contributions to architecture and to society. The original idea of the College of Fellows is outlined in the History of the College of Fellows which reads: ***“It is not the purpose of the Fellowship to create an aristocracy of membership, but to give those who have shown their worth an accolade and a charge that their responsibilities have just begun.”***

AIA Members, upon recommendation by their chapter, or by petition of five Fellows, make applications annually for advancement to the College of Fellows in one or more of the following categories:

1. Design (design, urban design, and preservation)
2. Education, Literature, Research, Practice
3. Leadership of the Institute or Related Organization
4. Advancement of Living Standards
5. Alternative Career, Volunteer, Service to Society

AIA Chapters across the country have proactive programs to encourage and promote candidates for fellowship. AIABaltimore’s membership includes many architects whose accomplishments qualify them for Fellowship and who should be encouraged to apply.

Purpose: The AIA ***Baltimore Fellows Committee*** (BFC) has been formed to provide support to individuals who are interested in pursuing Fellowship. The charge of the BFC is:

- To identify and encourage potential candidates to seek Fellowship and to inform them of the selection process.
- To review the credentials of Members presented to the BFC and to discuss the members’ chances for success. (Pursuit of Fellowship is a personal decision. The role of the chapter committee is not to determine, one way or the other, who applies for Fellowship.)
- To provide input to the candidates and sponsors on the content and format of their submissions.

Process: During the period between the beginning of the year and the October due date for Fellowship applications, the BFC will implement a process including:

- **Call for Interest:** Early in the year, announce to the chapter that a committee exists to provide information and assistance for members who feel they may be qualified for Fellowship. In addition, the BFC will gather names of potential candidates, based upon suggestions from current FAIA’s, current and past chapter leadership, and others. The BCF will contact the members that are identified and encourage them to attend an open meeting to discuss the selection process.
- **Open Meeting:** the BFC will publicize and conduct an open information session/planning meeting designed to “demystify” the application process.
- **Submission Assistance:** During the period between February and October, the Fellows Committee will implement a schedule addressing the following milestones:
 - Confirmation of candidates’ commitment to the application process
 - Identification of sponsors for each candidate
 - Submission of preliminary summaries of the candidate’s achievements, category of nomination, and introductory statements

- Confirmation of Chapter's commitment of support for the candidates' nomination
- Initial, midpoint, and final sessions to provide review of the application components
- Execution of the Chapter's responsibility for signatures as part of the final application

Resources:

- AIA Fellowship Information page: <http://www.aia.org/practicing/awards/AIAS075320>

AIA Baltimore Fellowship Process Definitions:

Sponsor: The AIA Member (Full Member or Fellow) who recommends a Member to the AIA

Candidate: An AIA Member who has expressed interest in pursuing Fellowship. Candidates participate in the Committee's assistance program until their package is ready for submission to the Fellowship Jury.

Coach: Someone who assists the Candidate and Sponsor with the development of a Nomination package.

Contact for More Information:

Ed Hord, FAIA

Phone: 410-837-7311

Email: edhord@hcm2.com

2017 AIA Baltimore Fellows Committee - Nominations Schedule

March 21, 2017	BFC presentation of process to and discussion with potential candidates.
March 21 thru April 30, 2017	Identify Sponsors for interested potential Candidates and develop initial submission.
April 29, 2017	Initial Submission: Submit credentials, achievements, category of nomination, and Introductory Statement via email to the BFC Chair, Ed Hord, FAIA – edhord@hcm2.com
April 29, 2017	Candidates are encourage to attend “Demystifying Fellowship” at the AIA Convention in Orlando. You'll get an overview of the process, including the Demystifying Fellowship Powerpoint, as well as an explanation and discussion of key details. Program #EV401
April 29 – May15, 2017	Initial Submissions reviewed by the BFC.
May 31, 2017	BCF meeting with Candidates to discuss the BFC’s suggestions and opinion of the Candidate’s chances for success. At this meeting Candidates will be assigned two Fellow Coaches who will work with Candidates and their Sponsor for the duration of the application process.
July 8, 2017	Revised Draft Due: Candidates, at a minimum, should have finalized their summary, developed their achievements and settle on exhibits and references. Candidates will discuss their individual development plan.
July 20, 2017	BCF meeting with Candidates to review revised draft of the candidates application.
August 8, 2017	Final Nomination Package Draft due: Candidates, at a minimum, should have completed their binders. Sponsor should have sent letters to references and completed their nomination letter to the Jury Chair. Coaches will review this package with candidates.
September 14, 2017	Final Nomination Package due: Candidates must have complete binders ready for submittal to the Jury of Fellows. Sponsors must have followed up reference letters to assure that they are in to the Jury on Time.
October 5, 2017	Original Signature Pages are due at the Chapter House for signature by the Chapter President/Secretary.
October 6, 2017	Signature Pages are signed by AIA Baltimore President/Secretary.
October 7, 2017	Nominees are to pick up their signed Signature Pages after 11am to be submitted by the candidate per the digital guidelines.
October ??, 2017	Digital submissions and Reference Letters due to AIA National.
February 2018	CDF announces Class of 2018 Fellows.