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AIA 1871 – 2021
Baltimore

2/26/2021

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 application 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

Other AIA Chapters across the country have a proactive program to encourage and promote candidates for fellowship. Although the Baltimore Chapter is not among the largest chapters in the nation, we know that we are among the best, and that our membership includes many architects whose accomplishments might 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 should not be 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:

- Attend the session “*Demystifying Fellowship*” at the AIA National Convention
- AIA Fellowship Information page: <https://www.aia.org/awards/7076-fellowship?tools=true>
- Frequently asked questions: <https://www.aia.org/awards/7076-fellowship?tools=true>

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: Fellows Committee Co-Chairs

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2018 AIA Baltimore Fellows Committee - Nominations Schedule

February 2020	Website Update and Call for Interest
February 2020	Call for Nominations Letter (email)
March 10, 2020	BFC presentation of process to and discussion with potential candidates.
March 10 thru April 26, 2020	Identify Sponsors for interested potential Candidates and develop initial submission.
April 26, 2020	Initial Submission: Submit credentials, achievements, category of nomination, and Introductory Statement via email to the BFC Chair, Ed Hord, FAIA – ahord@mac.com
April 26 – May 12, 2020	Initial Submissions reviewed by the BFC.
May 12, 2020	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.
May 13 to May 17, 2020	National AIA Convention in Las Vegas: Chapter nominees are encouraged to attend the convention and to attend the College of Fellows "Demystifying Fellowship" with COF Jury Chairman. Nominees are also encouraged to attend the Investiture of the new Fellows.
June 26, 2020	Revised Submission: Submit revised submission via email to the BFC Chair, Ed Hord, FAIA – edhord@hcm2.com
July 7, 2020	BCF meeting with Candidates to review revised draft of their applications. This will be the last meeting with the full committee. From this point on the candidate will be working with the coaches assigned to the candidate.
August 10, 2020	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.
September 14, 2020	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, 2020	Original Signature Pages are due at the Chapter House for signature by the Chapter President/Secretary.
October 6, 2020	Signature Pages are signed by AIA Baltimore President/Secretary.
October 7, 2020	Nominees are to pick up their signed Signature Pages after 11am to be submitted by the candidate per the digital guidelines.
October ?, 2020	Digital submissions and Reference Letters due to AIA National.
February ?, 2021	The College of Fellows announces Class of 2020 Fellows.