

AIA New York Chapter Fellows Committee 2023 Instructions for portfolio submission

When is my portfolio due?

5 pm, April 6, 2023

What is my portfolio for?

The portfolio will be reviewed by the local committee to assess and identify candidates who will be nominated by the Chapter in 2023. You should be prepared to answer the question "Have you made a significant contribution to the profession of architecture at a national level?" You should assume that no one on the committee knows you. Here are some guiding questions:

- What have you achieved? How does your work distinguish you from someone else who is doing a good job?
- What examples support your achievements? Are your supporting projects built or in development?
- How has your work been acknowledged?
- Have other professionals been influenced by your work and/or adopted your methodologies?
- Have you or your work had a broad reach regionally, nationally or internationally?
- If your work is locally focused, demonstrate the ways in which it has had national relevance
 - Have you had requests to speak or act as advisor/juror on similar scope projects?
 - Has your project been cited as a reference/comparable to efforts farther away?

What should my portfolio contain?

A personalized narrative of your achievements and areas of contribution should be outlined; follow the format of materials noted on the following page.

Do not submit standard marketing materials; focus on your personal and specific contributions and distinguishing achievements.

As the committee will review the portfolio on a computer screen or projected; the portfolio should be submitted as one PDF file of 10-20 pages sized 11"x8.5" (or similar landscape mode; portrait orientation is not prohibited but can be harder to review).

This initial portfolio is intended as a mini draft of the ultimate submission, so looking at examples of successful submissions on the AIA national website [Fellowship Submission Pages](#) is advised.

The chart below maps the elements you'll find in the successful submissions (left column) to the items we are requesting now for your portfolio (right column); we are not expecting the polish of a final submission, but content should be similar.

National Submission	AIANY April Portfolio
n/a	Cover letter
Section 1: Summary	Object Choice and Personal narrative summary of achievements (one page)
Section 2: Accomplishments	Accomplishments List (maximum 3 pages)
Section 3: Exhibits	Up to 10 Exhibits (maximum 15 pages)
Section 4: Reference Letters	List of potential reference writers, potential sponsor or note(s) of support from members (optional)

PORTFOLIO CONTENT DETAILS

Cover letter:

1-paragraph cover note with Candidate full name, job title, address, firm, telephone, email, and (if applicable) name and email of an admin assistant. Address the letter to Fellows Committee, c/o AIANY Chapter, 536 LaGuardia Place, NY, NY 10012.

Section 1: One page personal summary of achievements containing a capsule statement and supporting evidence in a narrative form.

This is one of the most important pieces of the portfolio. You should lay out your thesis and the arc of the narrative about your achievements. Indicate which **Object** of fellowship you intend pursue for elevation **and why** your contributions are unique. Further details on next page. Also, see last page of instructions for object/category descriptions, subcategories and what activities support each one.

- **Object Selection** – indicate Object, and sub-category ie: Object 2 – Specialty Practice
- **Capsule Statement** should be a one or two sentence introduction to your area of achievement. The length should be 35-50 words.

- **Supporting Evidence** in a narrative form. In about 400 words describe major projects/initiatives that have supported the claim made in the Capsule Statement.

Section 2: Accomplishments List – maximum 3 pages

- Use a 'less is more' attitude in compiling a resume. Include the basics of
 - where you have worked;
 - committees, boards or organizations where you have had positions relevant to the theme of your submission;
 - speaking engagements (how often, when, or where is sufficient)
 - awards and recognition
 - sample list of relevant publications

Section 3: Up to 10 Exhibits of your accomplishments – Maximum 15 pages

- Project summaries should explain your specific role in each project. Images can help but should be at a minimum size 3"x5"; the maximum size is a full sheet (8 ½" x 11").
- Particularly in categories other than design, exhibits may include articles, exhibition flyers or lists of publications or speaking engagements.
- In Object One, most - if not all projects- should have Design Awards and/or publications.
- Please keep in mind that all exhibits should be organized and presented in a clear and uniform manner.

Section 4: Reference Letters and Sponsor

It is helpful to include the name of someone you might ask (or have lined up) to be a sponsor. Also include a list of reference writers you would consider approaching. You do not need actual letters at this time, though you may include note(s) of support from AIA members or a potential sponsor.

HOW DO I SUBMIT MY PORTFOLIO?

Send all materials as a single PDF through the Chapter's Fellows Committee drop box.

- A. Create the PDF by printing each document and then scanning it, or by compiling various electronic documents into a **single PDF. The file should not be more than 10MB.** Please format your file name: **last name_FAIAPort 4_2022**. Include contact information on the first page of your submission in case we have any question
- B. Upload your file to AIA New York – first use this link to access the submission portal: [Microsoft Forms](#). Fill in the questions, your confirmation will give you access to the upload folder. (See screenshot's below)

Who do I call if I need help?

Staff Support: Suzanne Meecs, smeecs@aiany.org, 212-358-6115

Who is on the 2022 Fellows Committee?

Venesa Alicea-Chuqui, AIA, NOMA, LEED AP

Mary Burnham, FAIA

Joann Gonchar, FAIA, LEED AP , co-chair

Laura Heim, FAIA, LEED AP

Stephan Jaklitsch, FAIA

Margaret Rietveld, FAIA

Porie Saikia, FAIA, FCIOB, RIBA

Gregory Switzer, AIA, NOMA

Upload Instructions

Step 1: Use this link to: [Microsoft Forms](#). You should land on a page like the one pictured below. Answer the questions and hit submit.

Fellows Portfolio Submission Form

The AIANY Fellows Committee looks forward to reviewing your portfolio to consider you as a candidate for elevation to the College of Fellows. Please submit your portfolio through the link provided after completing these brief questions.

* Required

1. Candidate Name - First Last

Enter your answer

2. AIA Member ID#

Enter your answer

3. AIA Chapter (if not AIA New York)

Enter your answer

After completing the form fields and hitting submit, you will receive a confirmation screen with a link to drop your portfolio in a folder.

Reminder, your file should be named: **last name_FAIAPort 4_2023**. Select a file and hit submit.

(If you need to update or revise your Portfolio, please send it via email to Suzanne Mecs (smecs@aiany.org) with "Revised_date" at the end of the file name.

If you have any issues with the upload process, please contact: Suzanne Mecs, smecs@aiany.org.

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Objects of Nomination

From: [Fellowship - AIA](#)

<https://www.aia.org/awards/7076-fellowship> (Retrieved 2/21/2022)

Object One

'To promote the aesthetic, scientific, and practical efficiency of the profession.'

Fellowship in this object is granted to architects who have produced distinguished bodies of work through design, urban design, or preservation. 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 architectural design service.

Object One - Design

Object One - Urban Design

Object One - Preservation

Object Two

'To advance the science and art of planning and building by advancing the standards of practice.'

Fellowship in this object is granted to architects who have made notable contributions through the practice of architecture. Practice includes firm management, administration, and project management or specialty areas (specific building types, technical expertise).

Object Two - Practice (Management)

Object Two - Practice (Technical Advancement)

Object Three

"To coordinate the building industry, and the profession of architecture."

Fellowship in this object is granted to architects who have actively, efficiently, and cooperatively led the Institute or a related professional organization over a sustained period of time and have gained widespread recognition for the results of their work.

Object Three - Led the Institute

Object Three - Led a Related Organization

Object Four

'To ensure the advancement of the living standards of people through their improved environment.'

Fellowship in this object is granted to architects who have made notable contributions in public service or work in government or industry organizations through leadership in the development of civic improvements and needed governmental projects, including such elements as conservation, beautification, land-use regulation,

transportation, or the removal of blighted areas, or who have clearly raised the standards of professional performance in these areas by advancing the administration of professional affairs in their fields.

Object Four - Public Service

Object Four - Government

Object Four - Industry Organization

Object Five

'To make the profession of ever-increasing service to society.'

Fellowship in this object is granted to architects who have made notable contributions to the public through alternative careers or volunteer work with organizations not directly connected to the built environment. Achievements may also be of a kind that transcends the other categories for advancement to serve society or humanity in a unique and important manner.

Object Five - Alternative Career

Object Five - Volunteer Work with Organizations Not Directly Connected with the Built Environment

Object Five - Service to Society

Object Six

'To advance the science and art of planning and building by advancing the standards of architectural education, and training.'

Fellowship in this object is granted to architects who have made notable contributions through their work in education, research, or literature. Work in education may be teaching, research, administration, or writing and should have a lasting impact, be widely recognized, and provide inspiration to others in

the field and the profession. Research areas may include building codes and standards, specifications, new material applications, or inventions.

Object Six – Education

Object Six – Research

Object Six – Literature