



AIA New York Chapter Fellows Committee 2026 Instructions for Portfolio Submission

OVERVIEW INSTRUCTIONS

When is my portfolio due? Submit your portfolio no later than 5 pm on Wednesday, April 1, 2026

What is my portfolio for?

The local committee will review your portfolio to assess and identify candidates who will be nominated by the Chapter in 2026 for advancement to the AIA College of Fellows. If nominated, you will have up to three years to make a submission to AIA National before needing a re-nomination. You should assume that no one on the committee knows you and that you must demonstrate **how your work has influenced the profession and society and achieved national recognition**. 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 projects or initiatives support your achievements? Are they complete or in development?
- How has your work been acknowledged? Is the acknowledgement local or national?
- Have other professionals been influenced by your work and/or have they adopted your methodologies?
- Have you had, or has your work had, a broad reach nationally or internationally?
- If your work is locally focused, can you demonstrate how it has had national relevance e.g.,
 - Have you had requests to speak about your projects outside your region?
 - Have you acted as advisor/juror on similar scope projects outside your region?
 - Has your project been cited as a reference/comparable to efforts farther away?

More details are outlined in the “Principles Underlying Advancement to Fellowship” section at the end of this document.



What should my portfolio contain?

Craft a personalized narrative of your achievements and areas of contribution in relation to one of the six objects, or award categories. Do not submit standard marketing materials but rather identify your personal contributions and distinguishing achievements in relation to the specific requirements of your object.

Follow the format shown in the chart provided in the “Detailed Instructions” section, which maps the elements we are requesting for your portfolio (right column) in relation to the elements you will submit to AIA National (left column). We are not expecting a polished final submission, but we are expecting a mini draft of what you will submit to national. Look at examples of successful submissions on the [AIA National Fellowship Awards](#) page for ideas on articulating an effective personal narrative of achievements.

How do I submit my portfolio?

Submit your portfolio as a single PDF file no more than 22 pages, 11”x 8.5”, preferably in landscape orientation as the committee will review it on a computer screen or projected (portrait orientation is not prohibited but is harder to review). Send your PDF through the AIA New York Chapter Fellowship [2026 Fellows Collection Folder](#).

Who do I call if I need help? Contact Suzanne Mecs, smecs@aiany.org, 212-358-6115.

Who is on the 2025 Fellows Committee?

Barbara Spandorf, FAIA, chair

Gina Bocra, FAIA

Peter Cavaluzzi, FAIA

Annya Ramirez-Jimenez, AIA

Magali Regis, AIA

Rob Rogers, FAIA

Lloyd Sigal, FAIA

Gregory Waugh, FAIA, LEED AP BD+C

DETAILED INSTRUCTIONS

Chart Comparing National Submission with Chapter Portfolio

National Submission (40 pages max)	AIANY April Portfolio (22 pages max)
Candidates Details (not included in page count)	NA
Sponsor Letter (1 page MAX)	Cover Page (1 page)
Section 1: Summary of Achievements w Capsule Statement (1 page MAX)	Capsule Statement (35–50 words) and Personal Narrative of Achievements (~400 words) (both on 1 page MAX)
Section 2: Significant Accomplishments (usually 15–20 pages)	List of Accomplishments (3 pages MAX)
Section 3: Significant Accomplishments-Exhibits (up to 20 pages for 7–10 projects)	Up to 10 Exhibits (16 pages MAX)
Section 4: Reference Letters (7, not included in page count)	List of Potential Sponsor and Reference Letter Writers (1 page)

PORTFOLIO CONTENT DETAILS

Cover Sheet (1 page)

Provide a one-paragraph cover sheet with the candidate’s full name, job title, address, firm or employer, preferred telephone number, email, and (if applicable) name and email of an administrative assistant who may be assisting you. This will ensure that we have the best points of contact for you throughout the process.

Object Choice, Capsule Statement, and Personal Narrative of Achievements (1 page)

This is one of the most important pieces of the portfolio as it puts forward a “thesis” about your achievements and how you intend to support it. You should indicate which **Object and subcategory** of fellowship you intend to pursue for elevation and lay out your unique contributions within it in a **capsule statement** of 35–50 words. Your supporting evidence should demonstrate **why** your contributions are unique. You will find criteria for selection, along with descriptions of the objects, their sub-objects, and what accomplishments support each one in the “Criteria for Fellows Elevation” section below.

- **Object Selection.** Select one of the six possible Objects for submission and a sub-object within that category e.g., Object Two—Practice Management. If you are not sure about which one best fits your work, note the top two objects you are considering.
- **Capsule Statement.** Write one or two sentences, 35–50 words MAX, that summarize your unique contribution to the sub-object e.g., “pioneered x and y preservation techniques that helped salvage the physical fabric of abandoned industrial areas.”
- **Personal Narrative of Achievement.** Describe, in about 400 words, the major projects or initiatives that provide evidence to support the contributions you identified in your Capsule Statement.

List of Accomplishments (3 pages MAX)

- Use a ‘less is more’ attitude to compile a resumé, in reverse-chronological order beginning with your most recent activity, that lists your:
 - Employment.
 - Service on committees, boards, or organizations that is relevant to the object of your submission.
 - Speaking engagements (when and where).
 - Awards and recognition (personal and project-oriented).
 - Publications (by you and about you or about your project work).

Up to 10 Exhibits (16 pages MAX)

- Create a uniform template for presenting your exhibits in a clear, easy-to-skim format.
- Provide a project summary for each exhibit that explains your specific role and why it is relevant to the object of your submission.
- If appropriate, include images, minimum size 3" x 5" up to a full 8 ½" x 11" sheet.



- If appropriate (particularly in categories other than design), include articles or documentation of exhibitions, publications, and speaking engagements, e.g., flyers or images of YouTube recordings.
- For Object One, list design awards (including 2–3 AIA National awards) and/or publications for most, if not all, projects.

List of Potential Sponsor and Reference Letter Writers (1 page)

Include the name of someone you might ask (or have already asked) to be your sponsor. Also include a list of reference letter writers you would consider approaching. You do not need actual letters now, though you may include note(s) of support from a potential sponsor or other AIA members.

PORTFOLIO SUBMISSION

A. Create a **single PDF** by printing hard copies and then scanning them into a single document or by compiling electronic files into a single document. **The single PDF should not be more than 10MB.** Please make sure that the cover page with your contact information is the first page of the file in case we have any questions. Label the file: **Yourlast name_FAIA-Portfolio_4_2026.**

B. Upload your PDF for AIANY Staff to retrieve:

Use this link: https://aiany-my.sharepoint.com/:f:/g/personal/smeecs_aiany_org/lgBEdZLnoexRSo6-QC12Ns0BAePhY6bbGKDrBZliP9gA6as

Select your single PDF and hit submit.

If you need to update or revise your Portfolio before the deadline, please send it via email to Suzanne Mecs (smeecs@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, smeecs@aiany.org.

HELPFUL LINKS

AIA New York Chapter Fellowship (<https://www.aiany.org/membership/join/fellowship/>)

AIA National Fellowship Awards (<https://www.aia.org/design-excellence/awards/fellowship>)