

AIA New York Chapter Fellows Committee

2024 Instructions for Portfolio Submission

OVERVIEW INSTRUCTIONS

When is my portfolio due? Submit your portfolio no later than 5 pm on April 5, 2024

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 2024 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 “Criteria for Elevation 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 the national jury (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 of 10–20 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](#) drop box.

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

Who is on the 2024 Fellows Committee?

- Heidi Blau, FAIA, co-chair
- Sharon Egretta Sutton, Ph.D., FAIA, co-chair
- Peter Cavaluzzi, FAIA
- Susannah Drake, FAIA
- Stephan W. Jaklitsch, FAIA
- Annya Ramirez-Jimenez, AIA
- Magali Regis, AIA
- Margaret Rietveld, FAIA

DETAILED INSTRUCTIONS

Chart Comparing National Submission with Chapter Portfolio

| National Submission | AIANY April Portfolio |
|------------------------------|---|
| n/a | Cover Sheet |
| Section 1: Summary | Object Choice and Personal Narrative of Achievements (one page) |
| Section 2: Accomplishments | List of Accomplishments (3 pages MAX) |
| Section 3: Exhibits | Up to 10 Exhibits (15 pages <u>MAX</u>) |
| Section 4: Reference Letters | Lis of Potential Sponsor and Reference Letter Writers |

PORTFOLIO CONTENT DETAILS

Cover Sheet

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 and Personal Narrative of Achievements (one 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** of fellowship you intend to pursue for elevation and lay out your unique contributions within it in a **capsule statement**. 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 Techniques. 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."
- **Supporting Evidence.** Write a narrative, about 400 words, that describes the major projects or initiatives that 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 (15 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 and/or publications for most, if not all, projects.

List of Potential Sponsor and Reference Letter Writers

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_2024**.
- B. Upload your PDF for AIANY Staff to retrieve:
Use this link: [OneDrive \(sharepoint.com\) 2024-25 Fellowship materials for AIANY](#)
Select your single PDF and hit submit.

If you need to update or revise your Portfolio, 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://live-aia-web.pantheonsite.io/design-excellence/awards/fellowship>)

CRITERIA FOR FELLOWS ELEVATION

Pages Extracted from June 2023 Sample application. Note that some adjustments may be seen when 2024-2025 FAIA cycle is launched. All candidates should monitor the [Fellows Application pages](#) on the AIA.org website.

Evaluation criteria

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| General criteria | <p>The Ripple Effect Candidates are asked to demonstrate the “ripple effect” they have had on the profession. This is shorthand for your impact beyond the day-to-day work of your practice or outside your community. Ripple effect could be demonstrated by speaking, publications, mentoring, service to the profession, geographic impact, or legacy through others.</p> <p>AIA Values Throughout the submission, you are encouraged to highlight any aspects of the candidate’s work or life experience that may have reflected contributions or sensitivity concerning areas of special interest to AIA, its members, and the architecture profession, including but not limited to the Public Policies and Position Statements of the AIA. These might include such areas as diversity, sustainability, or the mentoring of emerging professionals, to the degree the candidate has had the opportunity to address them, or as these topics may enhance the presentation.</p> <p>AIA Framework for Design Excellence While Fellowship submissions are not required to fit comprehensively within the framework principles, you are strongly encouraged to consider your submission in this context. For additional information visit the AIA Framework for Design Excellence.</p> |
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| <p>Criteria: Fellowship Objects</p> | <p>Fellowship is awarded in one of six objects, and the jury considers how candidates have shown distinction in this context.</p> <p>Each candidate is required to select one object and one sub-object and is encouraged to choose an area which highlights how their achievements have benefited the profession beyond their own firm or community.</p> <p>Object 1: To promote the aesthetic, scientific, and practical efficiency of the profession Sub-objects: Design, Urban Design, Preservation</p> <p>Fellowship in this object is granted to architects who have produced extensive bodies of distinguished work that has been broadly recognized for its design excellence 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.</p> <p>Object 2: To advance the science and art of planning and building by advancing the standards of practice. Sub-objects: Practice management, Practice Technical Advancement</p> <p>Fellowship in this object is granted to architects who have made notable contributions through their work in the practice of architecture. Practice management includes firm management, administration, and project management. Practice technical advancement includes specific building types, and technical expertise. For example, practice technical advancement of preservation projects might be based on the architect’s strong commitment to historical research, implementation of unique preservation technique, and coupled with their strong focus on the actual construction implementation to enhance our physical heritage.</p> <p>Object Three: To coordinate the building industry, and the profession of architecture. Sub-objects: Led the Institute, Led a Related Organization</p> <p>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.</p> <p>Object Four: To ensure the advancement of the living standards of people through their improved environment. Sub-objects: Public service, Government, Industry Organizations</p> <p>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</p> |
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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 Five: To make the profession of ever-increasing service to society.

Sub-objects: Alternative career, Service to Society, Volunteer work with organizations not directly connected with the built environment

Fellowship in this object is granted to architects who have made notable contributions to one of the following: an alternative career related to architecture that illustrates outstanding achievements that supports the architectural profession; extensive volunteer work with organizations not directly connected with the built environment; or service that transcends the customary architectural practice that have wide reaching impacts that serve as a national model.

Object Six: To advance the science and art of planning and building by advancing the standards of architectural education and training.

Sub-objects: Education, Research, Literature

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.