



2024 NOMINATION REQUIREMENTS – AIA | DC FELLOWS COMMITTEE

The AIA|DC Fellowship program was developed to support the elevation of those architects who meet the criteria to be nominated for Fellowship. AIA Fellows are recognized with the AIA's highest membership honor for their exceptional work and contributions to architecture and society. Only 3% of the AIA members have this distinction.

AIA Fellows and AIA|DC members interested in sponsoring AIA|DC nominees for elevation to Fellowship are requested to contact potential AIA|DC candidates to prepare a summary of their notable achievements for submission to the AIA|DC Fellows Committee. Nomination letters from sponsors are to be included in their nominee's summary document PDF and shall be sent to the Committee Chair, Janet R. White, FAIA via email to jrwhite202@gmail.com by **COB Friday, March 17, 2023**. Late submissions will not be accepted.

Sponsors and nominees are encouraged to first self-assess the nominee's potential for Fellowship by reviewing the Fellowship information on the AIA website <https://www.aia.org/awards/7076-fellowship>. To see a selection of outstanding submissions that illustrate what is expected for successful elevation, open the Submission tab and click on "Best Examples"

A 5-page summary document (**1 PDF <3 MB max**) for each nominee* shall include: Page 1 - Sponsor nomination letter that includes a commitment to support their potential candidate, a brief description of their relationship with the nominee, and attesting the nominee's demonstrated success; Page 2 - Information section (below); Page 3 - Introductory draft statement; and, Pages 4 & 5 - Examples of exemplary work, minimum 3, with graphics/photos. The summary document must convey strategic selections of the nominee's **significant contributions, architectural excellence, exceptional work, and notable achievements** to the profession, architecture, and society. The information section must include all of the following:

Personal Information	AIA Information	Professional Information
Name	AIA Membership# & Chapter	Education
Address	Date of Initial Membership	Registrations/Certifications
Phone/Cell Numbers	Category of Nomination**	Firm History/Dates/Positions
Email Address	Name of Sponsor/Email	Exemplary Achievements (min. 3)

***Returning candidates** must resubmit all the above along with their AIA debrief and plan for revisions on Page 6.

****Categories of Nomination:** 1: Design, urban design, or preservation; 2. Practice Management or Practice Technical Advancement; 3: Led the Institute, or a related organization; 4: Public service, government, industry, or organization; 5: Alternative career, volunteer work with organizations not directly connected with the built environment, or service to society; 6: Education, Research, Literature.

Candidates can change their Category at any time during the development of their submission in the series.

Following the reviews by the Fellows Committee, the accepted candidates will be notified by March 31 and invited to participate in the AIA|DC Fellows Committee program beginning with the Introductory Meeting on Friday, April 14, 2023 via Zoom and continuing virtually with monthly workshop sessions on Fridays at Noon through September. A list of the nominees recommended for candidacy will be submitted to the AIA|DC Chapter President for signature prior to the final submissions to AIA in October 2023.

The above link on the AIA Honors & Awards website will be updated following A'23, the AIA Conference on Architecture in San Francisco, California June 7-10, 2023.