



## **ALIGN Group 3 calendar**

Focus Area: Practice (Leadership and Design)

Experience (Tiers): Defining Legacy (Advanced)

Though the focus of this group is on leadership in general, the AIA Fellowship submission helps to provide a framework/foundation for assisting young architects to advance their careers in order to make a notable contribution to the profession and their communities.

*Everyone has different personnel and professional obligations to meet, and thus schedules will vary. The below is simply a reference.*

1. Reference YA Award submission as a starting point.
2. Proposed Schedule for AIA Fellowship
  - a. Confirm eligibility date for AIA fellowship – contact AIA Membership History to confirm, don't assume.
  - b. 3 – 4 years out
    - i. Begin to identify a sponsor.
      1. Set-up and organize bi-yearly touch points with your sponsor to discuss your submission and next steps.
    - ii. Attend a demystifying fellowship presentation.
    - iii. Review resources provided on-line for fellowship
      1. Objects of nomination – identify which one best represents your strengths.
      2. Review AIA Fellowship sample application.
      3. Review and download previous submissions for reference.
      4. Review submission FAQ.
    - iv. Review what works well in the YA package; what needs to be strengthened? What the story is, does it work, where should focus be for the next 3 - 4 years.
    - v. If anything needs to be strengthened, begin to find opportunities to focus and align your efforts.
      1. Identify speaking and writing opportunities that support your notable contribution.
    - vi. Discuss potential letters of recommendations and process for procuring.
    - vii. Review any templates/resources provided by COF sponsor.
  - c. 2.5 years out
    - i. Review resources provided on-line for fellowship
      1. Objects of nomination – identify which one best represents your strengths.
      2. Review AIA Fellowship sample application.
      3. Review and download previous submissions for reference.
      4. Review submission FAQ.
    - ii. Provide a draft of a 35 word statement for sponsor to review.
    - iii. Begin outline for fellowship package. Identify likely exhibits.
      1. Identify potential letters of recommendation.
      2. Identify potential Declaration of Responsibility signatures.
      3. Consider “testimonials” by members who will not be asked to write a full letter of recommendation.



- iv. Is there a simple graphic that can further showcase your involvement/focus/story of contributions, if so, begin to sketch this out.
  - v. Reach out to other fellows (besides your sponsor) for lessons learned and their perspective on how you should submit. Share your YA package as a starting point.
- d. 2 years out
- i. Refine your 35 word statement for sponsor to review.
  - ii. Build out Section 1 “summary of achievements” of the submission and what it might look like.
  - iii. Expand and keep your lists required for Section 2 (2.1 significant work; 2.2 awards and honors; 2.3 publications) relevant and up to date. This is easier to do in pieces and not all at the 11<sup>th</sup> hour of a submission. Don’t be redundant.
  - iv. Begin cartooning exhibits Section 3.1.
- e. 1.5 years out
- i. Finalize list of reference and what each should be speaking toward.
- f. 1 year out
- i. Reach out to list of references and make sure they are willing to support your application.
3. The 7 months out from submission compressed schedule:
- i. Take part in local AIA component fellowship support group (schedules may vary):
    - 1. March – Nomination process
    - 2. April – Introduction Meeting
    - 3. May – Initial Draft Review Meeting
    - 4. June – Revised Draft Review Meeting
    - 5. July – Draft Nomination Package Review Meeting
    - 6. August – Pre-Final Nomination Package Meeting
    - 7. September – Final Nomination Package Meeting
    - 8. October – submission/reference letters due
  - ii. Develop schedule with your sponsor
    - 1. March
      - a. Initial discussion with sponsor
      - b. Review/generate timeline
      - c. Review submission process and identify any questions regarding rules
    - 2. April
      - a. Provide draft 35 word statement
      - b. Candidates should review the submission “Objects” and have an understanding of which they would like to submit for. Candidates should prepare their 35-word zinger (your introductory statement should you be elevated with speaks to your focus).
      - c. Provide draft Section 1 “summary of achievements”
      - d. Outline exhibits to support submission
      - e. Develop list of references for consideration – initial contact by applicant. Reach out to list of references and make sure they are willing to support your application.
    - 3. May
      - a. Revise 35 word statement
      - b. Revise Section 1 “summary of achievements”
      - c. Develop and revise Section 2
        - i. 2.1 significant work
        - ii. 2.2 awards and honors



- iii. 2.3 publications
        - d. Develop and revise Section 3 exhibits
        - e. Develop list of references for consideration
        - f. Initial application process on AIA Honors and Awards web page – upon review, provide details for submission to sponsor.
        - g. Formal request for reference letters – by sponsor\*.
  4. June
    - a. Sponsor nomination letter – by sponsor\*.
    - b. Progress check-in.
  5. July
    - a. Draft Online submission – draft submission information to be placed in online form.
    - b. Draft Nomination Package Review
  6. August
    - a. Pre-Final Nomination Package Meeting
    - b. Proof all submission materials.
  7. September
    - a. Reference letter writers to send letters to AIA and forward email receipts to sponsor.
    - b. Final Nomination Package Meeting
    - c. Proof all submission materials.
  8. October
    - a. Upload final submission.
    - b. Submission/reference letters due – confirm due date.