



# IIDA College of Fellows Application 2010

The following information is provided to assist the IIDA Member with the proper submission of the requested materials for applying for IIDA Fellowship.

**\*Only an IIDA Professional Member in good standing who has been a Member of the Association for a minimum five (5) consecutive years may submit an application. Only Professional Members may make nominations and a Professional Member may nominate oneself.**

**\*All submissions must be sent to the attention of Jennifer Hunter at IIDA Headquarters no later than 5:00 PM Central Time on Friday, March 26, 2010.**

**\*There is a non-refundable application fee of \$150.00.**

**\*This application and all supporting documentation must be submitted (in PDF format), along with images (in jpeg format no larger than 72 dpi with a maximum resolution of 1024 x 768 pixels), on a CD-ROM and accompanied by a hard copy of the entire content of the disc.**

**\*Applications must be thorough and well-organized with documented emphasis on the candidate's efforts and achievements influencing the interior design profession and activities that benefited and advanced IIDA.**

**\*The Fellows Evaluation Team will review the applications and make their decisions based on the candidate's accomplishments listed in the submitted materials. No phone interviews will be conducted unless the Evaluation Team has specific questions on the candidate's application.**

**\*Candidates selected to be inducted into the College of Fellows will be notified via a telephone call from the Chair of the College of Fellows no later than May 14, 2010.**

*"I understand that this submission, with all attachments, becomes the property of IIDA and will not be returned. I have reviewed the information submitted to assure that it is accurate and complete. I understand that there are no refunds for this submission. I understand that IIDA may use my application, in whole or in part, as a sample document on its website, to assist other IIDA Members applying for Fellowship."*

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Signature

Date

**For any questions on the Fellowship application process, please contact Jennifer Hunter at IIDA Headquarters, 312.379.5160 or via email at [jhunter@iida.org](mailto:jhunter@iida.org).**



## Part 1. Candidate's Contact Information

Name:.....  
 IIDA Member Number:.....  
 Title:.....  
 Company Name:.....  
 Company Address:.....  
 City and State/Province:.....  
 Zip/Postal Code and Country:.....  
 Phone:.....  
 E-Mail:.....  
 Fax:.....

Please indicate your IIDA Chapter: .....

Please affix to the hardcopy of your application an 8"x10" glossy black and white photo/headshot.

Payment Information:  
 The **\$150 non-refundable** Application Fee must be paid in US funds only.

AMEX  VISA  MASTERCARD  CHECK (Payable to IIDA)

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Credit card number Expiration Date

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Signature (if paying by credit card)

## Part 2. Candidate Statement / Summary of Achievement

The candidate must provide a concise, written statement, **maximum of 50 words**, referencing their career achievements as basis for being elevated to Fellow. This statement may be used as the public statement of achievement if elevated to Fellow.

## Part 3. Resume

The candidate will provide a well-organized and thorough professional resume which will include his/her:

- Education
- Career Experience
- Design Projects
- List any states in which you are currently licensed
- Other Design-related Organization Memberships and Activities
- Legislative Activities
- Honors and Awards
- Articles, Publications
- Lectures, Presentations, Competition Juries
- Community/Volunteer/Philanthropic Service and Activities



## Part 4. Letters of Reference

**The candidate needs to provide (5) letters of reference.**

The five (5) letters must be written by IIDA Professional Members in good standing, and at least two (2) of those need to be written by current Members of the IIDA College of Fellows.

**Each letter must be limited to one page and come from individuals who know the candidate well and can speak directly to and support his/her achievements. The letters need to be written on company letterhead, signed, and sent via email to IIDA Headquarters to: Jennifer Hunter, [jhunter@iida.org](mailto:jhunter@iida.org). An email confirmation will be sent to the candidate upon receipt of his/her reference letters at IIDA Headquarters.**

The deadline for letters to be received is: **Friday, March 26, 2010, 5:00 PM Central Time.**

Reference letters exceeding one page or received after the March 26, 5:00 PM Central Time deadline will not be reviewed by the jury.

It is the sole responsibility of the candidate to see that his/her reference letters are submitted to IIDA Headquarters by the stated deadline.

Reference letters should be sent under separate cover and do not need to be included in the CD-ROM submittal of other documentation.

Please provide a list of the five (5) individuals who will be submitting reference letters on your behalf in the following format:

Name:

Company:

Street:

City, State, Zip:

Phone:

Fax:

Email Address:

Please forward the list via email to IIDA Headquarters: Jennifer Hunter, [jhunter@iida.org](mailto:jhunter@iida.org), by Friday, March 26, 2010, 5:00 PM Central Time.



## Part 5. Categories for Submission

There are four (4) category options for candidate consideration. The candidate will then select and **apply in one (1) category only.**

### Category One - Leadership in IIDA

Documentation of the candidate's contributions to the IIDA International Board of Directors, and/or to the candidate's local IIDA Chapter, including but not limited to:

- \*IIDA activities - committees chaired, board positions/offices held, initiatives originated and led by candidate; results of leadership and offices held.
- \*Appropriate award recognition of candidate's volunteer activities - national, regional, state, and local certificates of appreciation, service, and commendation awards. Of particular interest are awards or other documentation that reflect the candidate's leadership skills and widespread results.
- \*Publications of particular interest are national, regional, and local recognitions of the candidate's efforts.
- \*Sharing of candidate's expertise through teaching, lecturing, speaking (particularly at other IIDA events), writing, and national media coverage.

### Category Two - Interior Design

Documentation that the candidate has been largely responsible for the interior design body of work provided in the attached exhibits, including but not limited to:

- \*Award recognition of the candidate's work - national, regional, state, and local design awards. Of particular interest are IIDA awards, awards from other design - focused organizations, and other industry awards.
- \*Publication of candidate's work - of particular interest is inclusion in interior and architectural journals, related design publications, and recognition beyond nominee's immediate locale.
- \*Sharing of candidate's expertise through design juries, teaching, lecturing, speaking, writing, national media coverage.



## Categories for Submission (Continued)

### **Category Three - Education, Research, Literature**

Documentation of the candidate's contributions to the interior design profession through his/her work experience in education, research or literature, including award recognition of the candidate's efforts - national, regional, state, and local awards. Of particular interest are awards related to the candidate's particular focus:

For education, the jury would expect to see higher education institution teaching awards, acknowledgements, citations or other applicable national awards, grants received, etc.

For research, national, regional, and local award recognition for research leadership or research awards or grants received would be of interest to the jury.

For literature, include appropriate literature awards, national, regional, and local awards, and recognition of the nominee's literature strengths.

Submissions in this category may include but are not limited to:

\*Publication of candidate's scholarly work - of particular interest are architectural journals, publications directly related to his/her field of expertise, and recognition beyond candidate's immediate locale.

\*Sharing of candidate's expertise through juries, teaching, lecturing, speaking, writing, national media coverage.

### **Category Four - Public Service, Government or Industry Organization**

Documentation of the candidate's efforts in Public Service, Government, or related industry organizations through initiatives originated and led by the candidate: results of leadership and offices/positions held. The candidate must also demonstrate that his/her achievements were beyond the normal expectations of his/her job. The benefits to the interior design profession must also be documented with local, regional and national recognition.

Submissions in this category may include but are not limited to:

\*Appropriate award recognition of candidate's activities - national, regional, state, and local certificates of appreciation, service, and commendation awards. Of particular interest are awards or other documentation that reflect the candidate's leadership skills and widespread results.

\*Publication of candidate's efforts - of particular interest are national, regional, and local publications highlighting the candidate's efforts/results in the public service or government/industry organization and benefits to the interior design profession.

\*Sharing of candidate's expertise through teaching, lecturing, speaking, writing, and national media coverage.



## Part 6. Submission Instructions

Please refer to the category under which you are applying for specific information regarding your submission.

### Category One - Leadership in IIDA

The candidate will supply an organized and detailed documentation of his/her contributions to the IIDA International Board of Directors and/or to his/her local IIDA Chapter.

The candidate will provide the jury with a complete, well-organized list of all IIDA Chapter or International Board participation: board positions/offices held, committees served, activities, etc.

To support the submission, the candidate may include appropriate award recognition of his/her volunteer service - international, regional, state, and/or local certificates of appreciation, service, and commendation awards. Of particular interest are awards or other documentation that reflect the candidate's leadership skills and widespread results.

In addition, the candidate may include a listing of national, regional, and/or local publications of his/her efforts.

The jury will be examining the submission, looking for verifiable results of the candidate's volunteer activities and how his/her involvement benefitted and advanced the Association.

### Category Two - Interior Design

The candidate will provide organized and concise documentation that he/she has been largely responsible for the interior design work provided in the attached project summaries.

Of particular interest to the jury are any design awards from IIDA, other design organizations, and other industry awards at the national, regional, state, and local level.

The jury will also be looking for recognition in interior design and architectural journals, relevant design publications, and recognition beyond the applicant's immediate locale.

In addition, documentation of the candidate's expertise through his/her participation on design juries, teaching, lecturing, speaking, writing, or in any national media coverage may be included.

The candidate will submit five (5) significant projects for which he/she has been primarily responsible for the design work and include four (4) images of each project. These projects should demonstrate the candidate's contributions to a better public understanding and appreciation of the interior design profession.

All images must be in a JPEG file format, no larger than 72 dpi with a maximum resolution of 1024 x 768 pixels.



## Interior Design (Continued)

### Summary Outline for Each Project

Project:

Design Firm:

Completion date:

Role of Candidate

Synopsis:

Awards received:

Acknowledgement in publications:

Project contact person:

By submitting this project summary statement, the candidate confirms that the entry is entirely the work of the firm/individuals listed on this form. The project contact person will be contacted by the Evaluation Team in the event that there is some discrepancy as to the role of the candidate.

### Summary of Project Images

Please include 20 images (5 projects, 4 images per project) and identifying information for each image. Please label each image in the following format:

Name of the client:

Location:

Date:



## Category Three - Education, Literature, Research

The candidate will provide in an organized and concise manner documentation of his/her contributions to the interior design profession through work experience in education, research or literature.

Of particular interest to the jury will be a thorough and complete listing of teaching awards, acknowledgements and citations related to the candidate's particular focus - at the national, regional, state, and/or local level.

For education, the jury would expect to see higher education institution teaching awards, other applicable national awards, grants received, etc.

For research, national, regional, and local award recognition for research leadership or research awards or grants received would be of interest to the jury.

For literature, include appropriate literature awards, national, regional, and local awards.

Of particular interest to the jury are articles by the candidate in architectural/design journals, publications directly related to his/her field of expertise, and recognition beyond the candidate's immediate locale.

In addition, documentation of the candidate's expertise through his/her participation on design juries, teaching, lecturing, speaking, writing, or in any national media coverage may be included.

Please provide a list of the books/articles written, lectures delivered or seminars presented by the candidate, about the candidate or about the candidate's projects. Complete bibliographic information should be included for each, in the following format:

Author(s)/Speaker:

Title/Topic:

Publication/Presentation Date:

Pages:

## Category Four - Public Service, Government or Industry Organization

The candidate will provide concise and organized documentation of his/her efforts in Public Service, Government, and/or related Design Industry Organizations through initiatives originated and led by the candidate.

The applicant needs to include the results of his/her leadership roles and offices/ positions held. The benefits to the interior design profession must also be documented.

Of particular interest to the jury are awards that reflect the candidate's leadership skills, accomplishments and results. National, regional, state, and local certificates of appreciation, service, and commendation awards should be included.

Articles by the candidate that appeared in architectural journals or publications directly related to his/her participation, and recognition beyond the candidate's immediate locale should be included.

In addition, documentation of the candidate's expertise through his/her participation on design juries, teaching, lecturing, speaking, writing, or in any national media coverage may be included.



## Checklist - All requested information must be submitted by March 26, 2010

- A hardcopy of the completed application, signed and dated with complete contact information
- The \$150.00 non-refundable application fee** (*Either credit card information provided on the application, or a check (payable to IIDA) enclosed with the submission*)
- A hardcopy of an 8"x10" glossy black and white photo/headshot
- A hardcopy of the Candidate's Statement /Summary of Achievement (**maximum 50 words**)
- A hardcopy of the Candidate's Resume
- A hardcopy of the Candidate's list of **five (5)** References who will be sending in letters on behalf of the Candidate
- The one (1) category** in which the Candidate is applying for Fellowship checked in Part 5 of the application
- A hardcopy **of all of the required application materials** for the category in which the Candidate is applying for Fellowship
- A CD-ROM containing an electronic version of all of the above elements, except for the 8"x10" photo/headshot (*please save all documents in PDF format to the disc and images in JPEG format, no larger than 72 dpi with a maximum resolution of 1024 x 768 pixels*)
  
- All information in the entry is complete and accurate**

## Submission

Submit all hardcopies in a three (3) ring binder  
Submit the CD-ROM in a protective plastic case

## Delivery Instructions

***Please submit your completed application and all collateral materials by 5:00 PM/Central Time on Friday, March 26, 2010 to:***

- IIDA/College of Fellows Application  
Attention: Jennifer Hunter
- IIDA Headquarters  
222 Merchandise Mart Plaza  
Suite 567  
Chicago, IL 60654-1103

## Contact Information

**Jennifer Hunter:**

(E) [jhunter@iida.org](mailto:jhunter@iida.org) (P) 312.379.5141 (F) 312.379.5160