

# ASID Fellowship Nomination Checklist

## Introduction: Sponsor/Nominator Information

- Nomination Type (Chapter / ASID Professional Member / Fellow)
- Sponsor/Nominator's Contact Information
  - If Chapter nomination, select Professional Member in good standing to act as a single sponsor from the nominating chapter.

## Section One: Nominee Profile

- Fellowship Type
- Nominee's Contact Information
- Nominee's Chapter & Starting Year of Membership
- Nominee's Photo (Hi-Res 300dpi)
- Nominee's Educational Background
- Nominee's State(s) or Territory(ies) where registered or licensed to practice interior design
- Nominee's Engagement in Interior Design Profession (i.e. practitioner, educator, etc.)
- Statement of Achievement (500 word limit)

## Section Two: Documentation of Design Work and Accomplishments

- **\*NEW\*** Upload 3-5 minute video providing detailed information of nominee's work
  - Sample questions/topic areas to discuss can be found here.
- Up to five(5) photographs or drawings that exhibit the nominee's design work or the work of others in which the nominee has played a leading role. Images may be uploaded as one file or individually.
  - Must include Image Description Legend that includes:
    - Name of Project & Completion Date
    - Nominee's role in project
    - Brief Description of project
    - Awards Received and/or Publications
- List of industry contributions, such as books, articles, or research documents written by or about the nominee (*if applicable*)
- List of significant awards, honors and recognition the nominee has received
- List of volunteer contributions the nominee has participated in

## Section Three: References

- Reference Signatures (No signatures or reference letters permitted from current Council of Fellow judging members)
  - Chapter Sponsorship only requires signature of Chapter President or President-Elect
  - Professional Member or Fellow Sponsor must include ten(10) reference signatures from ASID Professional Members OR five(5) reference signatures from Fellows.
- **\*NEW\*** Five(5) Reference Letters – Three(3) of Five(5) required to be from Fellows
  - Reference letters should be submitted to [Fellows@asid.org](mailto:Fellows@asid.org)
- Sponsor Reference Letter (In addition to five(5) reference letters)
- Signed Sponsor Agreement

# ASID Fellowship Nomination Requirements

## Requirements

### I. Exemplary contributions to ASID through Leadership in the Society and/or the greater interior design professional community.

- Fellow nominees should exhibit consistent, notable, and demonstrative leadership within ASID (at the chapter and/or national levels), governmental interior design policy, and/or legislative advancement.
- Nominees may demonstrate leadership by holding positions within (but not limited to) the following organizations:
  - ASID at the Chapter level
  - ASID at the National level
  - Council for Interior Design Qualification
  - Council for Interior Design Accreditation
  - Interior Design Educators Council
  - International Design Continuing Education Council
  - International Federation of Interior Architects/Designers

### II. Exemplary Performance of Interior Design Work

- Nominees should demonstrate professional excellence consistently throughout their career.
- Nominees should have contributed notable and outstanding achievements in their particular design field in at least one of the following categories.
  - **Category 1:** Excellence and leadership through an exemplary body of interior design work. Nominee submissions should demonstrate this is in areas such as (but not limited to) historic preservation, sustainability, universal and/or accessible design, lighting design, product design, adaptive reuse, etc., in all categories of interior spaces. This may be accomplished through individual effort or by assuming a primary role in a team effort. The body of work submitted must describe and reflect notable design knowledge and expertise as well as impact on occupants.
  - **Category 2:** Advance the profession of interior design as an educator, trainer, and/or business knowledge leader. Nominee submissions should demonstrate notable contributions through work in interior design education, research and/or publication, and the business practice of interior design. Such contributions could include firm leadership, administration, market expansion, project management and corporate real estate/facilities management. Work in education may include teaching, research administration, or authorship, and such work should contribute to the interior design body of knowledge and be widely recognized by others in the interior design profession and related fields.
  - **Category 3:** Improve living, working and environmental standards through advocacy of interior design or work in interior design. Nominee submissions should

demonstrate notable contributions to the profession through a history of work that has resulted in improving the economic, social and environmental well-being of people and the planet. These contributions may be demonstrated through alternative careers, influencing government policy and/or public service, or through work with nonprofit, nongovernmental organizations, or government agencies.