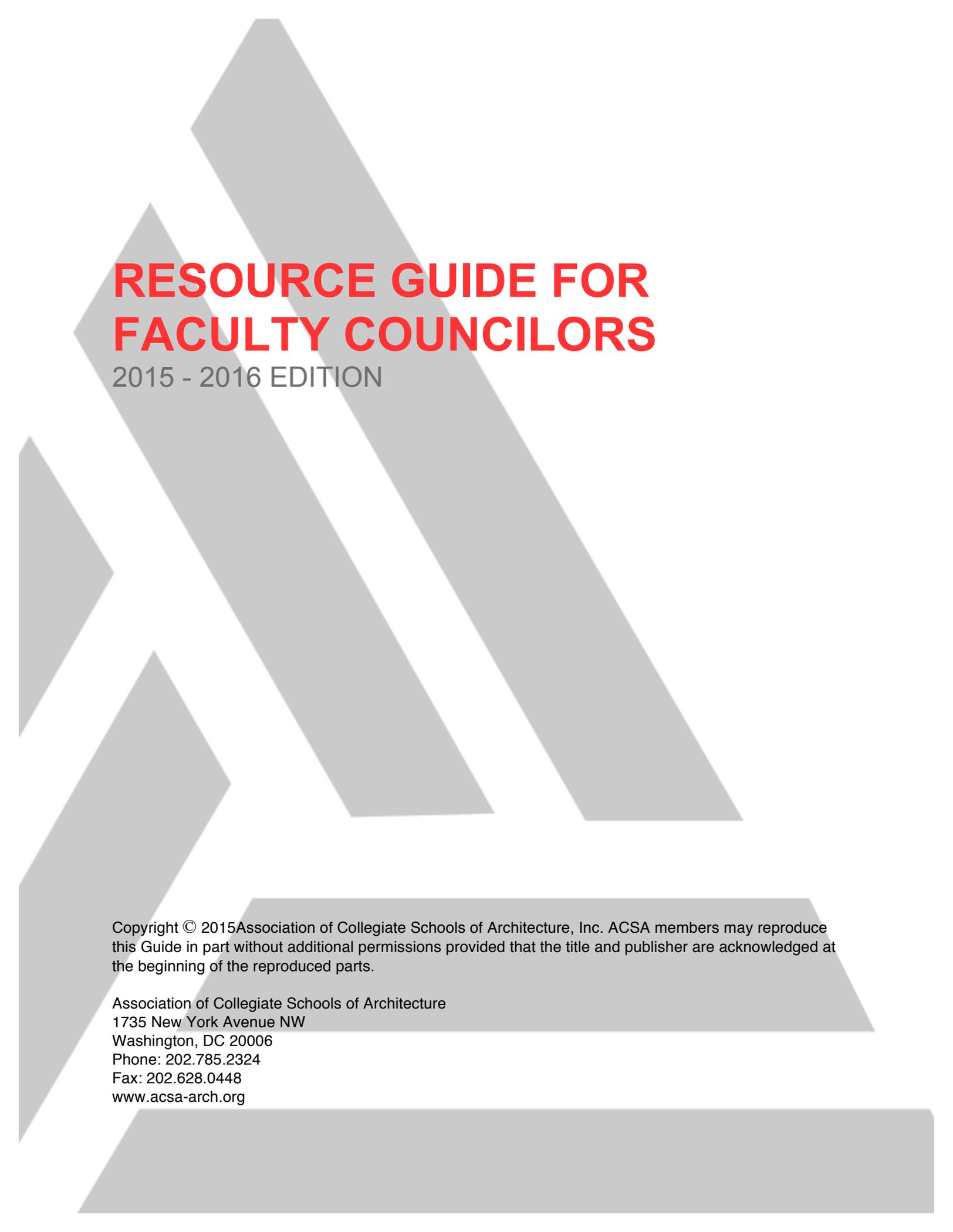


RESOURCE GUIDE FOR
FACULTY COUNCILORS
2015-2016 EDITION



RESOURCE GUIDE FOR FACULTY COUNCILORS

2015 - 2016 EDITION

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RESOURCE GUIDE FOR FACULTY COUNCILORS

Association of Collegiate Schools of Architecture 2015-16 Edition

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ACSA MISSION STATEMENT

To advance architectural education through support of member schools, their faculty and students. This support involves:

- **servicing** by encouraging dialogue among the diverse areas of the discipline and related disciplines;
- **facilitating** teaching, research, scholarly, and creative works, through intra/interdisciplinary activity;
- **articulating** the critical issues forming the context of architectural education; and
- **fostering** public awareness of architectural education and issues of importance.

This advancement shall be implemented through five primary means: advocacy, annual program activities, liaison with collateral organizations, dissemination of information, and response to the needs of the member schools in order to enhance the quality of life in a global society.

SECTION I – INTRODUCTION

The vital relationship between our member schools and the ACSA depends in large part on the ACSA Faculty Councilor in each school. This person provides an essential role regionally as a **representative** at ACSA business meetings; in the **nomination** of colleagues for service in ACSA or collateral organizations; as a **liaison** between the national office and their school; and as **administrator** of their school's vote on official ACSA business. Faculty councilors are the primary contact for the **distribution** of ACSA materials, publications, and communications. In short, the service of a school's councilor is critical to the success of ACSA and its programs.

This primer outlines the responsibilities of an ACSA Faculty Councilor and serves as a reference document for information on ACSA and its programs.

This edition was edited by the Directors Committee. Our intentions are to produce and distribute this document annually, with periodic updates to be available on the ACSA website. Any comments, corrections, or additions should be directed to:

ACSA
Resource Guide for Faculty Councilors
1735 New York Avenue NW
Washington, D.C. 20006
eellis@acsa-arch.org

Each faculty councilor will receive the resource Guide through the ACSA website at the beginning of his or her term. They are expected to familiarize themselves with the requirements of the position and participate accordingly. Anyone unable to fulfill his or her duties as faculty councilor should resign immediately, at which point a new election will take place organized by the previous faculty councilor. Faculty councilor contact information should be updated within two weeks of the election to the both the ACSA national office and the appropriate ACSA Director.

We look forward to your commentary regarding this handbook and its usefulness.

2015-16 ACSA Directors Committee

John Cays, New Jersey Institute of Technology, **Northeast Region**

Francis E. Lyn, Florida Atlantic University, **Gulf Region**

Nadia M. Anderson, Iowa State University, **West Central Region**

Carlos Reimers, The Catholic University of America, **Mid-Atlantic Region**

Ryan E. Smith, University of Utah, **West Region**

Mo Zell, University of Wisconsin, Milwaukee, **East Central Region**

Ila Berman, University of Waterloo, **Canadian Director**

Joel Pominville, American Institute of Architecture Students, **Student Director**

Nancy Tribbensee, Arizona Board of Regents, **Public Director**

SECTION II – THE ROLE OF THE FACULTY COUNCILOR

The ACSA faculty councilor is a full-time, tenured, or tenure-track faculty member elected by each full and candidate member school to serve as the liaison between the ACSA organization and individual faculty members and students at each school. Faculty councilors are elected by their faculties for a three-year term and may be reelected for one additional three-year term. The election of the faculty councilor should be conducted by the current faculty councilor with voting by full-time faculty members only.

Faculty councilors become members of the Regional Council comprising faculty councilors from each member school and the regional director.

Faculty Councilor Responsibilities

National Level

On the national level, the responsibilities of the ACSA faculty councilor comprise three main areas:

Liaison

- Serve as the liaison between the member school and its faculty members and the ACSA national office.
- Serve as the liaison between the member school and the ACSA Regional Director.
- Act as both liaison for, and generator of, activities that will enhance the goals of ACSA's member schools.
- Serve as the source of information on school activities of general interest for publication of *ACSA News*.
- Encourage faculty participation in ACSA programs, including, but not limited to, soliciting feedback as requested from faculty, soliciting feedback from students, attend the Annual Meeting to represent the member school for presentation of position, discussion, and voting at the Annual Business Meeting.

Representation

- Determine the vote of the member school on official ACSA business transacted by ballot. (Only full member schools are eligible to vote.)

Distribution

- Distribute to full-time architecture faculty the *Journal of Architectural Education* (JAE), competition posters and program books, and other publications and announcements regarding ACSA activities that are mailed to you by the national office.

Regional Level

On the regional level, the responsibilities of the ACSA faculty councilor involve:

Communication & Representation

- Represent your school at business meetings held at your regional meeting.
- Cooperate with other members of the regional council and regional director in organizing and initiating regional programs.
- Advise the regional director on issues and opportunities that ACSA should address by raising them for discussion in regional caucuses.

- Report to your school [to both students and faculty] the issues under consideration by the regional council, the ACSA board, and the collaterals as discussed in regional and national conferences and meetings.

Nomination

- Nominate faculty for the position of regional director.
- Solicit potential candidates for National Architectural Accrediting Board (NAAB) visiting teams and its board of directors.
- Solicit potential candidates for ACSA officer positions.
- Solicit nominations for ACSA awards.

See the Nominations section below for further information.

Regional Meetings and Business Meetings

Regional meetings are held each year in three of the six ACSA regions. They provide a forum for the discussion of both regional and national issues, for presentation of faculty research and scholarship, for collegial interaction in the region, and for the host school to highlight its programs. Faculty councilors may serve as chairs or serve on the steering committee for a regional meeting.

The Regional Business Meeting is a meeting of the regional council, chaired by the regional director and held at the fall regional meeting and the ACSA Annual Meeting. It is expected that all faculty councilors will attend these meetings or arrange for a suitable replacement.

ACSA maintains a *Guide to Planning Regional Meetings* that provides more information.

Distribution of ACSA Information and Materials

Throughout the year, JAE, competition posters and program books, and other program announcements are distributed by the ACSA national office in bulk to faculty councilors for distribution to *full-time architecture faculty members' mailboxes*. It is recommended that one copy of all information be kept by the faculty councilor in an ACSA file for future reference. It is also the responsibility of the faculty councilor to mention new materials received and impending deadlines at faculty meetings, as well as to encourage participation in ACSA events.

Number of Copies

The number of copies of *JAE* mailed to your school corresponds with the full-time equivalent (FTE) faculty as reported to ACSA each year. This number is also used in calculating full member schools' ACSA dues.

SECTION III — ACSA OVERVIEW

About ACSA

Since 1912, encouraging dialogue on important architectural issues.

The Association of Collegiate Schools of Architecture is a nonprofit, membership association, founded in 1912 to advance the quality of architectural education.

School membership in ACSA has grown from 10 charter members to over 200 schools in several membership categories. These include full membership for all accredited programs in the United States and government-sanctioned schools in Canada; candidate membership for schools seeking accreditation; and affiliate membership for two-year programs, foreign programs, and programs in related disciplines. Through these schools, over 5,000 faculty are represented in ACSA's membership. In addition, over 500 supporting members composed of architecture firms, product associations and individuals, add to the breadth of interest and support of ACSA.

ACSA, unique in its representative role for professional schools of architecture, provides a major forum for ideas on the leading edge of architectural thought. Issues that will affect the architectural profession in the future are being examined today in ACSA member schools.

The association conducts a variety of programs that influence, communicate and record important issues. Such endeavors include scholarly meetings, workshops and seminars, publications, awards and competition programs, support for architectural research, policy development, and liaison with allied professional organizations.

Scholarly Meetings

ACSA holds a series of meetings at various locations in North America, and an international meeting held biannually. These scholarly gatherings provide architecture faculty an opportunity to present papers and exchange ideas on a variety of topics, including architectural theory, practice, research, and teaching.

Scholarly meetings held annually include:

- ACSA Administrators Conference
- ACSA Annual Meeting
- ACSA Fall Conference (formerly Regional Meetings)
- ACSA International Conference
- ACSA Teachers Seminar

Publications

As an integral part of its communication and education function, ACSA has developed a variety of publications designed to exchange useful information among its member schools, the profession, and the public.

The *Journal of Architectural Education*, first published in 1947, is the only refereed journal in North America devoted to architectural education. Published biannually, the JAE is intended to enhance architectural education, theory, and practice by addressing significant questions in architectural thought and practice.

The *ACSA Guide to Architecture Schools* is the only comprehensive survey of all professional degree-granting institutions in the United States and Canada. As such, it is a basic resource for students planning a career in architecture. Print version of the Guide can be purchased through the ACSA website : <http://www.acsa-arch.org/forms/store/ProductFormPublic/2009-guide-to-architecture-schools> . Free, online, searchable, version - <http://www.acsa-arch.org/schools/guide-to-architecture-schools/search-the-guide>.

Each year's ACSA Annual Meeting proceedings provide a contemporary record of faculty papers selected for presentation through a rigorous peer review process. In addition to the proceedings themselves, an index of papers and designs published in the Annual Meeting proceedings is produced periodically. Faculty papers presented at the ACSA International Conference are also published in meeting proceedings.

Other ACSA publications include ACSA student design competitions summary books.

Awards Program

ACSA annually recognizes outstanding faculty achievements with the following awards:

- AIA/ACSA Topaz Medallion for Lifetime Achievement in Architectural Education
- ACSA Distinguished Professor Award
- ACSA/AIAS New Faculty Teaching Award
- ACSA Creative Achievement Award
- ACSA Faculty Design Award
- ACSA Diversity Achievement Award
- ACSA Collaborative Practice Award
- ACSA Practice + Leadership Award
- ACSA Design-Build Award
- ACSA/AIA Housing Design Education Award
- *Journal of Architectural Education* Best Article and Best Design Article Awards

Competition Program

The ACSA student design competition programs challenge faculty and students to investigate a variety of materials, contexts, building programs, and theoretical concepts. Over the years, sponsors of this popular program have included the U.S. Department of Homeland Security, American Institute of Steel Construction, Steel Tube Institute of North America, Otis Elevator, the American Wood Council, DuPont, the H.R. & E.J. Hay Charitable Trust Fund, the Precast/Prestressed Concrete Institute, the Society of the Plastics Industry, the U.S. Department of Energy, U.S. Department of State, and General Motors. Program authors and jurors are selected from outstanding practitioners to reinforce the essential link between education and practice.

Outreach and Issue Initiatives

ACSA develops programs and studies on an annual and ongoing basis addressing a wide variety of issues important to architectural education and the profession today. Recent and current activities include international accreditation, NAAB *Conditions* and *Procedures*, degree nomenclature, sustainable design, K– 12 environmental education, and diversity in education and practice.

Professional Liaison

With the American Institute of Architects (AIA), National Council of Architectural Registration Boards (NCARB), and American Institute of Architecture Students (AIAS), ACSA is a sponsor of the National Architectural Accrediting Board. ACSA nominates roughly one fourth of school visit team members, and provides approximately one third of accreditation funding. ACSA participates on various committees of both AIA and NCARB, including the Intern Development Program Coordinating Committee, and the AIA Educator Practitioner Network. Liaison with the Royal Architectural Institute of Canada (RAIC) ensures representation for ACSA Canadian member schools. ACSA also maintains a professional liaison with la Asociación de Instituciones de la Enseñanza de la Arquitectura in Mexico.

Board of Directors

The ACSA Board of Directors is the administrative and governing body of the association, guided in its actions by a set of bylaws and rules of the board.

The board has 15 members: the president, vice president/president-elect, past president, secretary, treasurer, seven regional directors (one each from the Northeast, Mid-Atlantic, East Central, Gulf, West Central, West, and Canadian regions, a student director, public director, and the executive director (ex officio).

All terms of office, except for the executive director, begin on July 1.

All board members, except for the student and executive director, are faculty members at ACSA full member schools.

Officers

The officers are the president, vice president/president-elect, past president, secretary, treasurer, and executive director.

The president is elected by national election for a three-year term: successive one-year terms as vice president (president-elect), president, and past president. The secretary and treasurer are elected by national election in alternate years and serve for two years each.

The regional directors select a chair to serve as a liaison to the executive committee.

The board of directors hires the executive director on a contractual basis.

Directors

Directors are elected within their regions and serve three-year terms. Regional elections are staggered so that two new directors are elected each year.

Canadian Director

Canadian member schools elect an at-large representative who serves a three-year term.

Student Director

The American Institute of Architecture Students (AIAS) designates by election a nominee for student director (normally the national AIAS vice-president). The ACSA Board of Directors confirms this appointment. The term of office is one year.

Public Director

The public director serves a three-year term. The public director represents the interests of constituents outside of architectural education that are affected by the activities of the ACSA membership.

The ACSA Board of Directors also nominates one full-time faculty member to serve as an ACSA representative on the AIAS Board of Directors.

Operations

ACSA Staff

ACSA currently has a permanent staff of seven people: executive director, director of operations & programs, director of communications & media strategies, director of research and information, director of membership and marketing, programs manager, and programs coordinator.

ACSA Headquarters

The ACSA offices occupy approximately 2,000 square feet on the third floor of the AIA building, located at:

1735 New York Avenue, NW | Washington DC 20006

Office hours are from 9:00 am to 5:00 pm, Monday through Friday

tel: 202.785.2324 | fax: 202.628.0448 | website: www.acsa-arch.org.

Membership

ACSA maintains several categories of membership for schools and individuals.

Full Member Schools

United States schools offering NAAB-accredited programs in architecture and Canadian schools offering a CACB-accredited programs constitute ACSA's full member category. Faculty at all full member schools are automatically granted access to ACSA member benefits. Each summer ACSA asks full member schools to update their faculty roster. Dues for full-member U.S. schools are determined by the number of full-time equivalent (FTE) faculty using a three-category scale (small, medium, large). Canadian schools are charged a single rate for dues, regardless of faculty size.

Candidate Member Schools

United States and Canadian schools in candidacy for accreditation constitute this category. Candidate schools are charged a single rate for dues equivalent to that of a small full-member U.S. school, regardless of faculty size.

Affiliate Member Schools

Schools and institutions offering programs or courses in architecture or related disciplines within or outside the United States and Canada that do not qualify for full or candidate membership constitute this category. Community colleges and foreign institutions are among the largest group of affiliate members. Within the international affiliate membership category, architecture schools, which are accredited within their own country, qualify for the status of international associate.

Supporting Members

Individuals, organizations, and architectural firms interested in supporting architectural education may be supporting members of the organization. Supporting membership categories include: student, basic, contributor, sustaining member, sponsor, donor, patron, benefactor, and life member.

Full and Candidate Member Schools by Region

Northeast

Boston Architectural College
Columbia University
Cornell University
Massachusetts College of Art & Design
New Jersey Institute of Technology
Northeastern University
Parsons School of Design
Princeton University
Rhode Island School of Design
Roger Williams University
University at Buffalo, SUNY
University of Massachusetts, Amherst
Yale University

City College of New York
Cooper Union
Harvard University
Massachusetts Institute of Technology
New York Institute of Technology
Norwich University
Pratt Institute
Rensselaer Polytechnic Institute
Rochester Institute of Technology
Syracuse University
University of Hartford
Wentworth Institute of Technology

East Central

Andrews University
Illinois Institute of Technology
Kent State University
Miami University
Ohio State University
Southern Illinois University
University of Detroit Mercy
University of Illinois Urbana-Champaign
University of Memphis
University of Notre Dame
University of Wisconsin-Milwaukee

Ball State University
Judson University
Lawrence Technological University

School of the Art Institute of Chicago
University of Cincinnati
University of Illinois at Chicago
University of Kentucky
University of Michigan
University of Tennessee-Knoxville

Mid-Atlantic

American University of Sharjah
Catholic University of America
Drexel University
Hampton University
Kennesaw State University
North Carolina State University
Philadelphia University
Temple University
University of North Carolina at Charlotte
University of Virginia

Carnegie Mellon University
Clemson University
Georgia Institute of Technology
Howard University
Morgan State University
Pennsylvania State University
Savannah College of Art and Design
University of Maryland
University of Pennsylvania
Virginia Tech

West Central

Drury University
Kansas State University
North Dakota State University
Prairie View A&M University
South Dakota State University
Texas Tech University
University of Kansas
University of Nebraska-Lincoln
University of Texas at Arlington
University of Texas at San Antonio

Iowa State University
Kendall College of Art and Design
Oklahoma State University
Rice University
Texas A&M University
University of Houston
University of Minnesota
University of Oklahoma
University of Texas at Austin
Washington University in St. Louis

Gulf

American University of Dubai
Florida A&M University
Florida International University
Louisiana State University
Mississippi State University
Pontifical Universidad Catolica de Puerto Rico
Tulane University
University of Arkansas
University of Louisiana- Lafayette
University of Puerto Rico

Auburn University
Florida Atlantic University
Lebanon American University
Louisiana Tech University
Polytechnic University of Puerto Rico
Southern University and A&M College
Tuskegee University
University of Florida
University of Miami
University of South Florida

West

Academy of Art University
California College of the Arts
CA State Polytechnic University, Pomona
Montana State University
Portland State University
University of Arizona
University of California, Los Angeles
University of Hawaii at Manoa
University of Nevada, Las Vegas
University of Oregon
University of Utah
Washington State University

Arizona State University
California Polytechnic State University
Frank Lloyd Wright School of Architecture
NewSchool of Architecture
Southern California Institute Of Architecture
University of California, Berkeley
University of Colorado
University of Idaho
University of New Mexico
University of Southern California
University of Washington
Woodbury University (CA)

Canadian

Carleton University

McGill University

Université de Montréal

University of British Columbia

University of Manitoba

University of Waterloo

Dalhousie University

Ryerson University

Université Laval

University of Calgary

University of Toronto

The 138 full and candidate member schools that belong to the Association of Collegiate Schools of Architecture are divided into seven constituent regions: Northeast, Mid-Atlantic, East Central, Gulf, West Central, West and Canadian. A description of all schools can be found in the 8th Edition of the *ACSA Guide to Architecture Schools*.

Annual Calendar Guidelines

The general yearly calendar is as follows:

<i>September</i>	Fall Conferences Deadline: Annual Meeting submission
<i>October</i>	Fall Conferences JAE Editorial Board Meeting Deadline: Nominations for ACSA Awards Deadline: Nominations for ACSA Board
<i>November</i>	Administrators Conference Board of Directors Meeting
<i>December</i>	Deadline: International Conference submissions
<i>February</i>	Deadline: National election ballots Deadline: Registration for ACSA spring competitions Deadlines: Nominations for ACSA representatives to NAAB Deadlines: Nominations for NAAB Visiting Team representatives
<i>March</i>	JAE Editorial Board Meeting Annual Meeting Board of Directors Meeting
<i>May</i>	Deadline: Entries to ACSA spring competitions Competition Juries Display of ACSA competitions and faculty designs at AIA convention
<i>June</i>	International Conference Teachers' Seminar
<i>August</i>	ACSA Board of Directors Meeting

SECTION IV – CONFERENCES

Scholarly Meetings

ACSA holds a series of meetings at various locations in North America, as well as international venues. These scholarly gatherings provide architecture faculty opportunities to present papers and exchange ideas on a variety of topics including practice, research, and teaching.

ACSA Fall Conference (formerly know as Regional Meeting)

The ACSA Fall Conference is smaller, shorter, and more intensive than the national conferences and should be thematic in focus. The Fall Conference provides expanded social opportunities for attendees with common scholarly interests. It is most often held at the school itself, or some combination of the school and local venues. The Fall Conference also tends to be a bit more flexible and/or inventive than the national version. The Fall Conference is an opportunity for the host school to bring educators from across the association to their campus, demonstrate education excellence to upper administration, and provide an exceptional venue for student learning. It is often times a significant visibility opportunity for programs.

ACSA Administrators Conference

Held in October or November, this conference is designed to appeal to the administrative and educational interests of architecture program administrators. Directed towards both new and seasoned administrators, the program in general consists of dialogue and presentations that focus on the sharing of insight among administrators.

In recognition of the continual change of administrators the New Administrators' Workshop is held bi-annually.

ACSA Annual Meeting

The ACSA Annual Meeting is held in March or April each year. Meetings are held in different locations each year. This meeting also includes the majority of interest groups within the ACSA membership, bringing together approximately 300-400 faculty and administrators from ACSA's full, candidate, and affiliate member schools.

The Annual Meeting presents a variety of sessions of current and critical interest to a broad spectrum of teachers in the sub-disciplines of the curriculum, including design, history, theory, practice, technology, urban design, etc.

Program sessions include a city orientation speaker, keynote and plenary speakers of national renown (including the Tau Sigma Delta Gold Medalist), design and paper presentation sessions, regional paper sessions, special focus sessions organized by architecture faculty, focus groups and related organizations, workshops, and tours. In addition, regional caucuses, luncheons, receptions, exhibit tables, annual awards presentations, and the Annual Business Meeting are features of the conference.

A call for papers and a call for posters is prepared with a deadline for submission in the fall. Papers and posters are selected for presentation and publication through a blind referee process.

ACSA International Conference

The meeting was conceived as a forum for the exchange of educational ideas between schools of architecture on an international level. All aspects of the educational process are examined from

the beginning student to the various methods of practice in individual countries. An international call for papers is sent out in the fall prior to the conference. Papers are selected for presentation and publication through a blind refereeing process.

This conference also affords an excellent opportunity to make contacts for the establishment of international study programs and faculty and student exchange opportunities.

ACSA/AIA Teachers Seminar

The seminar focuses on improving the teaching skills of attendees in one or more areas of focus. The subject matter ranges from exploring pedagogical techniques to discussing architectural philosophies that will improve the abilities of teachers. Although beginning faculty are particularly encouraged to attend, the topics addressed have appeal for educators in all phases of career development.

SECTION V – PUBLICATIONS

Journal of Architectural Education

The *Journal of Architectural Education* (JAE), first published in 1947, is the only refereed journal in North America devoted to architectural education. The purpose of the JAE is to enhance architectural education, design, theory, and practice by addressing significant questions in architectural thought and practice today.

The scope of the journal is broad, offering a balanced approach to all areas of architectural education and research, including design theory, technology, architectural history, and other issues related to curriculum and teaching. From time to time, the journal focuses on a particular topic with a number of articles covering various facets of the subject. Examples of themes addressed in this manner include: pedagogy, historiography and architecture, practice, housing and architecture, library competitions, and preservation.

In addition to the refereed articles, the journal includes book reviews, conference reviews and an opinion segment entitled "op arch," providing an opportunity for readers to express their views on various issues regarding architectural education without the constraints of a "scholarly" inquiry.

Long a quarterly publication, in fall 2009, the JAE transitioned to a biannual schedule (October and March), while increasing the number of pages it publishes yearly. This change is designed to better serve our international community of teachers, researchers, and administrators, confronted daily with an ever-expanding field of digital and print publications. Producing two larger issues per academic year (which coincide with the ACSA's regional and national annual conferences), is intended to increase the journal's visibility and usefulness by publishing more, less often. Moreover, the JAE is working to increase publishing opportunities and expanded services to our academic and professional community of design professionals through a substantially expanded web-based platform.

The guidelines for submissions to JAE are presented at the end of this section.

ACSA News Blog

Over the past year, ACSA has been working on developing the next phase of its membership communications. The process began in summer 2010 with the creation of a task force chaired by ACSA President Daniel Friedman where the group reviewed, among other things, the responses from a membership-wide publications survey and assessed the organization's short and long-term needs. An overwhelming number of responses expressed a desire for more up-to-date school news, more insightful and engaging content, and better access to research content. ACSA has redesigned the website to meet the needs and to enhance networking opportunities between members and a broader audience.

Members will still find all the usual items of the news-regional news, opportunities, contributed columns from the architecture school libraries and other affiliated organizations. Schools will now be able to upload their own regional news and job ads when they choose and in real time.

News columns have comment sections for expanded discussion. In addition enhanced archiving tools and search features help better organize the wealth of content generated from conferences, competitions, and awards.

The JAE is also become an integral part of the ACSA website, making articles and graphics more directly available to members.

Meeting Proceedings

Proceedings from the ACSA Annual Meetings and International Conferences are published as printed proceedings. Copies of proceedings are available for purchase for each meeting. Proceedings are given an ISBN number and registered with the Library of Congress Catalog-in-Publication program.

The guidelines for submissions for meetings and the proceedings are presented at the end of this section.

ACSA Index

The *ACSA Index* provides a comprehensive research index of the proceedings of the ACSA Annual Meetings, covering all published papers from 1995 through present, with annual supplements referencing the most recent papers from the ACSA Annual Meetings and Technology Conferences. Over 4,000 author, title, and subject references provide easy access to cited works. An online indexing provides author, title, and full-text searches of ACSA's Annual Meeting, International Conference, and Technology Conference proceedings from 1995 to present. (www.acsa-arch.org/acsaindex)

ACSA Website

ACSA maintains a comprehensive website, www.acsa-arch.org. In addition to listings and contact information for ACSA member schools, the site includes an overview of the architectural education process, a calendar of ACSA activities (including complete calls for papers), a link to the *Journal of Architectural Education* website, releases on issues important to architectural education, including policy issues, meeting and conference reports, and student design competitions. ACSA will continue working to establish the website as a primary source for information on events affecting architectural education.

The *ACSA News*, formally published once a month during the academic year (September through May), will now be featured exclusively on the ACSA website. The *ACSA News* serves as a venue for exchanging timely information by presenting scholastic news from ACSA member schools as well as announcements of upcoming ACSA programs.

Departments in the *News* include: national reports (monthly reports from ACSA leaders and collateral organizations, ACSA program information), regional news (people, program notes, opportunities, liaison notes); opportunities (lectures and exhibitions), and positions available (classified advertising). ACSA faculty councilors are expected to submit items for inclusion in the regional news section.

Guide to Architecture Schools

The *Guide to Architecture Schools*, published once approximately every three years, is the only comprehensive survey of all professional degree-granting institutions in architecture. As such, it is a basic resource for both high school students planning a career in architecture and students pursuing graduate degrees.

In addition to the comprehensive program descriptions of full and candidate ACSA member schools, an introductory section includes a history of architectural education in North America, a discussion of high school preparation and how to select a school, as well as an overview of architectural practice. All ACSA affiliate schools are also briefly described. Lists of specialized and related architecture degrees and programs, schools of architecture worldwide, and organizations of related interest provide additional valuable resource information. Print version of the Guide can be purchased through the ACSA website (<http://acsaarch.org/Publications>).

A free, searchable, online, version can be found at www.archschools.org. The website's content is generated by the latest information added by each school's chief administrative contact.

Other ACSA Publications

- *Junior Faculty Handbook on Tenure and Promotion*
- *Resource Guide for Faculty Councilors*
- ACSA student design competition summary book
- ACSA Awards

GUIDELINES FOR JAE AUTHORS

These guidelines are subject to change by the *JAE* Editorial Board. Anyone considering submitting a document to *JAE* is encouraged to visit the *JAE* website for current submission guideline information. All manuscripts submitted to *JAE* must go through the online submission process at www.jaeonline.org.

The Journal of Architectural Education now solicits manuscripts for acceptance and peer-review in 2 categories:

1. **Scholarship of Design** - manuscripts that are primarily text based (7000 words max. including endnotes) with illustrations serving to support the text.
2. **Design as Scholarship** - 8 (eight) page manuscripts that are primarily visual with text (1000 words max including endnotes and list of figures) serving to support the images.

Guidelines for Above:

1. Must be submitted as .doc files.
2. All pages must be numbered consecutively with endnotes and list of figures following the text of the article. (Note that authors MUST use endnotes, NOT footnotes.)
3. Include an abstract of no more than 100 words (double-spaced). This is the first paragraph of your article with heading of "Abstract."
4. Use standard American spellings and non-sexist language. Quotations from foreign language sources must be translated in the text.
5. The author's name must not appear anywhere in the text or images.

Submissions that do not follow all guidelines will not be forwarded for review.

In addition to the guidelines please click through the links for Scholarship of Design and Design as Scholarship for further requirements and information on review criteria and process.

GENERAL GUIDELINES FOR ACSA NEWS BLOG

Please note that this guide is not intended to be exhaustive and offers general information only. ACSA staff exercise final editorial control.

For more detailed information please contact the editor at: 202/785-2324.
Submissions can be posted directly through the ACSA website by logging in and going to the ACSA News Blog, Submit - <http://www.acsa-arch.org/acsa-news/submit>.

Content

ACSA publishes, free of charge, brief announcements in the categories below. ACSA faculty councilors and faculty in general are encouraged to submit announcements. One-paragraph announcements (preferably 100 words or less) can be uploaded to the website by ACSA faculty members.

National Reports

These articles include monthly reports from ACSA leaders and collateral organizations (the AIA, AIAS, NAAB, NCARB, RAIC). Special feature articles of interest to ACSA membership may also be included. All items will be considered, and ideas for articles are welcome. Also included are reports on ACSA programs and other programs of national note, such as:

- ACSA conference information: Annual Meeting; International Conference; Administrators Conference; Teachers Seminar; ACSA Fall Conferences; etc.
- ACSA program activities: board of directors initiatives, grants, and other sponsored education activities
- Announcements of programs or news from organizations of related interest to architectural faculty, specifically items from ACSA collateral organizations, but also other professional, research, or scholarly groups
- ACSA Student Competitions
- Award Programs

Generally not included:

- Non-international visiting faculty appointments
- Awards given of "local" importance, e.g. university or school awards to faculty
- Lectures, exhibitions, papers, or meeting participation by faculty
- Student news (more appropriate for AIAS newsletter)
- Local-scope school lecture series
- Events of insufficient scope or importance to draw people from outside the immediate area. This usually eliminates one-day programs.
- Student study-abroad or travel opportunities

Advertising

Complete advertising information is contained in the *ACSA News Rate Card*, available on the website, https://www.acsa-arch.org/about/advertising_news.aspx, or upon email request from the ACSA office, info@acsa-arch.org.

Submission Information

Submissions can be posted directly through the ACSA website by logging in and going to the ACSA News Blog, Submit - <http://www.acsa-arch.org/acsa-news/submit>.

ACSA Manuscript Guidelines—Meetings and Proceedings

ACSA continues to host a completely electronic and online submission and review process for paper submissions for the ACSA Annual and International Conferences. Submissions are made directly at a designated website. Please note that papers should be submitted in final format. There will be no opportunity to edit your paper after the review process.

To be considered paper submissions: (1) papers must report on recently completed work, (2) papers cannot have been previously published nor presented in public except to a regional audience, and (3) papers must be written in English.

Only one submission per topic area per author will be accepted. An author can present no more than two papers at the Annual Meeting. Selection criteria are based on innovation, contribution to the discipline of architecture, clarity, and relevance to the conference theme. All submissions will be reviewed carefully by at least three reviewers. Both a 500-word abstract and a complete final version of your paper (3,000- 4,000 words maximum) must be submitted. The abstract and paper *must* be submitted at the same time in a *single* electronic document with the abstract on the first page and the paper on subsequent pages.

Papers should include bibliographic information, endnotes, and illustrations where appropriate. Images may be embedded within the paper and there is no limit on their number or on the file size. If they are embedded within the paper, they should also be uploaded separately through the website. The following file types are permissible: Tagged Image File Format (.tiff), Graphic Interchange Format (.gif), Joint Photographic Experts Group (.jpeg), MSWord files (.doc or .rtf), Web files (.html), text files (.txt) and WordPerfect files (.wpd) and Portable Document Format (.PDF) files. Authors also may enter up to five keywords for indexing purposes.

SECTION VI – AWARDS PROGRAM

The purpose of the ACSA Honors and Awards Program is to encourage excellence and distinguished achievement in architectural education, to recognize those who embody these qualities, and to honor those who have advanced the art and science of the field.

A. Selection. The ACSA Board of Directors shall appoint three persons from full member schools to serve for a one-year term on the Awards Committee. In the case of the Topaz Medallion, a special committee is appointed composed of representatives from ACSA, AIA, and AIAS as described below. Nomination procedures and deadlines are described under the conditions for each honor. ACSA is not obliged to make any awards in a given year.

AIA/ACSA Topaz Medallion

The AIA/ACSA Topaz Medallion for Excellence in Architectural Education is awarded jointly by the American Institute of Architects (AIA) and the Association of Collegiate Schools of Architecture (ACSA) to an individual, who must be living at the time of nomination, who has spent at least a decade primarily involved in architectural education, and whose primary contribution to architectural education has been on the North American continent.

Selection & Presentation

A five-member committee consisting of two persons representing ACSA, two persons representing AIA, and a student representative from AIAS shall make the selection from among the candidates nominated. The ACSA representatives shall be appointed by the ACSA Board of Directors for a one-year term. The recipient shall receive a Topaz Medallion and certificate to be presented at the ACSA Annual Meeting by the Presidents of ACSA and AIA, and at the AIA National Convention and Expo. The recipient may use the title “Topaz Medallion, DPACSA” in perpetuity.

Criteria

- The candidate shall have evidenced great depth, having a cumulative effect on a long line of students.
- The candidate shall have evidenced great breadth, having influenced a wide range of students.
- The candidate shall be a person whose activities have consistently directed themselves toward the future as well as the past.
- The candidate shall have evidenced the ability to transcend specific areas of expertise or shall have made connections between areas, in the event that the candidate’s areas of focus might be considered circumscribed.
- The candidate shall be widely known by the quality of his or her products: by those who also taught, by those who practiced architecture, and by those who perhaps did neither.

Submissions

The entire submission must be submitted online only at <http://www.aia.org/practicing/awards/AIAB089453>. For detailed submission requirements please refer to the main AIA Honors and Awards webpage at <http://www.aia.org/practicing/awards/index.htm>.

Each submission shall contain the following information:

- A one page nomination letter by the sponsor
- A biography of the candidate not exceeding two pages
- A statement of contributions not exceeding four pages
- A roster of distinguished students

- Supporting material (i.e., clippings, articles, etc.) relating to the purpose of the award not exceeding four pages
- A maximum of 10 letters of support by those who know the quality of the nominee's products: by those who also taught, by those who practiced architecture, and by those who perhaps did neither. Letters should be one page in length and explicit in their recommendation and contain specific reasons for support.

Selection & Presentation

A five-member committee consisting of two persons representing ACSA, two persons representing AIA, and a student representative from AIAS shall make the selection from among the candidates nominated. The ACSA representatives shall be appointed by the ACSA Board of Directors for a one-year term. The recipient shall receive a Topaz Medallion and certificate to be presented at the ACSA Annual Meeting by the Presidents of ACSA and AIA, and at the AIA National Convention and Expo. The recipient may use the title "Topaz Medallion, DPACSA" in perpetuity.

Recent Topaz Medallion Recipients

2015 Peter Eisenman, FAIA	2014 Harrison Fraker, Assoc. AIA
2013 Robert Greenstreet	2012 George Baird, AIA
2011 Lawrence W. Speck, FAIA	2010 Michael Graves, FAIA
2009 Adèle Naudé Santos, FAIA	2008 Stanley Tigerman, FAIA
2007 Lance Brown, FAIA	2006 William G. McMinn, FAIA
2005 Edward Allen, FAIA	2004 Stanford Anderson, AIA
2003 Marvin J. Malecha, FAIA	2002 Jerzy Soltan
2001 Lee G. Copeland, FAIA	

ACSA Distinguished Professor Award

To recognize sustained creative achievement in the advancement of architectural education through teaching, design, scholarship, research, or service.

Criteria

Candidates in the area of teaching shall have had a positive, stimulating, and nurturing influence upon students over an extended period of time and/or teaching which inspired a generation of students who themselves have contributed to the advancement of architecture. Candidates in the areas of design, scholarship, or research shall have produced a body of work that provides significant insight into the understanding and advancement of architecture and architectural education. Candidates in the area of service shall have significant impact fostering and sustaining excellent teaching and a healthy environment for learning and/or instituted measures leading to an understanding and appreciation of architectural education in the community at large. Submissions should convey how they address ideas of cultural, social, economical, or environmental sustainability.

Eligibility

Full-time faculty members or persons whose activities have clearly been identified with architectural education in ACSA full-member schools for a minimum of 10 years are eligible. The achievements must have occurred during the period of appointment. No postmortem awards will be made. A candidate may be considered for this award and the AIA/ACSA Topaz Medallion simultaneously. In such cases, the nomination must be submitted for each award separately, according to the conditions of required documentation. Any faculty member, administrator, or student at an ACSA full-member school may nominate a candidate for the ACSA Distinguished Professor Award.

Nomination Documentation

All materials are to be submitted digitally online by the nominator or nominee; once the nomination is finalized all parties will receive a confirmation email. The résumé and supporting letters are best

uploaded as PDF documents. The supporting material (portfolio) must not exceed a total of 20 pages. All materials must be submitted online at www.acsa-arch.org and the submitter will need to log into the ACSA website in order to submit.

Each submission shall contain the following information:

- Nomination Information, completed online during submission (www.acsa-arch.org);
- A letter explaining the reasons for the nomination according to the established criteria, not to exceed one page (PDF format);
- A résumé summarizing the career and achievements of the candidate (PDF format);
- No more than three supporting letters from persons qualified to comment upon the significance of the specific achievements of the candidate (each in separate PDF format);
- Supporting material or documents illustrating or describing the candidate's achievements (not to exceed a total of 20, 8.5x11 pages, in PDF format).

Selection & Presentation

The ACSA Awards Committee shall recommend to the ACSA board for approval no more than five individuals for awards per year. The committee, in any year, may choose not to bestow the Distinguished Professor Award. Nominations for the Distinguished Professor Award will remain active in consideration for three years and may be updated in subsequent years. A medallion and certificate shall be presented by the presidents at an Architectural Education Awards Ceremony during the ACSA Annual Meeting. The recipient may use the title "ACSA Distinguished Professor, DPACSA" in perpetuity.

ACSA/AIAS New Faculty Teaching Award

To recognize demonstrated excellence in teaching performance during the formative years of an architectural teaching career.

Criteria

ACSA and AIAS are jointly sponsoring the award to recognize outstanding teaching abilities exhibited by faculty with a maximum of 10 academic semesters or 15 quarters of full-time teaching experience. Submissions should convey how they address ideas of cultural, social, economical, or environmental sustainability

Eligibility

Faculty must teach at an ACSA full-member school, candidate school, affiliate school, or at an institution with an associated program. The candidate must also be a faculty member at an institution with an established AIAS or CASA chapter in good standing. Faculty members who have already received tenure are not eligible for this award. Any faculty member, administrator, AIAS or CASA member at an ACSA full-member school, candidate school, affiliate school, or at an institution with an associated program may nominate a candidate for the ACSA/AIAS New Faculty Teaching Award.

Nomination Documentation

All materials are to be submitted digitally online by the nominator or nominee; once the nomination is finalized all parties will receive a confirmation email. The résumé and supporting letters are best uploaded as PDF documents. The supporting material (portfolio) must not exceed a total of 20 slides/pages. All material must be submitted online at www.acsa-arch.org and the submitter will need to log into the ACSA website in order to submit. Previous recipients are ineligible for this award.

Each submission shall contain the following information:

- Nomination Information, completed online during submission (www.acsa-arch.org);

- A letter explaining the reasons for the nomination according to the established criteria, not to exceed one page (PDF format);
- A résumé of the candidate summarizing his or her career (PDF format);
- No more than three supporting letters (in addition to the letter of nomination) from colleagues and/or students commenting upon the significance of the specific achievements of the candidate (each in separate PDF format);
- A letter from the dean/chair of the nominee's university, verifying the nominee has a maximum of 10 academic semesters or 15 quarters of full-time teaching experience (PDF format);
- Supporting material illustrating or describing the candidate's achievements, which would include teaching evaluations, syllabi, or student work (not to exceed a total of 20, 8.5x11 pages, in PDF format).

Selection & Presentation

Applications will be assessed by a jury composed of two members of the AIAS national leadership and two members of the ACSA Board of Directors, none of whom shall be associated with any of the nominations. A maximum of three nominees will receive this award. The jury, in any year, may choose not to bestow the New Faculty Teaching Award. The ACSA president and AIAS vice-president will present winners with a certificate at the ACSA Annual Meeting

ACSA Creative Achievement Award

To recognize a specific creative achievement in teaching, design, scholarship, research, or service that advances architectural education.

Criteria

Candidates in the area of teaching shall have had a positive stimulating influence upon students through a full course, course project, or course module. Candidates in areas of design, scholarship, or research shall have created a work or a project that provides significant insight into the understanding and advancement of architecture and architectural education. Candidates in the area of service shall have significant impact fostering and creating a work or project that provides a healthy environment for learning led to an understanding and appreciation of architectural education in the community at large. Submissions should convey how they address ideas of cultural, social, economical, or environmental sustainability.

Eligibility

Full-time faculty or persons whose activities have clearly been identified with architectural education in ACSA full-member schools are eligible. The achievement must have been accomplished during the period of appointment. Any faculty member, administrator, or student at an ACSA full-member school may nominate a candidate for the ACSA Creative Achievement Award.

Nomination Documentation

All materials are to be submitted digitally online by the nominator or nominee; once the nomination is finalized all parties will receive a confirmation email. The résumé and supporting letters are best uploaded as PDF documents. The supporting material (portfolio) must not exceed a total of 20 pages. All material must be submitted online at **www.acsa-arch.org** and the submitter will need to login the ACSA website in order to submit.

Each submission shall contain the following information:

- Nomination Information, completed online during submission (www.acsa-arch.org);
- A letter explaining the reasons for the nomination according to the established criteria, not to exceed one page (PDF format);
- A résumé for the candidate summarizing his or her career (PDF Format);

- No more than three supporting letters from persons qualified to comment upon the significance of the specific achievements of the candidate (PDF format);
- Supporting material or documents illustrating or describing the candidate's achievements (not to exceed a total of 20, 8.5x11 pages, in PDF format).

Selection & Presentation

The ACSA Awards Committee shall recommend to the ACSA board for approval no more than three individuals for this award per year. The committee, in any year, may choose not to bestow the Creative Achievement Award. The ACSA president shall present recipients with a certificate at an Architectural Education Awards Ceremony during the ACSA Annual Meeting.

ACSA Diversity Achievement Award

Certificate of Recognition: To recognize the work of faculty, administrators, or students in creating effective methods and models to achieve greater diversity in curricula, school personnel, and student bodies, specifically to incorporate the participation and contributions of historically under-represented groups or contexts.

Criteria

Nominees shall have had a positive stimulating influence on diversity within architecture education, schools, and/or the community at large. Submissions should convey how the nominee(s) address the ideals of diversity through meaningful and effective activities.

Eligibility

Individuals or groups in ACSA member schools whose activities have clearly been identified with architectural education in ACSA full-member schools are eligible. The achievement must have been accomplished during the period of appointment. Any faculty member, administrator, or student at an ACSA full-member school may nominate a candidate for the ACSA Diversity Achievement Award.

Nomination Documentation

All materials are to be submitted through the online system by the nominator or nominee; once the nomination is finalized all parties will receive a confirmation email. The résumé and supporting letters are best uploaded as PDF documents. The supporting material (portfolio) must not exceed a total of 20, 8.5x11 pages and be submitted in PDF format. All material must be submitted by October 6, 2010 at 5:00 pm ET, online at www.acsa-arch.org and the submitter will need to log into the ACSA website in order to submit. Previous recipients are ineligible for this award.

Each submission shall contain the following information:

- Nomination Information, completed online during submission (www.acsa-arch.org);
- A letter explaining the reasons for the nomination according to the established criteria, not to exceed one page (PDF format);
- A résumé of the candidate summarizing his or her career (PDF format);
- No more than three supporting letters (in addition to the letter of nomination) from colleagues and/or students commenting upon the significance of the specific achievements of the candidate (each in separate PDF format);
- Supporting material illustrating or describing the nominee's achievements, which would include teaching evaluations, syllabi, or student work (not to exceed a total of 20, 8.5x11 pages, in PDF format).

Selection & Presentation

The ACSA Awards Committee shall select no more than three individuals for awards per year. The committee, in any year, may choose not to bestow the Diversity Achievement Award. Winners will be announced at an Architecture Education Awards Ceremony during the ACSA Annual Meeting .

ACSA Faculty Design Award

To provide a venue for work that advances the reflective nature of practice and teaching by recognizing and encouraging outstanding work in architecture and related environmental design fields as a critical endeavor

Criteria

Submissions that represent critical investigations advancing the general understanding of the discipline of architecture are invited. This program will recognize built and unbuilt work and carefully consider critical efforts that reflect upon practice and research. Submissions should convey how they address ideas of cultural, social, economical, or environmental sustainability.

Eligibility

Persons in ACSA member schools who are primarily engaged in teaching may enter one or more submissions on different subject matters relevant to their educational activities. Prior publication does not affect eligibility. Projects must have been completed after January 1, 2004, to be eligible for consideration.

Submission Documentation

Entries must consist of high-quality digital graphic material and text, maximum of 1,000 words, submitted digitally online by the nominee in PDF format with up to 20 slides (pages) and a file size under 50 megabytes or digital video, no more than 5 minutes in length. No models, slides, or films will be accepted. All material must be submitted online at www.acsa-arch.org and the submitter will need to log into the ACSA website in order to submit.

Each submission shall contain the following information:

- Submission information, completed online during submission (www.acsa-arch.org);
- Abstract (not to exceed 300 words) describing the project (copy/paste text box).
- Supporting material or documents illustrating or describing the candidate's design (not to exceed a total of 20, 8.5x11 pages, in PDF format).

To maintain anonymity, no names of entrants or collaborating parties may appear on any part of the submission. Credits may be concealed by any simple means. Do not conceal identity and location of project.

Selection & Presentation

One jury will review all submissions, selecting designs for presentation at the ACSA Annual Meeting. Up to four submissions will receive an ACSA Faculty Design Award. The jury, in any year, may choose not to bestow the Faculty Design Award. Award recipients will present and display their projects at the ACSA Annual Meeting. Projects not selected as award winners may be selected as presenters at a session for the meeting. The ACSA president shall present recipients with a certificate at an Architectural Education Awards Ceremony during the ACSA Annual Meeting.

ACSA Collaborative Practice Award

To honor the best practices in school-based community outreach programs

Criteria

This ACSA award recognizes programs that demonstrate how faculty, students, and community/civic clients work to realize common objectives. Participation by professional practitioners and colleagues from other academic disciplines is encouraged.

•Architecture •Landscape •Interior •Planning •Industrial •Urban

Collaborative projects and practice can encompass a variety of endeavors, including but not limited to: design/build, new construction, rehabilitation, open space planning, zoning and regulatory

reform, and the development of new institutions or social processes. Submissions should convey how they address ideas of cultural, social, economical, or environmental sustainability.

Eligibility

Persons in ACSA member schools who are primarily engaged in teaching may enter one or more submissions relevant to their educational activities.

Submission Documentation

Submissions must explain the nature of the collaboration and demonstrate what students learned and how the community benefited. Entries must consist of high-quality digital graphic material and text, maximum of 1,000 words, submitted digitally online by the nominee in PDF format with up to 20 slides (pages) and a file size under 50 megabytes or digital video, no more than 5 minutes in length. No models, slides, or films will be accepted. All material must be submitted online at **www.acsa-arch.org** and the submitter will need to log into the ACSA website in order to submit.

Each submission shall contain the following:

- Submission Information, completed online during submission (www.acsa-arch.org);
- Abstract (not to exceed 300 words) describing the nature of the collaboration including what students learned and how the community benefited (copy/paste text box);
- Supporting material or documents illustrating or describing the candidate's design (not to exceed a total of 20, 8.5x11 pages, in PDF format).

To maintain anonymity, no names of entrants or collaborating parties may appear on any part of the submission. Credits may be concealed by any simple means. Do not conceal identity and location of the project.

Selection & Presentation

The Architecture in Society Committee shall recommend to the ACSA board no more than four projects for this award per year. The Committee, in any year, may choose not to bestow the Collaborative Practice Award. Award recipients will present and display their projects as part of the ACSA Annual Meeting. The ACSA president shall present recipients with a certificate at an Architectural Education Awards Ceremony during the ACSA Annual Meeting.

ACSA Design Build Award

To honor the best practices in school-based design-build projects

Criteria

This ACSA award recognizes projects that demonstrate how faculty, students, and schools work to realize design-build projects. Curricula based design-build projects can encompass a variety of endeavors, but at their core they present constructions that illustrate design learning outcomes from conception to tangible fruition. Projects will be considered at any scale and may include but are not limited to: products, installations, interiors, and full-scale constructions. Submissions should convey how the projects link curricular objectives and design pedagogies with measurable outcomes. Submissions should convey how they address ideas of cultural, social, economical, or environmental sustainability.

Eligibility

Persons in ACSA member schools who are primarily engaged in teaching may enter one or more submissions relevant to their educational activities.

Submission Documentation

Submissions must explain the nature of the design-build agenda and demonstrate what students learned and how they benefited and the sustained impact of the agenda on a curriculum (if applicable). Entries must consist of high-quality digital graphic material and text, maximum of 1,000 words, submitted through the online system by the nominee in PDF format with up to 20, 8.5x11 pages. No models, slides, or films will be accepted. All material must be submitted by [DATE] at 5:00 pm ET, online at www.acsa-arch.org and the submitter will need to log into the ACSA website in order to submit.

Each submission shall contain the following:

- Submission Information, completed online during submission (www.acsa-arch.org);
- Abstract (not to exceed 300 words) describing the nature of the design-build agenda, explaining what students learned and how they benefited and the sustained impact of the agenda on a curriculum (if applicable). (copy/paste text box);
- Supporting material or documents illustrating or describing the candidate's design (not to exceed a total of 20, 8.5x11 pages, in PDF format).

To maintain anonymity, no names of entrants or collaborating parties may appear on any part of the submission. Credits may be concealed by any simple means. Projects that have previously been recognized by the ACSA will not be considered.

Selection & Presentation

The ACSA Awards Committee shall recommend to the ACSA board for approval no more than four projects for this award per year. The Committee, in any year, may choose not to bestow the Collaborative Practice Award. Award recipients will present and display their projects as part of the 101st ACSA Annual Meeting in San Francisco, CA 2013. The ACSA president shall present recipients with a certificate at an Architectural Education Awards Ceremony during the 101st ACSA Annual Meeting.

ACSA/AIA Housing Design Education Award

The ACSA/AIA Housing Design Education Award is granted jointly by the Association of Collegiate Schools of Architecture (ACSA) and the American Institute of Architects, Housing & Custom Residential Knowledge Committee (AIA, HCR KC) to recognize the importance of good education in housing design to produce architects ready for practice in a wide range of areas and able to be capable leaders and contributors to their communities.

Categories

Submissions are invited for two award categories:

Excellence in Housing Design Curriculum Award — for an architecture program offering an exemplary program-wide Housing Design Curriculum that provides students with a comprehensive grounding in the theory and practice of housing design through a number of coordinated curricular activities, courses, topics, and programs. Generally, multiple faculty and administrative staff are involved in the implementation and coordination of such programs.

Excellence in Housing Education Course or Activity Award — for an architecture program (such as a single studio or seminar course, research activity, or exhibition) that supports housing design pedagogy.

Eligibility

Persons in ACSA member schools who are engaged in teaching may enter one or more submissions relevant to their educational activities. Previous winners in the Housing Design Curriculum Award category must wait two years and make substantial changes to reapply in this award category. Previous winners in the Housing Education Course or Activity Award category may apply each year with new program components.

Criteria

Housing Design Curriculum Award — judging criteria will be evaluated on the basis of the comprehensiveness, thoughtfulness, and innovativeness of the curriculum approach to education in housing design theory and practice, including the range and quality of learning opportunities provided to students as represented in the submissions. It is anticipated that such a curriculum could address one or more of the following elements: History; Theory and studio pedagogy; Policy, including affordability issues; Community analysis; Site design and selection; Participatory techniques for working with communities and residents; Culturally responsive design; Finance — including proformas, subsidy, underwriting, and tax preference; Codes, zoning and regulatory frameworks; Site, unit, and shared space design; Housing as a component of comprehensive community design; Design for special populations; Social, environmental and economic impacts; Production methods; Building systems; Specifications; Cost estimating; Information resources for designers; Research, including action research; Sustainability; Universal design; Health design. Submissions should not be limited to descriptions of the sequence of courses, but should document the program's multiple learning opportunities, such as lecture series, service learning programs, community design centers, and certificate programs. Submissions should convey how they address ideas of cultural, social, economical, or environmental sustainability.

Housing Education Course or Activity Award — judging criteria will be evaluated on the basis of the positive impact of the course or activity on students, the university, or the community. This impact may be found in areas such as the creation of a stimulating environment for learning about housing issues or for stimulating positive outcomes related to housing issues between and among university and community members. Submissions should convey how they address ideas of cultural, social, economical, or environmental sustainability.

Submission Documentation

Housing Design Curriculum Award — entries must be submitted digitally online in PDF format with a maximum of fifteen 8.5 x 11 inch pages, including images and appendices, of detailed program description and evaluative material (such as community feedback, documented student outcomes,

publicity, etc.). An abstract (not to exceed 300 words) describing the curriculum. A separate PDF file shall include a signed statement/letter from the program's administrative head verifying all identifying information. All material should remain anonymous (i.e., do not identify the school or any of the participants by name in the written and graphic program material).

Housing Education Course or Activity Award — entries should be submitted digitally online, in PDF format with up to 20 slides/pages, and a file size under 50 megabytes. An abstract (not to exceed 300 words) describing the course or activity. All material should remain anonymous (i.e., do not identify the school or any of the participants by name in the written and graphic program material).

All material must be submitted online at www.acsa-arch.org and the submitter will need to login the ACSA website in order to submit.

- Submission Information, completed online during submission;
- Abstract: (not to exceed 300 words) describing the curriculum or project;
- Supporting Materials or documents (not to exceed a total of 20, 8.5x11 pages, in PDF format) illustrating and describing the candidate's curricular and/or activity.

To maintain anonymity, no names of entrants or collaborating parties may appear on any part of the submission. Do not conceal identity and location of the project.

Selection & Presentation

Applications will be assessed by a jury composed of two individuals from AIA and two individuals from ACSA, none of whom shall be associated with any of the submissions. One program will be awarded the Excellence in Housing Design Curriculum and a maximum of three programs will receive the Excellence in Housing Education Course or Activity. The jury, in any year, may choose not to bestow the ACSA/AIA Housing Design Award. Winners will be announced at an Architectural Education Awards Ceremony during the ACSA Annual Meeting.

SECTION VII — NOMINATIONS

ACSA Board of Directors

Officer Nomination and Election Procedures

1. *Eligibility.* Each officer of the Association other than the executive director must be a full-time and/or tenured or tenure-track faculty member from a full-member school of the ACSA.

In the event that a current member of the Board of Directors is nominated for another position on the national board, he/she shall not in any way be part of the selection process nor party to any of the discussions related to the election procedure. Furthermore, members of the Nominations Committee may not stand for election.

2. *Nominations Committee.* The Nominations Committee shall consist of a minimum of three members, at least one whom shall not be a member of the Board of Directors. This committee shall be chaired by the past president with the remainder of the appointments made by the president.

3. *Nomination Procedure.* The Nominations Committee shall solicit nominations and prepare a slate of not fewer than three nominees for each available position and verify the eligibility and willingness to serve of each nominee. The Committee may make its own nominations directly. This slate shall be prepared for approval at the fall meeting of the ACSA Board of Directors. Specifically:

a. The ACSA Nominations Committee shall solicit nominations from the general membership in the September, and October issues of the ACSA newsletter. In addition, each board member will be expected to present at the summer board meeting a list of potential officer candidates (whose interest has been verified in writing in advance) for the following year. All nominees shall be required to submit a one-page statement of intent and a one-page resume.

b. The staff shall send a follow-up letter by the end of the first week of November informing each nominee of his/her nomination and requesting a written statement of the nominee's relevant thoughts or plans for architectural education and ACSA, and a one-page resume if not already submitted.

c. Prior to the fall board meeting, the Nominations Committee shall prepare a list of not fewer than three nominees for each position.

d. At the fall board meeting, the Nominations Committee shall present the slate of nominees for ratification by the full board. The board may vote to allow all candidates to run for election, to allow only certain candidates to run, or to accept none of the candidates. If at this point there are fewer than two candidates remaining for a given office, the Nominations Committee shall meet again to identify additional acceptable candidates until there are at least two but no more than three candidates for each available office.

4. *Election Procedure.* Each candidate shall provide by December 15 the following: candidate's statement (not to exceed 800 words), resume (not to exceed 250 words -- categories should include teaching, practice, education, service, publications, and honors), and a photo (300 dpi resolution;. tiff file format).

An announcement of the candidates, all candidate statements, and the election schedule shall appear on the ACSA website some time in February. The ballot and accompanying candidate statements shall be sent to full-member schools, by first class, registered or certified mail, no later than January 21. The ballots must be received in the Washington, DC office no later than the close of business on February 21. Any variation in these dates must have the prior approval of the Board of Directors. No late ballots may be counted.

Each ballot shall be placed in an envelope that shall carry a designation of the voting school. The envelope shall bear the signature of the faculty councilor across the seal. The staff shall open and count the ballots in the presence of a board member and report the unofficial results to the Nominations Committee.

The chair of the Nominations Committee, or their official designate, shall verify the election results prior to the Annual Meeting, and the president shall notify all candidates of the result immediately. The election results shall be released by the announcement of individual winners with no designation of the actual count.

The ballots shall be retained for one year and then destroyed. (revised 3/02)

NAAB Visiting Teams

Each year, members of ACSA schools shall be nominated by the ACSA Board of Directors to serve as a candidate on the NAAB visiting team roster for a term of four years.

Proposals for nomination shall be solicited from the membership of ACSA via *ACSA News*. Proposals must include complete curriculum vitae. A committee of the Board of Directors shall examine the dossiers and propose to the board the candidates to be added to the list of team members.

The candidate must be a full-time faculty member in an accredited architectural program (including faculty on sabbatical or on temporary leave of absence), and should have a reasonable length and breadth of full-time teaching experience; a record of acknowledged scholarship and/or professional work; some administrative experience; and an association with several different schools. It is understood that each candidate will be assessed on personal merit and may not answer completely to all these criteria.

At the beginning of the final year of a nominee's four-year term, the nominee should receive a letter asking whether he/she wishes to be re-nominated. Re-nomination shall follow the same process as a first nomination. Candidates for NAAB team members shall be selected to reflect regional distribution of all member areas and will be limited in number to increase the likelihood of their timely selection by NAAB for service.