

## **Awards Manual**

### Association for Learning Environments (A4LE) Awards Program

The A4LE Awards program is designed to recognize excellence in educational facility planning by individuals and firms whose contributions to the industry and the association demonstrate excellence in planning, design and innovation. The awards are intended to further the profession and the industry it serves by recognizing the value of this distinction. A4LE intends to maintain such an awards program for its membership and constituency and will promote and publicly acknowledge those that are chosen to receive such honor.

The A4LE Awards Manual is an appendix to the A4LE Board of Directors Statement of Board Policy. The process for award selection, criteria, juries, etc., may change from time-to-time in response to changing trends, practices, and industry dynamics. The Board of Directors will review and, if necessary, amend the Awards Manual in order for it to remain relevant and current to the needs and mission of A4LE and the School Facilities Industry. New awards or elimination of existing awards must have approval of the A4LE Board of Directors.

#### **James D. MacConnell Award**

Dr. MacConnell is considered The Father of educational facility planning and was instrumental in nurturing this profession from its infancy to its significant stature in education today. Dr. MacConnell is best remembered as the director of Stanford University's School Planning Laboratory, which he founded in 1951. The laboratory was the first center of applied and fundamental research on integrating school construction with child development, curriculum and instructional methods. The internationally renowned educator was A4LE's 1979 Planner of the Year and received the Distinguished Service Award in Educational Administration from the American Association of School Administrators in 1981. Created in 1991 to honor the late Dr. MacConnell for his significant contributions to educational facility planning and the Council, A4LE considers this to be its most prestigious award.

#### **Jury**

The Board of Directors will appoint five individuals from the membership of A4LE to comprise the MacConnell Award Jury, which will function as a sub-committee. The jurors will serve a staggered three-year term. The members of this subcommittee will utilize the existing criteria to make the selection of the award winner. No two jurors shall be from the same region. The members of the jury must demonstrate geographic diversity and must include one industry partner and one instructor/educator who may be from outside the membership. Following the 2011 award process, the jury will offer recommendations for modifications to the criteria for the 2012 competition.

#### **Conflict of Interest**

If any member of the award jury has a past or current relationship with a project that might influence the selection process for reasons other than the merits of the case relative to the

award, it is the responsibility of each jury member to bring to the attention of the jury chair such a conflict of interest. The juror must recuse themselves from reviewing the particular project. The jury chair should propose a response that ensures that the final decision of the jury is exempt from any apparent conflict.

**Criteria**

The James D. MacConnell Award will be presented to the architectural firm, school district, higher education institution, consultant, and/or construction management firm whose project best meets the following criteria:

1. A thorough, comprehensive planning process.
2. Development of comprehensive educational specifications and/or program of requirements.
3. A design that meets the requirements of the educational program with special emphasis on functionality of educational spaces.
4. Jury members will evaluate the project materials in the following areas:
  - Complete application package
  - Evidence of a thorough planning process
  - Quality of Ed Spec / Program of Requirements
  - Site development responds to architectural program and educational specifications
  - Design responds to and fulfills the needs of the educational program
  - Final built environment is a product of planning and design
  - Determine the overall level of functionality in this building

**Project Selection**

Selection of three finalists will be made using the established criteria via electronic submission. The jury will instruct the finalists to submit a 3-minute video capturing the essence and results of their planning process and participate in a teleconference/online interview, for no more than two hours. A maximum of seven (7) key individuals who took part in the planning process should be included in the interview. The interview's sole purpose will be to validate the components that were stated in the planning process and reviewed by the jury. The jury will provide a list of questions to be posed to the interviewees. Projects are rated by individual jury members on a numeric scale outlined as follows:

Criteria	Total Rating Points Allowed	
Has all submittal information been included?	5	
Evidence of a thorough planning process	10	
Quality of ed specs / program of requirements	10	
Site development responds to architectural program and educational specs	5	

Design responds to and fulfills the needs of the educational program	10	
Final built environment is a product of planning and design	5	
Determine the overall level of functionality in this building	5	
Overall presentation of submittal	5	

### Timeline

This is a *suggested* timeline, and should be adjusted based on current calendar, as well as other external factors.

Action	Schedule	Materials
Registration open	January- March	
Select jury members	February 21	
Convene conference call with all committee members to review award criteria and juror rating	March 7	Award criteria and rating form
Application due	March 25	
Submittal materials due	March 25	
Convene jury to discuss electronic review process and criteria. Assign each juror a group of projects to review and submit shortlist for review	April 5	Conference call line Award criteria and rating form
Jury reviews projects and convenes conference call with shortlist of projects	April 19	Conference call line
Conference call with all jurors to review shortlisted projects and select three finalists	April 27	Conference call line Project shortlist and rating forms

Jurors meet to design questions for teleconference/online interview and criteria for video presentation	May 16	Project submittals and rating forms
Teleconference/online interviews for the finalists	May 25-27	Criteria for finalist interview
Notify finalists to prepare 3-minute video presentation	June 10	Criteria for finalist interview/video
Finalists submit 3-minute video presentation	July 11	Project submittals and rating forms
Present award	Annual International Conference	

### **Lifetime Achievement Award** (formerly Planner of the Year)

The annual Planner of the Year Award was the highest and most distinguished honor conferred by the Council. The Planner of the Year award was presented annually to the individual whose professional facility planning activities produced a positive and significant regional, national and/or international impact on educational facility planning, adding to the body of knowledge and store of best practices in the field. Selection was made by the Planner of the Year Jury.

In 2011, the most coveted award bestowed to an individual A4LE member will be known as the A4LE Lifetime Achievement Award. All past Planner of the Year award winners will now be recognized as winners of this award. The award is designed to honor an individual who has contributed to the industry and the association in the highest manner possible. Winners of this award will receive a special insignia lapel pin and extensive news media coverage to the educational facility planning and construction industry.

#### **Jury**

The jury will consist of the Immediate Past Chair (President) as the chairperson, plus one member appointed by each region for the 2011 award cycle. Each region may nominate one candidate per year for consideration for the A4LE Lifetime Achievement Award. Submissions for the award will be made electronically. Following the jury process, the jury will assess the current criteria for the award and make recommendations to the Board of Directors for changes, if any.

#### **Criteria for Nomination**

- The candidate must be a A4LE member in good standing.
- The candidate must have been actively engaged in one or more of the professional areas identified in the A4LE Bylaws as being essential to qualify for Council membership.

- The activities upon which the nomination is based shall have produced a positive and significant regional, national or international impact on learning. The candidate’s activities deemed worthy of recognition must have occurred within five (5) years preceding nomination.
- The candidate must not have previously received the Lifetime Achievement Award (Planner of the Year Award).
- Each region may nominate one candidate per year for consideration for the A4LE Lifetime Achievement Award.

**Submittal Materials**

1. The nominee's current resume or vita outlining their educational background and professional experience.
2. A detailed description of the activity that the individual has been nominated for clearly identifying the nominee's role in the activity.
3. A detailed statement on how the candidate's work embodies the values and mission of A4LE and has advanced the development of effective learning environments.
4. Letters of reference from supervisors or clients, attesting to the candidate's professional experience (minimum of five).
5. Appendixes including documents pertinent to the nomination that further explain the candidate's role and/or the significance of the activity for which the nomination was made.
6. Materials must be submitted electronically and are limited to 48 pages of material. The length of each section of the submittal package is up to the discretion of the candidate.

Candidates are rated by individual jury members on a numeric scale with the potential of scoring 100 points. The jury will rate each candidate in the following categories:

Criteria	Total Rating Points Allowed	
Has all requested material been provided?	5	
Submittal materials presented in a clear, professional manner	5	
Impressive professional background in school facility planning as described in resume or vita	30	
Activity candidate was nominated for clearly identified and fully described	10	
Candidate’s work embodies the mission and values of	10	

A4LE		
Candidate's work has advanced the development or awareness of effective learning environments	20	
Letters of reference attest to candidate's professional experience	10	

### Timeline

This is a *suggested* timeline, and should be adjusted based on current calendar, as well as other external factors.

Action	Schedule	Materials
Registration open	February	Announce through E-blast, Website, newsletter.
Communications committee to appoint a jury, chaired by the A4LE Immediate Past Chair (president) to review nominee submittals and select recipients	February	Jury must include one member appointed by each region
Jury Chair convenes conference call with all committee members to review award criteria and juror rating form.	March	Conference call line Criteria, rating forms
Regional nominations due	May 10	
Electronic submittals due	June 1	
Staff will circulate submittals sent to jurors electronically for review	June 15	
Juror rating sheets due to A4LE headquarters	July 1	
Staff will compile scores and send scoring matrix to jury members	July 6	

Jury chair convenes conference call to select winner	July 15	Conference call line Scoring matrix
Present Award	Annual International Conference	

**A4LE Architectural Awards:** \*\* The submittal and jury processes for the A4LE Architectural Awards will go unchanged as of 2011, with the exception of the possible introduction of two new award categories (sustainable design, energy efficiency, center of community?).

A4LE's Exhibition of School Planning & Architecture is a significant element of the A4LE Annual Conference. All entries will be judged for excellence in design and functional planning directed toward meeting the needs of the educational program. The criteria reflect the mission and values of A4LE. The exhibit, the largest juried display of school designs in North America, will be displayed at A4LE's Annual Conference. Projects will be highlighted on the A4LE Website, listed in publicity materials, and if chosen as a winner, will be publicized to the media and showcased on A4LE's website. **Awards of Distinction** for new construction projects and **Lee J. Brockway Awards** for renovation projects will be presented for those displaying excellence in planning and design. **Design Concept Awards** will be presented for the criteria as it applies to projects submitted in the design concept category.

#### Jury

A distinguished panel of nine educational facility practitioners with expertise in education, planning and design will comprise the Architectural Awards Jury, which will function as a sub-committee. The Board of Directors will appoint a jury chair and one at-large member, while the remaining seven jurors will be appointed by each region for the respective award cycle. The members of this subcommittee will utilize the existing criteria to make the selection of the award winner. The jury considers how well the project satisfies its own planning and design intent. The evaluation considers both the written narrative and the planning and design responses in four areas, with the heaviest weighting on the learning environment. The jurors will divide into subgroups assuming responsibilities for the various categories of awards. Each subgroup reviews all projects in the assigned category and composes a shortlist for the entire jury to review, concluding with the selection of award recipients.

#### Conflict of interest

If any member of the award jury has a past or current relationship with a submitted project that might influence the selection process for reasons other than the merits of the case relative to the award, it is the responsibility of each jury member to bring to the attention of the jury chair such a conflict of interest. The juror must recuse themselves from reviewing the particular project. The jury chair should propose a response that ensures that the final decision of the jury is exempt from any apparent conflict.

#### Criteria

Any project designed and/or built within the last 5-years can be submitted for review. Projects are rated by individual jury members on a numeric scale of 1-5 in the following categories:

- Community Environment
- Learning Environment
- Physical Environment
- Planning Process

Each project has the potential of scoring 20 points.

*Community* Describe how your planning and design response:

*Environment:*

- Engaged the community, creating a sense of ownership
- Took advantage of the assets available within the community
- Fostered community use/joint-use/partnerships
- Provided an avenue to economic development/community redevelopment
- Reflects the unique needs of the community and local workforce
- Celebrates the unique attributes of the community
- Serves as a center of the community
- Connects students to their community.

*Learning* Describe how the learning environment:

*Environment:*

- Reflects the desired learning program
- Supports a variety of Learning styles and methods for delivering instruction
- Supports a "Learning anytime, anywhere" philosophy
- Enables all Learners to be successful
- Supports future changes in Educational delivery systems.

*Physical* Describe the physical attributes of your learning environment and how it:

*Environment:*

- Relates to the learner/user
- Supports the learning environment/activities
- Demonstrates sustainability
- Demonstrates appropriate use of materials, systems and other building elements
- Relates to the existing site and the greater environment
- Inspires both internally and externally
- Successfully achieves the Vision and Goals.

*Planning Process:* Define and describe the process used in the planning of this facility including:

- Who was involved in the processHow did the process affect the learning environment
- How did the Planning Team continue to be involved through the design, construction, and post occupancy phases



- What methods were used throughout the process to ensure the final environment would align with the Vision and Goals set during the planning phase
- Include a timeline of the planning process and a list of participants.

Timeline

This is a *suggested* timeline, and should be adjusted based on current calendar, as well as other external factors.

Action	Schedule	Materials
Registration open	February	
Select jury members Appoint Jury Chair and at-large member Regions (7) appoint one member	April 1	
Registration package due to A4LE headquarters	May 2	
Electronic submittal packet due to A4LE headquarters	June 1	
Jury Chair assigns eight remaining jurors to groups based on project submissions.	June 3	List of projects by type of project and category
Jury Chair convenes conference call with all committee members to review award criteria, juror rating form and electronic review	June 6	Conference call line and all documents necessary
Sub-committees review projects and convene conference call to determine a shortlist of projects	June 13-17	Conference call line Project submittals and rating forms
Sub-committees submit shortlist to Jury Chair for final deliberation.	June 20	
Conference call with all jurors to review shortlisted projects from each team	June 27	Conference call line Project submittals and rating forms

Second conference call if necessary for additional review	June 30	Conference call line Project submittals and rating forms
Final projects selections submitted to HQ	July 6	
Delivery instructions sent to all project submitters	July 6	Staff
Panels to arrive at annual conference site	September	
Architectural Awards displayed at annual conference	September	

#### **A4LE Industry Partner Award \*\* Launch in 2011**

This newly established award is designed to highlight innovation in materials, technology, products and services that are key elements in defining healthy, high performance schools. New and improved products stimulate the life and growth of our educational facilities. This competition recognizes the results of those efforts and the foresight of the companies whose policies bring new products to the marketplace. Industry Partners that are members of A4LE will submit a product or product line for consideration for this award. Submitting firms will be required to describe five key areas in their submittal, demonstrating why their product is worthy of this award.

The Board of Directors will appoint five individuals from the membership of A4LE to comprise the Industry Partner Award Jury, which will function as a sub-committee of that body. The jurors will serve a staggered three-year term. No two jurors shall be from the same region. The members of the jury must demonstrate geographic diversity and must include one architect, one school district representative and an at-large member who may be from outside the membership. Industry partners may not sit on this jury. Awards will be presented to one product from each of the five categories listed below.

#### **Conflict of interest**

If any member of the award jury has a past or current relationship with an Industry Partner who has submitted a project that might influence the selection process for reasons other than the merits of the case relative to the award, it is the responsibility of each jury member to bring to the attention of the jury chair such a conflict of interest. The juror must recuse themselves from reviewing the particular project. The jury chair should propose a response that ensures that the final decision of the jury is exempt from any apparent conflict

Similar to the Architectural Award program, the products/product lines will be prominently displayed at the A4LE Annual Conference, allowing attendees to view these exhibits outside of the trade show hall. Firms must be A4LE exhibitors. Firms will be able to showcase that one product and demonstrate its benefits and unique features to the conference attendees, thereby enhancing the educational experience of the conference for both parties. Additionally, firms that submit their product for the award will receive special private “showcase” time to invite attendees to their exhibit floor booth outside of regular hours, to learn about the product up close and personal.

**Criteria**

- Innovation – creativity, technology
- Environmentally-friendly Manufacturing- recycled materials, sustainable
- Safety
- Energy Usage/Savings – production savings, usage savings, efficient design
- Student Performance – increased efficiency, technology
- Economic Performance –cost savings, economic impact, jobs created

**Timeline**

This is a *suggested* timeline, and should be adjusted based on current calendar, as well as other external factors

<b>Action</b>	<b>Schedule</b>	<b>Materials</b>
Announce/Promote New Award	February	Email to all members, regional and chapter leaders and place info in newsletters, Website and MembersConnect. Market to industry partners and exhibitors
Communications committee to appoint a jury of no more than 5 members to determine criteria and number of awards, review nominees and select recipients	February	Jury must include one architect, one school district representative and one at-large member. Industry partners may not sit on this jury
Submittal requirements distributed	March	Selection criteria identified and submittal format outlined
Brief Presentation at Regional and Chapter Conferences	March-May	Announcement at general session; 1-page flyer to be distributed
Industry Partner submittals due to A4LE HQ	June 1	
Convene jury via conference call to	June 15	Conference call line

select award finalists		Project submittals Rating forms
Present Award	Annual International Conference	

**A4LE Contractor Awards: \*\* To be Launched** - The A4LE Contractor awards will showcase the completed school environment. Contractors will have the opportunity to demonstrate, through documentation and renderings, how the construction process used state-of-the-art procedures ranging from material acquisition, green practices, waste management, safety and other relevant practices that make that particular firm and project exemplary. The Board of Directors will create a task force to define a set of standards for judging and all projects that are entered will be prominently displayed at the A4LE Annual Conference & Expo.

**A4LE Fellowships: \*\* Launch in 2011 -**

The A4LE Fellow designation will be bestowed on individuals who have contributed to the association in the highest manner possible. A set number of Fellowships will be awarded each year (no more than 5) from a nomination process from the A4LE Regions, Chapters or A4LE Board of Directors. A jury appointed from the Board of Directors will review submittals and award fellowships through a scoring process based on a candidate's submission (similar to the current nominations process for the executive committee).

A A4LE Fellow will be an individual who has tirelessly and selflessly supported the association and its mission. A Fellow is the most respected member of the A4LE community. Fellows are long-standing recognized experts in their field and possess the wisdom to carry the industry and the association forward by volunteering for committee assignments and positions of leadership, introducing innovation and forward thinking. They represent the mark of excellence in the industry in which they serve and are recognized as those that advanced the association and its mission. In the event that more than five candidates are submitted, only the top five (based on numeric scores) will be awarded fellowship and the remaining candidates will be considered for the next year.

A Fellowship is given to members that:

- Have been an active member for at least 10 years.
- Have 20 years of experience in the field of education and/or the education environment.
- Hold certifications and/or designations that are industry specific.
- Contribute to the body of knowledge via presentations and/or publications.
- Served in leadership roles both at the region and international levels.
- Assumed responsibility and leadership in furthering the strategic initiatives of the Council through board/committee/region/chapter service of at least 5 years.

- Demonstrated A4LE support, promotion and dedication to others.

#### Timeline

This is a *suggested* timeline, and should be adjusted based on current calendar, as well as other external factors.

<b>Action</b>	<b>Schedule</b>	<b>Materials</b>
Announce/Promote Award	January-March	Email message to all members and regional and chapter leaders, article in newsletters, post on Website and MembersConnect
Brief Presentation at Regional Conferences	March-May	Announcement to be read to general audience; 1-page flyer to be distributed
Submittal Requirements Distributed	April 30	Selection criteria identified and submittal format outlined.
Communications Committee to appoint a jury of no more than 5 members to review nominees and select recipients	May	
Nominations from Regions submitted to HQ	June 1	
Convene jury to select no more than 5 honorees	June 15	
Present Award	Annual International Conference	Lapel Pin

#### **Distinguished Service Awards**

The recognized Regions of the Council may nominate up to two (2) candidates for the Distinguished Service Award to the Board of Directors. The A4LE Board of Directors shall approve or disapprove each on their separate merit. Distinguished Service Awards shall be presented, with appropriate ceremony, at the respective regional conference or other such time as convenient to the recipient.

#### **Service Citation Awards**

Each of the recognized Regions of the Council shall nominate up to three (3) individuals to receive the Service Citation Award for approval or disapproval by the Board of Directors. The

Service Citation Awards will be presented with appropriate ceremony at the respective Regional Conference.

**Retiring Chair's Award**

This award is presented to the retiring Chair on behalf of the Board of Directors and A4LE membership, in recognition of the officer's service to A4LE. This award is presented annually at the A4LE annual conference.

**Chairman's Award**

This award is presented to an individual who has demonstrated continuing meritorious service to the Council. The award, presented in the name of the Council's past chairs, is presented annually at the A4LE annual conference.