

University of North Carolina School of Medicine Academy of Educators

BY-LAWS

(Amended January 2015)

The University of North Carolina School of Medicine Academy of Educators was created by the University of North Carolina School of Medicine (hereafter, UNC SOM) to promote and support excellence in medical teaching, as described by the 2006 UNC SOM Strategic Plan.

Article I - Name

The name of the organization is the University of North Carolina School of Medicine Academy of Educators (hereafter, AOE).

Article II - Mission

The mission of AOE is

- (1) To promote and support excellence in teaching and the work and career paths of excellent teachers;
- (2) To promote and fund curricular innovation, evidence-based curricular change and a scholarly approach to the education mission; and
- (3) To provide a forum for education leadership and advice for the Dean, Vice Dean of Education, and the leadership of the curriculum.

The work of AOE will raise the visibility of teaching as an important function of the school.

Article III - Membership

AOE has two types of membership:

- a. Faculty Members
- b. Resident Members

1. Faculty Membership

- a. Any SOM faculty member contributing to medical education may be nominated for membership. Nominations may come from anyone, but the Department Chair must endorse. Faculty members of all departments, including AHEC, are eligible for membership after two years of faculty appointment. Faculty new to the institution with extensive educational experience may be selected as members before two years on faculty at UNC. In order for the Membership Committee to consider a nomination for induction into the Academy, a short letter endorsing the nomination must be submitted by the candidate's Departmental Chair.
- b. Successful applicants must be able to demonstrate accomplishments in one or more of the following six areas:
 - i. Direct teaching or mentoring, including didactic or clinical teaching of medical students, residents, fellows, graduate students, post-doctoral students, or other faculty
 - ii. Instructional development and curriculum design (including the development of medical education resources)
 - iii. Student or resident advising and mentoring
 - iv. Educational administration and leadership
 - v. Educational research
 - vi. Continuing medical education resources
- c. To be considered for membership in the AOE, applications must include:

- i. *Curriculum Vitae*
 - ii. Personal statement describing activities and accomplishments that support “superior achievement” in one or more of the six categories mentioned above.
This narrative may not exceed two single-spaced pages.
 - iii. Letter of support from the applicant’s Department Chair, Associate Department Chair or Chair’s Designee. This letter should reference the qualifications that distinguish the candidate in at least one of the six areas listed above.
 - iv. At least one and no more than two additional letters from a faculty member who can speak to the applicant’s contributions to medical education.
 - d. Membership is time-limited, lasting for five years. The AOE Membership Committee may choose to renew applications before the five-year term.
 - e. Renewal of membership requires an updated CV, and a letter requesting renewal that includes a description of participation in past AOE events and a clearly stated reason for interest in continuing membership.
2. Resident Membership (Residents, Fellows, Post-Doctoral students, and Chief Residents) may be nominated to the Academy of Educators by their Program Directors or Department Chairs. Criteria for selection includes anticipated excellence in teaching based on learner, peer, and supervisor assessment and a desire to remain active as a teacher in his or her future career. To be considered for membership in the AOE, application materials must include:
- a. *Curriculum Vitae*
 - b. Letter of support from Nominator
 - c. Personal statement describing activities and accomplishments as an educator
- This narrative should be limited to one single-spaced page.

3. AOE membership may be terminated by written resignation and/or loss of UNC SOM faculty appointment. Resident membership is terminated at graduation from training at UNC. Residents who become faculty at UNC may apply for Faculty membership through the process noted in these AOE bylaws under the section for Faculty Membership.

Article IV - Voting rights

Each AOE member has voting privileges.

Article V - Meetings

AOE President will call at least three meetings of the AOE membership per academic year.

Additional meetings may be called at the discretion of the President or Vice Dean for Education.

Program planning for the Annual Meetings will be carried out by the President, AOE Executive Committee, and appropriate AOE committees with consultation with the Vice Dean.

Article VI - Governance

The governing body of the AOE is composed of seven members and is called the Executive Committee. The Executive Committee governs in consultation with the Vice Dean of Education.

1. The voting members of the executive committee consist of the President, President-Elect, and Immediate Past President, Executive Director, and four at-large members. The chair of the executive committee is President.
2. Ex-officio members of the executive committee shall be determined at the discretion of the President, in consultation with the President-Elect and the Immediate Past President.
3. The Executive Committee shall meet at least quarterly as called by the President.

4. A Nominating Committee of 3 members appointed by the President, President-Elect, and Executive Director, will choose candidates for President and Executive Committee roles, with the support of the Vice Dean.

Article VII - President-Elect and President

1. Any faculty member is eligible to hold any elected position.
2. Nominees for President-Elect shall be proposed by individual members.
3. In the event that more than 3 nominees are proposed for a single role, the Nominating Committee will choose no more than 3 candidates for election.
4. The President-Elect shall be elected by a plurality of votes for a term of a total three years: one year as President Elect, becoming the President in Year two, and then becoming Immediate Past President in year three. The President-Elect position will be elected each year. In the event that an individual elected as President-Elect does not complete his or her full 3-year term an election process will be held to fill the vacated role as soon as is reasonably possible.
5. The President-Elect and President Positions are supported by the Office of Medical Education budget at a fraction of salary determined by the Vice Dean.
6. Duties of the President shall include:
 - a. Presiding at the general AOE meetings and at any meetings of the Executive Committee;
 - b. Appointing liaison representatives of the organization, committees, and committee membership;
 - c. Completing an annual report of the activities of AOE for submission to the membership and the Vice Dean;
 - d. Serving as a member ex-officio of all Standing Committees of AOE;

- e. Assuring the delivery of activities of the AOE such as visiting professors, faculty development opportunities, grant awards, and the annual banquet.

Article VIII - Executive Committee

1. Any faculty member is eligible to hold any elected position.
2. Nominees for the Executive Committee shall be proposed by the Nominating Committee and submitted to the entire voting membership by ballot.
3. The AOE member participating in an election for President-Elect and not winning that election will automatically be appointed to the AOE Executive Committee.
4. Additional members of the Executive Committee will be elected by plurality vote.
5. Members of the Executive Committee shall serve for a four year term. In the event that an AOE executive committee member does not complete his or her term in the role an election process will be held to fill the vacated role as soon as is reasonably possible.
6. Members of the Executive Committee are eligible for re-election, but may not serve more than eight consecutive years on the Executive Committee.
7. Duties of the Executive Committee:
 - a. The executive committee, meeting at the request of the President, shall act on behalf of the membership to further the goals of the organization and in conducting its business.
 - b. Executive committee members are expected to attend the meetings of the Executive Committee; assist in the development of policy for AOE; and serve in such other capacities as the President may indicate, including, but not limited to, participation in committee or workshop meetings or writing assignments for drafts of statements or reports.

Article IX - Committees

1. Committees for AOE include the Nominating Committee, Teaching Awards Committee, Grants Committee, and Membership committee.
2. Other committees are as established by the President or Executive Committee.
3. Chairs of each committee are appointed by the Executive Committee. Committee membership is by appointment by the chair of each committee.

Article X - Amendments

Any member of AOE supported by the executive committee may originate a proposed change in these By-Laws. The proposal will be circulated to the membership. The proposed amendment will be voted on by ballot. Any change in the By-Laws will require ratification by two-thirds of all voting delegates present at an announced AOE voting meeting.