

University of North Carolina School of Medicine Academy of Educators

BY-LAWS

(Amended July 2018; Revised September 2018; Effective September 2018)

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 Vice Dean of Faculty Affairs and Leadership Development (hereafter, FALD). 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:

- (1) Faculty Members
- (2) Resident Members

A. Faculty Membership

1. Any SOM faculty member contributing to medical education may be nominated for membership. Nominations may come from anyone, but the Department Chair must endorse the nomination. 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 Department Chair.

2. Successful applicants must be able to demonstrate accomplishments in one or more of the following six areas:
 - a. Direct teaching or mentoring, including didactic or clinical teaching of medical students, residents, fellows, graduate students, post-doctoral students, or other faculty
 - b. Instructional development and curriculum design (including the development of medical education resources)
 - c. Student or resident advising and mentoring
 - d. Educational administration and leadership
 - e. Educational research
 - f. Continuing medical education resources
3. To be considered for initial membership in the AOE, applications must include:
 - a. Curriculum Vitae
 - b. 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.
 - c. 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.
 - d. 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.

B. Resident Membership

1. 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.
 - d. 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.

C. Membership Terms and Termination

1. Each member is required to participate in a minimum of two events per year. Should a member fail to meet the minimum requirement, membership will be terminated, and the member will have to re-apply during the next membership application cycle. The AOE membership calendar year runs June 1 – May 31.
2. Faculty membership may be terminated by written resignation and/or loss of UNC SOM faculty appointment.
3. Resident membership is terminated at graduation from training at UNC. Residents who become faculty at UNC may apply for Faculty membership through the process outlined in these AOE Bylaws under Article III, Section A 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 Faculty Affairs and Leadership Development. Program planning for the Annual Meetings will be carried out by the President, the Leadership Council, and appropriate subcommittees, in consultation with the Office of Faculty Affairs and Leadership Development.

Article VI - Governance

A. Leadership Council

1. The governing body of the AOE is called the Leadership Council (hereafter, the Council). The Council governs in consultation with FALD.
2. The Chair of the Council is the President. The voting members of the Council are the President, Rotating Council members, and Standing Council members.
 - a. Standing Council members will be appointed by FALD and the AOE President at the beginning of the President's term.
3. Rotating Council members are AOE members nominated by their departments, and elected by the membership. Terms for Rotating Council members are two years. Nominated Council members must provide a letter of support from their Chair indicating that the department will provide 2.5% FTE salary support and time. Departments are encouraged, but not required, to match the 2.5% FTE support for

Rotating Council members, up to the NIH cap.

4. All Council members will serve on at least one subcommittee that will meet a minimum of once quarterly, in addition to monthly leadership meetings.

B. Presidential Election

1. Any current or past (within the last three years) member of the Leadership Council is eligible to run for President. The membership will vote to elect the President from a slate of candidates nominated by the Council. Each candidate will provide a letter of support from their Chair that indicates the Chair's commitment to protecting 10% of the candidate's time.
2. In the event that more than three nominees are proposed for a single role, the Council will choose no more than three candidates for election.
3. The President shall be elected by a plurality of votes for a term of three years.

C. Terms of the Presidency

1. The President will receive 10% FTE support from FALD.
2. Each President will serve a three year term. In the event a President is unable to complete the full term, the Council will re-slate candidates and present to the general membership for election.
3. Duties of the President shall include:
 - a. Presiding at the general AOE meetings and at any meetings of the Leadership Council;
 - b. Appointing liaison representatives of the organization and to the committees;
 - c. Completing an annual report of the activities of AOE for submission to the membership and the Vice Dean of FALD;
 - d. Assuring the delivery of activities of the AOE such as visiting professors, faculty development opportunities, grant awards, and the annual banquet.

Article VII - Amendments

Any member of AOE supported by the Leadership Council 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.