

University of North Carolina School of Medicine Academy of Educators

BY-LAWS

(Approved January 2020)

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:

- I. To promote and support excellence in teaching and the work and career paths of excellent teachers;
- II. To promote and fund curricular innovation, evidence-based curricular change and a scholarly approach to the education mission; and
- III. 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. All SOM faculty, residents, fellows, staff, and students are welcome to attend any AOE event with the exception of the Evening of Scholarship which is limited to members only.

Article III - Membership

The robustness of the AOE is dependent on member engagement. As such, the membership committee will consider faculty, fellows, and residents for membership dependent on documented participation for each membership category noted below.

- I. Membership requirements are subject to change and must be approved by the AOE membership. Members will be notified prior to meetings where votes will occur. See Article VII.
- I. The AOE year begins on June 1st of a given year.
- II. New members will be recognized at the Evening of Scholarship in May of each year.

AOE has three types of membership:

- I. Faculty Members
- II. Resident Members

A. Faculty Membership

- II. Any SOM faculty member contributing to medical education may be nominated for membership. Nominations may come from anyone, but the Department Chair or designee must endorse the nomination. Faculty should aim to participate in four AOE events or AOE service activities in the academic year prior to application (see article VIII). Although participation in events is not currently a formal requirement for election into the AOE, such participation will be considered when making membership decisions. Successful applicants must be able to demonstrate accomplishments in one or more of the following seven 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
 - g. Participation in AOE events and programming
- III. It is the responsibility of the faculty member to document participation at events by signing in at events. Faculty participating via video conferencing or watching videos after the event must attest to participation by contacting aoe@med.unc.edu within two weeks of the event recording being posted online. Attestations and sign-ins cannot be done retroactively after that two week time period has expired. At least one event must be attended in-person or via live video feed.
- IV. Maintenance of membership requires the same level of annual participation (four events per year). Membership will be suspended until the faculty member is able to participate at the level required in the by-laws.
- V. Exceptional circumstances that prevent a faculty member from meeting the on-going membership requirement can be appealed to the AOE Leadership Council via a written letter and will be dealt with on an individual basis.

B. Resident and Fellow Membership

- I. Residents, Fellows, Post-Doctoral students, and Chief Residents may self-nominate to become resident members of the Academy of Educators.
- II. The membership committee will consider a resident or fellow for membership after participation in four AOE events or AOE service activities in the previous academic year. (See Article VIII).
- III. It is the responsibility of the resident member to document participation at events by signing in at events. Residents and fellows participating via video conferencing or watching videos after the event must attest to participation by contacting aoe@med.unc.edu within two weeks of the event. Attestations and sign-ins cannot be done retroactively after that two week time period has expired.
- IV. Maintenance of membership requires the same level of participation annually (four events per year). Membership will be suspended until the resident member is able to participate at the levels required in the AOE by-laws. At least one event must be attended in-person or via live video feed.

- V. After completion of their graduate medical education program, trainees who remain at UNC for faculty positions will maintain their AOE membership as long as they have participated in four AOE events or AOE service activities in the previous academic year prior to faculty appointment. Trainees who do not meet this requirement must apply for membership along the standard Faculty Membership pathway above.

C. Membership Terms and Suspension

- I. Each Faculty and Resident member is required to participate in a minimum of four AOE events or AOE service activities per year. Mentored members are required to participate in a minimum of four events per year, including journal clubs and mentoring meetings. Membership will be suspended until the faculty or resident member is able to participate at the levels required in the by-laws, at which time they can reapply. The AOE membership calendar year runs June 1 – May 31.
- II. Membership will be inactivated at the end of employment at UNC and/or loss of UNC SOM faculty appointment.

Article IV - Voting rights

All members have voting privileges.

Article V - Meetings

The AOE President will call at least one voting meeting 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

- I. The governing body of the AOE is called the Leadership Council (hereafter, the Council). The Council governs in consultation with FALD.
- II. 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. These standing members should have backgrounds in educational theory, psychology, research design, or educational scholarship; or should be a representative for resident and fellow members of the AOE
 - b. Rotating Council members are AOE members nominated by their departments, and elected by the membership. Terms for Rotating Council members are three years.
- III. All Council members will serve on at least one subcommittee that will meet a minimum of once quarterly, in addition to monthly council meetings.

B. Presidential Election

- I. 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 and FALD. Each candidate will provide a letter of support from their Department Chair that indicates the Chair's commitment to protecting 10% of the candidate's time.
- II. In the event that more than three nominees are proposed for a President, the Council and FALD will choose no more than three candidates for election.
- III. The President shall be elected by a plurality of votes for a term of two years.

C. Terms of the Presidency

- I. Each President will serve a two year term. In the event a President is unable to complete the full term, the Council and FALD will re-slate candidates and present to the general membership for election.
- II. 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.

Article VIII - Service Activities

Service activities will be approved annually by the Council.

Currently approved activities include:

- I. Leading an AOE event, workshop, or talk
- II. Serving on a committee or the Leadership Council
- III. Serving as a mentor in the Mentored Member program and attending mentor activities
- IV. Curriculum development or evaluation for Academy programming

Article IX - Education Committee Representation

The AOE will solicit nominations for two elected members on the SOM Education Committee to serve three year terms. The role of these members is to represent faculty and the AOE in the oversight of the SOM

Curriculum. Nominees must submit their names to the AOE when requested and a paragraph outlining their interest in the role. The Council will review and then slate selected nominees for election by the general membership. The committee meets monthly and it is expected that this member would attend all meetings. The committee's full description can be found on the UNC School of Medicine [Constitution and Bylaws](#).