

BYLAWS

THE UNIVERSITY OF TEXAS ACADEMY OF HEALTH SCIENCE EDUCATION

I. BACKGROUND

Despite its fundamental importance, the educational mission at many health science centers often receives less recognition and less financial and personnel support than do missions of research, service, and clinical care. This disparity comes from a culture where university divisions and departments reward faculty on more lucrative efforts in research and patient care.¹ Health science centers should emphasize the scholarship of teaching and define indicators of educational excellence as promotion criteria. To this end, many health science centers have developed academies of elite educators to promote the institutional educational mission. The University of Texas System (UT System) recognizes the importance of the educational mission at its health science centers and wants to foster its elite educators with the development of the state-wide society, The University of Texas Academy of Health Science Education (the "Academy"). The UT System initiatives in health science education gained impetus in 2004 with the appointment of a Chancellor's Health Fellow in Education, the formation of the UT Medical Education Collaboration Steering Committee, and the initiation of an annual conference on Innovations in Medical Education. These initiatives now have been coupled with the formation of the Academy in 2005. All activities of the Academy are to be governed by these Bylaws and all operations are to follow the Policies and Procedures Manual of the Academy.

II. NAME

The name of the society is The University of Texas Academy of Health Science Education.

III. GOALS OF THE ACADEMY

The Academy is a formal organization of distinguished scholars recognized for their teaching excellence, and is committed to the enhancement of health science education.

The goals of the Academy are to:

- 1) recognize and reward outstanding educators for their exceptional contributions;
- 2) support faculty development for education;
- 3) promote the academic advancement of teachers in the health sciences;
- 4) encourage development and implementation of innovative educational projects, including collaboration between disciplines and institutions;
- 5) promote curriculum design and reform;
- 6) foster educational scholarship and research of teaching faculty and provide financial assistance for new and innovative educational projects.

IV. ORGANIZATION

A) Members. The founding members include the original individuals who were nominated by the Presidents of The University of Texas health science institutions and who were charged to define the Academy's mission, scope of activities, organization, and criteria for membership. The current members consist of the founding members and additional members elected on an annual basis.

B) Officers. The officers of the Academy include the President, the Past-President, the President-Elect, and the Secretary-Treasurer.

- C) Executive Board.** The four (4) officers of the Academy shall together constitute the Executive Board charged with direction of the Academy's mission. The Executive Board shall include representatives from at least three of the six health care campuses.
- D) Advisory Board.** The Advisory Board includes all members of the Executive Board and chairs of all standing committees.
- E) Duties of Officers.** The President, or President-Elect in the absence of the President, shall oversee all official meetings. The Secretary-Treasurer shall provide oversight of the finances of the Academy, including an annual budget. The Secretary-Treasurer shall prepare minutes for each official meeting of the Executive Board, the Advisory Board, and the Academy and distribute copies to all members of the Academy. The Secretary-Treasurer shall maintain an Archive of pertinent material from all educational conferences of the Academy, and its precursor committee, The University of Texas Health Science (formerly Medical) Education Collaboration Steering Committee. The Secretary-Treasurer shall maintain the curriculum vitae and other vital records of all members of the Academy. The official Archive of the Academy may be a component of an Academy Internet website. The Secretary-Treasurer shall manage all Academy funds, make disbursements under authorization of the Executive Board, and report financial statements at the annual Academy meeting.
- F) Election of Officers.** Except for the President, officers will be elected to a one (1) year term by majority vote at the annual meeting of the Academy. Upon completion of such one year term, the President-Elect shall succeed to the office of President for a one (1) year term. In turn, the President shall succeed to the office of Past-President for a one (1) year term. The terms of the officers shall coincide with the academy year of the Academy which coincides with the fall annual meeting and conference.
- G) Vacancies.** The President-Elect shall become the President in the event of a vacancy in the office of the current President. The President, with the advice and consent of the Executive Board, shall appoint an Academy member to fill any other vacant position on the Executive Board or any committee.
- H. Committees.** Standing committees shall include:
- 1) Membership Committee;
 - 2) Faculty Development and Educational Program Committee;
 - 3) Awards Committee.
- Additional standing or ad hoc committees may be appointed by the President with advice and consent of the Executive Board. Additional standing or ad hoc committees may include, but are not limited to:
- 1) Nominating Committee
 - 2) Grants Review Committee;
 - 3) Fund Raising Committee;
 - 4) Communication and Website Development Committee;
 - 5) Outcome and Assessment Committee;
 - 6) Bylaws Committee.
 - 7) Other ad hoc committees to address specific needs of the Academy.

I. Description of Standing and Ad Hoc Committees.

- 1) **Membership Committee.** This committee is charged with reviewing nominations and recommending new Academy members.
- 2) **Faculty Development and Educational Program Committee.** This committee is charged with promoting academic advancement of teaching faculty and with encouraging development of collaborative and innovative educational projects among teaching faculty. This committee is also charged with developing the agenda for the annual educational meeting of the Academy. The planning of the annual meeting may be delegated to an ad hoc committee.
- 3) **Awards Committee.** This committee is charged with the conduct and administration of various initiatives involving awards, including an Innovation in Health Science Education Award and a Small Grants Program.

The Executive Board will identify the need for new standing and ad hoc committees and shall formulate statements of charge for such committees. Non-members may be appointed to ad hoc Academy committees. Committee chairs and members will be appointed by the President with advice and consent of the Executive Board, after consultation with the members. All committees will have a chair and representative members. The chairs and representative members will serve two (2) year terms on committees. The President with the advice and consent of the Executive Board will decide how many members will serve on each standing or ad hoc committee.

V. MEETINGS

The Executive Board will call an annual professional and business meeting of the Academy membership in the spring of each year. This meeting may take place by an electronic medium or in person. The purpose of this meeting will include committee reports, election of new members into the Academy, and strategic discussion of the Academy's mission. The annual educational meeting of the Academy, with the general title of "Innovations in Health Science Education Conference," typically will be held in the fall of each year, and the general sessions will be open to all interested parties, including faculty and staff from UT institutions and non-UT institutions. A second annual meeting of Academy membership will coincide with the annual formal educational meeting of the Academy and will include a business meeting, election and induction of officers, formal recognition of new members in the Academy (induction event) and the presentation of awards and grants. The Executive Board can call a meeting after written petition from ten (10) or more members of the Academy, or when the Executive Board deems appropriate or critical to the Academy's mission. The Executive Board and the Advisory Board shall meet at least twice yearly at the call of the President of the Academy.

VI. MEMBERSHIP

A) Criteria for Regular Members. Eligible members in the Academy must be outstanding teachers in The University of Texas health science system. A goal of the Academy is to have diverse membership representing the many disciplines in health science education. The requirements for membership in the Academy will be strict. In general, membership in the Academy will be based on well-defined categories of excellence in teaching. Outstanding performance in any category will qualify a faculty for consideration for membership in the Academy. The categories of excellence in teaching include, but are not limited to:

- 1) direct teaching;
- 2) curriculum development, instructional design or re-design, and assessment of learner performance;
- 3) counseling and mentorship;
- 4) educational administration and leadership;
- 5) educational scholarship and research.

B) Nomination and Election Procedures for Regular Members. The procedures for nomination and election of members are included in the Policies and Procedures Manual of the Academy, and are to be consistent with the goals of the Academy and criteria for membership.

Nominations for membership in the Academy may come from the following individuals or groups at each University of Texas health science center:

- 1) President;
- 2) Dean/Vice Dean;
- 3) Faculty Senate.

Nominations for membership may also come from:

- 1) department chair;
- 2) division/section chair;
- 3) faculty in the health science center;
- 4) student in the health science center;
- 5) self.

The latter five (5) individuals/groups above must submit nominations for membership in the Academy through the President, Dean/Vice Dean, or Faculty Senate at each University of Texas health science center for subsequent approval and transmission to the Academy.

Nominations for membership in the Academy with an accompanying letter of nomination shall be submitted electronically by the President, Dean/Vice Dean, or Faculty Senate to the Chair of the Academy Membership Committee. The Chair of the Academy Membership Committee will contact electronically each candidate about application procedures for membership.

The application for membership submitted by an officially nominated candidate will include:

- 1) a highlighted summary of the candidate's outstanding educational contributions;
- 2) a personal statement which includes:
 - a) a discussion of the candidate's educational philosophy,
 - b) a discussion of the candidate's professional development efforts in education,
 - c) a discussion of the candidate's intended contributions to the Academy.
- 3) a complete and current curriculum vitae;
- 4) five (5) letters of support, one (1) of which will be the official letter of nomination two (2) of which should come from peers including faculty at the home or other institution, and two (2) of which should come from learners who benefited from the educational expertise of the candidate.

The Membership Committee will review completed applications for membership in the Academy prior to the spring meeting of the Academy. The Membership Committee will use specific selection criteria for membership in the Academy. The selection criteria include, but are not limited to:

- 1) breadth and variety of the educational contributions;
- 2) quantity of the educational contributions;
- 3) quality of the educational contributions;
- 4) quality and innovativeness of the educational contributions measured by outcomes;
- 5) reputation as an educator;
- 6) length of time at health science center(s) with active involvement in educational effort;
- 7) percentage of portfolio which is educational effort.

The Membership Committee will recommend new members to the Academy. Prior to the annual spring meeting of the Academy, the Membership Committee will send electronically the slate of recommended new members to the current Academy members, who in turn will elect new members by not less than 2/3 majority vote of Academy members who respond electronically or are in attendance at the annual spring meeting. Thereafter, the Membership Committee will present the new members to the President of the Academy. The President of the Academy will approve new members on or about April 30. The President of the Academy then will notify the new members of their election, and simultaneously provide each Office of the President at The University of Texas health science centers with the names of the newly elected members. The President of the Academy will induct new members during the annual meeting of Academy membership at the annual Innovations in Health Science Education Conference in October each year.

C) Other Criteria for Regular Members. The founding members will constitute the inaugural membership of the Academy. For the subsequent two (2) years (2006 and 2007) up to twenty-four (24) new members each year will be elected to the Academy. Thereafter, up to twelve (12) new members each year will be elected to the Academy.

Completed nominations for membership will remain active for three (3) years so that nominees who are not elected in the initial year of nomination can be reconsidered for two additional years. Such nominees will be provided the opportunity to revise and update their applications on an annual basis.

The Membership Committee will seek diversity in Academy membership. The Membership Committee will utilize criteria to ensure diversity in membership across all disciplines of health science education.

Membership in an already established institutional teaching academy does not guarantee automatic membership in the Academy; all candidates must apply for new membership in the Academy.

Membership in the Academy will be lifelong. The Academy expects the members to continue to perform educational effort at or above the level which qualified membership in the Academy. Members will act as ambassadors of the Academy to promote educational excellence at their University of Texas health science centers. The

Academy expects members to participate actively in committees, formal and informal programs, and activities that promote the Academy's mission.

- D) Criteria for Emeritus Members.** A regular member qualifies to become an emeritus member when the member resigns or retires as a faculty member at a UT health science institution or otherwise no longer meets the criteria for a regular member.
- E) Criteria for Honorary Members.** The Academy may from time-to-time elect individuals as Honorary Members. These individuals will have made outstanding contributions to the academic health science professions, and may have made outstanding contributions to the Academy. These individuals may hold appointment at a UT institution or another institution throughout the world.
- F) Criteria for Distinguished Teaching Professor.** The University of Texas Board of Regents has approved the award of the title, Distinguished Teaching Professor, for distinguished academicians and educators on faculty at any of The University of Texas institutions (See *Regents' Rules and Regulations*, Series 31001, Section 2.4 (b)-Faculty Appointment and Titles.) Members of the Academy are eligible for nomination for this academic title. Nominations for this title require review and approval by the President of the candidate's institution and the Executive Vice Chancellor of Health Affairs (EVCHA), according to criteria established by the EVCHA.

Ref Irby DM, Cooke M, Lowenstein D, Richards B. The academy movement: a structural approach to reinvigorate the educational mission. *Academic Medicine*. 79 (8): 729-36, Aug 2004