

POLICIES AND PROCEDURES MANUAL

THE UNIVERSITY OF TEXAS ACADEMY OF HEALTH SCIENCE EDUCATION

I. **General**

All policies and procedures for operation of the Academy must be in accord with the Bylaws of the Academy.

II. **Web Site and Archives**

The Academy is to maintain and Interest Website as the official “home” of the Academy. The URL of the current website is: <http://www.utsystem.edu/academy/hse/>
The Academy is to maintain an Archive at the Website. The Archive is to contain meeting minutes, conference proceedings, curriculum vitae of members, etc.

III. **Annual Budget**

The Academy is to develop an annual budget and receive approval for the budget from the Executive Vice Chancellor for Health Affairs.

IV. **Election of Officers and Appointment of Committees**

The annual election of officers, transfer of authority to new officers and appointment of committees is to follow the procedures described in the Bylaws.

V. **Annual Meeting**

Annually, the Academy will two business meetings per year in accord with the Bylaws and one of these meetings will coincide with the Innovations in Health Science Education Conference.

VI. **Annual Conference**

The Academy will conduct an annual Conference on Innovations in Health Science Education. The Conference is the purview of the Faculty Development and Educational Program Committee.

VII. **Grants and Awards**

The Academy sponsors a Small Grants Program and an Innovations in Health Science Education Award. These activities are the purview of the Awards Committee. The criteria for application and selection of grant recipients and award recipients are detailed in links from the home page of the Academy Website.

VIII. **Election and Induction of New Members**

Membership in the Academy is to be based on the criteria established in the Bylaws. The annual nomination, application, election, and induction of new members are to proceed according to the following procedures.

The criteria for membership in the Academy are based on well-defined categories of excellence in teaching. Outstanding performance in any category will qualify a faculty member 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.

The Membership Committee will initiate the process of nominations for membership in the Academy. The Membership Committee will call for nominations for membership in the Academy by contacting each Office of the President and Offices of the Deans of the Schools at The University of Texas health science institutions. Each institution will then distribute to its entire faculty details about nomination for membership in the Academy, and this notification may flow from the Office of the President through the offices of the Deans of the schools, Institute Directors, and Faculty Senate officers, etc. After an appropriate time the Membership Committee will close nominations for membership in the Academy.

The nomination for membership shall be in the form of a letter which summarizes the academic career and educational achievements of the nominee. These initial letters of nomination will be included in the dossiers of those nominees who apply for membership in the Academy.

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 statement of commitment including new or continuing contribution to the UT Academy and the University of Texas as an Academy member;
- 2) a highlighted summary of the candidate's outstanding educational contributions;
- 3) 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.
- 4) a complete and current curriculum vitae;
- 5) 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 institutions, 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 application materials of each candidate will be assigned for review and scoring by three members of the Membership Committee. 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.
- 8) commitment to the UT Academy.

The Membership Committee will recommend new members to the Academy. Prior to the business 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 business 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, 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 business meeting which coincides with the annual Innovations in Health Education Conference.

On February 18, 2010, the membership of the UTAHSE approved revision of the categories of members. The new categories of members are shown in the **Appendix**.

APPENDIX

Motion of establish 4 categories of Academy membership- The Academy expects members to participate in activities that promote the Academy's missions. As a result of non-participation of some Academy members, there has been a push to establish several categories of Academy membership. Dr. Lieberman led the interactive discussion that will establish several categories of Academy membership:

- 1) **"Fellow"** - member who maintains active participation as reflected in the Bylaws and the criteria below;
- 2) **"Member"** - member who fails to maintain active participation as defined by the criteria below;
- 3) **"Emeritus"** - A Fellow who has retired from or left employment from a UT health science institution; this honorific status must be requested by the individual Fellow and confirmed by final approval of the Executive Committee;
- 4) **"Honorary"** - *ex officio* member recognized for outstanding contributions to health science education and the Academy by vote of Academy members.

To maintain **"Fellow"** status a member must:

- 1) attend 2 Innovations in Health Science Education Conferences in any 4-year span, AND
- 2) make active contributions to an Academy committee annually as determined by Committee Chairs, AND
- 3) participate in at least 1 of 2 Academy business meetings per year over a 4 year span.

At induction into the Academy a new member gains "member" status. The member's participation in Academy activities will be reviewed each 4 year period thereafter. A new "member" who maintains active participation in Academy activities over this time period, as determined by the Bylaws criteria, will be considered a "Fellow" in the Academy. A member gaining "Fellow" status will be recognized with a letter from the Academy President to the Fellow, the Division Chief and/or Department Chair, the Dean, the Health Science Center President, and the Chair of the Promotion and Tenure Committee at the respective institution. All current Academy "Fellows/members" will also undergo review of their Academy participation every 4 year period.

An inactive member can be reinstated as a "Fellow" following 2 consecutive years of Innovations in Health Science Education Conference attendance AND 2 consecutive years of active committee contributions. Exceptions can be made by the Executive Committee after careful review of a member's status/participation.

These membership categories passed with a unanimous vote of 30 members.

Application of Faculty to UT Academy of Health Science Education: Due November 12, 2010

(To be completed by applicant)

1. Name: First, middle initial, LAST	
2. Title and affiliation:	
3. Nominating sponsor: Include name, title, affiliation and relationship to nominee. A letter of nomination from the sponsor must have been previously submitted to the Academy by September 18 and resubmitted with this application.	
4. Current responsibilities:	Briefly describe your activities within the following categories:
Teaching	
Clinical	
Administrative	
Research	
5. Commitment to the UT Academy: Your intended new or continuing contributions to the UT Academy and The University of Texas as an Academy member, limit 200 words.	
6. Major accomplishments as a teacher and educator: List up to 5 items, limit 200 words per item.	
7. Personal statement: Provide a discussion of your educational philosophy e.g. why you teach, how you teach, professional development efforts in education i.e. how do you learn and how have you learned to teach. Limit to 500 words.	
8. Mentoring: List up to 5 activities and/or publications co-authored with students and/or trainees that demonstrate mentoring at with description of your mentoring role.	
9. Education: List all publications in education, products in education and other educational materials e.g. movies, online instruction, textbook chapters, workshops, seminars, etc.	
10. Peers providing supporting letters (2): Include name, title, affiliation and relationship to nominee; "Peer" includes faculty at your own and other institutions etc. with similar educational responsibilities.	
a.	
b.	
11. Learners providing supporting letters (2): Include name, title, affiliation and relationship to nominee; "Learner" includes undergraduate, graduate and post-graduate students, fellows, faculty etc.	
a.	
b.	