POLICIES AND PROCEDURES MANUAL

of THE UNIVERSITY of TEXAS SYSTEM
KENNETH I. SHINE, M.D., ACADEMY of HEALTH SCIENCE EDUCATION

I. ADMINISTRATION and ORGANIZATION

All policies and procedures for operation of *The University of Texas System Kenneth I. Shine, M.D., Academy of Health Science Education*, also known herein as the 'Shine Academy' or the 'Academy,' shall be in accordance with the Bylaws of the Academy and aligned with the Academy mission.

II. WEB SITE AND ARCHIVES

A. The Shine Academy shall maintain a website as the official "home" of the Academy. The current website is https://www.uth.tmc.edu/ShineAcademy.

B. The Academy shall compile and maintain an Archive as part of the website in order to organize, document, preserve and provide access to information and materials related to the Academy and its history, including membership, committee activities, business meeting minutes and conference proceedings.

C. The Web Communications Committee is charged in part with website and archives oversight.

III. ANNUAL BUDGET

A. The Shine Academy shall develop and manage an annual budget that is approved by the office of The University of Texas System (UTS) Executive Vice Chancellor for Health Affairs, which provides the Academy's financial support and oversight. The Academy Secretary-Treasurer operates with the approval and authorization of the Academy Executive Committee (EC), and Secretary-Treasurer duties are conducted in conjunction with the Academy EC, namely management and oversight of all Academy financial matters including but not limited to the annual budget, and responsibility for the annual financial report to the Academy membership and to the office of the UTS Executive Vice Chancellor of Health Affairs.

IV. MEMBERSHIP

A. New Members: Membership in the Academy is based on the criteria delineated in the Bylaws. The complete membership process, including nomination, application, selection and induction of new Academy members, shall occur annually and is within the purview of the Membership Committee (MC). General membership-related timelines, processes and criteria shall be outlined at the Academy website membership link: https://www.uth.tmc.edu/ShineAcademy/members.htm.

The Academy seeks diverse membership representing the many disciplines contributing to health science education. Each of the UTS health science institutions will annually coordinate its own system to identify up to the designated maximum number of nominees qualified for Academy membership. The Academy call for nominations shall occur on a schedule that allows ample time for the campus nomination and the Academy selection processes to occur, and for new members to be notified well in advance of the annual (February) Innovations Conference, thereby maximizing new member attendance at the induction ceremony held in conjunction with this Conference.

Academy membership applications from nominees will be accepted (electronically) until close of business on an annual date designated. Previously unsuccessful candidates may reapply.

Every **application** for membership submitted by an officially nominated candidate will include:
1) A completed official application form (Candidate for Membership Form);
2) A 4-page NIH-equivalent education-specific *Curriculum Vitae* that only includes service or research accomplishments when relevant to education;
3) **Three (3) letters of support**:
   - One (1) official letter of nomination that includes examples of candidate's educational expertise;
   - One (1) peer letter of support that includes details about candidate's educational expertise, and can be from faculty at the home or other institution;
   - One (1) learner letter of support that explains how the learner benefited from the educational expertise of the candidate.

The MC will utilize a standardized equitable peer review process to review completed membership applications against specific selection criteria in order to identify the new Academy member inductees, numbering up to twice the number of UTS health science institutions.

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 efforts.

Prior to the Fall business meeting of the Academy, the MC will send electronically the final slate of recommended new members to all current Academy members, who in turn will ratify the slate by at least 2/3 majority vote of those responding electronically. The MC will present the endorsed slate of new members to the Academy President who will notify each new member and their corresponding health science center President about their selection to membership. Those not selected will also receive timely notification. The President of the Academy will oversee the New Member Induction Ceremony held during the Academy's annual spring meeting that occurs in conjunction with the Innovations in Health Science Education Conference.

B. **Emeritus Member:** A Shine Academy member retiring from a UTS health science institution may apply for Emeritus membership to the Academy. Benefits of Emeritus membership include inclusion in the Emeritus list on the Academy website, continued receipt of Academy communications, the right to add the Emeritus Member title to one's professional signature block, and the personal choice to participate in the Academy at any activity level.

An application shall consist of a personal statement that documents the applicant's meritorious contributions made to the Academy, and two letters of support from active Academy members familiar with the applicant's outstanding contributions. Applications may be submitted at any time for prompt MC review and determination, so that the Academy President can send written notice to inform the Emeritus applicant and t h e President of the corresponding institution about this honor within six weeks of application submittal. Emeritus membership will go into effect immediately and be celebrated as part of the annual New Member Induction Ceremony.

C. **Honorary Member:** An individual otherwise ineligible for Shine Academy membership may be nominated as an Honorary Academy Member when that individual has made outstanding contributions to health science education and the Shine Academy. Benefits of Honorary membership include inclusion in the Honorary Member list on the Academy website, receipt of Academy communications, the right to add the Honorary Member title to one's professional signature block, and the personal choice to participate in the Academy as a non-voting member.

Nominations must originate from active or Emeritus Shine Academy members, and include two letters of support documenting the applicable meritorious contributions made. Nominations may be submitted to the MC at any time for prompt review and determination, so that the Academy President can send written notice to inform the Honorary nominee and any corresponding institutional leadership about this honor within six weeks of nomination submittal. Honorary membership will go into effect immediately and be celebrated as part of the annual New Member Induction Ceremony.

V. GOVERNANCE

A. ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE LEADERSHIP

The Academy Executive Committee composition, service and vacancy handling are described in the Bylaws. Description of Academy Officers, officer duties, terms of service and vacancy handling are described in the Bylaws.

B. OFFICER DUTIES AND TIMELINES

PRESIDENT-ELECT: Among the duties of this role are to co-chair the Education Program Committee for the purpose of organizing the subsequent year's Innovations Conference together with the Education Program Committee Chair and members. The details and timeline are flexible and include the following:

1. Theme of conference – (Decide early so that invitations can be extended to outside speakers.)
2. Invite outside speaker(s)
3. Outline the schedule
   a. Half-day blocks with one or more types of activity
   b. Lunch meetings (Thursday)
   c. Reception (beverages and hors d'oeuvres) Thursday evening
   d. Breakfast meetings (Friday)
   e. Awards finalists
   f. Presentation of new members
   g. *NOTE:* Make sure to allow time for informal meetings and breaks.

4. Review types of submission, revise if necessary, match to schedule
   a. Workshop = 120 minutes or 60 minutes
   b. Discussion = 60 minutes
   c. Poster
   d. Demonstration
5. Distribute submission information (August – September) to
   a. All Shine Academy members
   b. All previous attendees
   c. Presidents of UT System health science institutions and their assistants
   d. Webmaster
   e. Deadline(s) for submission (mid-October)
   f. Review of submissions
   g. Selection (may be dependent on room space)
   h. Notification of successful submissions
6. Prepare agenda and post on web site (2014 template available)
7. Organize for judging of posters and demonstrations
8. Organize business meeting agenda with current President

PRESIDENT: The President organizes and chairs the business meetings, leads the Academy and arranges the review process for candidates for the Regents' Outstanding Teaching Awards. The duties may include the following:

1. Shine Academy, in general
   a. Review mission
   b. Communication with membership
      i. Assess, encourage and promote actions that contribute to accomplishing the mission
      ii. Assess needs of members with respect to accomplishing the mission (Last completed by formal survey in 2012.)
2. Business meetings
   a. Members' mid-term annual business meeting (Fall)
      i. President's selects venue and employs media to maximize member participation
      ii. Date should be arranged well-in advance to allow committee chairs to participate and report committee business, as well as allow for immediate pre-meeting committee meetings
         • Membership Committee likely to meet to finalize officer election slate
         • General email announcement of date, time, venue and agenda 2 months prior to meeting
         • Repeat email 1-month prior
         • Request member responses regarding type of participation and agenda items, i.e. in-person or call-in participation
      iii. Communicate with UT System regarding arrangements for lunch
   b. Innovation Conference-associated business meeting
      i. Date and time determined by Education Program Committee and President-elect
      ii. Lunch meeting in Balcones room with call-in arrangements in past years
      iii. Agenda preparation etc. in advance to anticipate reports and participation

3. Oversight of committee organization
   a. Committee chairs - Oversee Committee selection of Chairs
   b. Survey membership regarding committee preference
      i. Option to opt-out of committee participation
4. ROTA review
   a. All candidate packets are sent to the UTS Administrative Support for the Academy.
   b. Annual deadline for receipt of completed packets is in March.
   c. Send request for reviewers to all Shine Academy members (Feb/March). Each reviewer will be ranking 9 – 10 candidates from one institution; the exception to this is that all candidates from the 2 smallest institutions will be reviewed by the same review group. Reviewers must only compare candidates within an institution for final selection and not candidates across institutions.
   d. Criteria to consider when selecting reviewers
      i. Mix new reviewers with seasoned reviewers
      ii. Use the same odd number of reviewers (3) per candidate. Match credentials and discipline (e.g. M.D., Ph.D., D.D.S., M.P.H., R.N., etc.) of applicants with at least one reviewer whenever possible.
      iii. Maximize diversity: gender, degree, expertise, etc., while considering equitability, such as all M.D.s from an institution are reviewed by the same number of M.D.s
      iv. A total of 20 reviewers completes the task
   e. A file recording the history of reviewers over the past three years is kept on the ROTA SharePoint site, and can help ensure a mix of new and seasoned reviewers.
   f. A file recording all previous year's reviewers and applicants is on the ROTA SharePoint site.
      i. Use this to complete the assignments
      ii. The applicants' names and credentials are entered in the first columns by the UT System staff
      iii. The reviewers names and credentials are listed in the first row after the applicant columns
   g. All applications from each institution are in individual institutional folders on the ROTA SharePoint site.
      i. Reviewers rank 9 or 10 candidates from a single institution
      ii. Reviewers only have access to a single folder (institution) except when reviewing the (two) smallest institutions, which are reviewed by the same review group.
   h. Utilize expertise of Past Presidents experienced in this task to check assignments, etc.
   i. Administrative staff assist with entering, checking and tallying rankings

SECRETARY-TREASURER:
 A. Secretary role

1. Minutes of business meetings
   a. Responsible for accurate recording of business conducted
      i. UTS administrative support
      ii. Use Agenda as template
      iii. Send to Academy leadership/Chairs for edits prior to general distribution
   b. Timely distribution of minutes to all membership
2. Contribute to archive of Shine Academy materials
   a. Use SharePoint site for archiving all minutes
   b. Upload individual Word document
   c. Print as PDF and add to cumulative file

B. Treasurer role

1. Oversee Shine Academy budget
2. Develop budget with Executive Committee and present to UT System Executive Vice-Chancellor for Health Affairs
3. Expenditures
   a. Awards
   b. Grants
   c. Conference
4. Income
   a. UT System
   b. Conference registration
5. Present annual report at conference business meeting

VI. **COMMITTEES** https://www.uth.tmc.edu/ShineAcademy/committees.htm
For Standing Academy Committees and Other Committees, the Committee charge, composition, and leadership including terms of service are delineated in the Bylaws. After the annual New Member Induction, Academy officers through the UTS administrative support office will send a formal poll to all members so that each will confirm their choice to serve on at least one committee, or to opt out. Committee rosters will be devised, provided to the Committee Chairs and posted on the website.

A. STANDING COMMITTEES - OPERATIONS

1. **AWARDS AND GRANTS COMMITTEE:** *To conduct and administer the Shine Academy's Innovation in Health Science Education Award Program and the Health Science Education Small Grants Program.*

   Timeline of Committee Action

Important Action	Date
Committee members receive applications for both the Awards Program and the Grants Program	Oct - late
Committee members receive mid-point reminder	Nov - mid
Committee members submit reviews to team leaders	Dec - early
Team leaders submit final reviews/compilations of scores	Dec - mid
Executive Committee reviews Award Program finalists for budget appropriateness. Select 3 Award Program finalists.	Dec - late
Notification of 3 Award Program finalists (and non-selected applicants.)	Dec - late
Notification of Grant Program winners (and non-selected applicants.)	Dec - late
Award Program finalists present projects/programs for final vote	Innovations Conf.

a.   AWARDS https://www.uth.tmc.edu/ShineAcademy/awards.htm

The Academy through generous UTS support offers the Innovation in Health Science Education Award Program, which annually recognizes one or more individuals who have implemented an educational project or program in undergraduate or graduate health science education in any of the UT health science institutions in the last five years and documented its innovation and success. Three finalists are selected to present their projects at the Innovations in Health Science Education Conference held annually in February, and voting by the Academy members present will determine the final Award winner(s). This monetary award will be placed into the awardee's discretionary account at the appointing UT health science institution for use to support the awardee's academic pursuits. Strict application deadline will be at 5 p.m. CST in early October annually.

b.   GRANTS https://www.uth.tmc.edu/ShineAcademy/grants.htm

The Academy through generous UTS support offers the Health Science Education Small Grants Program will annually fund up to six 1-time grants of up to $5000 per project selected by a jury process. Faculty members from all of the UT health science institutions are invited to submit a written proposal and budget for a project that strives to improve health science education by innovative approaches. Those projects demonstrating a direct, measurable and positive impact on learners in health science education, and those with the greatest potential for broader dissemination will be the most competitive for this funding. Strict application deadline will be at 5 p.m. CST in early October annually.

2. **EDUCATIONAL PROGRAM COMMITTEE:** *To plan and orchestrate all aspects of Academy educational programming. In collaboration with the President-Elect serving as Educational Program Committee Co-Chair, the Educational Program Committee shall orchestrate all aspects of the annual Innovations in Health Science Education Conference.*

Timeline

Date	Action
Jan	Theme decision made
Mar	Invitations to outside (and all identified) speakers
May	Telephone meeting: Conference date/day and time established
Jun – Sep	Decide activities to include in each half-day
Jul – Sep	Application instructions revised
Aug	Finalize template for local Academy information
Oct 1	Invitation for applications sent to Presidents of health science institutions, Shine Academy members, previous conference registrants **NOTE:** Also send to related program coordinators (f.ex. TIME) and UT System undergraduate campuses with health science programs
Oct	Request or assign reviewers for workshops, discussions, posters, poster-discussions and demonstrations **LIMITS:** Breakout rooms = 9, capacity 16 – 72 **NOTE:** Atrium area has difficult permanent lighting for placement of poster boards and demonstration tables. Expense incurred by ordering and transporting all poster boards.

Nov	Invite speakers for panel discussions (local Academy representatives and curriculum representatives)
Mid-Nov	Deadline for receipt of applications (can extend to late Nov)
Dec	Deadline for selection of workshops, discussions and poster-discussions
Dec	Notify applicants
Jan – Feb	Prepare program. **NOTE:** 2014 Word document on SharePoint site

3. **FACULTY DEVELOPMENT COMMITTEE:** *To promote in the health sciences' context the academic career advancement of teaching faculty, the academic value and appreciation of educational activities and accomplishments, and the development of collaborative and innovative educational products.*

4. **MEMBERSHIP COMMITTEE:** *To oversee all aspects of Shine Academy membership along the membership continuum in concert with the Academy Officers and the UTS Office of the UT Executive Vice Chancellor of Health Affairs. To conduct all processes for membership application and new Member selection. To notify Members about eligibility criteria for Distinguished Teaching Professor designation in accordance with the UT Board of Regents' Rules and Regulations. To conduct the processes for Emeritus Membership and Honorary Membership.*

Membership in a UT institution's (local) teaching academy does not guarantee Shine Academy membership nor confer automatic membership. The Membership Committee will initiate the process for Academy membership nominations. The Membership Committee will call for nominations for membership in the Academy by contacting each Office of the President 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, etc. After an appropriate time, the Membership Committee will close nominations for Academy membership and proceed with the review and determination phases of the process.

Timeline

Date	Description
June - early	UTS health science institution Presidents are notified the Call for Shine Academy membership is open; application details and process sent. Current Academy members receive same notification.
August - early	Request for reviewers. Email RSVP to Membership Committee
August - mid	Deadline for receiving nominee packets from UTS institutions
August - mid	Packets ready for review
August - mid	Selection of 2 reviewers/institution (Tyler possible exception). Maximize diversity of reviewers regarding health sciences represented and other.
August - mid	Reviews start
September - mid	Deadline to receive reviewer rankings
October - early	Membership Committee meeting

5. **WEB COMMUNICATIONS COMMITTEE:** *To optimize Shine Academy communications, archives, media and website applications in concert with Webmaster support, the Academy Secretary- Treasurer, the Office of the UT Executive Vice Chancellor of Health Affairs and the UTS.*

6. **OTHER COMMITTEES – OPERATIONS:**

   a. **Nominations Committee:** *To monitor and conduct all aspects of the annual Academy Officer election process and any special elections, and through its actions, shall facilitate optimal institutional representation.*

   b. **Ad hoc and New Committees:** See Bylaws.
      o **Ad hoc Bylaws Committee:** *To review the Bylaws and advise the Academy about any updates needed in order to maintain up-to-date Bylaws.*

VII. BUSINESS MEETINGS

The Shine Academy convenes two annual business meetings approximately 6-months apart in accordance with the Bylaws. One meeting coincides with the Innovations Conference (February), and the agenda includes but is not be limited to Academy business regarding annual conflict of interest disclosures, officer elections and induction, new member formal recognition and induction, committee activity reports, and Academy mission and strategic planning discussions. The agenda may also include the presentation of awards and grants. The agenda of the second business meeting held annually, also called the Members' mid-term annual business meeting (fall timeframe), includes but is not be limited to business and committee meeting reports.

Edits: waiting for approval – edits suggested by J Williams, edits done by B Watson
- 5/13/2018 Removal of the UTSystem URL from II. WEB SITE AND ARCHIVES. Remove from A. "The current Academy website URL is http://www.utsystem.edu/academy/hse/."
- 5/13/2018 Removal of the UTSystem URL from IV. MEMBERSHIP. Remove from A. ": http://www.utsystem.edu/academy/hse/members.htm"
- 5/13/2018 Removal of the UTSystem URL and change "VI. COMMITTEES http://www.utsystem.edu/academy/hse/committees.htm" to "VI. COMMITTEES"
- 5/13/2018 Removal of the UTSystem URL from VI.A. STANDING COMMITTEES – OPERATION Change "a. AWARDS http://www.utsystem.edu/academy/hse/awards.htm" to "a. AWARDS"
- 5/13/2018 Removal of the UTSystem URL from VI.A. STANDING COMMITTEES – OPERATION Change "b. GRANTS http://www.utsystem.edu/academy/hse/grants.htm" to "b. GRANTS"