

BYLAWS
ACADEMY OF EDUCATIONAL SCHOLARS
THE UNIVERSITY OF TEXAS HEALTH SAN ANTONIO · JOE R. & TERESA LOZANO LONG SCHOOL OF MEDICINE

I. NAME:

The name of this organization shall be The University of Texas Health San Antonio Long School of Medicine (LSOM) Academy of Educational Scholars, known herein as the 'AES' or the 'Academy'.

II. MISSION:

To serve the LSOM and its faculty members through honoring, fostering and advancing biomedical teaching and excellence in educational research and scholarship.

III. GOALS:

- A.** To demonstrate the LSOM commitment to excellence across the academic biomedical education continuum through ensuring the science of medical education permeates:
 - i. Fostering medical educators to create and sustain outstanding curriculum, teaching, continuous quality improvement, educational research and scholarship.
 - ii. Providing the school and its departments with a mechanism to support, reward and honor the career development and achievements of medical educators.
 - iii. Building the academic recognition and prominence of LSOM medical educators through such as greater value in the LSOM promotion and tenure system, and eligibility for education-related honors and awards.
 - iv. Achieving and sustaining educational excellence through which the LSOM will become a nationally recognized and respected leader in fostering educational expertise, innovations, delivery, outcomes and research.
- B.** To facilitate and incentivize LSOM educators to join and build the Academy into a thriving participatory community of experts in order to provide mentoring and role-modeling to others and contribute through measurable scholarly educational achievement to the institution, the profession, and the academic career advancement of self and others.

IV. ORGANIZATIONAL STRUCTURE

A. OVERVIEW

The AES is a formal membership organization founded and supported by the LSOM Dean in conjunction with the LSOM Office for Faculty and the LSOM Department of Medical Education. The Academy shall conduct its operations under said purview to be accountable to the LSOM Dean. AES membership shall be comprised of outstanding LSOM scholars and leaders in medical education. An annual peer-review process shall be conducted to select new AES Members through the faculty fellowship. AES leadership shall be elected and appointed from among the AES membership.

B. LSOM DEAN'S SUPPORT

- i. Finance AES operations, including:
 - 1. Support and reimbursement of Member Benefits, as listed. (See V. MEMBERSHIP, C. MEMBER BENEFITS.)
 - 2. Administrative staffing to provide operations' support, including

secretarial role to prepare minutes from each AES business meeting, route for leadership approval, and distribute to the Academy membership. Schedule and arrange administrative and logistical details of AES events and meetings. Together with the Communications and Web Committee, compile relevant AES archival material and keep the Academy Website materials and information current.

3. AES Website creation and maintenance.
 4. Support the annual AES Celebration and Member Induction
- ii. Promote AES activities and events, including:
 1. Hosting the Annual AES Celebration and Member Induction.
 2. Informing LSOM leadership about the annual Open Call for AES applicants to Membership (Fellowship pathway) before broadcast LSOM announcements.

V. MEMBERSHIP

A. OVERVIEW

- i. The Academy shall seek, select, induct and support a membership that strives for broad representation of excellence in medical education across the LSOM.
- ii. Academy membership shall embody an inherent and enduring commitment to active participation in mission-aligned Academy business and goal-directed activities.
- iii. The Academy shall identify new Members annually through formal processes of candidate solicitation, application, peer-review and selection.

B. MEMBERSHIP DEFINITION

- i. **Directorship** – The Directorship is comprised of the individual serving in the following roles: LSOM Vice Dean for Faculty, Chair of the LSOM Department of Medical Education, and AES Executive Director (appointed by the LSOM Dean). Directorship individuals shall be recognized as members and comprise the inaugural leadership oversight team to guide AES creation in conjunction with the Founding Pathway members. The Directorship through the Executive Director will serve as the financial and administrative business liaison body with the LSOM Dean, who provides the AES financial and administrative support.
- ii. **Members** – Individuals with a primary LSOM appointment who are selected for induction into membership as outlined in these Bylaws. (See V. MEMBERSHIP, and VIII. STANDING COMMITTEES.) Members shall demonstrate continued

active engagement in both the scholarly and the administrative activities vital to Academy success in part by serving on at least one AES Standing Committee.

iii. **Pathways to Membership**

1. **Fellowship Pathway** – Provides an AES membership pathway for current faculty educators with primary faculty appointments in the LSOM to be competitively selected to become AES Members through completion of Fellowship training in conducting medical education research.
2. **Legacy Pathway** – Provides an AES membership pathway for highly experienced and recognized biomedical educators. The AES Member Selection Committee shall assess applications for membership from individuals with a primary LSOM appointment who meet the Legacy criteria and are committed to active AES service. Applications for this pathway to membership will be identified through nomination by the AES Executive leadership, department chairs or through a periodic broad LSOM solicitation for applicants. Members entering the AES through this pathway are exempt from AES fellowship requirements based on their extensive prior experience and accomplishments.
3. **Advisory Pathway** – To provide a pathway for otherwise ineligible yet highly accomplished educators with a primary LSOM appointment to contribute to the AES through an *ex officio* capacity without voting privileges. The Advisory capacity allows members to provide expertise and other support for the AES, and to participate in AES activities. Examples include LSOM-appointed Adjunct or Adjoint faculty; the LSOM Dean.
4. **Historical Pathway** – Provided inaugural AES membership through individuals accepting nomination from their respective academic home department Chairs to become founding AES members who together with the Directorship devised and advised the AES foundational structure and Bylaws and made a personal commitment to continued active engagement in AES scholarly and administrative activities.

C. MEMBER BENEFITS

- i. **Eligibility:** Competitively selected Members are eligible for the listed Member benefits upon formal AES Member induction. Membership achieved by other pathways (defined in V. MEMBERSHIP, B. MEMBERSHIP DEFINITION) are only eligible for 'All Member' benefits.
- ii. **Competitively selected Members shall receive:**
 1. Up to \$2,000.00 toward the cost of attending one education-focused conference of choice upon Operations' Committee approval.
 2. When in accordance with The UT System Board of Regents' Rule 31001, VI(b), the AES shall formally request the UT Health SA President to confer the honorific title, Distinguished Teaching Professor.
 3. All Member benefits.

iii. All Members shall receive:

1. Esteemed recognition as an AES member, including recognition at an AES celebratory event, a commemorative certificate or object, and listing on the AES website membership roster.
2. Upon Operations' Committee approval:
 - a. Reimbursement of a standard cost (to include registration, ground transportation, up to one day's meal stipend rate and conference hotel) toward attending the UT System Shine Academy's Annual Innovations in Medical Education Conference whenever a proposal is submitted/accepted for a poster, showcase or workshop presentation; or when being inaugurated as a new Shine Academy member.

VI. GOVERNANCE

A. EXECUTIVE COMMITTEE (EC)

The Executive Committee shall be comprised of the Directorship and led by the Executive Director. The EC shall schedule at least quarterly meetings with the LSOM Dean, to discuss AES administrative and financial business, report membership accomplishments, and engage in strategic planning.

B. OPERATIONS COMMITTEE (OC)

The Executive Committee together with the Committee Chairs shall comprise the AES Operations Committee (AES-OC) to serve as the overarching AES leadership body for all Academy business operations. The AES-OC shall function under the direction of the AES Executive Director. The AES-OC shall convene no less than quarterly, and as needed at the request of the LSOM Dean and/or the AES-OC membership. The AES-OC will report to the AES membership and to the LSOM Dean.

VII. STANDING COMMITTEES

A. GENERAL COMMITTEE STRUCTURE AND OPERATIONS

- i. All Committees shall be comprised of Academy Members, and responsible and responsive to the Academy mission and membership.
- ii. Each Academy Member shall participate as a member of at least one Committee each year. There is no term limit to Committee service, except in the role of Chair.
- iii. Each Committee shall establish a strategic plan of priorities that shall inform the Academy membership activities and candidate member project proposals.
- iv. Each Committee shall meet regularly and no less than quarterly to establish measurable annual goals, and report progress toward meeting the strategic plan of those prioritized goals. Sufficient member commitment shall be used to determine how many priorities can be simultaneously undertaken.

B. COMMITTEE LEADERSHIP

- i. Each Committee shall operate under the leadership of a Chair with up to one Associate Chair, if an Associate Chair is determined by that committee to be needed.
- ii. The Committee membership shall determine a process for equitable selection of the Chair who may serve up to a 2-year term of service, and with

- committee membership majority approval, may continue to serve up to the limit of four of any six consecutive years.
- iii. Each Committee Chair shall serve as a member of the Operations Committee.

C. COMMITTEE CHARGE AND OPERATIONS

Each Committee will develop and institute specific activities to meet the charge given by the Operations Committee.

- i. **New Member Selection Committee (NMSC):** To conduct all processes for membership application and new Member selection. To oversee all aspects of AES membership in concert with the AES- EC. (See V. MEMBERSHIP: A.-D.)
 - a. **Committee Composition:**
 - i. The NMSC shall be comprised of a combination of experienced NMSC members and individuals from the most recently inducted Members.
 - ii. A NMSC member must recuse themselves from reviewing and rating applications from candidates with whom there is a possible or actual conflict of interest, including but not exclusive of being in the same department, co-investigator on any grants or clinical trials, or having a defined mentoring relationship. Having a co-publication is acceptable. (See IX. Conflict of Interest)
 - b. **Operations:**
 - 1. The NMSC shall devise and apply an equitable application process, including an application evaluation and scoring system.
 - 2. Applications for AES membership shall be solicited annually through the LSOM Dean first informing all LSOM department Chairs and other LSOM leadership before broadcast email announcement to the LSOM faculty; thus, serving as a reminder that the application process includes both self-nomination and a letter of endorsement from the respective academic home department.
 - 3. New Member selection shall occur through a competitive peer-review process that holistically assesses the strength of applicants' education-related expertise, biomedical educational experience and achievements, proposed AES project, commitment to education and potential for ongoing active contribution to AES success.
 - 4. As part of the selection process, each NMSC member shall assess as high a number of candidates as is reasonable (about 7-9) so that each candidate's packet shall undergo at least 3 reviews with sufficient reviewers assigned to allow a fair rank ordering of candidates for final selection.
 - 5. The maximum number of qualified AES applicants formally selected each year as new Members shall be 12.
 - c. **Membership Eligibility and Applications:**
 - i. To be eligible to apply for membership through the faculty fellowship pathway, applicants shall have been appointed >50% FTE at the LSOM for at least 5 years and shall have an established

scholarship strength and career record of outstanding accomplishments in two or more aspect(s) of health science teaching/medical education, including educational research.

- ii. Should a faculty member join the LSOM from another institution where they achieved a scholarly career in education that meets the above stated applicant requirement, that faculty member may apply for AES membership through the faculty fellowship pathway as an LSOM faculty member appointed >50% FTE.
- iii. Submitted applications must align with AES goals and priorities.
- iv. The Application packet shall be comprised of the following:
 - 1. Applicant CV – Highlighting the quantity, frequency and quality of educational expertise and achievements, such as but not limited to course and curriculum development, teaching methods and accomplishments, and education-focused research, mentoring, honors and awards.
 - 2. One-page maximum (11 font Arial, 1" margins) applicant description of how AES membership would impact the applicant's scholarship strength and career growth in education, and how the applicant through serving as an AES member plans to add value to the LSOM.
 - 3. Two-page maximum (11 font Arial, 1" margins) applicant proposal of a specific scholarly educational project aligned with the mission of the AES. The proposed project shall include achievable and measurable education-related outcome(s) so that progress or completion can be demonstrated, preferably within 1-2 years, such as: education-focused manuscript submission/acceptance; academic abstract submission/acceptance; education-focused grant submission/funding, academic meeting poster or session presentation, creating/instituting a new curriculum/curricular innovation, new educational program, educational research, educational project- related award or honor.
 - 4. Letter of endorsement (1-page maximum) from the academic home Chair and other Chief/Supervisor, delineating how AES membership selection will be valued and supported by the academic home, and will confer value to the candidate's career.

ii. **Communications and Web Committee:** To optimize AES communications, archives, media and website applications in concert with the AES administrative staff and the LSOM Webmaster.

iii. **Faculty Development Committee:** To promote and advance faculty enrichment in biomedical education-related skills, the academic career advancement of LSOM faculty developing or further strengthening a scholarship strength in teaching and medical education, the academic value and appreciation of educational activities and

accomplishments, and the development of collaborative and innovative medical educational products.

- iv. **Awards and Grants Committee:** To monitor, instigate and facilitate sufficient and appropriate LSOM Teaching/Education-related recognition and awards on any level.
- v. **Educational Program Committee:** To plan and orchestrate all aspects of AES educational programming.
- vi. ***Ad hoc* and New Committees.**
 - a. When the need for an *ad hoc* Committee or a new Committee is identified, the AES-OC shall put the rationale forward to the membership, and upon a majority vote for approval, formulate the charge of the new committee, open it to membership and designate an inaugural Chair with appropriate expertise.
 - b. A Bylaws Committee shall be appointed and convened on an *ad hoc* basis.

VIII. ACADEMY GENERAL MEMBERSHIP BUSINESS MEETINGS

A. OPERATIONS: See VI. GOVERNANCE, B. OPERATIONS COMMITTEE.

- i. The AES General Membership meeting shall be convened no less than annually by the Executive Director or ED/OC to report AES accomplishments, vote to confirm member selection, and discuss new business and proposals.
- ii. All AES Membership meetings shall be scheduled and convened through consideration and application of the timing, logistics and other mechanisms (including technology) that maximize Academy member participation. Business meetings are open to the entire Academy membership and all members are encouraged to attend.
- iii. The ED with the OC shall oversee the AES Business Meeting agenda. Standard items of business include a progress report from the Chair of each Standing Committee with a review and discussion of each Committee's Strategic Plan and priorities. Annual Committee reporting will also confirm member contributions as substantive or lapsed. New business proposed to the ED in advance of the meeting will be addressed.

IX. CONFLICT OF INTEREST

So that all AES policies are created and implemented, and all funds are managed and distributed equitably and responsibly relative to the Academy and its mission, all AES Executive Committee members shall on an annual basis disclose and sign standard conflict of interest/commitment documentation.

X. AMENDMENTS

A. The AES-EC shall be responsible for maintaining the Bylaws and for determining when to activate an *ad hoc* Bylaws Committee to advise the Academy about any updates needed.

B. A Bylaws amendment can be proposed by any AES Member.

C. A Bylaws amendment shall be proposed in writing to the AES-EC for OC consideration and majority vote approval to move the proposal to full AES membership

vote. If approved, AES membership vote shall be held within two months of the written proposal submission.

D. Proposed Bylaws modifications shall be approved when two-thirds or more of the votes cast during a prescribed voting period from a quorum of at least half the AES membership are in favor of adoption.

E. All amendments will become effective immediately upon approval.

XI. BYLAWS: ADOPTED AMENDMENTS

A. 08/23/2023: Update original AES Bylaws to current state for ongoing operations by limiting reference to history and aspirations. II. Mission. Add 'research.' V. Membership. Define membership pathways and benefits. VII. Standing Committees. Move suggested ideas to be explored to founding history document.

B. 9/1/2023: AES Bylaws effective.

C. 2/5/2024: Bylaw changes to membership criteria presented to members at business meeting.