



## **ACADEMY OF CLINICAL EDUCATORS (ACE) BYLAWS**

### **Approved April 15, 2014**

#### **Mission**

ACE, The Academy of Clinical Educators, is a select group of volunteer faculty who are dedicated to excellence in teaching at The Commonwealth Medical College (TCMC). Participants will use their collective talents to enhance the educational programs at the college, its affiliated hospitals and community teaching sites. The Academy of Clinical Educators (ACE) will initiate and promote the professional development of a cadre of highly qualified clinical educators. This organization is dedicated to recognizing and facilitating the careers of volunteer clinical faculty of The Commonwealth Medical College.

#### **Goals**

1. Recognize and reward teaching excellence through membership
2. Advocate for, facilitate and support educational innovation and effectiveness;
3. Advise TCMC regarding the development, assessment and evaluation of pedagogical competencies which include, but are not limited to, the development and implementation of:
  - a. teaching standards;
  - b. assessment methods, tools, and processes;
  - c. curriculum materials;
  - d. mentoring programs;
  - e. evaluation methods, mechanisms and processes; and
  - f. scholarship in the field of pedagogy.
4. Mentor each other and other faculty interested in developing innovative and refined teaching skills;
5. Identify and promote effective, efficient and innovative teaching practices in a rapidly changing environment, and
6. Develop and implement educational programs that meet well-defined College needs.

## **Establishment of the Organization**

During the initial phases of the organization, there may need to be exceptions to some of the criteria that are outlined in the organizational bylaws. The only year that exceptions would be acceptable will be the 2012-2013 academic year, as initial members are promoted to fellow and mater level. Once the initial promotions are made, the newly promoted fellows and masters would be expected to fulfill the other administrative duties of the organization, as outlined in the bylaws.

The initial selection committee for the promotion of members for the 2012-2013 academic year will consist of the part-time clinical education directors and the regional deans. The clinical department chairs and the associate dean for faculty affairs and faculty development will serve as ex-officio members of the committee. At times, additional TCMC faculty, including Vice-Dean, [already an ex-officio member,] Regional Deans, Faculty Chairs or Research Deans may be invited to participate in ACE planning or projects.

## **Membership**

### **1. Membership Levels**

There are three levels of membership in the Academy of Clinical Educators: Member, Fellow and Master. Candidates may enter at any level based upon their qualifications. Members and Fellows will be encouraged to engage in faculty development activities that will facilitate their progression through the levels of membership during their tenure at TCMC.

Membership in ACE is reviewed on a biennial basis, if it is found that members are not fulfilling their responsibilities they may be asked to suspend their membership, until a time where they are able to fulfill the duties of their level of membership.

Participants at any level may choose to remain at their current level if not interested in advancing to the next level. The Academy also reserves the right to limit the number of candidates accepted at any level based upon the number of current members.

### ***Member***

All volunteer clinical faculty of The Commonwealth Medical College are eligible for membership in ACE and can request membership by sending a letter to the Manager of Regional Affairs

The Member level is recommended for Instructors, Assistant Professors and postdoctoral fellows with less than three years of teaching experience who have expressed an interest in and commitment to the educational efforts at TCMC.

Members are new participants who are being introduced into the Academy of Clinical Educators, and, thus, each Member will be encouraged to participate in peer mentor group. In these groups

ACE faculty will be encouraged to discuss faculty development and ways to improve teaching and scholarship, these groups will be organized regionally and are facilitated by a Fellow or Master in the ACE Program. There may be exceptions to this requirement in the initial phases of the organization.

To maintain an active membership in the ACE, Members are expected to:

- Attend at least two meetings, a year either Regional Faculty Development Meetings or ACE meetings
- Be active as a participant for at least two years before seeking advancement, with the exception of the initial phases of the organization
- A process for mentoring our members will be established in the future.

To advance to the Fellow level, a Member will be expected to:

- Complete the requirements listed above
- Obtain a letter of recommendation for advancement from an ACE Fellow or Master who knows them well enough to attest to their commitment and competence
- Submit a one paragraph, personal reflection on your personal philosophy of medical education
- Submit an application for advancement, letter of recommendation, and personal reflection by the published deadline

### ***Fellow***

The Fellow level of ACE is for faculty who hold the rank of at least Assistant Professor and who are experienced, reliable educators who seek to improve their teaching performance through active participation in ACE.

To maintain an active membership in the ACE, Fellows are expected to:

- Attend meetings two (2) or more meetings per academic year, either Regional Faculty Development or ACE Meetings
- Serve as a mentor to a Member or Members of ACE or serve as a facilitator for peer mentoring sessions
- Demonstrate a continuing commitment to personal excellence and clinical education training.
- Prepare and participate in Faculty Development sessions that occur regionally or centrally for TCMC, under the guidance of an ACE Master
- Provide an updated CV for input into the TCMC Faculty Database
- Serve as an active member of the ACE Organization, serving on committee's and providing support in leadership as needed
- Serve as a resource for other Clinical Faculty seeking information for further professional development

To advance to the Master level, a Fellow will be expected to:

- Maintain the requirements for a Fellow listed above
- Be active as a Fellow for at least two years before seeking advancement to Master
- Arrange for observation and feedback by ACE member (Fellow or Master level) while teaching
- Obtain a letter of recommendation from a Master Level participant and a colleague outside the ACE who has knowledge of the Fellow's teaching ability
- Submit an updated CV and summary of contributions to ACE and TCMC such as: delivery of faculty development sessions at regional meetings; facilitating research, developing curriculum, and providing lectures and presentations in TCMC classes

### ***Master***

This is the level for outstanding and innovative faculty leaders who hold the rank of at least Associate Professor. Faculty in this category will promote critical pedagogy, teach others to teach, establish networks, identify and promote teaching resources, develop and implement curricula, provide vision for TCMC educational programs, and disseminate information about TCMC programs to local, statewide and national audiences through professional presentations and publications.

To maintain an active membership in ACE, Master Teachers are expected to:

- Attend meetings regularly three (3) or more meetings per academic year, either Regional Faculty Development or ACE Meetings
- Serve as a mentor to a Fellow or Fellows of ACE or serve as a facilitator for peer mentoring sessions
- Prepare and participate in Faculty Development sessions that occur regionally or centrally for TCMC
- Provide an updated CV for input into the TCMC Faculty Database
- Serve on the ACE Review Committee (annually) for future applications for promotion
- Serve as a resource for other Clinical Faculty seeking information for further professional development
- Be an active member in the development of the Academy, providing thoughts and guidance for the future direction of the organization
- Represent the Academy at TCMC functions, including but not limited to: Commencement and White Coat Ceremony

## **2. Application Process**

Interested parties must submit a completed ACE application, by the published deadline which is communicated by the Department of Faculty Affairs and Faculty Development which will describe the:

- Benefits the candidate hopes to derive from membership or from advancement in membership
- Contributions the candidate anticipates or is currently making to ACE and TCMC
- Willingness on the part of the candidate to contribute time, talent and energy to the advancement of the goals of the Academy

Letters of recommendation are required for each stage of progression in membership. The number of letters and letter requirements will be published annually with application deadline information via the Department of Faculty Affairs and Faculty Developments. Letters should include:

- A description of how the candidate can contribute to the faculty development needs within the department, program, courses or clerkship
- A description of the nominee's qualifications in meeting the following criteria:
  - ~Ability and/or potential for leadership in educational faculty development efforts
  - ~Motivation and interest in issues related to pedagogy, including scholarship in the field
  - ~Ability to communicate effectively with faculty and students within the department
  - ~Ability to work effectively with others and to be responsive to feedback
  - ~Willingness to make the required time commitments for participation in the Program
  - ~A Current Curriculum Vitae should be included as well

### **3. Selection**

Candidates will undergo a rigorous review by the Master participants of ACE. Candidates will be selected for membership by a majority vote of the Master participants present at a meeting where the candidates for membership or advancement will be reviewed.

The review will include:

- The candidate's application, letter or letters of recommendation
- Curriculum Vitae
- A Master Teacher assessment. (When required for advancement) The Master Teacher assessment will include:
  - ~Direct teaching observation
  - ~Peer feedback assessment
  - ~Learner feedback assessment

Candidates will be admitted to ACE at an appropriate level based upon the faculty member's credentials. ACE reserves the right to limit the number of candidates accepted at any level based upon the number of current members.

#### 4. Recognition

- A. Once selected for membership, the participant will be formally recognized at an annual ACE Recognition Event.
- B. Each Fellow and Master will receive an ACE patch for his/her white coat and a certificate that will have the name of the faculty member, TCMC logo, the words “Academy of Clinical Educators” with the appropriate membership level, and the year of admission or advancement.
- C. Candidates are encouraged to use the appropriate membership level designation on all correspondence where the use of academic credentials is appropriate. ACE membership level does not supersede the faculty member’s official academic title.

#### 5. Active, Inactive and Emeritus Membership Designation

Over time, it is expected that participants will retire, move out of the consortium, and/or change their professional roles and responsibilities. In response to these changes, the ACE recognizes the importance of retention of the designation of ACE “Member” “Master” or “Fellow;” however, identification of active versus inactive versus emeritus membership has been determined to be necessary for ACE activity planning. At the start of each academic year, the leadership of the Academy of Clinical Educators, with the assistance of the Regional Deans and Regional Educational Teams, will assess and evaluate participants to determine their activity level within ACE, according to the definitions described below. In accordance with the Bylaws, active participants “*initiate and promote the professional development of a cadre of highly qualified teachers; advocate for, facilitate, and support educational innovation and effectiveness; and identify and promote effective, efficient, and innovative teaching practices.*”

**Active: The Master or Fellow is an active participant in ACE in the areas of:**

- activity planning/participation,
- mentoring,
- review of the teaching skills of applicants (Masters only),
- Participation in regional & ACE meetings depending on membership level a year.

**Inactive: The Master or Fellow is not presently an active participant in the ACE in the areas noted above.**

Inactive participants may change their status to active at any time by notifying the ACE President in writing. Similar to other professional memberships, the candidate’s ACE designation remains, regardless of activity level; however, ACE specifies that the participant indicate and document their status as *inactive*, and ACE will designate it as such in TCMC’s ACE Directory.

The inactive designation may be appropriate for participants who have relocated outside of the consortium, and/or participants who are no longer able to participate in ACE due to other responsibilities.

Master Teachers, Fellows and Members who are not retired, but no longer retain a faculty rank at TCMC due to relocation, or if they cease to be active at the medical school, will relinquish their ACE designation at the time when they relinquish their faculty rank. Retired Master Teachers, Fellows and Members who remain in the area are permitted to remain active in the ACE if they so choose, in accordance with the guidelines for active ACE membership.

**Emeritus:** Faculty who retired and are no longer practicing medicine and therefore, no longer serving as volunteer clinical faculty at TCMC

## 6. Removal

A participant may be removed by a majority vote of the Master Teachers if the participant's faculty appointment has lapsed, been suspended or revoked. The participant may also be removed by a majority vote of the Master Teachers for failure to fulfill commitments to ACE.

## 7. Governance

### A. Officers

- a) The President of ACE will preside over meetings.
- b) The President will be elected from the ranks of the Master Teachers, by the Master Teachers, for a three-year term.
- c) The Vice President will be elected by ACE and will stand in the place of the President if the President is absent.

### B. Nomination Committee:

- a) The committee will be chaired by the ACE President.
- b) Four additional voting participants with at least four years prior teaching experience will be members of the committee. The committee will be responsible for reviewing all ACE applications and requests for advancement and prepare recommendations for consideration and approval.

Criteria for membership to the Nominating Committee include but are not limited to the following:

- a. active involvement in education at TCMC
- b. scholarly activities and accomplishments (peer-reviewed publications in medical/pharmacy education), curriculum development, student/resident

research projects mentored, lectures and workshops at local and national education meetings

- c. education administration activities/roles (Director of Medical Education, Associate Dean, course director, local and national committees/ boards)

#### C. Committees

ACE may have such standing and ad hoc committees as are necessary to accomplish its work.

#### D. Review

ACE will undergo a self-assessment every five years to determine if it is meeting its goals and purpose and if its organizational structure, policies and procedures are facilitating same.

#### E. Amendments

These bylaws may be amended by a majority vote of the Fellow and Master level participants of ACE present at a meeting of the ACE.