

University of Florida College of Medicine Society of Teaching Scholars By-Laws

Name:

Society of Teaching Scholars

Mission:

To honor and foster teaching and educational scholarship.

Goals:

- To provide a forum to recognize and reward College of Medicine faculty who have demonstrated excellence in teaching and in a commitment to medical education.
- To identify a cadre of recognized experts to serve as advisors to COMEC and mentors and models to junior faculty, residents and students.
- To provide an incentive for faculty members' professional development as educators and role models.
- To demonstrate the College of Medicine's commitment to high quality teaching and learning and continuous quality improvement process of the educational program

Membership:

1. A teaching faculty member must have a minimum of 10% effort assigned to teaching, and be involved with the training of students (medical, dental, PA, and graduate), residents, and fellows.
2. Peers and/or other individuals (department chairs, students) can submit nominations by the annual fall deadline.
3. Nominees will be asked to submit a letter of intent that will contain materials to verify eligibility.
4. Upon verification of eligibility, the Society will ask nominees to submit a University College of Medicine's educational portfolio by the designated annual deadline. A member of the Society will hold a workshop to assist nominated faculty in completing an educational portfolio.
5. Members of the Society will review submitted education portfolios and make final selections each spring. New scholars must have a record of excellence in education scholarship and teaching excellence in medical education.
6. Recognition of new scholars will be made at the spring honors convocation, the Medical Education banquet, and the annual graduation ceremony.
7. Honorary members can be nominated by any member of the Society as part of the process for selecting faculty for regular membership in the Society. Membership will be determined by a majority vote of members of the Society and based on the following criteria:
 - The nominee must be a faculty member at the University Of Florida College Of Medicine.
 - The nominee must have a documented history of support for and involvement in the education mission.
 - It is anticipated that if elected the nominee will participate in the activities of the Society.

Meetings:

Meetings will be held approximately monthly September – June, and will be scheduled at the discretion of the Chair.

Officers:

Chair:

Nominations, including self-nominations, can come from any member of the Society. After a vote of the entire Society, the Chair will serve a term of two consecutive years, beginning July 1. Duties include scheduling and running meetings, overseeing the implementation of annual goals, and ensuring the existence and functioning of other officers and committees.

Chair of Nomination and Selection Committee:

This Chair will be determined annually, based on nominations and a vote.

Each of the Chairs above will serve a one-year term as *Past Chair*, immediately following the end of their term as Chair. The Past Chair will assist the new Chair in assuming the responsibilities of the position.

Chair Elect:

Each of the two Chairs above will serve a one-year term as Chair Elect, immediately preceding their term as Chair. Duties include assisting the Chair in his/her duties and preparing to assume the role of Chair.

Chair of Medical Education Week:

This position resides in the Office of the Associate Dean for Student Affairs.

New positions can be proposed by any member of the Society and determined by a majority vote.

Committees:

Nomination and Selection of New Scholars:

This committee is comprised of the Chair, Past Chair and Chair Elect. Responsibilities include soliciting nominations for new Scholars, coordinating the Educational Portfolio training and review processes, and coordinating the selection of new Scholars.

Medical Education Week:

Members of the Society will support this Chair in the development and implementation of Medical Education Week.

New committees can be proposed by any member of the Society and determined by a majority vote.

Do we want positions or committees for Exemplary Teachers and consultation to or mentoring of the Master Educators Fellowship program?

Finances:

The budget for the Society of Teaching Scholars is supported by the Office of the Senior Associate Dean for Educational Affairs. Each new inductee receives a stipend upon election to the Society, and each member receives an annual stipend to further their educational scholarship.

Amendments of the Bylaws:

Proposal:

A proposal to amend the Bylaws can be submitted by any member of the Society, in writing to the Chair. The Chair will bring it to the entire membership of the Society and a decision will be based on 2/3 majority vote.

Ratification

Letter to Members 6-6-2012 from Chair Richard Davidson, MD

Society of Teaching Scholars members,

At the last meeting, we discussed the general goals and mission of the Society. Specifically we concluded that the Society is best viewed as an honorary society with some additional responsibilities for members, as opposed to a primary service organization. With this in mind, we have decided to limit the number of meetings to four per year. There will be **no meeting in June**. The FY 12-13 quarterly meetings will be held on August 2, November 1, February 7, and May 2, with an additional meeting possibly scheduled for new member selection. In order to remain active members in the Society, it will be required that each member participate in **at least three Society events per year**. These could include any of the following:

1. Quarterly meetings
2. Presentation at a Society Journal Club
3. Presentation at a Faculty Development session sponsored by the Office of Faculty Affairs

Individuals who do not participate in at least three events will become inactive and will not be eligible for annual stipends. I have had several discussions with Dr. Fantone regarding the level of support, and we are in agreement that given the current significant financial challenges to the educational program, we will decrease the level of support as follows:

1. New members will receive \$2000 for educational use in their first year of membership.
2. Active eligible members will receive \$500 per year for educational use.

Appropriate use would include travel to educational conferences, technology hardware, subscriptions, publishing costs, etc.

The procedures for obtaining the stipends should be:

Procedure for stipend award/purchase reimbursement:

***All expenditures to be approved for reimbursement prior to purchase**

1. make the purchase personally and provide receipt with description of item (computer and other electronic equipment are exceptions (see 3))
2. make the purchase thru your departments (Travel arranged and paid thru department is required), provide supporting paperwork and your departments journal entry info, and monies will be transferred back into the department.
3. contact Susan for purchase of computer equipment such as iPads - these purchases are made through our IT department.

Note: technically these monies are not stipends but allowances of purchase - items purchased remain the property of UF - this is especially considered with items that are inventoried, as are computers and electronic equipment

Please feel free to contact me with any questions.

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