

## THE ACADEMY AT THE MMC INSTITUTE FOR TEACHING EXCELLENCE

### CHARTER

**1. Mission, Vision and Goals:** The Academy was founded in 2016 as part of the Maine Medical Center (MMC) Institute for Teaching Excellence (MITE). Its first Mission and Vision statements were developed by the Academy members at the winter 2017 meeting.

**Mission:**

The mission of the Academy at MITE is to develop, promote, and recognize excellence in teaching throughout the continuum of healthcare education.

**Vision:**

The Academy will transform the MMC academic environment and culture to establish MMC as a national leader in medical education

**Goals:**

The Academy goals are to:

- Promote diversity within the MMC community of educators
- Advance careers in academic medicine
- Cultivate leaders and mentors
- Foster innovation, research and scholarship in medical education
- Recognize teaching excellence
- Develop collaborative interprofessional educational models
- Define and advocate for policies that advance the academic mission

**2. Membership:** Membership in the Academy is by application or nomination depending on designation. Selection is done through a selection committee or full Academy approval. Members are selected from the diverse MMC faculty who embody the traditions of excellence along the continuum of medical education at MMC. Members of the Academy provide service to the system and the Academy through their continued professional development and participation in the MMC teaching programs and the academy's activities.

The Academy has four membership designations:

a. **Master Educators.** Master Educators of the Academy are role models who have had a lasting impact on education. Master Educators have lifetime tenure in the Academy. If a Master Educator can no longer be active in the affairs of the Academy they may be granted Emeritus status.

b. **Fellows.** Fellows of the Academy are elected to the Academy for 5-year renewal terms. Fellows are recognized for their sustained excellence in teaching and educational leadership. Renewal of membership is determined by active participation in the Academy's programs and continued excellence in education. There is no limit to the number of fellows in the Academy.

c. **Graduate Scholars.** Graduates of the Academy Scholar Program are active teachers within the MaineHealth system and its educational partners who have completed the Scholar program within the past 3 years.

d. **Scholars.** An Academy Scholar is a member of the Academy for two years while participating in the Academy scholar program. Acceptance into the program is by competitive application. There are generally 8-10 Scholars in the program.

**3. Governance:** The Academy is governed by the full membership of the Academy. Decisions are made through a majority vote. The Academy membership will elect an Executive committee consisting of 2 or 3 Master Educators, 2-3 Fellows, one Graduate Scholar and one Scholar. Master Educators will serve for three years, Fellows and Graduate Scholars for two years and Scholars for one year. Each Executive Committee member will be elected by a majority vote of their membership designation. Academy members may serve for a maximum of two consecutive terms. Whenever possible the terms of the Master Educators and Fellows shall be staggered. The Academy director(s) will serve as *ex officio* (voting) members of the Executive Committee. The committee will select a Master Educator or Fellow as the Chair of Executive Committee for a two-year term. Meetings of the Executive Committee shall be convened quarterly. In addition the Executive Committee:

- Will review and approve, by consensus, nominations for new Master Educators and Fellows of the Academy before submitting the candidates for approval by the Academy members.
- Approval for new Graduate Scholars.
- Approval of renewal terms for Fellows and Graduate Scholars.
- May convene any *ad hoc* committees of the Academy as necessary.
- May develop and approve, by majority vote, any operational procedures that they deem necessary.
- Propose any suggested changes to the Charter to the Academy for a vote. Changes to the Charter may be made with a majority vote of the Academy members.
- The Executive Committee will inform the Academy members of the committee's decisions.

**4. Executive Committee Chair:** The Academy Executive Committee Chair (the Chair) will lead all Academy Executive Committee meetings as well as prepare and approve Academy Executive Committee agendas. The Chair will also participate in planning Academy meetings including reviewing and approving agendas in coordination with the directors. The Chair should also meet regularly with the MITE program manager and participate in the MITE Executive committee meetings.

**5. Director:** The Academy shall have a director (or co-directors) appointed by the Vice-President for Medical Education with approval of the Executive Committee. The Vice-President for Medical Education will determine compensation for the directors as well as providing any staff support. The director(s) shall be responsible for the operations and programs (*e.g.*, the Academy Scholars program) of the Academy and are responsible for managing the Academy budget. The Academy Director(s) and chair of the Academy Executive Committee will provide the liaison between the Academy and other organizations, both internal (*e.g.*, MITE) and external (*e.g.*, Academies Collaborative). If the Director(s) is not a Master Educator or Fellow of the academy, the Director(s)

will be *ex officio* (voting) member(s) of the Academy. The Executive Committee may assign other duties to the Director(s) as needed.

**6. Meetings:** The Academy will have three business meetings a year (fall, winter and spring) and any other meetings that may be necessary. Business of the Academy, including membership voting, may be conducted electronically as well at Academy meetings.

**7. Annual Report:** The director(s) and the MITE program manager will prepare an annual report for MITE and will include a summary of the activities of the Academy, including the election of new members. The Annual Report may be approved by the Executive Committee prior to its publication.

#### **8. Roles and Responsibilities:**

**A. MITE Committees:** Academy members are encouraged to serve on one or more MITE committees.

**B. Teaching:** Master Educators, Fellows, Associates and Scholars are expected to be active participants in many of the educational activities of MITE and MMC, In particular to provide teaching in the TUSM- MMC Maine Track program.

**C. Mentoring:** Master Educators and Fellows of the Academy are expected to serve as mentors and advisors to the Academy Scholars, Graduate Scholars and other educators in the MaineHealth community.

#### **9. Selection of Academy Members**

**A. Master Educators:** New Master Educators of the Academy will be selected by the Executive Committee by general consensus. New Master Educators will be limited to four per year, except at its option, the Executive Committee may nominate additional Master Educators to replace any current Master Educator who has been granted Emeritus status or as a transfer from another Academy. Emeritus status shall be granted to any Master Educator in good standing who can no longer be active in the affairs of the Academy. The Director(s) of the Academy will annually solicit nominations for new Master Educators from the Academy membership and institutional academic leadership. New Master Educators should be highly and widely regarded within Maine Medical Center or its educational partners for excellence in teaching, educational leadership and mentoring. Master Educators must clearly be role models of excellence in education. Charter Appendix 1 of this Charter documents the materials required for Master Educator nominations. Consideration should be given to Academy Fellows. Master Educator nominations that are selected by the Executive Committee will be presented to the full Academy for approval by majority vote.

**B. Fellows:** Fellows of the Academy are elected to the Academy for a five-year term. Nominations are accepted any time and are reviewed by the Executive Committee. Fellowship nominations and renewals are approved by general consensus of the members of the Executive Committee. Accepted initial

nominations are presented to the full Academy for approval by majority vote. Renewals only need to be approved by the Executive Committee.

Initial selection as a Fellow of the Academy is based on both the nominee's record as an outstanding and innovative educator and letters of support from supervisors, peers and students. Nomination is open to all members of the Maine Medical Center and its educational partners who are actively involved in medical education from undergraduate to post-graduate levels.

Election as a Fellow requires sustained excellence in direct teaching of medical students, residents, fellows and/or practicing physicians, and in at least one of the five other areas:

- Instructional development, course and curriculum design
- Mentoring
- Scholarly activity
- Education research
- Educational administration and leadership

Renewal as an Academy Fellow requires demonstration of sustained excellence as an educator as well as substantive involvement in the activities of the Academy.

While it is understood that supporting documentation may relate to a nominee's faculty service at other institutions, a sufficient quantity of evidence must come from activities at Maine Medical Center or its affiliates.

Appendix 2 of this Charter documents the materials required for application and renewal of Fellow membership in the Academy

**C. Graduate Scholars:** Graduates of the Academy Scholar Program are active teachers within Maine Medical Center and its educational partners who have completed the Scholar program within the past 3 years. To join the academy as a Graduate Scholar, scholar program alumni must submit a current CV in the TUSM format and a statement of their current teaching activities. Upon joining an Academy Fellow or Master Educator will meet with the Graduate Scholar to help with a plan for academic advancement. Application materials can be sent to the Academy at any time. Approval will be made by the executive committee. Graduate Scholars have a 5-year renewal term. One Graduate Scholar is elected to the executive committee and serves for 2 years. As part of the Graduate Scholar Program they will develop a teaching portfolio, which contains current and past teaching activities and materials.

**D. Scholars:** The Academy Scholars Program is a two-year program intended for faculty who wish to enhance their teaching, education research and administrative skills. The Scholars generally meet twice a month from September through May. The elements of the Academy Scholars program are:

- Seminars and workshops covering aspects of educational research, clinical and didactic teaching, and educational program administration and leadership.
- Participation in other Academy and MITE seminars and workshops.
- Observed teaching session and coaching
- Teaching opportunities for TUSM-Maine Track medical students
- Completion and publication of an education scholarly project

Scholars may apply to the program utilizing the process approved by the Executive Committee. Scholars will be selected by an *ad hoc* committee appointed by the Academy director(s) or through a volunteer process, primarily composed of Academy Master Educators and Fellows, but non-Academy members may be added at the discretion of the director(s). Selection of the Scholars is by consensus of the committee. Scholars are members of the Academy for the two years that they participate in the Academy Scholars Program.

**E. Transfer of Membership.** New Faculty at MMC who have been an Academy member at another institution may be offered membership in the Academy at MITE as a Fellow or Master Educator after review of their curriculum vitae and transferring academy's organization by the Executive Committee. Acceptance is by majority vote of the Academy members. Transfer of membership can be done at any time.

**Approved and Accepted by the Academy at MITE April 18, 2017**

**Amended May 25, 2017**

**Amended by the Executive Committee August 16, 2017**

**Amended by the Executive Committee March 29, 2018**

**Accepted and Approved by the Academy April 6, 2018**

### **Appendix 1. Nomination Material for Master Educator of the Academy**

The nominations for Academy Master Educator should be confidential and generally not know to the nominee. Candidates for Academy Master Educator should not self-nominate or solicit others to nominate them.

1. Nominating letter from an Academy member considering the Master Educator criteria as stated in the Academy Charter:

- a. Achievements in health professions education as a teacher and/or facilitator of education
- b. Abilities that the nominee will bring to the Academy

2. Supporting letter, preferably from a faculty member who has been mentored by the nominee.

3. Abbreviated *Curriculum Vitae* or biography documenting excellence in teaching, education administration and/or education scholarship.

Approved by Executive Committee 10/ 1 /2020

Approved and accepted by Academy 11/1 /2020

**Appendix 2. Materials for Application [section 1] and Renewal [section 2] of Academy Fellowship.**

**1. New Fellow Application Components:**

**A. Online Application Materials**

- Demographic information
- Narrative – The following must be explicitly described in two separate sections: 1) Describe your accomplishments in direct teaching and, 2) in the other area you have selected from the criterion-based matrix (Table 1).
- List of courses, certificates and degrees related to medical education that you have completed.
- Curriculum Vitae, current and in TUSM format.
- Education portfolio (i.e., a selection of important material you have used in teaching, e.g., power point slides, handouts, curriculum, etc.)

**B. Letter of nomination from an Academy member or educational leader at MMC or its educational partners.**

This letter must explicitly address the following in four separate sections:

- Your relationship with the nominee (e.g., colleague, supervisor, mentor, etc) and how long you have known and worked with the nominee (in what capacities).
- Why you believe the nominee has met the criteria for excellence in direct teaching. Include a description of the opportunities you have had to directly observe their teaching and why you think their teaching has improved the clinical practice of students, residents, fellows and practicing physicians.
- The nominee has selected one other area of demonstrated excellence. Please provide evidence of why you think the nominee has demonstrated excellence in this area.
- Please provide any other information you think that makes the nominee eligible for being a Fellow of the Academy.

**C. Letters of support from a colleague (two required). These letters must explicitly address the following in four separate sections:**

- Your relationship with the nominee (e.g., colleague, supervisor, former student, etc) and how long you have known and worked with the nominee.
- Why you believe the nominee has met the criteria for excellence in direct teaching. Include a description of the opportunities you have had to directly observe their teaching and why you think their teaching has improved the clinical practice of the students.
- The nominee has selected one other area of demonstrated excellence. Please provide evidence of why you think the nominee has demonstrated excellence in this area.
- Please provide any other information you think that makes the nominee eligible for being a Fellow of the Academy.

D. Letters of support from former or current students or protégés (two required). These letters must explicitly address the following in three separate sections.

- Your relationship with the nominee when you were their student/resident/fellows and how much contact you had. What is your current relationship?
- How would you characterize the nominees teaching style and commitment to your learning.
- Describe what you learned from the nominee and how this has influenced your care of patients.

## **2. Fellow Renewal Components**

Fellows are elected to the Academy for a five year time period and may apply for renewal as an Academy Fellow during their final year of Fellowship. The following materials must be submitted to the Academy Directors at least 6 months before the end of their current Fellowship.

A. Narrative summary of current teaching, educational administration and scholarship. This narrative should be keyed to the criteria-based matrix (Table 1) of educational activities and indicates which of the 5 topics are most relevant.

B. A summary of contributions to the Academy, including Academy and MITE committees on which the Fellow has served, Academy white paper authorships, MITE teaching activities, and other activities that have furthered the Academy's goals.

C. A current *curriculum vitae*, in TUSM format.

Approved by Executive Committee 5/ 6 /2018

Approved and accepted by Academy 5/6 /2018



# MIT E

**MMC Institute for Teaching Excellence**

"To promote excellence in medical education in Maine"

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**Table 1. Criterion Based Matrix Fellow Nomination Categories**

<b>Areas of Excellence</b>	<b>Evidence of Excellence</b>	<b>Supporting Information</b>
Direct teaching, including didactic and/or clinical teaching of medical students, residents, fellows or peers	Improvement in the clinical practices of the learners.	Teaching awards, summary of student evaluations, letters from students, reports of peer / supervisor direct observation of teaching performance
1. Instructional development, course and curriculum design	Creates outstanding courses / curricula that have received excellent and consistent evaluations from learners; courses / curricula have been introduced at other institutions	Portfolio of materials related to the course or curriculum. Student reviews. Portfolio of materials related to presentations on the course / curricula innovation. Examples of enduring teaching materials (e.g., MedEdPortal submissions),
2. Mentoring	Protégés have advanced to significant positions of educational leadership and teaching excellence	Letters of support from current and former mentees, documentation of the accomplishments of protégés.
3. Scholarly activity	Following Boyer's typology of scholarly work: <ul style="list-style-type: none"> <li>• Integration – the intellectual synthesis through review papers and book chapters disseminated nationally</li> <li>• Application – addressing practical application through protocols and guidelines that are adopted locally and nationally</li> </ul>	Publications in peer reviewed journals, book chapters, presentations at national meetings, participation in specialty society development of protocols and guidelines; dissemination of education materials outside of MMC (e.g., MedEdPortal, specialty society meetings, etc.)
4. Education research	Original investigations on educational research published in peer reviewed journals	Education research publications, editorials on education research, research grants.
5. Educational administration and leadership	Current or past positions of leadership, e.g. clerkship director, residency or fellowship director, etc.	Letters of support from supervisors (e.g., department chair for a residency program director), results of external or internal program reviews, achievements of students applying to and graduating from the program.