



MITE

MH Institute for Teaching Excellence

"To promote excellence in health professions education"

mitemainehealth.org

THE ACADEMY AT THE MAINEHEALTH INSTITUTE FOR TEACHING EXCELLENCE

CHARTER

1. Mission, Vision and Goals: The Academy was founded in 2016 as part of the MaineHealth (MH) Institute for Teaching Excellence (MITE) to form and foster a community of educators. 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 health professions education.

Vision:

The Academy will transform the MH academic environment and culture to establish MH as a national leader in health professions education.

Goals:

The Academy goals are to:

- Cultivate leaders and mentors in a community of health professions educators
- Advance careers in academia across health professions
- Foster innovation, research and scholarship in health professions education
- Recognize teaching excellence
- Promote diversity within the MH community of educators
- Encourage the development of 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 the Executive committee, ad hoc committees, or full Academy approval. Members are selected from the diverse MH faculty and its educational partners who embody the traditions of excellence along the continuum of medical education at MH. Members of the Academy provide service to the system and the Academy through their continued professional development and participation in the MH 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 active educators who are recognized for their sustained excellence in teaching and educational leadership. Fellows of the Academy are elected to the Academy for 5-year renewal terms. Renewal of membership is determined by active participation in the Academy's programs and continued excellence in education.



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c. Graduate Scholars. Graduates of the Academy Scholar Program are active educators within the MaineHealth system and its educational partners who have completed the Scholar program..

d. Academy Associate Educators are active educators in the health professions within MaineHealth and its educational partners. Academy Associate Members have a 5-year renewal term.

e. Scholars. Academy Scholars are active educators who are members of the Academy for two years while participating in the Academy scholar program. Acceptance into the program is by competitive application. There are generally 5-7 Scholars per year 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 Executive committee functions as the operating group and consists of 2- 3 Master Educators, 2-3 Fellows, one Graduate Scholar, one Academy Associate Educator and one Scholar. Master Educators will serve for three years, Fellows, Graduate Scholars and Academy Associate Educators for two years and Scholars for one year. Each Executive Committee member will be nominated and approved by the current Executive Committee members. 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 before submitting the candidates for approval by the Academy members.
- 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.

5. Director(s): 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). The Executive Committee may assign other duties to the Director(s) as needed.

6. Subcommittees and Workgroups: The Academy Executive Committee is supported through the work of 1 additional subcommittee and 2 ad hoc workgroups convened annually as needed reporting back to the Academy Executive Committee: the Diversity, Equity and Inclusion Subcommittee, the Annual Health Professions Educator Conference planning ad hoc workgroup, and the Scholar Selection ad hoc workgroup.

7. 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.

8. Roles and Responsibilities:

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

B. Teaching: All Academy members are expected to be active participants in many of the educational activities of MITE and participate in programming for the Scholar 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 MaineHealth or its educational partners for excellence in teaching, educational leadership and mentoring. Master Educators must clearly be role models of excellence in education. Master Educator nominations should include an updated CV and a letter from an Academy Fellow or Master Educator. Consideration should be given to Academy Fellows who have served for at least 5 years. 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 Academy Executive Committee.

Initial selection as a Fellow of the Academy is based on both the nominee's record as an outstanding and innovative educator as recorded in the CV, and a letter of support from an academy Fellow or Master Educator. Nomination is open to all members of the MaineHealth and its educational partners who are actively involved in health professions education .

Election as a Fellow requires sustained excellence in direct teaching of medical students, residents, fellows, nurses, pharmacists, and/or practicing physicians, and in at least one area of excellence such as: instructional development, course and curriculum design, mentoring, education research or scholarship, educational administration, and leadership.

Materials required for Fellow nominations will be listed on the MITE website.

C. Graduate Scholars: To join the academy as a Graduate Scholar, scholar program alumni should submit a current CV and a statement of their current teaching activities. For those applying from outside programs a full description of curriculum and coursework is required. Upon joining an Academy, Graduate Scholars will be assigned a Fellow or Master Educator mentor to 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.

D. Associate Educators: To join the academy as an Associate Educator, the applicant must be ready to pursue appointment at the instructor level or higher. The application includes submission of the CV, a statement of current teaching activities, and two letters of recommendation, and a letter of nomination from a member of the Academy or academic leadership. Application materials can be submitted to the Academy at any time. The Academy Executive Committee will approve applications on a rolling basis. Academy Associate Educators have a 5-year renewal term and should be working towards academic promotion from their current rank during their term.

E. Scholars: The Academy Scholars Program is a two-year program intended for educators in the health professions interested in academic advancement who wish to enhance their teaching, education research and leadership 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 or other health professions
- Completion and dissemination of an education scholarly project

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



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members may be added at the discretion of the director(s). Selection of the Scholars is by consensus of the ad hoc committee. Scholars are members of the Academy for the two years that they participate in the Academy Scholars Program.

F. 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

Amended by the Executive Committee and approved by the Academy November 1, 2020.

Amended by the Executive Committee and approved by the Academy February 29, 2024.