ARTICLE I

1.1 PURPOSE

MISSION STATEMENT
The Academy of Master Teachers (AMT) is an interprofessional community serving UTMB through the promotion of educational excellence.

VISION STATEMENT
The Academy of Master Teachers will propel UTMB to a national and global reputation for excellence in Biomedical and Health Professions education.

1.1.1 The AMT will recognize outstanding educators from all four schools of the University of Texas Medical Branch.

1.1.2 The specific objectives of the AMT include the following:

a. elevate the status of master teachers through peer recognition of excellent teachers and scholarly educators
b. create and disseminate a standard to identify and demonstrate excellence in the quantity and quality of teaching and scholarship in education so that educators can be fairly judged for promotion and tenure decisions
c. promote innovation in teaching and education through the creation and dissemination of grants and awards to stimulate creative projects, research, and development of skills
d. enhance faculty knowledge of educational theory and skills through innovative faculty development programs
e. facilitate the sharing and dissemination of educational research, skills, and innovative programs locally though an annual educational symposium, and provide assistance in regional and national dissemination and publication of educational information through other venues
f. provide educational mentoring and peer consultation to faculty at every level of the institution, and particularly to junior faculty
g. serve as an advocate for faculty educators and the educational mission across UTMB
h. promote a community of educators that recognizes and supports the important educational mission at UTMB

ARTICLE II

MEMBERSHIP

2.1 FULL MEMBERSHIP

2.1.1 Full Membership means faculty of The University of Texas Medical Branch (UTMB) with an academic rank of Clinical Instructor or higher who applied for membership using an approved standard and was selected by the Academy. Full Membership is for a period of three years.

2.1.2 During the third year of Full Membership status, faculty interested in retaining AMT Full Membership, must re-apply for another term. There is no limit to the number of terms for which a member may apply.

2.1.3 A former AMT member who wishes to re-establish membership must re-apply using the standard application process.

2.1.4 Full Members are eligible to vote on all business brought before the general membership. Each full member is allowed one vote. Voting may take place in person or electronically.
2.2 LIFETIME FULL (LF) MEMBERSHIP
2.21 LF membership is conferred to past AMT Directors in good standing.
2.22 A Director whose term as a full member of the AMT is scheduled to end prior to the end of their term as Director of the AMT will automatically have their membership extended without the need for reapplication until the end of their term. At the end of their term as Director they must successfully reapply for Full Membership in the AMT before receiving LF membership.
2.23 LF members do not have to reapply for Full Membership every three years.
2.24 LF members have all the rights and duties of Full Members

2.3 LIFETIME ACHIEVEMENT AWARD (LAA) MEMBERSHIP
2.31 Faculty recipients of AMT Lifetime Achievement Awards (LAA) will be granted LAA membership in the AMT.
2.32 Faculty granted LAA membership status are honorary members and shall be exempt from regular AMT expectations and service responsibilities, unless they also enjoy Full Membership status.
2.33 Being an LAA member does not preclude applying for full Academy membership and accepting all rewards and responsibilities of membership should they successfully complete the application process. If they are successful they will maintain their status as an LAA member but be obligated to the responsibilities of full membership. After successfully completing the application process, Lifetime Achievement Award holders need not reapply for membership each term to maintain full membership.
2.34 Unless they are also full members of the AMT, LAA members may attend general meetings but may not vote on issues brought before the general membership.
2.35 LAA members who are not full AMT members do not receive stipends.
2.36 If a LAA member chooses to do so, he/she may become an active member of any team with the approval of the director and would be eligible to vote on matters that come before that team at the discretion of the director and the Executive Team.

2.4 ADJUNCT MEMBERSHIP (AM)
2.41 Adjunct Membership is available only to AMT members in good standing who have resigned or retired from UTMB. To be eligible he/she must have been a full member for a minimum of three (3) years and successfully re-applied. AM is not available to AMT members who have allowed their membership to expire.
2.42 AMT members who depart UTMB in good standing either due to retirement or resignation, are no longer full members, but have the option of requesting adjunct membership in the AMT (written letter addressed to the AMT Director).
2.43 AMT members who receive emeritus status upon retiring may:
   a. retain full AMT membership with all of its privileges and duties
   b. request adjunct membership
   c. relinquish AMT membership at time of retirement.
2.44 A retiring or resigning AMT member will receive a letter from the AMT office outlining the adjunct membership level and expectations of membership as set forth by the Standards Team. The retiring or resigning AMT member will have thirty (30) days to submit a letter to the Director of the AMT asking to be considered for adjunct membership. The letter must include their general intent for maintaining membership in the AMT.
2.45 Adjunct Members will be non-voting and will enjoy select membership benefits.
2.46 Expectations for Adjunct members include:
   a. Participation in some AMT events
   b. Renewal of adjunct membership every three years, and must demonstrate some level of involvement as outlined by the Standards Team
ARTICLE III

TEAMS

3.1 SERVICE TEAMS

3.11 Standing service teams shall be established that are functionally related to the purpose and responsibilities of the AMT. The deliberation process and criteria used by the teams will be consistent with Robert’s Rules of Order.

3.12 Standing service teams include:

a. **Advocacy Team.** The members of the Advocacy Team work closely with APT committees, search committees, and other campus entities to assure that Academy standards are understood by the UTMB community and that the issues pertaining to educators are considered in APT and similar type decisions. They are responsible for the AMT newsletter in addition to determining the winner of the annual Lifetime Achievement Award.

b. **Faculty Development.** The members of the Faculty Development team plan, develop and organize the journal club, workshops, seminars, grand rounds and conferences including the two (2) annual anchor events, the Spring Education Symposium and the Fall Faculty Development Day. They are responsible for the promotion of these events.

c. **Grants and Awards.** The members for the Grants and Awards team are responsible for the creation of standards and selection of innovative proposals for grants and awards made available by the AMT.

d. **Membership and Standards.** The Membership and Standards Team defines the criteria for AMT membership. The team develops standards, portfolio scoring rubrics and the model portfolios as reference guides. The team establishes the process and procedures for application and re-application to the Academy. The Team appoints and trains the Membership Selection Panel. Lastly, the team is tasked with annual review of Bylaws.

e. **Mentoring/Peer Consultation.** The mentoring/Peer Consultation team supports the UTMB community of educators by providing services that develop the educator’s ability to grow and develop in the academic enterprise. The members of the Mentoring/Peer Consultation team organize activities related to providing guidance and support in the educational career development of junior faculty. Members also organize peer consultation activities which may include the direct observation and peer review of lectures, clinical teaching and other teaching activities. Members of the mentoring/Peer Consultation team are active in providing workshops and one-to-one consultations to AMT applicants.

f. **Web Development.** The members of Web Development team are responsible for the building and upkeep of the AMT web site and serve as the webmasters in addition to the AMT Coordinator.

3.13 The Director of the Academy will appoint members to teams annually based on member preferences; each member may however request reassignment due to scheduling issues or other reasonable conflicts with team meeting times.

3.14 All team meetings are open to the entire membership except in the case of an emergency meeting called by the Director.

3.15 The term for team membership is not less than 1 year.

3.16 Team Leaders.

a. Team leaders are elected by team members every two (2) years, using the fiscal year calendar. Voting will be anonymous and conducted electronically. Eighty (80%) of team members must vote for a team-leader election to be valid. In the event of a tie the team leader will be chosen by a secondary anonymous vote of the AMT Executive Team. A team leader serves for no less than one (1) year. Team leaders may serve no more than two (2) consecutive terms.

b. Team leaders also serve on the Executive Team or must provide a team representative.
3.17 Team Standard Operating Procedures.
   a. Each team is responsible for revising their standard operating procedures annually and
      approving the revisions. The operating procedures will be reviewed and finalized by the
      Executive Team annually.
   b. The Director will hold team leaders accountable for the timely revision of teams' operating
      procedures.
   c. All teams' written standard operating procedures will be included as addenda to the Bylaws
      once approved by the Executive Team. These addenda will be updated annually but will not
      be subject to the procedures established for amending the Bylaws.

3.18 The Executive Team will review the relevance of all teams each fiscal year. Teams may be created
or dissolved at the discretion of the Director and the Executive Team.

3.2 EXECUTIVE TEAM

3.21 The Executive Team will act as an advisory body and will also act as a decision making unit on policy
and procedure to the Director of the AMT.

3.22 The Executive Team is composed of at least one member from each team, usually the team leader, except in circumstances in which it is impossible for the team leader to attend during the time
when the Executive Team typically meets, in which case the team leader may designate a
substitute from the team.

3.23 The Executive team will also include the Director, the Director-Elect, and can include the Immediate
Past-Director.

3.24 There must be a member representing each of the four schools. If the AMT members listed above
who make up the core of the Executive Team do not represent all four schools, at large members
will be appointed from the membership by the Director as team representatives to ensure a vote
from each school. Ex-Officio members including but not limited to the Director of the Office of
Educational Development may be appointed at the discretion of the Director of the AMT.

3.3 COMPENSATION

3.31 No formal salary compensation will be offered to members of the Academy.

3.32 An annual stipend may be proffered for the purpose of educational support. A reconciliation of
those funds will be audited quarterly. Each member will be required to report their expenditure
choices to the Coordinator and Director. The stipend may not be used for salary support. The
amount of the stipend will be decided annually by the Director of the Academy. Any unused
stipend cannot be carried over for use by members.

3.33 Any member leaving the Academy will be responsible for an immediate audit of funds and will be
required to return any Academy property to the AMT.

3.4 EXPECTATIONS OF MEMBERSHIP

3.41 Members are expected to provide on average a minimum of five (5) hours per month of service to
the AMT.

3.42 Each AMT member will be required to serve on at least one of the service teams. Any member may
serve on more than one team.

3.43 Members are expected to support and attend Academy events including, but not necessarily
limited to, the annual Faculty Development Day, Education Symposium, Education Grand Rounds,
quarterly membership meetings and new member inductions.

3.44 Members are expected to reschedule clinical and other faculty activities in order to attend the
anchor Academy events which include the annual Faculty Development Day and the Education Symposium.
3.45 Members are expected to provide a periodic accounting of their service to the Academy. Faculty who fall below the established standard and expected service levels are given a one (1) year probationary period to demonstrate an appropriate level of AMT service. If after one (1) year they do not demonstrate an appropriate level of service their AMT membership is not renewed. A letter will be sent from the Director of the AMT stating they are no longer members.

3.46 Faculty who are penalized for failure to maintain the standards outlined by the AMT Membership and Standards team rules may appeal to the Executive Team. An ad hoc committee of AMT members will be created by the Executive Team for the purpose of hearing and responding to the faculty member’s appeal, and the recommendation of this panel will be returned to the Executive Team for a final decision.

ARTICLE IV

ORGANIZATION

4.1 MEETINGS OF THE MEMBERSHIP
4.11 The membership shall meet in general session quarterly at a place designated by the Academy office. Notice of these quarterly meeting shall be distributed to each member at least 14 days prior to the meeting.

4.12 Special meetings may be called by the Director.

4.13 Each of the service teams should meet approximately monthly. Meetings can take place in person, via teleconference, or via the web. Team leaders are required to produce a roster of attendance and minutes to the Academy Coordinator prior to the next team meeting. The team leaders will be responsible for setting the meeting dates and times and for distributing notices of the meetings to their team in a timely fashion.

4.14 The Executive Team will meet approximately monthly at a time and place designated by the Academy office. Notice of these meetings shall be distributed to each committee member at least 5 working days prior to the meeting.

4.15 Fifty percent (50%) of the membership shall constitute a quorum except in the case of on-line elections of team leaders and a new Director.

4.16 Except for the membership selection process and the election of team leaders and a new Director, a simple majority of those present shall constitute a prevailing vote.

4.17 The rules of order for meetings shall be the current edition of Robert’s Rules of Order.

4.2 BUSINESS OPERATIONS
4.21 An annual operating budget shall be prepared by the Director and approved by the Provost in accordance with the Budget Rules and Procedures of the Board of Regents of The University of Texas System.

4.22 A business office shall be maintained for the Academy under the direction of the appointed Director.

4.23 The Director and Academy shall be under the direction and supervision of the Provost.

4.24 The Director of the AMT and the Academy Office shall be supported by a full-time coordinator, whose duties are defined by the Director

4.3 DIRECTOR
4.31 Expectations for Director Position
   a. The Director must be a full member of the Academy who has served as a team leader on at least one team
b. Nominees for AMT Director must have a letter of support from his/her Dean/Department Chair indicating a willingness to allow the faculty member 20% of protected time for Academy service.

c. The Director will hold office for a period of three (3) fiscal years during which time all matters and final decisions pertaining to the general operation of the Academy will fall under his/her jurisdiction.

4.32 In the year prior to the end of the Director’s term, a Director-Elect will be elected by a simple majority of full members of the AMT representing all four schools who participate in the vote. Two nominees will be chosen by a nominating committee representing all four schools and elected by the general membership. The nominating committee shall consist of members of the AMT who are nominated by the Executive Team and are elected by the general membership. Candidates will provide a written document outlining their vision for the Academy’s future which shall be distributed to all members no later than 2 weeks prior to an election. Eighty (80%) of the votes cast by the members eligible to vote will elect the Director. The election will be anonymous and electronic.

4.33 The Director-Elect will serve on the Executive Team for the year prior to their term as Director.

4.34 A full member of the AMT may hold the office of Director for two (2) non-consecutive terms based on a majority membership vote.

4.35 At the end of his/her term as Director the individual is eligible for LF membership.

4.36 The Director will be compensated 20% of his/her annual salary and will be expected to provide 20% of protected time to the service of the Academy.

4.37 Duties of the Director include, but are not limited to the following:

   a. set and communicate annual goals for the Academy as a whole.
   b. manage the Academy budget, including oversight of distribution of stipends, grants and awards,
   c. communicate with faculty regarding applications and selection decisions
   d. provide regular updates to the Council of Deans, and the Provost regarding Academy activities
   e. work with the Office of University Advancement to promote the AMT to donors and potential benefactors
   f. serve as a liaison with other related campus groups (e.g. Osler Scholars, OED)
   g. promote and publicize the goals and functions of the Academy on and off campus
   h. oversee the activities of the Academy coordinator

4.38 If the Director leaves the Academy or UTMB or is otherwise not able to fulfill his/her duties, the Executive Team will appoint an ad interim Director until a general membership vote can take place to elect a new Director.

4.39 Though not mandatory, there is an expectation that the Past Director will serve on the Executive Team for one year following the end of their term. After that first year, the past Director may serve further years at the discretion of the current Director.

4.4 ADVISORY BOARD

4.41 The Advisory Board is composed of academic and community leaders with an interest in the AMT. They will assist in providing guidance, support, and an objective viewpoint to the AMT director.

4.42 The Advisory board may consist of, but is not limited to, the Provost; the Deans from each of the four UTMB Schools or their designee; one (1) faculty representative from each of the four UTMB
schools who are not currently full members of the AMT; a representative each from the UTMB Faculty Senate, the Development Office, the Office of Educational Development, and the Osler Scholars; and a representative from the community.

4.43 The Academy Director will meet with the Advisory Board once per year.

ARTICLE V

BYLAWS

5.1 BYLAWS

5.11 The Membership and Standards team will be responsible for maintaining the Bylaws.

5.12 Requests for modification of the Bylaws will be considered on an annual schedule. These annual requests for modifications must be submitted in writing to the Membership and Standards Team two (2) months prior to the spring general meeting. The Membership and Standards Team will consider requests for changes to the Bylaws in keeping with Roberts Rules of Order.

5.13 After revisions (if any) are made to the Bylaws and modifications are approved by the Executive Team, the Bylaws will be distributed to the general membership for review at least two (2) weeks prior to the spring general meeting. At the spring meeting the proposed changes will be presented to the general membership prior to an electronic vote for adoption.

5.14 Bylaws shall be modified with a 2/3 majority of votes cast by the members eligible to vote. Voting will be anonymous and occur electronically within two (2) weeks following the spring general membership meeting. The Bylaws become effective on the first day of the month following the vote.