

AME Bylaws 2021

1. The Mission of the UPSOM Academy of Master Educators(AME) is to:
 - i. Recognize and reward excellence in medical education
 - ii. Advance education in the health sciences through innovation and professional development of the faculty
 - iii. Support and promote educational scholarship in the health sciences
2. Organizationally, the AME is housed under the Associate Dean for Medical Education.
3. Membership qualifications, the application processes for membership and maintaining membership are described in detail at <http://ame.pitt.edu/membership/membership-criteria>. To summarize:
 - a. AME membership is open to full time UPSOM faculty members who have been on the faculty for at least 5 years. They should have demonstrated in excellence in aspects of medical education, which may include direct teaching, curricular design, advising and mentoring, administration and leadership or educational research.
 - b. Any UPSOM faculty member may nominate someone for AME membership. This includes self-nominations.
 - c. AME appointments are normally for 5 years and can be renewed.
 - d. The requirements for renewal of AME membership are ongoing productivity and excellence in medical education and active participation in the Academy.
 - e. AME members who leave the University, have significant changes in their professional roles or no longer wish to be part of the Academy will have their membership changed to Emeritus status.
 - f. New membership categories or changes in membership criteria will be decided by a majority vote of the active membership.
4. The operations of the AME will be directed by the Advisory Council. The Council will consist of the Current AME Chair, Past Chair, Chair Elect, the Committee Chairs and Co-chairs.
 - a. The Chair Elect will be elected by the AME membership from a list of nominees. At this time, the prior Chair Elect will become the Chair.
 - b. After 4 years of service, the Chair will become Past Chair and be replaced by the Chair Elect. The Past Chair will revert to AME Member status.
 - c. If an AME Chair leaves the University or is unable to continue in this capacity, the Chair Elect will immediately fill in as Chair, and an election will be held by the AME membership within a year to fill the empty Chair Elect position. Similarly, if a Chair Elect leaves or is unable to continue, an election by the membership will be held within a year.
5. The Committee Chairs and Co-chairs will be appointed by the AME Past Chair, Chair and Chair Elect at 4 year intervals and may be reappointed. The number and structure of the Committees can be changed by consensus of the Advisory Council.

6. The current Committees and their functions are as follows. Activity in any of these will be considered as evidence of members' being active in the Academy :
 - i. Membership:
 - a. The Membership Committee will vet new membership applications and applications from current members for renewal.
 - b. The Committee will establish criteria for each class of membership.
 - ii. Medical Education Day Planning:
 - a. Medical Education Day is the keystone of the AME's academic year and brings together educators throughout the Health Sciences Center to share their educational research, teaching innovations and thoughts about medical education. The sessions feature outside speakers, abstracts and interactive sessions developed by our own faculty.
 - b. The Committee will conduct the logistical work of planning the year's meeting.
 - iii. Faculty Development Series:
 - a. The Committee will conduct a regular monthly series of topics related to medical education that will be delivered by outside speakers, our faculty members and selected learners with particular interest or expertise in medical education.
 - iv. Mentoring in Medical Education
 - a. The Committee will assist faculty members with hands-on teaching by providing feedback and assisting with new pedagogies.
 - b. The Committee will provide consultative assistance with medical education related scholarship projects.
 - c. The Committee will aid faculty members with career development in education.
 - v. Teaching to Teach Task Force:
 - a. The Task Force will conduct focused training for incoming Residents and Fellows about their teaching responsibilities, including how to become excellent teachers.
 - b. The Task Force may devise and conduct other training for Residents and Fellows related to their teaching skills.