

BYLAWS:

- I. **BACKGROUND:** In 2011, the deans of five west region colleges of veterinary medicine came together to discuss ways in which their colleges might effectively collaborate to address important issues faced by the profession and the colleges. The result was formation of the Consortium of West Region Colleges of Veterinary Medicine. Recognizing that improving educational practices was a primary shared concern, the deans and their representatives chose establishment and support of a regional teaching academy as the first initiative of the new consortium.
- II. **NAME:** The Teaching Academy of the Consortium of West Region Colleges of Veterinary Medicine, henceforth referred to as “the academy” or “the teaching academy”.
- III. **MISSION:** In order to meet the needs of society and the profession, members of the Consortium of West Region Colleges of Veterinary Medicine will collaborate to develop, implement, critically evaluate, and disseminate the best practices in veterinary medical education and to establish “medical/biomedical educator” as a valued career track.
- IV. **ACTIVITIES:** The activities of the academy will include but not be limited to:
 - a. **FACULTY DEVELOPMENT:** By “educating the educators” and bringing faculty from member colleges together, the academy will disseminate evidence-based best practices, develop the next generation of veterinary medical and biomedical educators, build cross-institutional collaborations, and encourage scholarship in teaching.
 - b. **SCHOLARSHIP:** The academy will provide mechanisms (and a venue) to disseminate and make public scholarly works on teaching and learning, local experiments in teaching, best practices, educational materials, etc.
 - c. **ADVISE THE DEANS AND MEMBER COLLEGES:** Through the development and endorsement of position papers or consensus statements, the academy will, at the request of the deans or member institutions, address teaching and learning issues that might be difficult to address at individual institutions, *e.g.* the deans may request that the teaching academy forms a working group to consider a specific issue such as assessment of teaching effectiveness beyond student satisfaction.
 - d. **RECOGNITION OF EXCELLENCE:** The academy will develop mechanisms to recognize creativity, innovation, and outstanding performance in instruction, educational research, educational leadership, development of enduring educational materials, or other areas relevant to teaching and learning.
 - e. **AN ANNUAL OR BIENNIAL REGIONAL MEETING:** meetings will be planned to advance one or more of the above missions. A meeting of the academy membership will be held at least every other year.
 - f. **OTHER ACTIVITIES:** as defined by the academy members, steering committee, and/or the deans, *e.g.* upon request the academy may provide an external review board for

some specific function or functions, such as review of educational research proposals.

V. MEMBERSHIP:

- a. **MEMBERSHIP ELIGIBILITY:** Academy membership is open to any faculty member who plays a significant role in the teaching mission of the institutions that are part of the Consortium of West Region Colleges of Veterinary Medicine. Members may be at any stage of their academic careers.
- b. **CRITERIA FOR MEMBERSHIP IN THE ACADEMY** include:
 1. A commitment to the collaborative work of the academy
 2. Demonstrated accomplishments in at least TWO of the following categories:
 - [Teaching effectiveness](#)
 - Innovation in teaching
 - Development of [enduring educational materials](#)
 - Effective and creative uses of evidence based teaching methods
 - [Educational scholarship](#) (creating knowledge about teaching)
 - [Educational leadership](#)
 3. Evidence of quality and quantity in the categories for which the prospective member has been nominated.
- c. **EXPECTATIONS:** Members are expected to participate in the activities of the academy. This may include, but not be limited to:
 1. Committee participation
 2. Producing educational resources, white papers, etc.
 3. Delivering Academy courses
 4. Mentoring junior faculty
- d. **TERM OF MEMBERSHIP:** The term of membership in the academy is 3 years. At the end of each term, members who wish to continue in the Academy for another term must submit a request for continued membership. The application for continued membership should include a description of the member's involvement in and activities for the academy during the past term. Renewed membership will be granted at the discretion of the Membership Committee.
- e. **NOMINATION / APPLICATION PROCESS:**
 1. Each year the steering committee will determine the number of potential new members. A call for nominations will then be sent out to the deans and to all active academy members.

2. Each nomination for membership should include:
 - a short nomination statement, which should include the categories for which the prospective member has been nominated
 - an indication of support from the dean
 - an application for membership from the nominee (see membership application form)
3. Nomination packets will be reviewed by the Membership Committee and submitted to the Steering Committee for approval.
4. The deans will be notified of new members by the Chair of the Steering Committee or his/her delegate.

VI. LEADERSHIP / GOVERNANCE:

- a. **STEERING COMMITTEE:** The Steering Committee shall direct the affairs of the academy. The Chair of the Teaching Academy is also the designated Chair of the Steering Committee. To conduct such business, the Steering Committee shall perform the following duties:
 1. Conduct no less than four meetings during the fiscal year, including at least one in-person meeting annually. The remaining meetings may be conducted via electronic media or in person and must have a simple majority to have a quorum.
 2. Serve as Academy Liaisons for their respective colleges.
 3. Approve annual Academy budgets and identify potential resources.
 4. Establish Academy policies and procedures (including terms and organization of Academy).
 5. Determine Academy priorities.
 6. Create Academy working groups and appoint from its members working group liaisons.
 7. Establish benchmarks and metrics to determine success of the Academy and Academy related projects.
 8. Oversee selection of members (until establishment of Membership Committee).
- b. **MEMBERSHIP:** The Steering Committee shall consist of two representatives from each of the Consortium member colleges. Initial members of the Steering Committee shall be appointed by their respective Deans with one serving a two-year term and one serving a three-year term. Thereafter, members will be elected in alternate years by a majority vote of the membership from the respective college and shall serve a two-year term.

- c. **OFFICERS:** The officers of the academy shall be a Chair, a Chair-Elect, and a Treasurer. Chair-Elect will be elected annually by the steering committee from its membership and will serve a one-year term and advance to the position of Chair for a one-year term. The Treasurer shall be elected in each even numbered year by a majority vote of the steering committee membership. The Treasurer shall serve a two-year term.

The responsibilities and duties of the teaching academy's officers shall be as follows:

1. **CHAIR:** The Chair shall call and organize meetings of the academy; shall preside at all academy functions; shall serve as primary liaison with the Consortium; shall prepare an annual report, program plan, and (in collaboration with the Treasurer) the annual budget for the coming year for submission. The budget will be presented to the steering committee for approval, provided to all academy members electronically, and presented at the annual/biannual meeting of the academy.
 2. **CHAIR-ELECT:** The Chair-Elect shall be responsible for organizing all academy meetings in collaboration with the Chair; shall keep minutes of all academy meetings; shall act in the absence or incapacity of the Chair at any academy meeting; shall maintain academy archives and membership records; and shall be responsible for the planning of the annual/biannual academy meeting program and logistics with assistance from the Chair and Steering Committee.
 3. **TREASURER:** The Treasurer shall receive monies from the Consortium and other sources; shall assist the Chair and Chair-Elect in preparing a budget; shall keep all financial records; and shall prepare a year-end financial report for the academy and the Consortium.
- d. **WORKING GROUP LIAISONS:** At least one member of the steering committee will serve as liaison for each academy working group and committee. Working Group liaisons shall be responsible for communicating committee and working group activity progress to the Chair and Steering Committee.
- e. **COMMITTEES:** Each committee or working group shall be led by a chair (or co-chairs), who shall oversee activities, prepare annual activity reports for the Steering Committee, academy membership, and the Consortium; and maintain fiscal responsibility for working group/committee activities. A working group liaison may serve as chair, or the chair may be selected from the group membership.

STANDING COMMITTEES:

1. **MEMBERSHIP COMMITTEE:** This committee is responsible for evaluating applications for membership and making recommendations to the academy for appropriate action. This committee will review and update the application process and the membership roster annually. This committee will be chaired by a member of the Academy Steering Committee. Membership will consist of two

members from each consortium institution, nominated and elected by the membership from that institution.

2. ANNUAL/BIANNUAL MEETING PLANNING COMMITTEE: This committee is responsible for planning an annual or biannual meeting of the academy.
3. AD HOC WORKING GROUPS: These committees will be given a specific charge by the steering committee or a vote of the academy, and dissolved when their work is done.

VII. AMENDMENTS TO ACADEMY BY-LAWS:

- a. The academy by-laws may be amended by a 2/3's vote of all active members.
- b. Procedure: any member in good standing may propose an amendment to the by-laws by submitting a written proposal to the steering committee. A simple majority vote by the steering committee is required to send the proposal forward to the entire academy for adoption or rejection.