

The Teaching Academy of the Consortium of West Region Colleges of Veterinary Medicine

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 Teaching Academy 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 current and next generations 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. **BIENNIAL REGIONAL MEETING:** meetings will be planned every other year to advance one or more of the above missions.
 - 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:
- i. A commitment to the collaborative work of the academy
 - ii. Demonstrated accomplishments in at least TWO of the following categories:
 1. Teaching effectiveness
 2. Innovation in teaching
 3. Development of enduring educational materials
 4. Effective and creative uses of evidence-based teaching methods
 5. Educational scholarship (creating knowledge about teaching)
 6. Educational leadership
 - iii. 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 is not limited to:
- i. Committee participation
 - ii. Producing educational resources, white papers, etc.
 - iii. Delivering Academy courses
 - iv. Mentoring junior faculty
- d. TERM OF MEMBERSHIP: The term of membership in the academy is four* 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:
- i. Every other year, a call for nominations will be sent out by the Membership Committee to the deans and to all active academy members.
 - ii. Each nomination for membership should include:
 1. a short nomination statement, which should include the categories for which the prospective member has been nominated
 2. an indication of support from the dean
 3. an application for membership from the nominee (application form provided by the academy)
 - iii. Nomination packets will be reviewed by the Membership Committee and recommendations submitted to the Steering Committee for approval.
 - iv. 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:

* Changed from three years by a vote of the Steering Committee at the recommendation of the Membership Committee, 06/15/2018.

- i. 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.
 - ii. Serve as Academy Liaisons for their respective colleges.
 - iii. Approve annual Academy budgets and identify potential resources.
 - iv. Establish Academy policies and procedures (including terms and organization of Academy).
 - v. Determine Academy priorities.
 - vi. Create Academy working groups and appoint, from its members, liaisons to such groups.
 - vii. Establish benchmarks and metrics to determine success of the Academy and Academy related projects.
 - viii. Review the recommendations of the Membership Committee regarding new and continuing Fellows.
 - ix. Identify and engage as needed an appropriate individual to provide necessary administrative support for the Academy.
- 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 normally serve a four-year term.
- c. **OFFICERS:** The officers of the academy shall be a Chair, a Chair-Elect, and a Treasurer. All officers may serve more than one term. The Chair-Elect will normally 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:

- i. **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 biennial meeting of the academy.
 - ii. **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; and shall serve on the biennial meeting planning committee.
 - iii. **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 from the Steering Committee may serve as chair, or the chair may be selected from the group membership.

STANDING COMMITTEES:

- i. **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. Membership will consist of two members from each consortium institution, nominated and elected by the membership from that institution. The Chair of the Membership Committee will be selected by the Committee.
- ii. **BIENNIAL MEETING PLANNING COMMITTEE:** This committee is responsible for planning the biennial meeting of the academy. The Chair of the Biennial Meeting Planning Committee will be selected by the Committee.
- iii. **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 or moved to standing committee status pending an update to these bylaws.

VII. AMENDMENTS TO ACADEMY BY-LAWS:

- a. The academy by-laws may be amended by a two-thirds 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.