Mission
The Texas Tech University Health Sciences Center (TTUHSC) School of Medicine Teaching Academy (the Academy) has been established as the faculty advocate for teaching excellence. The Academy, therefore, will lead both by example and assistance to foster scholarly inquiry and investigation, development of teaching skills, and communication of more effective teaching strategies and policies.

Membership
Membership in the Academy may be obtained through two mechanisms:

1. SOM faculty members who receive an award recognizing excellence in teaching will be invited to join the academy. These awards include but are not limited to: Dean’s Teaching Awards, President’s Teaching Awards, Student Teaching Awards, etc.

2. Application to the Academy may be submitted to the Office of Faculty Affairs and Development (application on web). Applications require sponsorship by an active Academy member (limit one per member per year) and will be reviewed by the Membership Committee and submitted to the Academy at the Fall meeting for consideration. The applicant must demonstrate sustained excellence in teaching based upon student and peer evaluations, strong commitment to the educational process, and innovation and originality in teaching. The successful applicant must receive a simple majority vote of responding members.

Responsibilities
Continued membership will require annual participation in activities that support the Mission of the Academy. Such activities could include participation in the Teaching Academy Peer Review process, or ad hoc projects designed by members themselves, the Academy, or the School of Medicine administration.

Leadership
The Executive Committee is composed of the Academy President, the President-elect, the Past-President (Chair of the Membership Committee), and the chairs of any ad hoc committees that may be established by the Executive Committee. Committee reports will help to determine the agenda for the Academy meetings and all major decisions will be determined by the Academy. The Executive Committee will also have responsibility for recommending any changes to the bylaws. The Executive Committee will review the bylaws every two years.
Committees

The Executive Committee will establish ad hoc committees as needed to accomplish specific objectives of the Academy. Membership of each ad hoc committee will be assigned by the Executive Committee.

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 the Past President of the Academy.

Meetings

The Executive Committee will meet once in the Summer and again in the Winter, and the entire Academy will meet once in the Fall, and again in the Spring. The President of the Academy may call special meetings as necessary. The schedule for the academic year will be circulated at the beginning of the academic year, if known.

Although the agenda will generally be set by the Executive Committee based on the activities of the individual Committees of the Academy, any member may submit items for the agenda. Submission of the item should be either to the Office of Faculty Affairs and Development or to the President of the Academy prior to an Executive Committee meeting (or 10 working days prior to an Academy meeting).

Voting

Official voting to approve major motions made by the Academy will be determined by a simple majority of respondents. Ballots for official votes will be distributed by email and given an appropriate amount of time for responses (typically one week).

Minutes

The minutes will be recorded by the President-Elect and reviewed by the President as soon as possible after the meeting, and submitted by the President-Elect to the Office of Faculty Development for distribution. The minutes will be on the agenda for approval at the subsequent meeting.

Administration

The Office of Faculty Affairs and Development has assumed responsibility for supporting the administrative needs of the Academy. The major means of support are:

1. Reservation of rooms for meetings and distribution of announcements and minutes.

2. Maintenance of the current membership roster, contact information including an email distribution list, current committee assignments with email distribution lists, records of Academy meetings such as minutes and other documentation, and a copy of the bylaws and operating procedures. This information will be kept in hard copy and/or electronic form as appropriate.
3. Maintenance of membership application forms and processing of applications to include notification of the chair of the membership committee, preparation of copies of the application, and assisting in arranging the meeting.

4. Financial support as funds become available for faculty development activities and administration of the Academy account.

The Associate Dean for Faculty Affairs and Development sits as an *ex officio* member of the Academy.

**Website**

The Office of Faculty Affairs and Development will maintain a website for the Academy as a tool for its advocacy of excellence in teaching. The website will contain descriptive information about the function of the Academy including these bylaws, useful information on educational research grants, medical education meetings, listserves, and websites.—The Executive Committee will monitor the website for revisions on an annual basis.

(Revised, 2011)