ARTICLE I

1.1 PURPOSE
MISSION STATEMENT
The Academy of Master Teachers (AMT) of UTMB is an interdisciplinary community of educators who promotes educational excellence.

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

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

1.12 The specific objectives of the UTMB 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.
   f. Provide educational mentoring and peer consultation to faculty at every level of the institution.
   g. Serve as an advocate for faculty educators and the educational mission.
   h. Promote a community of educators that recognizes and supports the important educational mission.

ARTICLE II

MEMBERSHIP

2.1 FULL MEMBERSHIP (FM)
2.11 Full Members (FM) are faculty of The University of Texas Medical Branch (UTMB) with an academic rank of Clinical Instructor or higher who applied for membership and were selected by the Academy using an approved standard. FM is for a term of five years.

2.12 During the fifth year of FM status, faculty who are interested in retaining AMT FM must re-apply for renewal of AMT membership for another 5-year term. There is no limit to the number of terms for which a member may apply.

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

2.14 Full members are eligible to vote on all business brought before the general membership. Voting may take place in person or electronically.
2.2 LIFETIME ACHIEVEMENT AWARD (LAA) MEMBERSHIP

2.21 The Director of the Academy upon completion of his/her term as Director will be granted Lifetime Full Membership (LFM) in the Academy. The LFM status allows for all the privileges of regular FM without the requirement to renew at five years.

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 have FM status.

2.33 LAA Members may apply for full membership (FM). Upon successful completion of the application process, LAA Members will have all the rewards and responsibilities of FM except they will not need to reapply to maintain FM.

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 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 AMT members who depart UTMB in good standing with the University 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). AM is not available to AMT members who have allowed their membership to expire.

2.42 AMT Members who retire and are eligible to receive emeritus status from the UT System may become Adjunct Members of AMT while waiting on emeritus designation. AMT members who receive emeritus status may choose one of these options:
   a. Retain full AMT membership with all of its privileges and duties.
   b. Request AM.
   c. Relinquish AMT membership at time of retirement.

2.43 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 Membership and Standards Team.

2.44 Adjunct members will be non-voting and will enjoy select membership benefits.

2.45 Expectations for adjunct members include:
   a. Participation in some AMT events.
   b. Renewal of AM every five (5) years, and must demonstrate some level of involvement as outlined by the Membership and Standards Team.

2.46 If an AM chooses to, he/she may become an active member of any team with the approval of the Director.
ACADEMY OF MASTER TEACHERS
BYLAWS

ARTICLE III

TEAMS

3.1 SERVICE TEAMS

3.11 Standing service teams shall be established that are functionally related to the purpose and mission of the AMT.

3.12 Standing service teams include:

a. **Advocacy Team.** The members work closely with Advancement, Promotion and Tenure (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. The team is responsible for the AMT annual report in addition to determining the recipient of the annual Lifetime Achievement Award.

b. **Faculty Development Team.** The members 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 Team.** The members 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 Team.** The members define 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. The team is tasked with annual review of Bylaws.

e. **Mentoring and Consultation Team.** The Mentoring and Consultation Team supports the UTMB community of educators in their career development. The team offers individual consultations, workshops and online resources. The team organizes activities to facilitate skills for excellence in teaching (e.g., educator portfolio development, mentoring, peer observations of teaching), manages the AMT’s Educator Resources and the Interest and Expertise Database. The team also coordinates the activities of AMT Application Consultants.

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 change of interests.

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 percent (80%) of the votes cast elects the team leader. In the event of a tie, the team leader will be chosen by 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 reviewing their standard operating procedures on an annual basis.
The operating procedures will then be approved by the Executive Team if revisions are made.
b. The Director of the Academy 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 reviewed and updated as needed
on an annual basis but will not be subject to the procedures established for amending the Bylaws.

3.18 Teams may be created or dissolved at the discretion of the Director and the Executive Team. The Bylaws
will be revised to reflect the current roster of standing Service Teams without being subject to the
procedures established for amending the Bylaws.

3.2 EXECUTIVE TEAM

3.21 The Executive Team will act as an advisory body and 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. If it is
not possible for the team leader to attend during the time when the Executive Team typically meets, 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.

3.25 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 salary compensation will be offered based on membership in the Academy.

3.32 Any member leaving the Academy will be responsible to return any Academy property to the AMT.

3.4 EXPECTATIONS OF MEMBERSHIP

3.41 Each Member is 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 Each Member is 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 Each Member is 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 Each member is expected to provide a periodic accounting of 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, appropriate level of service has not been demonstrated, AMT membership is not renewed. A letter will be sent from the Director of the AMT stating loss of membership.

3.46 Faculty who lose membership status 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 AMT 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 internet communication. 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 AMT Office. Notice of these meetings shall be distributed to each committee member at least 5 working days prior to the meeting.

4.15 When a vote is required, a simple majority of the votes cast will determine the outcome.

4.16 Minutes of each meeting shall be archived electronically.

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 AMT Office shall be supported by a full-time Coordinator, whose duties are defined by the Director.

4.3 DIRECTOR OF THE ACADEMY

4.31 Expectations for the Director of the Academy Position
a. The Director of the Academy (also referred to as “Director”) must be a full member of the Academy who has served as a team leader on at least one team.

b. Nominees for 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 term 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 to serve on the Executive Team. The following steps will be used to select the Director-Elect:

a. The Executive Team will appoint a nominating committee of members representing all four schools.

b. The nominating committee will put forward at least two candidates for Director-Elect.

c. Candidates will provide their vision for the future of the Academy, which shall be distributed to all members no later than 2 weeks prior to an election.

d. The election will be anonymous and electronic.

e. Eighty (80%) of the votes cast by the members eligible to vote will elect the Director-Elect.

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

4.34 A Director whose term as a 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 as Director at which time he/she will become a lifetime full member.

4.35 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.

4.36 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. McGovern Academy of Oslerian Scholars, Office of Educational Development, Academy of Master Clinicians, or Academy of Research Mentors).

g. Promote and publicize the goals and functions of the Academy on and off campus.

h. Oversee the hiring and activities of the Academy Coordinator.

4.37 If the Director leaves the Academy or UTMB or is otherwise not able to fulfill his/her duties, the Director-Elect will begin his or her service of three years. In the absence of the Director-Elect, the Executive Team will appoint an ad interim Director until a general membership vote can take place to elect a new Director.

4.38 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 ACADEMY ADVISORY BOARD
The Academy Advisory Board is composed of academic and community leaders with an interest in the AMT. The board will assist in providing guidance, support, and an objective viewpoint to the AMT Director.

The Academy Advisory Board may consist of, but is not limited to, the following: 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, the McGovern Academy of Oslerian Scholars; and a representative from the non-academic community.

The Academy Director and Director-Elect will meet with the Academy Advisory Board in the Director’s transition year and as needed.

**ARTICLE V**

**BYLAWS**

5.0 **BYLAWS**

5.10 The Membership and Standards Team will be responsible for maintaining the Bylaws.

5.11 Changes to the bylaws will be considered annually.

a. **At least twelve (12) weeks prior** to a regularly scheduled general membership meeting at which changes are to be discussed, the Membership and Standards Team will solicit suggestions for bylaw changes from the general membership.

b. **At least ten (10) weeks prior** to the general meeting, any suggestions for bylaw changes must be submitted in writing to the Membership and Standards Team. The Membership and Standards Team will review the requests for changes received, consistent with Robert’s Rules of Order.

c. **At least six (6) weeks prior** to the general membership meeting, the Membership and Standards Team will send recommendations for bylaw changes, if any, to the Executive Team, copied to the general membership.

d. **At least four (4) weeks prior** to the general membership meeting, the general membership may send comments about the recommended changes to the Executive Team.

e. **At least two (2) weeks prior** to the general membership meeting, the Executive Team will review bylaw change recommendations from the Membership and Standards Team and any comments from the general membership, and distribute its final recommendations for changes, if any, as a single bylaw amendment proposal to the general membership.

5.13 Discussion of proposed changes will take place at the general meeting. No further additions, deletions or amendments will be considered. The proposed bylaw changes shall be distributed to members by anonymous electronic ballot with a voting deadline of two (2) weeks after distribution. Bylaws shall be modified with a 2/3 majority of the votes cast by full members of AMT. The Bylaws become effective immediately after certification of the vote.