Duke Academy of Health Professions Education and Academic Development (AHEAD) Bylaws

Duke University School of Medicine
Adopted April 2019

Mission Statement

Duke AHEAD’s mission is to promote excellence in the education of health professionals by creating a community of education scholars, fostering innovation in health professions education, supporting outstanding interprofessional educators, providing faculty development programs, and facilitating quality education research.

ARTICLE I. Name

The name of this body shall be Duke Academy of Health Professions Education and Academic Development (Duke AHEAD).

ARTICLE II. Purpose

The purpose of Duke AHEAD is to promote educational scholarship, to enhance excellence in health professions education, to provide faculty development, and support our excellent teachers throughout Duke Health by:

• Recognizing and rewarding Duke School of Medicine and Duke School of Nursing faculty who have achieved the status of outstanding educator;
• Providing funds for continuous career development of Duke AHEAD members;
• Serving as a voice for the interests of the members at large;
• Nurturing a sense of community among health professions educators;
• Promoting the mentoring role of the health professions educators;
• Providing leadership in the training of health professions educators;
• Raising awareness of Duke Health’s and its partners teaching excellence in the regional, national, and international health professions education community;
• Sponsoring lectures and seminars which address topics of interest to all members; and
• Supporting and promoting interprofessional education.

ARTICLE III. Membership

Academy membership for individuals from Duke Health and its partners shall include faculty, professional staff, and learners with an interest in health professions and interprofessional education. Members may apply online and all members are invited to attend all professional development activities. General membership lasts for five years and is renewable.

There shall be three categories of Academy membership: Members, Fellows, and Distinguished members.
A. Member, Duke AHEAD
Shall consist of Duke Health and its partners' faculty, professional staff, and learners who have an interest in interprofessional education and/or health professions education. Members must:
1. Join Duke AHEAD by providing information to be stored in a database.
2. Complete a needs assessment at the start of membership.
3. Renew every five years and must be able to demonstrate their contributions to the growth and development of Duke AHEAD.

B. Fellow, Duke AHEAD
Shall consist of Duke Health and its partners' faculty and professional staff who are health profession educators earlier in their careers but who are already demonstrating the potential for major and ongoing contributions to health professions education within Duke Health, Duke AHEAD, Duke AHEAD partners, or their profession.

Eligibility Requirements:
1. Duke Health and partner faculty members at all ranks, or
2. Duke Health and partner professional staff involved in educational activities above and beyond assigned job responsibilities; and
3. Duke AHEAD member for two or more years.

Fellows are appointed for two years and then are eligible apply for Distinguished Member. If they do not wish to apply for distinguished membership they may remain a fellow for a total of eight years.

Voting for fellows occurs every 2 years.

C. Distinguished Member, Duke AHEAD
Shall consist of Duke Health and its partners' faculty and professional staff who are health profession educators and who have demonstrated consistent, sustained, and ongoing contributions to health professions education. Candidates must show achievements and contributions of a health professions educator, focusing on two to three areas of excellence that reflect the educator competencies established by Duke AHEAD.

Eligibility Requirements:
1. Duke Health and its partners faculty members at all ranks, or
2. Duke Health and its partners professional staff involved in educational activities above and beyond assigned job responsibilities; and
3. Must have a substantial record of service to Duke AHEAD and/or demonstrate substantial achievement advancing the mission of Duke AHEAD; and
4. Must demonstrate potential for future service to Duke AHEAD advancing its mission.

Voting for Distinguished Members happens every 4 years and must be renewed every 8 years.

D. Voting Body / Selection Committee
Committee composed of the Director of Duke AHEAD, members of the Executive Committee, and Distinguished Members.

ARTICLE IV. Executive Officers

A. Director
1. The Director of the Academy is a paid 0.5 FTE position, minimally. The Director must be eligible for appointment to the faculty of the Duke School of Medicine or School of Nursing. The role of the Director is to: Chair Steering committee meetings of the Academy;
2. Chair biannual Executive Advisory Board meetings
3. Represent Duke AHEAD in the academic community.
4. Strategically lead the development of educational programming, including an annual Health Professions Education event and cross-institutional collaboration;
5. Strategically lead the Duke AHEAD certificate program in Health Professions Education and Teaching;
6. Participate in Duke AHEAD development and fundraising;
7. Report activities to the Vice Dean for Education in the School of Medicine;
8. Enforce the Duke AHEAD Bylaws;
9. Focus on continued quality improvement in health professions education;
10. Promote the activities, outcomes, and accomplishments of the Academy;
11. Collaborate broadly with leaders of all programs among Duke Health and its partners;
12. Recruit members to serve on subcommittees; and
13. Maintain national presence with other health professions educator Academies.

B. Program Coordinator
1.0 FTE administrative position. Additional roles may be added with support from SOM Medical Education Administration.
1. Responsible for marketing and communication strategies of the Academy including but not limited to the website, newsletter, and electronic communication;
2. Ensure that the Duke AHEAD membership roster is current and accurate;
3. Develop and administer Duke AHEAD’s annual budget;
4. Record and produce minutes for Steering Committee meetings, executive advisory board meetings, and other subcommittee meetings;
5. Represent the Director at meetings that the Director is unable to attend; and
6. Other duties as assigned.

C. Transition of Leadership
1. The Director shall be appointed by the Vice Dean of Education of the Duke School of Medicine after Search Committee input.
2. Interim Director, if necessary, will be appointed by the Vice Dean of Education of the Duke School of Medicine.

ARTICLE V. Finances
A. **Budget**
   1. The budget will be created annually per Duke School of Medicine guidelines by the Duke AHEAD Director and the Program Coordinator. The budget will be submitted to the Associate Dean for Medical Education Administration annually. The budget will be reviewed annually with the Steering Committee.

B. **Funding Opportunities**
   1. May include but are not be limited to annual innovation grants, Duke AHEAD Supporting Health Professions Educators (DASHE) vouchers, Duke AHEAD Certificate Program Funds, and other funds at the discretion of the Duke AHEAD Director and Program Coordinator.
      a. ONLY faculty from Duke University School of Medicine and Duke University School of Nursing (or programs under the School of Medicine) are eligible for innovation grants. All members are eligible for DASHE vouchers.

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**ARTICLE VI. Committees**

A. **Executive Advisory Board**

**Membership:** The Duke AHEAD Executive Advisory Board shall be comprised of the Director of the Academy, the Dean of the Duke School of Nursing, the Vice Dean for Education of the Duke School of Medicine, the Vice Dean for Faculty Development in the Duke School of Medicine, the DIO for Graduate Medical Education at Duke Health, the Director of Continuing Education at Duke Health, and the IPEC Director at Duke Health.

**Authority and Responsibilities:**
The Executive Committee shall:
   1. Lend direction to the stated purposes of the Academy;
   2. Review the operations of the Academy and its committees; and
   3. Make recommendations for the enhancement of its activities that are aligned with institutional priorities.
   4. Review the Director’s performance annually

B. **Steering Committee**

**Membership:** is at the discretion of the Duke AHEAD Director. The Steering Committee is to be no greater than 5% of the total membership of the Academy and be representative of the membership. Steering Committee members are expected to attend at least 60% of the meetings annually.

**Authority and Responsibilities:**
The Steering Committee is responsible for the development of new ideas, concepts, and recommendations to the Academy as well as specific programs that promote the highest quality of learning and teaching throughout Duke Health and its partners. The Steering Committee will strive to assure that Duke AHEAD members have the skills and support necessary to function as exemplary interprofessional educators, and will promote Duke AHEAD broadly. Steering Committee members are expected to attend bi-monthly meetings and to serve on at least one additional subcommittee.
ARTICLE VI. Bylaws Amendments

Bylaws modifications may be submitted in writing to the Duke AHEAD Director for review and feedback by the Steering Committee for a period of at least sixty (60) days. After this period, revision requires approval by a minimum of two-thirds (2/3) of the Steering Committee. The bylaws will be reviewed by the Steering Committee every three years and amended as necessary by 2/3 vote of the steering committee.