**DUKE AHEAD - DISTINGUISHED MEMBER GUIDELINES**

**Duke AHEAD Distinguished Member**

The Duke AHEAD Distinguished Member level recognizes Duke Health educators who have demonstrated consistent, sustained and on-going contributions to health professions education. The purpose of the Distinguished Member level is to:

* Recognize commitment and service to Duke AHEAD and excellence in education within Duke Health and the profession.
* Identify expertise that is a resource for others.
* Promote inter-professional activities, collaboration, and innovation
* To create a recognizable cohort of distinguished members who would mentor Duke AHEAD fellows.
* Honor those who champion the mission and goals of Duke AHEAD.

*\*Based on Boyer’s Scholarship Reconsidered: Priorities of the Professoriate*

Nominations: Distinguished Members of Duke AHEAD will be nominated by peers within the Duke AHEAD community.

Review of the candidates will be based on achievements and contributions of a Duke AHEAD member that align with the mission of Duke AHEAD, focusing on two to three areas of excellence that reflect the *Educator Competencies* established by Duke AHEAD.

* Assessment
* Change Agent
* Curriculum Design
* Educational Technology
* Educational Theory
* Identify Formation
* Lifelong Learning
* Scholarship

This category of membership will be limited to those with a high level of achievement and contributions to health professions education and Duke AHEAD who are considered significant educators within Duke Health or have a strong track record for scholarship in the field of health professions education. The focus will also be also be on how these Distinguished Members have and will continue to contribute to the Duke AHEAD community and its initiatives. Some examples may include:

* collaborative interprofessional activity that has resulted in sustainable curricular initiatives in one or more IPE programs
* track record of grants that have been awarded to develop IPE programs
* scholarship in education such as publications in peer reviewed journals, curricular innovations
* Educational mentorship
* Recognized thought leader within health professions education as demonstrated by leadership at the national or international level
* Representation on key committees with educational impacts within Duke Health and/or within the distinguished member’s home health professions education program, and ideally within national and international educational organizations.

**Eligibility for Distinguished Member**

* 10 or more years of experience at any institution or only at as a health professions educator or involved in health professions education
* Duke Health faculty members at all ranks
* Duke Health Professional staff involved in educational activities above and beyond assigned job responsibilities
* Duke AHEAD member for 2 or more years

Prior educational experiences and contributions will be considered as well as activities within the Duke Health community. Educational contributions and experiences are defined as including activities at Duke, at other institutions, and at regional, national, and international levels.

**Application Process**

1. Three nominations are required to be considered for this category.
	1. At least 2 of the 3 nominators must be Duke AHEAD members
	2. There must be a primary nomination from a Duke AHEAD member that includes the detailed information list below (#2)
	3. Two additional nomination letters are required that discuss the areas of excellence and achievements of the nominee.
2. The primary nomination form should address:
3. Nominees name, current position/rank, department and contact information (email, campus box, telephone, etc.
4. Number of years of experience as a health professions educator and number of years at Duke.
5. Identification and description of achievements and contributions within 2 or 3 areas of excellence based on the Duke AHEAD competencies that demonstrate why this nominee should be given serious consideration for Distinguished membership.
6. Other major achievements within Duke Health or within the candidate's profession related to health professions education.
7. Past and current contributions to Duke AHEAD including participation in Duke AHEAD events and contributions through presentations, mentoring, serving on planning committees, key personnel on Duke AHEAD grants or Duke AHEAD funded programs, or other similar activities.
8. Statement of potential contributions to Duke AHEAD in the future.
9. Copy of the nominee’s current CV should be attached to the primary recommendation letter.
10. Two supporting nomination letters must but be submitted by the deadline and address the nominee’s areas of excellence and achievement.

Duke AHEAD will acknowledge receipt of the nomination when all materials are submitted by the deadline.

**Recognition of Award of Distinguished Member Level**

A letter of the designation of Duke AHEAD Distinguished Member will be sent to the applicant, his/her supervisor, department chair or department head, as well as the appropriate dean.

A letter from Duke AHEAD will also be provided for the use in promotion and tenure decisions and it will explain the criteria and process behind this special recognition.

Distinguished Members will be recognized at the annual Duke AHEAD event and on the Duke AHEAD website.