

Medical Educators' Collegium Keck School of Medicine University of Southern California Bylaws

Constitution of the Collegium

The Medical Educators' Collegium is constituted as an honor society of faculty, fellows, residents and students committed to the continued improvement of medical education at the Keck School of Medicine and, with respect to faculty, are individuals with established records of excellence as educators.

Purpose of the Collegium

The purpose of the Collegium will be:

- To promote and support the development of educational excellence at the KSOM
- To foster the continuing growth and development of its members as medical educators

Organization of the Collegium

The Medical Educators' Collegium will be organized as part of the Division of Medical Education. As such, faculty members of the Collegium will hold honorary faculty positions in the Division of Medical Education.

Functions of the Collegium

The Medical Educators' Collegium and the Division of Medical Education will sponsor projects that further the goal of promoting educational excellence at the Keck School of Medicine. Such projects may include:

- Sponsoring faculty development activities
- Conducting research on medical education
- Creating medical education innovations
- Soliciting funding for medical education and medical education research at KSOM

The Medical Educators' Collegium will also serve as a source of ongoing development and training for its members. Such training may include:

- Medical education grand rounds
- Special workshops for members

12/1/2008

Structure/Membership

Collegium Director

The Director will be chosen by the Membership, and approved by the Vice Dean for Education, and will serve for a three year term, which is renewable once. The role of the Director is to chair the Executive Committee, oversee activities of the membership, and provide reports on membership activities.

Executive Director

The Director of the Division of Medical Education will serve as the Executive Director of the Medical Educators' Collegium and provide administrative support to the Collegium. The Executive Director will coordinate Collegium activities with the Office of Educational Affairs.

Executive Committee

The Executive Committee shall be constituted for the purposes of establishing (and revising when appropriate) the policies and procedures of the Collegium and in developing criteria for Membership. The Executive Committee will generally aid the Director in discharging the functions of the Collegium. Specific duties of the Executive Committee include making the final decision regarding individual membership in the Collegium, making formal offers of appointment to applicants, and appointing subcommittees from within the membership to review and interview applicants.

The Executive Committee will appoint additional subcommittees to serve the organization as needed. Members of the Executive Committee will actively promote the work of the Collegium.

The Executive Committee is additionally responsible for developing guidelines for dossiers for applicants.

The following are the standing members of the Executive Committee:

- The Director of the Collegium (Chair)
- The Executive Director of the Collegium
- The Associate Dean for Curriculum

If any of the standing members of the Executive Committee are unable to attend a meeting of the Executive Committee, they must appoint a designee to attend the meeting.

12/1/2008

Other members of the Executive Committee will be elected by the membership for three year terms and should include the following.

- A Basic Science faculty member
- A Medical Education faculty member
- Two Clinical Science faculty members
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Membership

Faculty members will be appointed by the Executive Committee for a minimum of three years, with 3 year renewal contingent upon demonstration of continued commitment to Collegium activities and the goals of the Collegium.

Resident or Student members will be appointed by the Executive Committee for a minimum of one year, with annual renewal contingent upon demonstration of continued commitment to Collegium activities and the goals of the Collegium. Because of the demands of their training, these members will only be expected to attend regular meetings when they do not conflict with their clinical duties or other education related commitments.

The Executive Committee will appoint two Membership Selection Committees annually. One of these committees will be to review faculty applicant dossiers and interview applicants as needed. The second committee will perform the same task for resident and student applicants. Each committee will be composed of faculty members, and will be chaired by a member of the Executive Committee. Both committees will make recommendations for appointments of new Collegium to the Executive Committee.

Faculty members of the Collegium will be chosen based on a past history of excellence in teaching, a commitment to improving the educational process at the KSOM, and their individual plans for how they will contribute to the goals of the Collegium.

Resident and Student members of the Collegium will be chosen based upon their past history of demonstrated involvement in medical education, or their interests in medical education and their individual plan for how they will contribute to the goals of the Collegium. Residents should participate with the knowledge and approval of their Residency Program Director, and Students who wish to participate must be in good academic standing.

Voting Rights

All members of the Collegium have equal voting rights.

12/1/2008

Ratification and Changes to Bylaws

A majority vote of the Executive Committee is necessary to initiate any revisions or modifications of the Bylaws. A majority vote of the membership can also direct the Executive Committee to amend the Bylaws.

A two-thirds vote of the membership is required to ratify or change the Bylaws of the Medical Educators' Collegium.

Location and Facilities

As a part of the Division of Medical Education, the Medical Educators' Collegium will be housed in the Division of Medical Education.

Budget

An annual budget to run the affairs of the Collegium and support educational research pilot projects will be provided through the Office of Educational Affairs.

Ratified by majority of membership 12/1/2008