



DEAN'S ACADEMY OF DISTINGUISHED SCHOLARS BYLAWS

I. PREAMBLE

The Dean's Academy of Distinguished Scholars (the "Academy") is a professional academy formed to promote academic excellence at The University of Texas Health Science Center at Houston (UTHealth) School of Dentistry.

II. NAME

This professional academy shall be officially known and designated as the "Dean's Academy of Distinguished Scholars at The University of Texas Health Science Center at Houston School of Dentistry." An abbreviation of or variation in the name of this Academy will be permitted, specifically, "The Academy" or the "Dean's Scholar Academy."

III. MISSION

The mission of the Academy is to promote, support, recognize and reward academic excellence in all aspects of health science education, scholarship, and leadership at UTHealth School of Dentistry.

III. GOALS AND OBJECTIVES

Members of the Academy shall:

1. Serve as role models and mentors to faculty, residents, and students in their pursuit of academic excellence.
2. Assist the Dean, Departmental Chairs, the Office of Professional Development and Faculty Affairs and the Faculty Development and Evaluation Committee in evaluating, recognizing, and rewarding exceptional scholars.
3. Complement the efforts of the Office of Professional Development and Faculty Affairs by promoting and facilitating the professional development of teaching faculty through continuing education opportunities, scholarly activities, and peer review.
4. Promote intellectually rigorous teaching practices, integrity, and scholarship in health science education.

5. Encourage interdisciplinary dialogues about teaching and learning, foster continuous commitment to interprofessional education, and promote collegiality in the academic community.
6. Increase understanding of the academic mission of teaching, learning, and scholarly work processes in order to promote evidence-based practices.
7. Enhance the organizational culture of academic excellence in the School of Dentistry, advocate teaching, discovery, and service as core elements of the mission of UTHealth and recognize and reward those who demonstrate excellence in teaching.
8. Define and implement institutional structures that support academic excellence.
9. Promote a positive and professional teaching and learning environment.
10. Collect, develop, and disseminate resources that promote academic excellence.

IV. MEMBERSHIP

Section 1. Criteria for Membership: School of Dentistry faculty who have been recognized for excellence in academic performance at the School, University, and/or at the UT System level will automatically be inducted into the Academy annually. The inductions will honor those faculty who have sustained an outstanding academic performance over a period of several years.

Section 2. Membership Composition: Academy membership is composed of recipients of academic excellence awards in the following categories:

- A. Recipients of the Dean's Excellence Awards (Appendix 1)
 - a. Scholarship of Application
 - b. Scholarship of Discovery
 - c. Scholarship of Integration
 - d. Scholarship of Teaching
 - e. Volunteer Faculty
 - f. Mentoring
- B. Recipients of The University of Texas Health Science Center at Houston President's Scholar Award in Teaching (<https://www.uth.edu/academics/awards/scholar.htm>)
- C. Faculty elected to membership in The University of Texas Kenneth I. Shine, MD, Academy of Health Science Education (<https://www.uth.tmc.edu/ShineAcademy/>)

Section 3. Term of Membership:

1. Membership in the Academy commences at the first meeting after receipt of a Dean's Excellence Award, or election to membership in The University of Texas Academy of Health Science Education.
2. Faculty inducted into the Academy through a Dean's Excellence Award (e.g., Scholarship of Application, Integration, Discovery, Teaching, Volunteering, or Mentoring) will be members for a period of five years.
3. Faculty who are admitted into the Academy through recognition at the University of Texas Health Science Center at Houston or University of Texas System levels will hold membership with no expiration.

Section 4. Membership Benefits: Benefits of membership in the Academy include, but are not limited to:

1. Recognition of commitment to excellence in all aspects of health science education, scholarship, and leadership.
2. Participation in rigorous peer review processes.
3. Access to professional development resources that can facilitate academic career success through teaching and educational scholarship (e.g., annual performance reviews, tenure and promotion processes, and merit/recognition awards).
4. Ongoing interactions and opportunities for collaboration with colleagues within and across disciplines, departments, and schools who are similarly committed and engaged in outstanding teaching and scholarship.
5. Attendance at conferences and an annual retreat for Academy members focused on strengthening the educational mission of the School of Dentistry.
6. Eligibility for special programs and incentives (e.g., future internal grant funding, released/designated educational/curricular innovation, travel funds to present at educational meetings, endowed Chairs in educational scholarship, and annual programs of professional development focused specifically on educational scholarship), subject to obtaining sufficient funding to establish and/or sustain those programs and incentives.
7. Consideration for nomination for extramural awards recognizing scholarship, teaching, mentorship, leadership, and/or service.

Section 5. Member Responsibilities

1. Contribute to strengthening the academic mission of the School of Dentistry and UTHealth.
2. Maintain and strengthen academic performance in teaching and educational scholarship. Support the continued development of an effective Academy through service and

encouragement of others to engage in Academy-sponsored programs and activities and strive for Academy membership.

3. Participate actively in Academy membership activities.
4. Serve as champions, role models, and mentors of academic excellence in teaching and scholarship.
5. Seize opportunities to communicate and demonstrate evidence of institutional commitment and achievements in scholarship at the School of Dentistry to colleagues and communities

VI. GOVERNANCE

Section 1. Executive Committee

The Executive Committee includes the Academy President, President-Elect, and three Members-at-Large. The Dean of the School of Dentistry, the Associate Dean of the Office of Professional Development and Faculty Affairs, and the Immediate Past President will serve as ex-officio members of the Executive Committee. The Executive Committee shall: a) determine the responsibilities and activities of the Academy, and b) identify the need for new standing and *ad hoc* committees, and formulate charges for such committees. The President and President-Elect shall serve a one-year term of office in each category. Members-at-Large may serve more than a one-year term.

Section 2. Officer Duties:

1. The **President** shall call and preside over meetings of the Academy, provide oversight and direction of Academy activities, provide meeting agenda and minutes for each official meeting of the Academy to all members of the Academy. Provide oversight of the finances of the Academy, including an annual budget if funds are available.
2. The **President-Elect** shall assist the President, Executive Committee, and Academy members as appropriate, preside over meetings of the Academy in the absence of the President. The President-Elect shall become President at the end of his/her one-year term of office.
3. **Members-at-Large** shall assist the President and President-Elect in Academy activities and attend Executive Committee meetings. One member-at-large shall prepare minutes from each Academy meeting, solicit approval of minutes by the Executive Committee, and forward to the President.

Section 3. Officer Elections

1. Officer elections will be held at the first meeting after induction of new Academy Members, and should tentatively be scheduled for the beginning of the fiscal year. At the discretion of the President, officer elections may be held electronically via confidential vote.
2. Nominations for election to the Executive Committee will be accepted from: a) Academy

members during a business meeting at which elections will be held, or b) Electronic nominations to the President, which must be received no later than two days prior to the meeting at which elections will be held, or to the electronic voting deadline. Nominees must be members of the Academy.

3. Election will be considered if obtained from two-thirds of members present at the meeting, or by registered electronic vote.
4. Any member of the Academy Executive Committee shall not be precluded from being re-elected to the Executive Committee in consecutive years, except that the position of President will automatically be assumed by the President-Elect at the end of his/her one-year term.
5. Nominees for President-Elect must be a Member-at-Large for at least two years.

VII. COMMITTEES

Grant Review Committees: Members of the Academy may be invited to participate as *ad hoc* reviewers of the Dean's Academy Small Grants for Educational Research.

Editorial Committee: Members of the Academy may be invited to volunteer to work in small groups to develop and publish an editorial-type article related to current topics in dentistry and/or dental academia. Two topics of interest shall be determined by the Executive committee at the beginning of each fiscal year; article submission will be expected by the end of the fiscal year.

Consultation subcommittee: Members of the Academy may be invited to provide professional development advice to junior faculty members.

VIII. ACADEMY ACTIVITIES

Section 1. Business Meetings

1. The Academy shall meet at least annually and more often at the discretion of the President or the Dean of the School of Dentistry.
2. To vote on resolutions, a quorum consisting of 25% of all Academy members will be required.
3. The President may direct that meetings and/or voting will be held electronically.

Section 2. Executive Committee Meetings: The Executive Committee shall meet at least twice annually and more often at the discretion of the President: one meeting at the end of the Summer semester or start of Fall semester, in preparation for the General Meeting and the Fall Faculty Assembly, and a second meeting in the Spring to assess outcomes of activities within the academic year.

Section 3. Faculty Assembly: The Executive Committee shall provide a name for a potential guest speaker for the Fall Faculty Assembly, and coordinate scheduling with the Senate President.

IX. PROGRAMS AND RESOURCES

Subject to available and continued funding, the Academy will support the following programs and resources to its members:

1. Peer Evaluation of Teaching - to promote the development of junior faculty. The Office of Professional Development and Faculty Affairs assigns members of the Academy as peer reviewers for this formative process. Members provide constructive feedback on teaching activities over a three-year period.
2. Interactive Website - to enhance communication, collaboration, and use of web-based resources as they develop.
3. Academy Colloquia - theme-based conferences focused on particular interdisciplinary professional development topics related to academic excellence, the scholarship of teaching, and/or educational scholarship.
4. Annual Academy Retreat - event that includes professional development, professional reflection and planning, informal networking and collaboration, and planning the Academy activities.
5. Educational enhancement and curricular innovation program – an opportunity to submit proposals for peer review and receive designated funds to support educational enhancements, curricular innovation, and important educational research and evaluation projects.
6. Special Programs and Projects – opportunities to develop and participate in collaborative educational research and development projects, and related professional presentations and publications.
7. Educational Scholarship Travel Fund Grants – travel fund grants to support educational scholarship presentations and participation at professional meetings and conferences.
8. Academy Speakers Bureau for Teaching and Educational Scholarship – development of a web-based Academy database for identifying and maintaining areas of expertise in teaching and educational scholarship that can be used to facilitate opportunities for Academy members to present and collaborate with interested colleagues.

X. ACADEMY OUTCOMES

Benchmarks will be established by the Academy to track progress of goals and objectives set forth by the Dean and the Executive Committee at the beginning of each fiscal year. A report of the Academy's activities in each given year will be prepared by the Executive Committee and presented to the Dean at the end of every fiscal year.

XI. AMENDMENTS

1. These Bylaws may be repealed, modified, altered or amended, or new Bylaws may be adopted at any regular or special meeting of this Academy, provided that due notice electronically or by mail of the proposed changes shall have been sent to all members of this Academy at least thirty (30) days preceding the date of said meeting.
2. Bylaw modification proposals shall be submitted in writing to the President and the Executive Committee for consideration and discussion with all Academy members.
3. A two-thirds (2/3) vote of the Academy members shall be required to make an amendment to these Bylaws. Voting may occur during a scheduled meeting or electronically at the discretion of the President.
4. All proposed amendments to these Bylaws may not be considered by the membership unless first reviewed and approved by the President and the Executive Committee. Amendments shall be submitted in advance for review and approval by the Academy membership and do not become effective until they are so approved.
5. All amendments will become effective immediately upon approval.

XII. BYLAWS APPROVED AMENDMENTS AND UPDATES

Technical Updates: 11/22/2011; 03/26/2014

Bylaws Updates: 05/05/2013; 06/30/2016; 09/21/2016; 10/26/2018.

REFERENCES

Boyer, E.L. (1990). *Scholarship reconsidered: Priorities of the professorate*. Princeton, NJ: The Carnegie Foundation for the Advancement of Teaching.

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Glassick, C.E., Huber, M.T., Maeroff G.I. *Scholarship Assessed: Evaluation of the Professoriate*. 1997. San Francisco: Jossey Bass, Pub.

The University of Texas Academy of Health Science Education. (2008). *Members and Committees*. Retrieved March 24,2010, from <http://www.utsystem.edu/academy/hse/members/members.htm>.

Chauvin, S.W. (2004). *The Academy for the Advancement of Educational Scholarship*. Background document, Louisiana State University Health Sciences Center, New Orleans.

APPENDIX 1

The following section outlines the criteria used in the nomination and peer review process for the Dean's Excellence Awards.

Excellence Awards for Scholarship

Scholarship is defined as "serious formal study or research of a subject" (Merriam- Webster Learner's Dictionary) and "knowledge resulting from study and research in a particular field" (American Heritage Dictionary). Traditionally, in academic institutions scholarship has focused primarily on research/discovery, excluding other areas in which a faculty member contributes to the educational mission of the institution. At the University of Texas Health Science Center at Houston, a broader, more inclusive definition has been embraced that includes the scholarship of teaching, application, integration, as well as discovery (Boyer 1997).

The University of Texas School of Dentistry at Houston Excellence Awards for Scholarship serve to recognize individual faculty members for their contributions in these four areas. These awards recognize individuals who have shown the ability to be active and reflective in their research, make connections between multiple and divergent areas, build bridges between theory and practice or engage in activities consistent with the scholarship of teaching and learning. They provide an opportunity for School of Dentistry faculty who meet designated standards of scholarship and excellence to receive recognition for their exemplary educational contributions to the school. Recipients of these awards will serve as distinguished educator role models for learners at all levels in the institution.

Award Definitions and Criteria

To be eligible for an award, individuals must meet one or more of the criteria listed below.

Scholarship of Application – "aid society and professions in addressing problems".

- Making public beyond the School of Dentistry, the investigation, evaluation and outcome(s) of the faculty member's scholarly activities through publication in national and international journals and presentations at local, national and international meetings
- Serving as an external consultant to government or industry groups
- Assuming leadership roles in professional organizations
- Advising student leaders, fostering their professional growth
- Developing expanded community outreach activities
- Engaging students in service learning opportunities
- Presentation and/or leadership of continuing education courses

Scholarship of Discovery – “building new knowledge through research”.

- Making public beyond the School of Dentistry, the investigation, evaluation and outcome(s) of the faculty member’s research activities through publication in national and international journals and presentations at local, national and international meetings
- Development of innovative strategies and methods of research in a particular field. Obtaining multiyear grant funding from major funding agencies
- Development of opportunities for the continuous exchange of ideas, strategies, and methods related to research within and outside
- Discovery of distinctive solutions to research problems faced by the School of Dentistry and our community
- Mentoring of those interested in research

Scholarship of Integration – “interpreting the use of knowledge across disciplines”.

- Making public beyond the School of Dentistry, the investigation, evaluation and outcome(s) of the faculty member’s scholarly activities through publication in national and international journals and presentations at local, national and international meetings
- Preparing a comprehensive literature review
- Contributing to a textbook for use in multiple disciplines
- Collaborating with colleagues to design and deliver a core course
- Development of innovative strategies and methods of integration of all layers of teaching such as DDS/post-graduate courses and clinics
- Development of innovative strategies and methods of interdisciplinary teaching, including interprofessional education (IPE)
- Development of innovative strategies and methods of interdisciplinary research
- Development of opportunities for the continuous exchange of ideas, strategies, and methods related to teaching and learning within the School of Dentistry, UTHealth, the Texas Medical Center, and externally such as journal clubs, case presentations, and table clinics
- Discovery and publication of distinctive solutions to educational problems faced by the School of Dentistry and our community

Scholarship of Teaching – “study teaching models and practices to achieve optimal learning”.

- Making public beyond the School of Dentistry, the investigation, evaluation and outcome(s) of the faculty member’s scholarly activities through publication in national and international journals and presentations at local, national and international meetings
- Advancing learning theory through classroom research and publication

- Developing and/or testing new instructional materials and/or methods drawing upon “best practices” (i.e., instructional media, e-learning, lectures, texts, course syllabi, monograph)
- Development of a new course or an elective (or a major revision of existing courses) drawing from the literature and “best practices” in the field
- Mentoring students and colleagues to be critical thinkers and life-long learners
- Designing and/or implementing assessment systems, such as peer review of teaching or effectiveness of curricular change
- Contributing to “best practices in the field” by giving invited professional presentations or workshops at the local, national or international levels
- Presentation and/or leadership of continuing education courses
- Providing faculty development opportunities to enhance teaching and learning
- Development of innovative teaching or evaluation materials or methods such as novel uses of the simulation clinic, digital radiography, an automated response system or other instructional technology applications
- Provide evidence of advanced preparation for teaching such as:
 - a. Participation in the Health Educators Fellowship Program
 - b. Obtaining membership in The University of Texas Academy of Health Science Education
 - c. Obtaining a graduate degree related to education in the health sciences
 - d. Participate in national conference workshops, symposia and panels related to teaching and learning

Highest priority for the awards will be given to those faculty members who make their scholarship public. This can be accomplished through publications, presentations, workshops, CE, or consultation to other departments within the school, but especially to external audiences, such as ADEA, AADR, IADR or other professional organizations.

Dean's Excellence Award for Volunteer Faculty

Award Definition and Criteria. Individuals who provide voluntary service to the School of Dentistry bring valuable expertise to our educational programs. This award will honor a faculty member who has consistently volunteered his/her time in supporting and sustaining the mission of the School of Dentistry in the areas of the Scholarship of Application, Scholarship of Integration, or Scholarship of Teaching. Volunteer faculty will be eligible for nomination using the same criteria, documentation, and selection processes described above for the Excellence Awards for Scholarship. To be eligible for this award, individuals must meet one or more of the criteria listed for those categories.

Dean's Excellence Award for Mentoring

Award Definition and Criteria. A good mentor can be critical to the success of a faculty member. The mentor plays many roles -a host and guide, an exemplary role model of professional behavior, a teacher and a trusted counselor. Effective mentoring does not happen accidentally – it occurs through dedicated actions on the part of the mentor and mentee. This award will be presented to a faculty member who has demonstrated commitment to and effectiveness in faculty mentoring.

To be eligible for the Excellence Award for Mentoring, mentors and mentees must submit a Mentoring Relationship Notification Form to the Office of Professional Development & Faculty Affairs. In addition, the mentor must have mentored the mentee for the past year prior to nomination (at a minimum) and the mentor must be a faculty member at the initiation of the mentoring relationship.

Chairs, vice chairs, and deans, because mentoring is an expectation of their jobs, are not eligible for nomination. Any faculty member who was not a chair, vice chair, or dean for the majority of the mentoring relationship, but who recently became such is eligible for nomination. Previous award winners are not eligible for nomination when working with the same mentee; however, they are eligible when mentoring another mentee.

APPENDIX 2

The University of Texas Health Science Center at Houston President's Scholar
<https://www.uth.edu/academics/awards/scholar.htm>

The University of Texas Kenneth I. Shine, MD, Academy of Health Science Education
<https://www.uth.tmc.edu/ShineAcademy/>