

NEOUCOM Master Teachers Guild Bylaws

I. Mission and Purpose

A. Guilds and the Academic Tradition: Modern Western academic tradition owes much of its origin to the same conditions from which trade and professional guilds developed in the Middle Ages. The early evolution of both groups was so similar, in fact, that many of the terms and formal regalia of guilds and academia today are nearly identical. Guilds developed as a way of ensuring the advancement of arts, crafts and trades as well as developing the skills of those who practiced them. Some of the earliest secular colleges in Europe, in fact, are believed to be outgrowths of guilds of teachers. It is highly appropriate, therefore, that an organization to promote teaching at NEOUCOM be organized as a guild.

B. Mission Statement: The NEOUCOM Master Teacher Guild is an academy dedicated to excellence in teaching at NEOUCOM, the members of which will use their collective talents to enhance the educational programs throughout NEOUCOM, its affiliated hospitals, associated health departments and other community based teaching sites. The Guild will initiate and promote the professional development of a cadre of highly qualified teachers.

C. Goals

The goals of the Guild include:

1. To recognize and reward teaching excellence through membership at the Fellow and Master levels of the Guild;
2. To advocate for, facilitate and support educational innovation and effectiveness;
3. To advise NEOUCOM regarding the development, assessment and evaluation of pedagogical competencies which would include, but is not limited to, the development and implementation of:
 - a. Teaching standards;
 - b. Assessment methods, tools, and processes;
 - c. Curriculum materials and mentoring programs;
 - d. Mentoring programs;
 - e. Evaluation methods, mechanisms and processes; and
 - f. Scholarship in the field of medical pedagogy.
4. To mentor each other and other faculty interested in developing and refining pedagogical skills; and
5. To identify and promote effective, efficient and innovative teaching practices in a rapidly changing environment.

II. Membership

A. Membership Levels

There are three levels of membership in the Guild: Apprentice, Fellow, and Master. Candidates may enter at any level based upon their qualifications. Apprentices and Fellows will be encouraged to engage in faculty development activities that will facilitate their progression through the levels of membership during their tenure at NEOUCOM.

1. Apprentice: is a limited membership, intended for faculty who are Instructors, postdoctoral fellows, chief residents and senior house staff, and faculty with less than three years of teaching experience but who have demonstrated a keen interest in and commitment to the educational efforts of NEOUCOM.
2. Fellow: is the level intended for faculty who hold the rank of at least Assistant Professor and who are experienced, reliable educators who seek to improve their pedagogical performance through the use of consultation and mentoring with more senior members of the Guild. Faculty at this level will facilitate learning in one to one and small group settings; effectively evaluate the strengths and weaknesses of learners and give appropriate feedback to them; plan and deliver large group presentations; demonstrate various teaching methods based on learner needs and resources, and serve as teaching models and resources for trainees.
3. Master: is the level for outstanding and innovative faculty leaders who hold the rank of at least Associate Professor. Faculty in this category will promote critical pedagogy, teach others to teach, establish networks, identify and promote pedagogical resources, develop and implement curricula, provide vision for the educational programs of NEOUCOM and disseminate information about NEOUCOM programs to local, statewide and national audiences through conference presentations and publications.¹

B. Candidate Qualifications and Selection

¹ All members of the NEOUCOM Master Teacher Society appointed prior to March 2004 were appointed at the Master Teacher level. January 2007

1. Application

- a. Submission of completed Guild application which will describe the:
 - 1) Benefits the candidate hopes to derive from membership;
 - 2) Contributions the candidate anticipates making to the Guild; and
 - 3) Willingness, on the part of the candidate, to contribute time, talent and energy to the advancement of the goals of the Guild.
- b. Completion of a teaching self-assessment.
- c. Letter of nomination from a current master teacher, the faculty member's department chairperson, program director, course or clerkship director or clinical campus dean which should include:
 - 1) A description of how the candidate can contribute to the faculty development needs within the department, program, courses or clerkship;
 - 2) The nominee's qualifications in meeting the following criteria:
 - i) Ability and/or potential for leadership in educational faculty development efforts;
 - ii) Motivation and interest in issues related to pedagogy, including scholarship in the field;
 - iii) Ability to communicate effectively with faculty and students within the department;
 - iv) Ability to work effectively with others and to be responsive to feedback; and
 - v) Willingness to make the required time commitments for participation in the program.
- d. Current Curriculum Vitae.

2. Selection

- a. Candidates will undergo a rigorous review by the Master members of the Guild. Candidates will be selected for membership by a majority vote of the Master members present at a meeting where the candidates for membership will be reviewed. The review will include:
 1. The candidate's application, letter of nomination and Curriculum Vitae;
 2. A review of the candidate's teaching self assessment; and,
 3. A Master Teacher assessment. The Master Teacher assessment will include:
 - i. Feedback on the candidate's teaching self-assessment;
 - ii. Direct teaching observation;
 - iii. Peer feedback assessment; and,
 - iv. Learner feedback assessment.
- b. Candidates will be admitted to the Guild at an appropriate level based upon the faculty member's credentials.
- c. The Guild reserves the right to limit the number of candidates accepted at the Apprentice level based upon the number of Fellows and Masters available to assess, assist and mentor them.

C. Advancement

1. Fellows are encouraged, but not required, to advance to the Master Level. The membership of an Apprentice will terminate three years after graduation from residency unless the Apprentice has achieved faculty rank at the Assistant Professor level or above, and he/she shows continued commitment to the teaching programs of NEOUCOM and is making progress toward the Fellow membership level in the Guild.
2. Members may make application for advancement in the Guild at any time when they believe that they have achieved the level of mastery required of a higher level of membership.
3. Master Teachers will assess candidates for advancement using the process and mechanisms established by the Master Teachers for the demonstration of competence.

D. Recognition

1. Once selected for membership, the member will be formally recognized at the next academic convocation ceremony.
 - a. The *Apprentice* will be invested with one gold cord that will be worn with the traditional academic regalia at all events where such attire is appropriate.

- b. The *Fellow* will be invested with two gold cords that will be worn with the traditional academic regalia at all events where such attire is appropriate.
 - c. The *Master Teacher* will be invested with three gold cords that will be worn with the traditional academic regalia at all events where such attire is appropriate.
2. The names of all the members of the Guild will be inscribed on a plaque that will be prominently displayed at NEOUCOM. Each member will also receive a plaque inscribed with the name of the faculty member, NEOUCOM logo, the words “Master Teachers Guild” with the appropriate membership level, and the year of admission or advancement.
 3. Upon attainment or advancement to the Fellow or Master level, the member may apply in writing for support for an academic project. The request must identify goals, objectives, progress to date, need for the project, and a budget. All proposals will be reviewed by the Master members of the Guild. A majority vote of the Master members present is necessary for project approval.
 4. Members are encouraged to use the appropriate membership level designation on all correspondence where the use of academic credentials is appropriate.

E. Removal

A member may be removed by a majority vote of the Master Teachers if the member’s faculty appointment has lapsed, been suspended or revoked. The member may also be removed by a majority vote of the Master Teachers for failure to fulfill commitments to the Guild.

F. Retirement

1. A member who retires from the faculty while a member of the Guild:
 - a. May use the appropriate level designation followed by the notation “Retired,” e.g. Master Teacher, Retired; or
 - b. May request consideration as a Master Teacher, Emeritus if the faculty member is also seeking or has received Emeritus faculty status. Such recommendations will be forwarded to the Board of Trustees for final approval.
2. A retired member may participate in the activities of the Guild.

III. Governance

A. Officers

1. The Chair of the Guild will preside over meetings.
2. The Chair will be elected from the ranks of the Master Teachers, by the Master Teachers, for a three-year term.
3. The Vice Chair will be elected by the Guild and will stand in the place of the Chair if the Chair is absent.

B. Committees

The Guild may have such standing and ad hoc committees as are necessary to accomplish its work.

IV. Review

The Guild will undergo a self-assessment every five years to determine if it is meeting its goals and purpose and if its organizational structure, policies and procedures are facilitating same.

V. Amendments

These bylaws may be amended by a majority vote of the Fellow and Master level members of the Guild present at a meeting of the Guild.