

Brief Descriptions of Standing Committees and Interest Groups* for 2025-2026

*See Interest Groups on page 3 below

Committee	Leadership Council	Boyden Award	Committee on Inclusive Excellence and Opportunity (IEO)	Excellence in Teaching Awards
Current Director(s)/ Chair(s)	Ann Poncelet	Lydia Zablotska	Megha Garg	Alissa Peterson
Staff	Raquel Rodriguez	Karen Brent	Karen Brent	Karen Brent
Primary Charge	<p>Advises AME and CFE directors on AME programmatic policy, strategy, and implementation</p> <p>Composed of core AME committee leaders plus 3-4 At-Large members</p> <ul style="list-style-type: none"> At-Large members serve as representatives of various sites and/or non-SOM schools 	<ul style="list-style-type: none"> Select 2 awardees of the annual <i>Jaclyne Witte Boyden Award</i> Select 1 Boyden Team award group (2-10 people) 2 awardees of the <i>Award for Exceptional Service in Medical Education</i> 	<ul style="list-style-type: none"> Train the AME community in IEO as it pertains to education Partner effectively with the broader IEO initiatives in the CFE, OME, SOM and UCSF overall, leveraging the mission, purpose, values, and strengths of the Academy Foster a culture of inclusive excellence and opportunity within the Academy, with transparent and critical review and advancement of our own inclusive opportunities for all members. 	<ul style="list-style-type: none"> Select awardees of the annual Excellence in Teaching Awards, OME Exceptional Service Awards and Excellence in Mentoring Awards
Cycle Timeline	September through July	March through September	4-6 meetings throughout the year	March through September
Expectations	<ul style="list-style-type: none"> Participate in monthly 50-minute meetings Serve over the duration of time in committee leadership role At-Large members generally serve a 3-4 year term At-Large members may also work on strategic projects related to AME program evaluation and AME 2030 Taskforce recommendations 	<ul style="list-style-type: none"> Review nomination forms <ul style="list-style-type: none"> Generally, each committee member reviews 5-12 nomination forms Reviews take place over 2-3 weeks in late July – early August Participate in 90-minute review meeting in August Dept outreach (if necessary) 	<ul style="list-style-type: none"> Lead/facilitate at least one annual AME meeting Creating or adapting curricula for the meetings Ensuring IEO considerations for AME activities (e.g. recommendations to leadership council, AME member meetings, funding opportunities, future AME planning activities). 	<ul style="list-style-type: none"> Participate in at least 2 meetings throughout the year <ul style="list-style-type: none"> 60-minutes in May to prepare for call 90-minutes in August select awardees Review nomination forms <ul style="list-style-type: none"> Generally, each committee member reviews up to 15 nomination forms Dept outreach (if necessary) Present awards at annual New Member ceremony in September <ul style="list-style-type: none"> Read awardee names

Committee	Innovations Funding	Membership	Scholarship	Mentoring
Current Director(s)/ Chair(s)	Abbi Phillips and Andreea Seritan	Cindy Lai	Bridget O'Brien and Mindy Ju	Stephanie Rennke and Tony Ding
Staff	Sierra Niblett	Sierra Niblett	Sierra Niblett	Kirsten Sund
Primary Charge	<ul style="list-style-type: none"> Administer the annual education grant awards program. 	<ul style="list-style-type: none"> Review and recommend applications of new members. Assess continuation review materials of existing members. 	<ul style="list-style-type: none"> Develop and produce the annual Education Showcase Encourage scholarship dissemination 	<p>Identify how the AME can more intentionally support mentorship for educators at UCSF by:</p> <ul style="list-style-type: none"> Recognizing mentors and rewarding excellence in mentorship Partnering across UCSF to provide resources and opportunities promoting mentoring practices Developing a community supporting education mentors
Cycle Timeline	August through February	January through September (concludes with New Member Ceremony)	September through May (concludes with Education Showcase)	Throughout year
Expectations	<ul style="list-style-type: none"> Participate in concept review (Sept/Oct) <ul style="list-style-type: none"> Generally, each committee member reviews 4-6 brief concepts, ≤ 1 hr. total Participate in proposal review (mid-Dec/mid-Jan) <ul style="list-style-type: none"> Generally, each committee member reviews 3-5 proposals, approx. 30-60 minutes each Participate in selection process <ul style="list-style-type: none"> Attend one required 3-hour, in-person meeting (late Jan/early Feb) Contribute indirectly to proposal development by encouraging community participation in the Innovations Funding forum on Open Proposals 	<ul style="list-style-type: none"> Review and recommend membership applications <ul style="list-style-type: none"> Generally, each committee member reviews 5-7 applications, approx. 30-60 minutes each Attend one required 3-hour selection meeting (typically late July) May assist in refining resources and materials for applicants and coaches, and in membership application informational events May participate in the annual assessment of members' Academy membership continuation reports. May participate in the new member ceremony, for example, reading new member bios. 	<ul style="list-style-type: none"> Review and write feedback for abstracts submitted to Education Showcase <ul style="list-style-type: none"> Generally, each committee member reviews 6-7 abstracts Attend committee meetings (fall and winter) Attend one required 3-hour abstract selection meeting (Feb.- March) May attend the Reviewing Educational Abstracts workshop, or coach workshop participants <ul style="list-style-type: none"> Typically occurs in February Attend Education Showcase <ul style="list-style-type: none"> Typically occurs in May Committee members sign up to co-moderate oral presentations 	<ul style="list-style-type: none"> Attend quarterly committee meetings (~ 60-minutes) Serve on subcommittee addressing one of the priority areas Developing and disseminating competences in mentorship for educators <ul style="list-style-type: none"> Establishing criteria for mentoring, coaching and sponsoring in the UCSF advancement, promotion and merit processes Annual review of AME membership application rubrics for Mentorship section of Educator's Portfolio May participate in selection of Excellence in Mentoring Awards

			<ul style="list-style-type: none">○ Committee members sign up to emcee portions of the program• May also coach faculty and learners in writing and presenting abstracts, or mentor authors in disseminating work	
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Interest Group	Finance	Education Technology
Current Chair(s)	Susannah Cornes Erick Hung	Christian Burke, Renee Kinman, Marta Margeta, Chris Stewart, Crystal Zhou
Staff	Raquel Rodriguez	Kirsten Sund
Primary Charge & Composition	For AME and non-AME members interested in: <ul style="list-style-type: none"> • Furthering your department's work in incentivizing education using mission-based management models • Learning what other departments are doing to incentivize education • Continuing to build our community of like-minded educators and administrators aimed at promoting mission-based management 	To build a community of educators, staff and technology leaders engaged in ways educators use education-specific technology, health information technology, and everyday technology to advance the education mission.
Cycle Timeline	Throughout year 60-75-minute meetings occur quarterly	Throughout year Meetings likely to be 3x/year