Brief Descriptions of Standing Committees and Interest Groups* for 2023-2024
See Interest Groups on page 3 below

Committee	Leadership Council	Boyden Award	Diversity, Equity, Inclusion & Anti-racism/oppression	Excellence in Teaching Awards
Current Director(s)/ Chair(s)	Ann Poncelet	Demian Rose	Megha Garg	Meg McNamara
Staff	Raquel Rodriguez	Karen Brent	Karen Brent	Karen Brent
Primary Charge	Advises AME and CFE directors on AME programmatic policy, strategy, and implementation Composed of core AME committee leaders plus 3-4 At-Large members • At-Large members serve as representatives of various sites and/or non-SOM schools	• Select 2 awardees of the annual *Jaclyne Witte Boyden Award* • Select 1 Boyden Team award group (2-10 people) • 2 awardees of the *Award for Exceptional Service in Medical Education*	• Train the AME community in DEI as it pertains to education • Partner effectively with the broader diversity initiatives in the CFE, OME, SOM and UCSF overall, leveraging the mission, purpose, values, and strengths of the Academy • Foster a culture of diversity and inclusion within the Academy, with transparent and critical review and advancement of our own diversity and inclusion	• Select awardees of the annual Excellence in Teaching Awards OME Exceptional Service Awards and new Excellence in Mentoring Awards
Cycle Timeline	September through July	March through September	3-4 meetings throughout the year	April through September

Expectations	• Participate in monthly one-hour meetings
	• Serve over the duration of time in committee leadership role
	• At-Large members generally serve a 3-year term
		• Review nomination forms
		  o Generally, each committee member reviews 5-12 nomination forms
		  o Reviews take place over 2-3 weeks in late July – early August
		• Participate in 90-minute review meeting in August
		• Dept outreach (if necessary)
			• Lead/facilitate at least one annual AME meeting
			• Creating or adapting curricula for these meetings
			  o 120-minute Fall meeting in December
			  o 120-minute each Winter meetings occur in February and are offered 5 times throughout the month
				• Participate in at least 2 meetings throughout the year
				  o 60-minutes in May to prepare for call
				  o 90-minutes in August select awardees
				• Review nomination forms
				  o Generally, each committee member reviews up to 15 nomination forms
				• Dept outreach (if necessary)
				• Present awards at annual New Member ceremony in September
				  o Read awardee names

Committee	Innovations Funding	Membership	Scholarship
Current Director(s)/ Chair(s)	Abbi Phillips, Andreea Seritan	Erin Mathes	Bridget O'Brien and Mindy Ju
Staff	TBD	TBD	TBD
Primary Charge	• Administer the annual education grant awards program.	• Review and recommend applications of new members. • Assess continuation review materials of existing members.	• Develop and produce the annual Education Showcase • Encourage scholarship dissemination
Cycle Timeline	August through February	January through September (concludes with New Member Ceremony)	September through May

Expectations	• Participate in concept review (Sept/Oct)
	  o Generally, each committee member reviews 4-6 brief concepts, ≤ 1 hr. total
	• Participate in proposal review (mid-Dec/mid-Jan)
	  o Generally, each committee member reviews 3-5 proposals, approx. 30-60 minutes each
	• Participate in selection process
	  o 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
		• Review and recommend membership applications
		  o Generally, each committee member reviews 5-7 applications, approx. 30-60 minutes each
		  o 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.
			• Review and write feedback for abstracts submitted to Education Showcase
			  o Generally, each committee member reviews 8-10 abstracts, approx. 20-30 minutes each
			• 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
			  o Typically occurs in February
			• Attend Education Showcase
			  o Typically occurs in May
			  o Committee members sign up to co-moderate oral presentations
			  o 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

Interest Group		
Committee	**Mentoring**	**Finance**	**Education Technology**
Current Chair(s)	Stephanie Rennke Tony Ding	Susannah Cornes Erick Hung	Christian Burke Chris Stewart Renee Kinman Crystal Zhou
Staff	Raquel Rodriguez	Raquel Rodriguez	Raquel Rodriguez
Primary Charge & Composition	Make recommendations on: • How AME can support mentoring of educators • Recognizing mentors • How the AME can partner with the UCSF Faculty Mentoring Program under the Campus Council on Faculty Life headed by Mitch Feldman and dept/local mentoring programs • Develop a community/interest group for education mentors.	For AME and non-AME members interested in: • 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-minute meetings generally occur 3x/year May be invited to participate in selection process of Excellence in Mentoring Awards in August	Throughout year 60-75-minute meetings occur quarterly	Throughout year Meetings likely to be 3x/year

Faculty Development- in partnership with CFE

Current Lead	Sandrijn van Schaik
Description	The upcoming faculty development redesign initiative will entail significant engagement of Academy members to accomplish its design and implementation. This is an important effort that is in alignment with the Academy mission. To support substantive participation, the Academy proposes giving service credit for either of the following:
Cycle Timeline	Throughout year
Expectations	Contributing to the redesign, serving as a departmental liaison or champion of $\geq$ 10 hours on an annual basis Members who select this service option will be contacted by Sandrijn van Schaik as program is implemented