



## **Group on Faculty Affairs Rules and Regulations**

### **I. Name**

The name of the organization shall be the “Group on Faculty Affairs, of the Association of American Medical Colleges (AAMC)” herein after referred to as the (GFA).

### **II. Purpose**

The GFA supports the work of faculty affairs professionals by

- Facilitating dialogue, debate and communication on emerging issues and challenges to faculty in medical schools;
- Developing and sharing effective policies and strategies;
- Fostering professional development of faculty relevant to faculty and institutional policies and practices and career pathways;
- Encouraging research and scholarship relevant to faculty and institutional policies and practices; this includes measuring and analyzing outcomes of professional development;
- Promoting professional development of faculty affairs professionals; and
- Collaborating with other AAMC Groups, Councils, and constituencies to create synergy that contributes to faculty vitality and thriving institutions.

### **III. Mission**

The mission of the Group on Faculty Affairs (GFA) is to build and sustain faculty vitality in medical schools and teaching hospitals. The GFA does this by supporting faculty affairs deans and administrators in their development and implementation of institutional policies and professional development activities that advance the academic missions of teaching, research, and clinical care.

### **IV. Membership**

The membership shall consist of persons appointed by the deans of medical school members, including affiliate and provisional members, of the Association of American Medical Colleges and by the chief executive of a COTH member [hereafter “Appointing Authority”]. The appointed group member(s) shall serve at the pleasure of the appointing authority.

The Appointing Authority may appoint to the GFA one or more persons from the faculty and staff who have administrative roles in faculty affairs and faculty development. Examples of eligible roles include: appointment, promotion and tenure oversight, faculty

rewards and recognition, leadership and career development programs, mentoring programs, faculty recruitment, retention and diversity initiatives.

Where more than one person is appointed from an institution, a primary liaison should be designated to receive and respond to formal GFA correspondence.

All GFA members shall have the privileges of the floor in all discussions and be entitled to vote.

## **V. Officers**

The officers of the GFA shall include a Chairperson, a Chairperson-Elect, an Immediate Past Chairperson and Executive Secretary.

The term of the Chairperson shall be for one year and shall commence at the conclusion of the term of Chairperson-elect. .

The Executive Secretary shall be an AAMC staff member appointed by the AAMC President. The Executive Secretary shall coordinate the provision of appropriate staff support and assist in the general direction of the GFA.

Contact with major related organizations outside the Group shall be coordinated with the Group Executive Secretary.

## **VI. Committees**

A. The steering committee. The GFA Steering Committee shall be composed of:

The Chairperson, the Chairperson-Elect, and the Immediate Past Chairperson and such additional members as described below.

An individual may hold only one office on the Steering Committee at a time. Committee positions and terms are listed below.

1. The Chair serves a term of one year.
2. The Chair-Elect is a one year position held immediately preceding the year of serving as Chair.
3. The Immediate Past –Chair serves for one year immediately following the year of serving as Chair.
4. At-large- members serve three year appointments and may be re-elected for a single consecutive term, such that service does not exceed six years total as a member- at- large.

Additional members shall be:

Ex officio members may be appointed by the Steering Committee for the purpose of either (I) creating liaison with organizations that hold a strong interest in the mission of

the group, or (ii) bringing in expertise or points of view not available from the regular membership.

The GFA Steering Committee shall manage the affairs of the Group.

A Steering Committee member who is no longer employed by the appointing Authority may complete an elected term on the Steering Committee only if he or she continues employment with an AAMC member medical school, academic society or teaching hospital.

## **B. GFA Subcommittees**

These standing subcommittees serve in advisory capacity to the Steering Committee.

**1. Membership and Nominating Sub Committee**, appointed each year by the Steering Committee, shall be chaired by the Immediate Past Chairperson. It shall make nominations for the Chairperson-Elect and other open positions, and such nominations shall be publicized in advance to the membership. Members, providing the consent of the nominee has been received, may make additional nominations from the floor, unless the election is by electronic ballot, in which case, additional nominations must be made at least 30 days before for the election is held. The subcommittee will present the complete slate of candidates for election by the general membership. Membership and Nominating Sub Committee will recommend to the Steering Committee any replacement Officer or Officer-Elect, if the previously elected person is unable to serve. The Steering Committee will then make such replacement appointment and these will remain effective until the next Group election.

The Membership and Nominating Sub Committee will also facilitate welcoming and orienting new members to the GFA in collaboration with the GFA Chair and the GFA Executive Secretary.

**2. Professional Development and Program Committee** – This subcommittee, appointed each year by the Steering Committee, shall be responsible for developing, implementing and evaluating the programs of the GFA, to include an annual professional development conference and programming for the AAMC Annual Meeting.

**3. Research and Project Development Committee** – This subcommittee, appointed each year by the Steering Committee, shall oversee GFA collaborative projects, promote and coordinate scholarly activities with other AAMC Groups and Councils, and identify opportunities for fostering scholarship in faculty affairs.

C. Other Standing or *Ad hoc* GFA Committees may be authorized by vote of the GFA Steering Committee.

Appointment to any GFA Committee or subcommittee shall be made by the GFA Chairperson with the approval of the Steering Committee.

Standing and *ad hoc* Committee Chairpersons shall be elected by the GFA Steering Committee and their appointments confirmed by the GFA Chairperson.

Standing and *ad hoc* Committees and their functions shall be reviewed periodically by the Steering Committee. Those committees no longer needed may be dissolved upon recommendation of the Steering Committee.

## **VII. Meetings and Quorums.**

Any GFA meeting may be designated as open or closed by the GFA Chairperson. Attendance at closed meetings is limited to members and persons specifically invited.

A business meeting of the GFA membership shall be held at least annually.

The Steering Committee shall meet in person or by conference call. Conference calls or electronic communication may be used to conduct business of the Steering Committee and may be used, when practical, in place of other regular meetings. Fifty percent of the Steering Committee will constitute a quorum.

Fifty percent of the members attending a regularly scheduled meeting or conference that includes a business meeting shall constitute a quorum at the Group's business meeting.

Formal actions may be taken and elections held at meetings of the membership or the Steering Committee at which a quorum is present. At such meetings, decisions will be made by majority vote of those qualified to vote, or in the case of the Steering Committee by majority vote or by consensus.

Actions and elections may be held by electronic ballot using tools suitable for this purpose provided by AAMC. In each such case, the forwarding communication shall specify the date and time when the balloting shall close. Where actions or elections are taken by electronic ballot, the decision will be determined by a majority of votes cast within the specified timeframe.

In the conduct of meetings, the order of business shall be under the direction of the GFA Chairperson who shall make all parliamentary decisions.

## **VIII. Amendments**

Subject to the approval of the AAMC Board of Directors, these Rules and Regulations may be amended or repealed and new Rules and Regulations may be adopted by a two-thirds majority of those voting. Prior written notice of the proposed changes will be distributed to entire GFA membership.