

Group on Faculty Affairs Rules and Regulations

Name

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

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.

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.

Membership

The dean of each member medical school and CEO of each member teaching hospital 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.

Steering Committee

The GFA Steering Committee shall be responsible for the leadership and management of the affairs of the Group and approve all committee appointments. The committee shall consist of three officers, (Chair, Chair-Elect, Immediate past Chair) and six at-large members. In addition, liaisons may be appointed from other AAMC Groups and Councils with approval of the Steering Committee.

The Chair shall preside over all GFA and Steering Committee meetings, appoint committee chairs, and perform such duties and functions as may be necessary in order to provide appropriate leadership to the GFA. In the absence of the Chair, the Chair-Elect shall fulfill the functions of the Chair.

AAMC Support

The AAMC Executive Secretary with guidance from the Steering Committee shall be responsible for administrative support of the GFA Steering Committee. The Executive Secretary shall attend all Steering Committee meetings and shall provide administrative support and guidance for GFA functions and activities.

Steering Committee Business Meetings

The Steering Committee shall meet at least once annually. Conference calls or electronic communication may also be used to conduct business in place of regular meetings. Formal actions may be taken at meetings of the Steering Committee at which a quorum is present. A quorum of the Steering Committee shall be declared when 2/3 of its membership is in attendance.

Committee Terms

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.

Subcommittees and Task Forces

Subcommittees and task forces are advisory and shall be authorized by the GFA Steering Committee for specific functions. Each GFA subcommittee should be composed of diverse representation from the GFA community and must include at least one member of the Steering Committee.

Minutes shall be kept of all subcommittee and task force meetings and submitted to the GFA Steering Committee. Committees and their functions shall be reviewed periodically by the GFA Steering Committee. Committees and taskforces may be dissolved by action of the GFA Steering Committee.

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

Nominating Committee – Led by the Immediate Past Chair, this committee shall be responsible for developing a slate of officers and steering committee members to present to the general membership for election to the Steering Committee.

Professional Development and Program Committee – This 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.

Research and Project Development Committee – This 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.

Nomination and Election Process

Annual elections shall be held to fill open positions.

1. The Nominating Committee shall request nominations for open positions in the Steering Committee from GFA members in an annual on-line solicitation.
2. GFA members with prior experience on the Steering Committee are eligible for the position of Chair-Elect.
3. The Nominating Committee shall present the slate of candidates for Chair-Elect and open positions for members- at- large to the GFA membership prior to the annual GFA business meeting.
4. The Chair-Elect shall be elected prior to the annual GFA business meeting by a simple majority of members voting by submission of an electronic ballot.
5. A Past-Chair may run for re-election as Chair-Elect following a minimum five year hiatus.

Amendments

Subject to the approval of the AAMC President and the Executive Council, these rules and regulations may be altered, repealed, or amended or new Rules and Regulations adopted by a two-thirds of the membership participating in an on-line voting process. Members must be provided with 30 days advance notice of changes.

There are two means by which amendments to the rules and regulations may be brought to the Steering Committee:

1. A member may circulate a petition and receive at least twenty-five signatures from members of the GFA signifying that they wish to see the amendment subjected to a vote of the membership. This petition is presented to the Steering Committee for consideration by the entire membership.
2. The Steering Committee of the GFA may propose an amendment to the rules and regulations for review and approval by the membership.

Parliamentary Authority

For matters not covered in these rules and regulations, parliamentary authority shall follow Roberts Rules of Order.