OPERATING PROCEDURES OF THE ACADEMY OF DISTINGUISHED PATHOLOGY EDUCATORS OF THE ASSOCIATION FOR ACADEMIC PATHOLOGY

Established October 2023, Amended and Approved, July 2025

Article I. Name:

In accordance with the Operating Procedures of the Association for Academic Pathology (AAPath, the "Association"), formerly known as the Association of Pathology Chairs (APC), and the Duties of the Council to "Consider other matters in furtherance of the mission and aims of the Association as permitted by the Bylaws," the AAPath hereby establishes the Academy of Distinguished Pathology Educators ("ACADEMY").

Article II. Mission:

The mission of the ACADEMY is to advance AAPath's educational mission as well as to provide support to and expand the activities of the AAPath's UME and GME Committees, and the PRODS and UMEDS Sections of AAPath.

Article III. Membership:

A. Inaugural members.

Based on demonstrated recognition and distinction for impactful, high-quality contributions to the educational mission within medicine and health care in the domains described in Section 2, and for demonstrating and pledging a commitment to ongoing contributions to the AAPath educational mission, Following a competitive process with applications, the AAPath leadership approved 20 inaugural ACADEMY members in May 2023 and selected a steering committee from among those members to implement the ACADEMY.

B. Members

1. **Eligibility:** Only individuals from AAPath member institutions shall be considered for membership in the ACADEMY.

2. Categories:

   a. Regular Member: A nationally or internationally recognized pathologist-educator who demonstrates the highest levels of accomplishment in the criteria listed below (B.4) and who is committed to advancing the future direction of pathology education through active participation in the activities of the Academy.

b. Associate Member: A regionally or locally recognized pathologist-educator who demonstrates a strong trajectory of accomplishment in the criteria listed below (B.4) who is deemed likely to achieve Regular Membership within five years.

c. Emeritus Member: A Regular member who is stepping back from full participation in the Academy due to career stage or personal circumstance.

3. Selection Process

a. There will be a call for applications every two years.

b. The application will be available online with selection criteria described as below (B.4). The application will include a statement from the applicant on how the applicant envisions contributing to the goals of the ACADEMY. A CV and two letters of recommendation must accompany the application. A letter from former trainees may be included.

c. Applications will be reviewed by a Membership Committee composed of Regular Members of the ACADEMY.

d. The ACADEMY Board will approve applications for membership based on recommendations from the Membership Committee. The approved list of new members will then be forwarded to the AAPath Council for final review and approval.

4. Selection Criteria:

a. Educational scholarship demonstrated by:
   i. A sustained and ongoing record of creative work, which may include peer-reviewed articles, textbooks, invited educational reviews, digital educational products and technology.
   ii. Major educational grants from Macy Foundation, Stemmler, or other organizations.

b. Educational administration and leadership:
   i. Educational organizations including RIME, GEA, AAMC, AMA, ABP, ACGME, NBME, NAM and NAS, etc.
   ii. Home institution, such as vice dean for education; senior associate dean for academic affairs; etc.
   iii. Pathology and lab medicine professional organizations (including APC, PRODS, and UMEDs)
   iv. Other healthcare educational institutions or programs including schools of allied health, nursing, pharmacy, etc.

c. Curriculum and/or instructional design innovations that may include transformational change locally and/or innovations that are disseminated or adopted outside the home institution.

d. Mentorship, specifically in medical education, educational scholarship and educational leadership: These mentorship activities should be accompanied by examples of mentee success in medical education such as publications, grants, leadership positions etc.

B. Dues and Fees.

Membership dues and fees of the ACADEMY will be determined by AAPath Council, in consultation with the ACADEMY Board.

C. Rights and Privileges.

Each Regular Member shall have one vote on ACADEMY matters requiring a vote.

Article IV. Meetings:

A. Business Meeting.

There shall be at least one business meeting for ACADEMY members, in-person or remotely, as determined by the ACADEMY Board.

B. Other Meetings.

Members will meet monthly or at a frequency chosen by the ACADEMY Board to address ACADEMY issues.

C. Quorum and Voting.

Voting will be in accordance with Article III Section 11 of the AAPath Bylaws, specifically, the required quorum for conducting official business of the ACADEMY shall be a majority of the voting members, at least two of whom must be an Officer. Except as otherwise stated in these Operating Procedures, in any decision requiring a vote, a simple majority of those voting shall carry the vote.

Article V. Governance and Elections:

A. Relationship to AAPath Council.

AAPath Council will include the role, duties and responsibilities of the ACADEMY in the AAPath Operating Procedures. The ACADEMY will develop its own Operating Procedures that will be approved by AAPath Council. The ACADEMY will report directly to AAPath Council through the Chair of the ACADEMY Board. The AAPath Executive Director will separately track the income and expenses of the ACADEMY.

B. Governing Board.

The Board shall be the primary governing body of the ACADEMY and shall consist of the elected Officers and members at large. The Board's responsibilities include:

1. Establish policies and operating procedures in accordance with the purpose of the ACADEMY;
2. Review and approve new ACADEMY membership applications;
3. Establish or discontinue ad hoc committees and work groups;
3. Create, evaluate, modify, and dissolve programs;
4. Select recipients of ACADEMY services and participants in ACADEMY programs;
5. Consider other matters consistent with the mission and aims of the ACADEMY.

C. Board Members.

Board members are elected biennially by the ACADEMY members. The elected Board Members shall consist of a Chair, Chair-Elect, Immediate Past Chair, Secretary, Secretary-Elect, and Members at Large as determined by the ACADEMY.

D. Board Meetings.

The Board shall determine the frequency of their meetings but shall meet at least once a year.

E. Voting Privileges.

All Board members shall vote on matters requiring Board action.

F. Terms of Office.

The term of office for each Officer shall be two years, commencing on January 1st and ending on December 31st the following year. The Chair-Elect and Secretary-Elect shall succeed the Chair and Secretary, respectively. The terms of office for each Member-at-Large shall be two years, renewable for one additional consecutive term. Previous Board members shall be eligible to serve after a two-year absence from continuous service.

G. Vacancies.

If a Board member is unable to complete their term, the Board will be directed by the Nominating Committee to appoint a replacement or to hold a special election to fill the position for the remainder of the vacated term. In the event of their vacancies, the Chair and Secretary positions will be automatically and immediately filled by the Chair-Elect and Secretary-Elect, respectively.

H. Elections.

Elections will be held every two years for open Board positions. Special elections may be held to fill an unexpected open position, as determined by the Nominating Committee. The Immediate Past Chair will serve as Nominating Committee Chair and oversee the election of Board members and officers.

I. Parliamentary Authority.

The most recent edition of Robert's Rules of Order shall be used to conduct business.

Article VI. Duties of Officers:

A. Chair.

The Chair is responsible for leading the advancement of the ACADEMY and for promoting its mission and goals. The Chair will set the agenda for and preside over ACADEMY meetings. The Chair will represent the ACADEMY, including reporting to the AAPath Council on the ACADEMY's business and programs.

B. Chair-Elect.

The Chair-Elect shall assist the Chair with their duties and shall serve in place of the Chair as needed.

C. Immediate Past Chair.

The Immediate Past Chair shall head the Nominating Committee and fulfill other ACADEMY functions designated by the Chair.

D. Secretary.

The Secretary shall serve as recorder for all ACADEMY meetings and distribute minutes to the membership.

E. Secretary-Elect.

The Secretary-Elect shall assist the Secretary with their duties and shall serve in place of the Secretary as needed.

F. Members-at-Large.

The Members-at-Large shall assist in ACADEMY governance and are eligible to lead committees or working groups. One Member-at-Large will serve as the Chair of the Membership Committee.

Article VII. Committees:

A. Standing Committees.

1. **Nominating Committee:** The Nominating Committee is responsible for organizing and overseeing ACADEMY elections. The Immediate Past Chair will head the committee. Other Nominating Committee members will be selected by the Nominating Committee Chair from among other members of the Board.

2. **Ad Hoc Committees:** Ad hoc committees and working groups, e.g. program committee, will be appointed and disbanded by the Board, as needed, to achieve the ACADEMY's mission and goals.

3. **Membership Committee:** A Member-at-Large will Chair the Membership Committee, to consist of at least two other Regular Members appointed by the Board.

Article VIII. Finances:

A. Finances.

The Board may solicit funding for approved ACADEMY activities from the AAPath Council, the Society of '67 or other external sources. AAPath Council will approve and oversee the conditions and budget for ACADEMY membership, programs and services, including fees to participants, staffing, and vendors used to support ACADEMY activities.

B. Fiduciary Responsibility.

All ACADEMY members shall adhere to the AAPath Fiduciary Responsibility Policy as outlined in the AAPath Bylaws.

Article IX. Amendments:

Amendments to the Operating Procedures may be proposed by the Board or by petition from the ACADEMY membership. A minimum of 20% of the membership must support a petition from ACADEMY members in writing. Consistent with Article V.A., amendments to the Operating Procedures will be approved by AAPath Council.