**DUKE AHEAD DISTINGUISHED MEMBER – Overview DRAFT DRAFT 10/2015**

The Duke AHEAD Distinguished Member Level recognizes Duke Health educators who have demonstrated consistent, sustained and on-going contributions to health professions education. The purpose of the Distinguished Member Level is to:

* Recognize commitment and service to Duke AHEAD and excellence in education within Duke Health.
* Identify expertise that is a resource for others.
* Promote inter-professional activities, collaboration, and innovation
* Create a gateway to mentoring for the scholarship of discovery, integration, application and teaching and learning \*

*\*Note: based on Boyer’s Scholarship Reconsidered: Priorities of the Professoriate*

Review of the candidates will be based on achievements and contributions of a health professions educator, focusing on two to three areas of documented excellence that reflect the *Educator Competencies* established by Duke AHEAD.

* Assessment
* Change Agent
* Curriculum Design
* Educational Technology
* Educational Theory
* Identify Formation
* Lifelong Learning
* Scholarship

The focus will also be also be on how these Distinguished Members have and will continue to contribute to the Duke AHEAD community and its initiatives.

This category of membership will be limited to those with a high level of achievement and contributions to health professions education and who are considered significant educators within Duke Health or have a strong track record for scholarship in the field of health professions education.

While there is not a maximum or minimum number selected each year, the number of candidates selected for this special designation will be limited.

**Eligibility for Distinguished Member**

* Duke Health faculty members at all ranks
* Duke Health Professional staff involved in educational activities above and beyond assigned job responsibilities
* Rising stars as well as established educators

Prior educational experiences and contributions will be considered as well as activities within the Duke Health community. Educational contributions and experiences are defined as including activities at Duke, at other institutions, and at regional, national, and international levels.

**Application Process**

Candidates should submit an application to the Duke AHEAD Distinguished Membership Review Committee. The application process will occur once per year and an announcement will go out to all Duke AHEAD members at least 60 days before the application deadline date.

The application should include:

* Duke Health’s CV builder or other application used for APT for educators
	+ Comparable application forms will be created for non-faculty and other applicants who do not use the standard forms for the Duke APT process
* Cover letter that identifies and summarizes your accomplishments in two to three areas of excellence based upon the Duke AHEAD *Educator Competencies* (e-Portfolio should document and support these areas of excellence) as well as prior contributions to Duke AHEAD and plans for future involvement
* Letters of reference – minimum of 3 – use template provided by Duke AHEAD
	+ One letter from direct supervisor – chair, chief, program director
	+ Internal and external colleagues familiar with your work as an educator
		- External letter required for Associate Professor or above
		- Assistant Professor only internal letters are required
	+ No letters of support from current students and mentees
	+ Letters should be addressed directly to Duke AHEAD

Duke AHEAD will acknowledge receipt of your application when it is complete.

For the initial application all prior experience, activities, and honors will be considered.

Renewal will occur every 5 years with the review focusing on experiences, activities, awards, etc. since initial application that demonstrates a sustained and continuing commitment to Duke AHEAD as well as recent contributions health professions education.

 RENEWAL PROCESS TO BE DETERMINED

**Recognition of Award of Distinguished Member Level**

A letter of the designation of Duke AHEAD Distinguished Member will be sent to the applicant, his/her supervisor, department chair or department head, as well as the appropriate dean.

A letter from Duke AHEAD will also be provided for the use in promotion and tenure decisions and it will explain the criteria and process behind this special recognition.

Distinguished Members will be recognized at the annual Duke AHEAD event.

IMPLEMENTATION: Spring 2016