Academy for Excellence in Education

**Application Category: Trainee Member**

**Eligibility**

Trainee members are those members who are actively engaged in a health sciences or biomedical sciences postgraduate training program at UVA. Any trainee in a health sciences or biomedical sciences program may be eligible for membership into the Academy. By joining the organization, trainee members are eligible to attend and participate in all programs of the Academy.

**Dates & Deadlines**

* Call for applications: February 28, 2024
* Applications due: April 5, 2024
* Membership notifications: April 30, 2024
* Induction Ceremony & Member Meeting: May 9, 2024

**Membership Requirements**

1. **Nomination** –Trainee members must be nominated by a faculty member who is a member in good standing of the Academy and will serve to ensure the trainee is fulfilling the obligations of the Academy and actively participating in the organization.
2. **Attendance at Meetings/Events** – Trainee members will be required to attend two programs or meetings hosted by or endorsed by the Academy. The calendar year will coincide with the academic year from July 1 – June 30.
3. **Track Requirements** – It is the responsibility of the trainee member to track of involvement in the Academy. Trainee members must submit a record of their involvement in the Academy to the Membership committee to apply for renewal every three years.
4. **Lapse of Membership** – If trainee members do not meet membership requirements within the required renewal period, the membership will lapse, and the trainee member can re-apply during the next membership cycle.
5. **Membership Expiration** – Trainee membership expires in the event of written resignation or at the end of the training program.

**Application Instructions**

1. Complete the Applicant Information, Personal Statement, Sponsoring Faculty Member Statement, and Educator Biosketch sections below.
2. Save your completed application with the naming convention: LastName\_FirstName\_Academy\_Trainee
3. Submit completed application to the Center for Excellence in Education at cee@virginia.edu

Academy for Excellence in Education

**Application Category: Trainee Member**

**Applicant Information**

|  |  |
| --- | --- |
| **Last Name, First Name** |  |
| **Credentials** |  |
| **Department Name** |  |
| **Division Name (if applicable)** |  |
| **Application Date** |  |

**Personal Statement**

Please address why you wish to the Academy and how it would help you in this phase of your career and beyond. The statement must also address the ways membership will help you achieve and demonstrate educational excellence. **Do not exceed 500 words**.

**Sponsoring Faculty Member Statement**

|  |  |
| --- | --- |
| **Last Name, First Name** |  |
| **Credentials** |  |
| **Department Name** |  |
| **Division Name (if applicable)** |  |
| **Is the sponsoring faculty an Academy Member or Fellow in good standing? (Yes/No)** |  |

Insert statement from sponsoring faculty member that attests to the Trainee applicant’s commitment and ability to fulfill the obligations of Academy membership.

**Educator’s Biosketch**

1. **Roles in Education @ UVA and/or other institutions**: You may list up to **five** roles you currently have or have had in education at UVA and/or other institutions. Be sure to include your role, a brief description, and year(s) of service. This description should include your primary role (teaching, research, patient care, or administrative). Please include if this role has associated funding which supports some % of your salary (% FTE). Limit each role and description to one sentence. Example:

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| --- | --- |
| ***Example UVA Education Role*** |  *NxGen Organ System Leader (10% FTE)*  |
| ***Dates***  | *2018 – present* |
| ***Description*** | *UME Pre-clerkship system leader – Responsible for the curriculum design and teaching of a 4-week course to 1st year medical students* |

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| **UVA Education Role #1** |  |
| **Dates**  |  |
| **Description** |  |

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| --- | --- |
| **UVA Education Role #2** |  |
| **Dates**  |  |
| **Description** |  |

|  |  |
| --- | --- |
| **UVA Education Role #3** |  |
| **Dates**  |  |
| **Description** |  |

|  |  |
| --- | --- |
| **UVA Education Role #4** |  |
| **Dates**  |  |
| **Description** |  |

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| --- | --- |
| **UVA Education Role #5** |  |
| **Dates**  |  |
| **Description** |  |

1. **Regional / National Roles in Education**: List service on regional or national committees, societies, task forces. List your role, organization, and year(s) of service. You may list up to **five** roles in education. Limit each description to one sentence. Example:

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| ***Example Regional / National Education Role*** | *American College of Physicians Education and Trainee Committee* |
| ***Dates***  | *2017 - 2019* |
| ***Description*** | *Focus on educational opportunities for trainees, and faculty development sessions for faculty in medical education.* |

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| **Regional / National Education Role #1** |  |
| **Dates**  |  |
| **Description** |  |

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| **Regional / National Education Role #2** |  |
| **Dates**  |  |
| **Description** |  |

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| **Regional / National Education Role #3** |  |
| **Dates**  |  |
| **Description** |  |

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| **Regional / National Education Role #4** |  |
| **Dates**  |  |
| **Description** |  |

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| **Regional / National Education Role #5** |  |
| **Dates**  |  |
| **Description** |  |

1. **Educational Contributions**: Detail each educational contribution in **2-3 sentences** and include the contribution including the primary domain of focus and evidence of excellence to demonstrate the impact of this contribution. Domains of focus include: teaching; learner assessment; curriculum development; mentoring/advising; and educational leadership/administration. **List a minimum of 1 and up to 5**. Please include the year(s) of contributions and list in order of importance to you. See example below.

\*Evidence of excellence can be related to teaching evaluations, awards, accomplishments of mentees/advisees, adoption or adaptation of teaching or assessment materials, invited presentations or participation in working groups that create guidelines or educational resources, editing or authoring textbooks/book chapter, and/or scholarly work in education.

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| **Example Educational Contribution**  | *Resident core curriculum in research* |
| **Dates**  | *2016 – present* |
| **Domain of Focus** | Curriculum Development |
| **Description** | *Developed a new curriculum focused on research within the program. Sessions included study design, data analysis, and publications. I work with 2 residents each year as they develop their careers in medical research.*  |

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| **Educational Contribution #1** |  |
| **Dates**  |  |
| **Domain of Focus** | Click here to select a domain of focus from the drop-down list. |
| **Description** |  |

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| **Educational Contribution #2** |  |
| **Dates**  |  |
| **Domain of Focus** | Click here to select a domain of focus from the drop-down list. |
| **Description** |  |

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| **Educational Contribution #3** |  |
| **Dates**  |  |
| **Domain of Focus** | Click here to select a domain of focus from the drop-down list. |
| **Description** |  |

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| **Educational Contribution #4** |  |
| **Dates**  |  |
| **Domain of Focus** | Click here to select a domain of focus from the drop-down list. |
| **Description** |  |

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| **Educational Contribution #5** |  |
| **Dates**  |  |
| **Domain of Focus** | Click here to select a domain of focus from the drop-down list. |
| **Description** |  |