



The Miriam and David Donoho Academy of Clinical and Educational Scholars (ACES) Program

Vision

Creation of a community of dedicated and scholarly educators whose creativity and innovation will address important issues in medical education for the physicians of tomorrow.

Mission Statement

The mission of ACES is to develop and promote expertise in medical teaching, educational scholarship, and leadership among the SOM faculty.

Goals

1. Enhance the visibility and value of the educational mission within and outside the institution.
2. Promote innovative curricular design and outcomes evaluation.
3. Develop an infrastructure to promote and sustain educational innovation and research.
4. Create /sponsor institutional programs to enhance faculty development and mentoring for educators.
5. Advance, augment and celebrate a cadre of skilled teaching faculty.
6. Support professional development and career advancement of all faculty whose academic focus is medical education.
7. Serve as an institutional think tank to set strategic directions for our educational mission.

Membership

Membership Categories. There are two categories of membership within ACES:

Junior ACES Members. In order to qualify as a Junior ACES member, the faculty must meet the following minimum criteria:

- 1) Preferably be an Assistant Professor at Stony Brook Medicine for at least 2 years.
- 2) Demonstrate a commitment to medical education through their role as an instructor or course director in UME or GME, or through their contributions on education-related committees.
- 3) Must have an idea for a scholarly project within the scope of medical education.
- 4) Must be willing to commit to membership for at least 3 years.

Senior ACES Members. In order to qualify as a Senior ACES member, the faculty must meet the following minimum criteria:

- 1) Must be an Associate Professor at Stony Brook Medicine.
- 2) Demonstrate a commitment to medical education through their role as an instructor or course director in UME or GME, or through their contributions on education-related committees.
- 3) Must have a strong record of scholarly publications and/or mentoring in medical education.
- 4) Must be willing to commit to membership for at least 3 years.

Recruitment.

Junior ACES Members. Junior ACES members will be recruited annually. A call for applications will go out the first week of January with a submission deadline of March 1st. The Admissions Committee will be responsible for reviewing the applications and choosing the up to five junior ACES members annually.

Senior ACES Members. Senior ACES members will be recruited on an ad hoc basis, as needed to maintain the number of Senior ACES members at a minimum of 10.

Member Expectations.

Junior ACES Members.

- 1) Scholarly Project(s). Junior ACES members are required to carry out at least one scholarly project throughout their tenure. Their project proposal must be submitted to the Evaluation Committee by October 1st of their first year and approved before proceeding.
- 2) Annual Progress Report. An annual progress report must be submitted to the Evaluation Committee by June 1st.
- 3) Monthly ACES Meetings. Junior ACES members are required to attend 60% of monthly ACES meetings. In addition, they are required to present their scholarly project progress with their mentor (Senior ACES member) at least once per year.
- 4) Committee participation: All Junior ACES members are expected to be part of one of the ACES committees to ensure smooth functioning of all ACES activities.
- 5) Med Ed Day. Junior ACES members are required to attend the annual Med Ed Day. If there are circumstances beyond the member's control that do not permit him/her to attend, this must be communicated to the Planning Committee in writing at least 2 weeks prior to the event.
- 6) Retreats. Junior ACES members must attend at least 2 ACES retreats each year, although they will be encouraged to attend all. They will be expected to assist during the event as a group facilitator or other role as needed. This will be determined in advance by the Planning Committee.
- 7) Internal Speakers Bureau: Junior ACES members will be provided opportunities to participate in the Internal Speakers Bureau for Faculty Development at SBSOM.

Senior ACES Members.

- 1) Mentorship. Senior ACES members are required to mentor a Junior ACES member, in particular providing support for their scholarly research project.
- 2) Monthly ACES Meetings. Senior ACES members are required to attend 60% of monthly ACES meetings. In addition, they are required to assist their mentee (Junior ACES member) in preparing a presentation on their scholarly project progress at least once per year.
- 3) Committee participation: All Junior ACES members are expected to be part of one of the ACES committees to ensure smooth functioning of all ACES activities.
- 4) Med Ed Day. Senior ACES members are required to attend the annual Med Ed Day. If there are circumstances beyond the member's control that do not permit him/her to attend, this must be communicated to the Planning Committee in writing at least 2 weeks prior to the event.
- 5) Retreats. Senior ACES members must attend at least 2 ACES retreats each year, although they will be encouraged to attend all. They will be expected to assist during the event as a group facilitator or other senior role as needed (i.e., presenter). This will be determined in advance by the Planning Committee.

Annual Assessment and Progress Report.

Junior ACES Members. Junior ACES members are required to complete an annual self-assessment which will allow for self-reflection of their progress through the program and to set their goals for the upcoming year. They are expected to discuss this report with their mentor prior to submission to the Evaluation Committee for approval of continuation in the program.

Senior ACES Members. Senior ACES members are required to complete an annual assessment of their mentees which will be submitted to the Evaluation Committee for review.

Reappointment.

Junior ACES Members. Each term will last for 3 years and Junior ACES members can re-apply for a second term at the end of their first term (6 years total). The Evaluation Committee will review the member's progress in the first term to decide whether or not to re-appoint the Junior ACES member for a second term. At the conclusion of the first or second 3-year term, Junior ACES members can apply for a position as a Senior ACES member if they meet all of the requirements for membership.

Senior ACES Members. Each term will last for 3 years and Senior ACES members can re-apply for two additional terms (9 years total). The Evaluation Committee will review the member's contributions to the ACES program to decide whether or not to re-appoint them for a second, and subsequently third, term. At the conclusion of the third 3-year term, Senior ACES members will be duly recognized for their contributions.

ACES Committees

Admissions Committee. The Admissions Committee is responsible for evaluating applications for membership (both Junior and Senior ACES members) and determining which applicants will be accepted. A bulk of their responsibilities will take place in March.

Evaluation Committee. The Evaluation Committee is responsible for reviewing annual evaluations to determine whether Junior ACES members are making sufficient progress in their scholarly project to continue in the program. In addition, the Evaluation Committee will review the Junior ACES member's strategic career planning document (submitted by October 1st) to assure that the member has a scholarly project that falls within the scope of the ACES mission. Finally, the Evaluation Committee will review re-appointment applications for both Junior and Senior members.

Planning Committee. The Planning Committee is responsible for coordinating ACES events and assuring that ACES members are assigned tasks during the Annual Med Ed Symposium and Faculty Retreats as needed.

Grants and Scholarship Committee: This committee is responsible for the administration of the ACES annual grants program and for the facilitation of scholarship opportunities for ACES members.

ACES Activities and Events

Please note that there are several SOM Faculty Development Activities with varying degrees of engagement that can lead to membership in the ACES. Click [here](#) for more details. Specifically the one year longitudinal certificate programs may serve as pipelines to ACES membership.

Annual Grants Program. A request for proposals will be sent annually on May 15th for an intramural grant opportunity to develop and implement a medical education research project. The project should examine and enhance any aspect of our UME or GME curriculums and include a role for a medical student or resident on the project. The due date is July 1st. The Grants and Scholarship Committee will be responsible for reviewing and rating the grants, ultimately deciding which ones will be funded (up to \$5000).

Annual Med Ed Symposium. ACES will sponsor an annual Medical Education (“Med Ed”) Symposium in early June of each year. This day will include a plenary session from an expert in the medical education field, induction of new ACES members, and showcasing the scholarly projects of active Junior and Senior ACES members. There will be breakout sessions for specific skills development sessions as well.

Faculty Retreats. ACES will offer 3 retreats per year. These retreats will highlight a guest speaker who has expertise on a specific medical education topic and will offer a hands-on session that will allow faculty to practice the techniques highlighted in the plenary session. Food and beverages will be provided to attendees. Attendance is not limited to ACES members. There will be an opportunity for 1-2 Senior ACES members to have 1:1 time with the guest speaker. In addition, both Junior and Senior ACES members will be expected to help out with the activities during the retreat which may include facilitating a small group discussion.

Annual Social Event. Every year, ACES will host an event that will allow members to meet and socialize in a casual setting in order to get to know one another.