AMIA Academic Forum Purpose, Policies and Procedures

Academic Forum Mission
The mission of the Academic Forum is to promote equitable and better health outcomes by supporting academic member programs to advance professionalism through excellence in biomedical and health informatics education, research, and practice.

Context
Academic units in biomedical and health informatics currently exist in many forms. There are major differences with respect to:

- **Scope**: Health informatics as applied to: specific aspects of health or health care; the entire spectrum of health care; delivery, foundational scientific principles; the application of health informatics to the field of practice
- **Composition**: Faculty members from a variety of primary departments focusing on health and biomedical informatics; a core group of faculty members who identify primarily with these academic units
- **Administrative placement**: Established departments or centers; emerging within their organizational enterprise adopting health and biomedical training
- **Diversity:** Professional background, skillsets, scholarly focus, and institutional expectations for teaching, research, and service in health and biomedical informatics

As biomedical and health informatics becomes a sustained component of the research and education missions of organizations, including universities and academic medical centers, and as informatics becomes a core component of new federal initiatives in health care and health related research, it will become increasingly important for associated academic units to articulate standards and policies for education and scholarship. In addition, as health informatics continues to mature, it will be important for academic units to also mature their support of faculty within these programs to ensure successful and sustainable programs. In addition, it will be important for academic institutions with clinical and health informatics programs to play a role in the development of scholastic standards and competencies for training future informaticians.

Goals

The Academic Forum will:
- Provide leadership to promote biomedical and health informatics as a well-recognized academic discipline
- Provide guidance and assistance with efforts to develop, sustain and enhance educational and scholarly activities in biomedical and health informatics, in and amongst its member units
- Identify and communicate to its member unit's information on opportunities for professional development, conferences and workshops, and other relevant academic activities

A. Membership and Representation

For the purposes of this document a unit is defined as an organizational grouping that has direct administrative responsibility for and directly supports at least one educational program leading to a Health Informatics degree or certificate or provides postdoctoral training. Examples of units include but are not limited to schools, colleges, programs, departments, divisions, centers, institutes, and fellowship programs.

The Academic Forum membership is composed of units with a strong interest in biomedical and health informatics as an academic discipline. Units that wish to join the Academic Forum will self-declare for membership by contacting the AMIA staff and providing brief documentation of their qualifications. The Academic Forum Executive Committee reviews applicant units' credentials and approves membership as per the Academic Forum Purpose, Policies and Procedures governing documents. Units name up to four (4) Academic Forum representatives for Full Programs and one (1) Academic Forum representative for a Single Program. All Academic Forum representatives must be AMIA members in good standing. Full membership programs will name a Designated representative to be the voting member. For Single membership programs the Academic Forum representative will be the Designated (voting) member. The Academic Forum has two (2) categories of membership:

Full Program Member: $3,000

The full program member is intended for academic departments/divisions with multiple programs with multiple units within an organization delivering a variety of Health Informatics education. This membership is open to an organizational unit with one of the following:

- An academic unit, such as a department or division, of an educational organization that is offering educational programs   leading to one or more degrees or certificates in a biomedical or health informatics area or
- A unit of an organization, such as a department or division, that offers a fellowship or residency training program in a biomedical and/or health informatics field or
- A unit of an organization that provides post-doctoral health informatics training.
- Different units from the same umbrella organization (e.g., a University) that offer a different degree, certificate or training programs are eligible for separate and distinct Academic Forum full or single memberships.
- Units that have an interest in the goals of the Academic Forum but do not necessarily provide educational programs or engage in research activities, e.g., accreditation bodies, foundations, and government agencies (Full member -affiliate member (membership needs to be vetted through the AF Exec Committee).

Single Program: $1,250

The single program member is intended for environments with one Health Informatics program offering within an organization. This membership is open to

- An academic unit of an educational organization that is offering an educational program leading to one or more degrees or certificates in a biomedical and health informatics area or:
- A unit of an organization that offers a single fellowship or residency training program in a biomedical and/or health informatics field or
- A single unit of an organization that provides post-doctoral training as a component of its activities.

Communities:

Definition: Communities provide an organizational framework within the Academic Forum for Designated Representatives and other AMIA individual members to affiliate amongst specialized areas within education, research, training, administration, and practice. The unit of membership is an educational program.

- Representatives from Academic Forum Member Programs can join with an Academic Forum Community at no additional charge as follows:
    - o Membership in a Community shall be coordinated with the Community leadership and the Designated Representatives from both Full and Single Program Members.
    - o A Full Member Program may have up to four (4) community memberships and a Single member program will have up to one (1) community membership.
- Each Community will have one ex-officio seat on the Academic Forum Executive Committee.
- The procedure for establishing a community is in Section K.
- Full Program and Single Program Members all designate a primary voting representative to the Academic Forum and who participates as a liaison between the member and the Academic Forum. These members may also appoint a secondary representative to act in lieu of the primary representative, when necessary, and to participate in all Forum activities. All such Designated Representatives must be regular members of AMIA in good standing.

B. Dues

The Academic Forum is a self-sustaining membership organization within AMIA resourced through the collection of annual dues by AMIA. The dues for each category of membership are established by the AMIA Board of Directors in consultation with the Academic Forum Executive Committee during the annual AMIA budget process. Effective January 1, 2021, dues are:

- Full Program Member: $3,000 per calendar year

- Single Program Member: $1,250 per calendar year

C. Governance

- The Executive Committee, which serves for a calendar year is comprised of the Chair, Chair-elect/Past-chair, Secretary, an At-Large Member, AMIA Board of Directors a liaison appointed by the AMIA Board Chair (ex-officio and non-voting), Community Member Liaisons (ex-officio and non-voting), and AMIA President and CEO (ex-officio and non-voting)
- All voting members of the Executive committee must be Designated Representatives from Full and Single Program Members of the Academic Forum. (Not ex-officio members)
- The Chair serves a single one-year term.
- The Chair-elect, who serves a one-year term, becomes the chair at the expiration of the term of the current Chair. The Past chair is the position assumed by the current Chair upon expiration of his or her term and the term of service is one year.
- The Secretary serves a two-year term with no more than two consecutive terms.
- The At-Large member serves a two-year term with no more than two consecutive terms to alternate with the Secretary's term.
- The Chair-elect, the Secretary and the At-Large member are elected by the Full Members of the Academic Forum.
- Unscheduled vacancies for elected members of the Executive Committee positions may be

filled by a majority vote of the remaining Executive Committee for the remainder of the term associated with the vacant position.

- If a member of the Executive Committee relocates to an organization or unit that is not a Forum member, or the Member that an Executive Committee member represents allows its membership in the Forum to lapse, the Executive Committee member shall vacate his or her position.
- All matters coming before the Executive Committee will be determined by a simple majority, given that at least three <u>voting members of the Committee are present</u>.

D. Election Rules and Procedures

- Only Designated Representatives from units that are Full Program and Single Program Members of the Academic Forum are eligible for positions on the Executive Committee.
- Prior to the AMIA Annual Symposium, the Executive Committee will appoint a Nominating Committee consisting of two Designated Representatives, at least one of which is an AF designated representative but **not** a member of the Executive Committee. The AF Past-Chair will generally serve and form the AF Nominating Committee.
- The Nominating Committee will extend a Call for Nominations to Forum members for the Executive Committee open elective positions that will become vacant as of the beginning of the following calendar year. The Nominating Committee will select the two most-qualified candidates from among the nominations received as well as from invitations the Committee may extend for each open position.
- The Nominating Committee shall forward to the Executive Committee a draft slate of candidates for each open position at the Business Meeting of the Academic Forum at the AMIA Annual Symposium.
- The Chair will call for any additional nominations at that time and then close the nominations. Nominees recommended to the Nominating Committee but not included on the recommended slate who still wish to run in the election must be nominated from the floor during the meeting. Members may self-nominate.
- The voting for the open positions will take place after the close of the Annual Symposium and will employ an electronic ballot supplied by AMIA. All eligible voters will receive an electronic notice of the election at his/her preferred email address. The notice will contain directions for casting a vote using the electronic balloting process
- Each designated Academic Forum voting representative shall be allowed one vote for each open position.
- Voting shall be open for a minimum period of 14 consecutive days.
- AMIA staff will monitor the election and report the results to the Nominating Committee. The Chair of the Nominating Committee will report the election results by written or email notice to the Executive Committee.
- The election shall be awarded to the candidate for each position who receives the most votes.

E. Other Voting Procedures

On occasion, there may be the need for a formal vote on matters coming before the Academic Forum other than election of officers. In that case the following rules will apply:

- Only designated voting representative of the Academic Forum may cast a vote with one such vote per member organization.
- Notification of the upcoming vote with a description of the issue on which the vote is to be taken will be distributed in advance to all members.

All Academic Forum representatives may participate in all discussions of the matter leading up to such a vote.

- The voting will take place electronically through means supplied by AMIA and shall be open for a period of at least 14 consecutive days.
- In the event that such a vote takes place as a result of deliberations at a scheduled meeting of the Academic Forum, and a quorum of at least 50% of designated voting representatives is present, notification will not be required, and voting will be conducted by paper ballot.

F. Duties of the Executive Committee shall be:

- To plan and conduct meetings for Academic Forum members.
- To report annually to the AMIA Board following either meetings or actions taken by the Academic Forum.
- To appoint and dissolve task forces to address specific business needs of the Academic Forum.
- To work with AMIA staff to provide services of benefit to members of the Forum.
- To collaborate with the AMIA staff in preparation of the annual budget requesting funds though AMIA's annual budget process.
- To determine on an ongoing basis the qualification for membership. The Executive Committee will reassess annually its current policies and will define membership criteria that will maximize value to Forum members and benefits to the informatics community at large.
- To review and approve applications to join the Academic Forum
- To review and approve proposals for new AF Communities

G. Duties of Executive Committee Members

Chair

- The Chair presides at all meetings of the Executive Committee.
- The Chair or his/ her designee from the Executive Committee shall be a member, ex officio, with vote, on all task forces and Communities of the Academic Forum.
- The Chair or his/ her designee from the Executive Committee will present an annual report to the AMIA Board of Directors.
- The Chair or his/ her designee from the Executive Committee will preside at the Annual Conference of the Academic Forum and at the Business Meeting at the AMIA Annual Symposium.

Chair-elect

- The chair-elect (or Immediate Past Chair in the absence of the Chair-elect) performs the duties of the Chair during the absence or disability of the Chair.
- At the direction of the Chair, the Chair-elect will serve as Chair of the AF Annual Conference organizing committee

Past-Chair

- Attend executive committee meetings, support the Chair, and Chair and form the Nominating Committee.

Secretary

- The Secretary maintains, or causes to be maintained, minutes of meetings, records of activities, a list of the membership, or any other records required by AMIA. The Secretary will review the membership list with AMIA staff at least biannually to ensure the membership list is accurate and up to date.

At-Large member

- Supports the Purpose of the Academic Forum
- Attends Executive Committee meetings
- Serves as liaison to task forces
- Ensures adherence to policies and procedures of the Academic Forum

H. Meetings
- The Academic Forum will hold a business meeting open to all members in conjunction with the AMIA Annual Symposium.
- The Academic Forum will hold an annual conference each year at a location and date determined by the Executive Committee.
- Additional meetings will be scheduled as deemed appropriate.
- The Executive Committee meets at least quarterly in person or via teleconference.

I. Task Forces

- The AMIA Academic Forum achieves its goals by establishing task forces that perform specific duties as needed by its membership
- Member dues are allocated in consultation with the Academic Forum Executive Committee to enable task forces to carry out their charge.
- A task force shall be disbanded by the Executive Committee once the specific duty has been accomplished.
- The Chair will solicit members to serve on a task force.
- Task forces report their activities and recommendations in writing to the Executive Committee prior to deliberations with the full membership.

J. Changing these Rules and Procedures
Major changes to the policies delineated in this document require majority votes of the AF Executive Committee. The policy document with changes will be sent out for AF member comments for at least a 21 consecutive day review period. The AF Executive Committee will review and consider comments and make revisions as seen appropriate. The final policy document with changes will be presented in writing for final approval by the AMIA Board of Directors.

K. Establishing and Sustaining Communities with i n the Academic Forum
Establishing a Community: When a group of AMIA members wish to form an official Community within the Academic Forum the following process applies:

1. A proposal shall be prepared and submitted to the Executive Committee that specifies the following:
    - Community name
    - Statement of purpose and goals that aligns with AMIA's mission, vision, and values
    - Profile of membership
    - Relationship to health informatics
    - Leadership structure which, at minimum, must include a person who is going to serve as Chair and a person to serve as ex-officio liaison to the Executive Committee
    - Additional leadership structure to establish sustainability.
    - Policies, procedures, and a governance structure that align with AMIA's policies and

procedures for governance.
- A description of proposed activities.
2. Proposals will be submitted to the Academic Forum Executive Committee for review and approval.
3. Upon approval by the Executive Committee, the proposed Community will be put to a vote of the Academic Forum's voting members as specified in Section E.
4. If approved, a Community Chair is an ex-officio member of the Academic Forum Executive Committee.

Sustaining a Community: When a proposed Community is approved, the following processes apply for sustaining the community:
1. The Community Chair has the following responsibilities:
   - Hold elections according to guidelines in Section E of this document
   - As an ex-officio member of the AF Exec, attend monthly meetings
   - Currency and relevancy of the Community website
   - Monitoring and responding to as needed, discussion boards
   - Discuss financial support needs with Academic Forum Executive Committee and the AMIA staff
   - Ensure Community membership activities that align with the overall goals of AMIA generally, and the AF in particular.
2. All members of the Community must be regular members of AMIA in good standing.
3. Communities shall be discontinued by a majority vote of the Academic Forum Executive Committee and endorsement of this action by the AMIA Board of Directors.

L. Relationship to AMIA
- The Academic Forum is a membership unit of AMIA.
- Specific AMIA staff will be appointed by the President and CEO of AMIA to provide necessary support for the Academic Forum.
- AMIA staff appointed to support the AF should have the requisite knowledge and skills to adequately support the AF EC as well as knowledge of other activities across AMIA so as to provide commentary, when needed, around potential collaborations and leverage opportunities within AMIA. This is to ensure that the AF EC is not operating as a siloed group, but rather as an integral and critical piece of AMIA's overall mission and vision.
- AMIA staff will be responsible for supporting operations of the Academic Forum including, but not limited to, meeting scheduling, developing agendas, assistance with meeting minutes, membership management (including maintaining the membership list), programmatic activities, financial management, and other logistics.