



Medical College of Georgia  
School of Medicine  
ACADEMY OF MEDICAL EDUCATORS



### Membership Application Checklist

Name: \_\_\_\_\_

Campus Box: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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**Your emailed application should include the following items:**

- Personal Statement
- Educator's Portfolio
- You have requested a letter of support from your department chair addressed to Ralph Gillies, PhD; Chair, Academy of Medical Educators. Send to Jeanne Aycox ([jaycox@mcg.edu](mailto:jaycox@mcg.edu)).
- Updated Curriculum Vitae
- This checklist

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**I would like to be considered for membership in the Academy based upon excellence in the categories I have checked below:** *(All applicants must include direct teaching plus 1 or 2 of the following categories of educational activity. No one is expected to include all 5 categories in his/her Portfolio)*

- Direct Teaching:** All applicants must include direct teaching. Please provide teaching effectiveness scores from One45 or other sources. Please indicate your education focus below:
  - UME Educator**
  - GME Educator.** *(Educators whose focus is on graduate medical education must document [with examples] how their work with residents/fellows benefits MCG medical students directly or indirectly.)*
- Instructional Development and Curricular Design:** *(Include evidence of quality and quantity of product(s) developed, scholarly approach and scholarship (if applicable).)*
- Assessment of Learner Performance:** *(Include evidence of quality and quantity of product(s) developed, scholarly approach and scholarship (if applicable).)*
- Advising and Mentoring:** *(Provide contact information for 3-4 students, residents or faculty upon whom you feel you have had the greatest impact. Advisee input will be requested by the selection committee – please do not request letter from advisees. Include evidence of quality and quantity of any product(s) developed, scholarly approach and scholarship (if applicable).)*
- Educational Administration and Leadership:** *(Include evidence of quality and quantity of product(s) developed, scholarly approach and scholarship (if applicable). Provide contact information for 3 individuals [colleagues, faculty supervisors and subordinates, committee chairs] who are able to discuss your leadership and administrative qualities)*

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**When completed, email this checklist with your application packet as attachments to Jeanne Aycox at [jaycox@mcg.edu](mailto:jaycox@mcg.edu).**

If you have any questions, please contact the Academy Office at: (706) 721-3529  
For complete application details, please visit: <http://www.mcg.edu/som/ames/appprocess.html>