

Educational Portfolio, College of Medicine, 2021-22 Template

The five headings listed below are designed to provide candidates with the opportunity to document their achievement of distinction in teaching/education. Include all elements that are relevant. You do not need to list items which are not applicable to your circumstances. This segment is not intended to duplicate other aspects of the packet, but to enhance and expand the descriptions of your educational accomplishments. You may also indicate “see Educational Portfolio” for relevant referencing within your description of accomplishments in Section #9 (Teaching, Advising, and Instructional Accomplishments). However, you should not avoid completion of a thoughtful response to Section #9. The quality of the elements included in this portfolio is more important than quantity. **Please keep to a limit of 12 pages for the entire portfolio.** You may include selected illustrative examples of course syllabi, assessment tools, novel instructional media, etc. in this portfolio (#3f). **Instructions (in italics) may be deleted from the completed portfolio. Insert the completed document directly into your Promotion Packet as # 11 (Educational Portfolio).**

1. Educational Narrative.

a. Personal description. *In addition to the information provided in Item #9 (Teaching, Advising, and Instructional Accomplishments) of the Promotion and Tenure packet, briefly describe here your personal philosophy toward education. Indicate how you have responded to learner and observer feedback in adjusting your teaching approach, and any resulting improvements in evaluations or outcomes. Explain the role your teaching has had in advancing your career and any aspirations you have toward educational leadership within the College of Medicine, University of Florida or at a national level. (1/2-1 page)*

b. Letter from an education supervisor. *Insert a narrative from the relevant supervisor (residency program director, course director, department chair, Associate Dean for Education, etc.) documenting your performance in your teaching role. Include the scope of teaching, evidence of creativity, highlights or major accomplishments, use of novel and varied pedagogical methods, and responsiveness to feedback regarding teaching skills.*

2. Instructional Activities and Evaluations. *List all your instructional activities since hire, or since your last promotion – whichever is applicable -- under the applicable categories. If any are recurring activities, list once and indicate the number of times or years you have performed the role(s). **After each category, please comment** on the student/trainee evaluations already posted in Section #10 (Teaching Evaluations) of the Promotion and Tenure packet. E.g. “My student evaluations have always exceeded the departmental means for these lectures,” or “Although my evaluations were below average for the first two years of my faculty appointment, I adjusted my delivery and incorporated more interactive methods in course XX and have consistently received excellent student ratings from 2009 to the present.”*

a. Teaching Activities and Evaluations. Note: Peer Evaluations should be inserted in the Packet as item #10 B. (Peer Assessments).

- i. **Course Director** (*indicate if for the College of Medicine, Graduate School, undergraduate course. Provide course number and title. Semester and year(s) you were course director.*)
 - ii. **Lectures within Courses** (*lecture title, course name and number, semester and year(s) provided*)
 - iii. **Lectures in other forums** (*indicate lecture title and venue, dates, location – if not onsite. CME course can be included here.*)
 - iv. **Small group and seminar sessions led** (*provide course name, frequency of meetings, semester and years(s).*)
 - v. **Clinical teaching of professional students** (*medical students, nursing students, PA students, etc.*) *Provide a description of setting, type of trainee, frequency of contact, number of trainees for each rotation. Indicate the number of weeks or months for each academic year you serve as clinical instructor.*
 - vi. **Clinical teaching of residents or fellows.** *Provide a description of setting, type of trainee, frequency of contact, number of trainees for each rotation. Indicate the number of weeks or months for each academic year you serve as clinical instructor. Provide estimates if exact figures are not available. E.g. "I had an average of two [specialty] residents on my service for 3 weeks at a time over 4 months of the year."*
- b. **Learner outcomes.** *Describe any objective outcomes for learners which have resulted from your activities. E.g. pass rates on resident in-service or Board exams, students who choose to enter your area of specialization partially as a result of your mentoring, etc.*

3. Educational Scholarship. *Describe items under the categories listed below.*

- a. **Grants.** *Indicate national, regional, institutional applications. Provide title, agency, date, and indicate whether funded or not.*
- b. **Peer-reviewed education-related publications.** *Cite publications by number from Section #16 (Publications) of the Packet. Indicate your role in the project that resulted in the publication and the impact the work has had at the institutional, regional or national level.*
- c. **Books and Book Chapters.** *Cite by number and title from Section #16 of the Packet. Indicate your role in the project that resulted in the publication and the impact the work has had at the institutional, regional or national level. Indicate whether invited.*
- d. **Other publications.** *Cite by number and title from Section #16 of the Packet. Indicate your role in the project that resulted in the publication and the impact the work has had at the institutional, regional or national level. Indicate whether the work was invited.*
- e. **Educational Presentations.** (*E.g. presentations on educational methods, assessments, or other innovations*). *List by number and title from Section #17 (Lectures, Speeches, Posters, Presented at Professional Conferences) of the packet. Indicate whether invited and in what category (international, national, regional, state, local, other).*
- f. **Educational materials.** *Describe new and revised syllabi, assessment tools, video and on-line instruction, simulation methods, and others. Enter illustrative examples in this section, if relevant.*

- g. **Peer review activities related to educational scholarship.** *List participation as a reviewer, editor, or member of an editorial board of an education journal. Describe service as an abstract reviewer, grant reviewer or program planner for educational conferences and professional societies.*

4. Educational Leadership/Recognition

- a. **Major educational Responsibilities.** *Indicate role, title, and inclusive dates (e.g. clerkship director, program director, residency director, vice chair for education, assistant dean, etc.)*
- b. **Awards and Recognition.** *List teaching award by the categories listed below and include title of award(s), descriptions of criteria for award, and date of award.*
 - i. Department
 - ii. College
 - iii. University
 - iv. Academic or Professional Society
 - v. Other
- c. **Membership or leadership in institutional educational committees, task forces or panels, etc.**
- d. **Membership or leadership in extra-mural (regional and national) educational committees, task forces or panels, etc.** *(E.g. Professional Societies, Program Directors, AAMC, LCME, Board Examiner, etc.)*

5. Mentorship. *Describe individuals and groups mentored by category below. Indicate, if available, the achievements and accomplishments of mentees. List any individual research mentees. Describe any group mentees, e.g. residency interest groups.*

- a. **Faculty** *Include scholarly mentoring of junior faculty, participation in peer evaluation, etc.*
- b. **Residents and fellows**
- c. **Students**
- d. **Post-doctoral fellows**