**Educational Portfolio, College of Medicine, 2022-2023 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 that 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. 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).*

1. **Teaching Activities**
2. **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.*
3. **Lectures within Courses** *(lecture title, course name and number, semester and year(s) provided)*
4. **Lectures in other forums** *(indicate lecture title and venue, dates, location – if not onsite. CME course can be included here.)*
5. **Small group and seminar sessions led** *(provide course name, frequency of meetings, semester and years(s).*
6. **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.*
7. **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.”*
8. **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.* 
   1. **Course development**
   2. **Curriculum development**
   3. **In person, one on one education or course series**
   4. **Workshop**

**3. Educational Leadership**

1. **Major educational Responsibilities**. *Indicate role, title, and inclusive dates (e.g. clerkship director, program director, residency director, vice chair for education, assistant dean, etc.)*

**4. 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.*

1. **Faculty** *Include scholarly mentoring of junior faculty, participation in peer evaluation, etc.*
2. **Residents and fellows**
3. **Students**
4. **Post-doctoral fellows**
5. **National**

**5. 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.*