



## TEACHING PORTFOLIO

The Portfolio has four sections:

1. Reflective statement.
2. Introductory statement,
3. Main body that provides detailed information on teaching activity.
4. Appendix (supporting documents).

### SECTION 1. REFLECTIVE STATEMENT

Provide a one page reflective statement on your teaching philosophy.

### SECTION 2. INTRODUCTORY STATEMENT

Provide a short statement about yourself (such as what department you are in, what you teach, your area of research, your clinical area, etc.). Describe your teaching responsibilities and the percent effort devoted to teaching.

### SECTION 3. IMPORTANT CONTRIBUTIONS AS AN EDUCATOR

(List only the applicable categories).

#### A. Direct Teaching Activities

List your teaching activities in chronological order (include the dates of participation). Examples of “teaching activities” are lectures, small group teaching, and supervision of research or scholarly activity of students, residents or fellows, precepting in clinics or on electives, grand rounds, laboratory teaching and community outreach teaching. For each activity please describe:

- A) Title / topic
- B) Time involved including frequency, and duration.
- C) Number and type of student (learner) in each activity.
- D) Honorarium or sponsorship.

Direct teaching should be separated into patient related and non-patient related activities. Documentation of patient care related teaching should include a

description of how this teaching activity took place and the incremental time involved in teaching in a patient care setting.

Provide supporting documents such as peer and student evaluations in the appendix.

## **B. Curriculum and Material Development**

Describe curricular innovations you created or implemented and the educational objectives. Your description should include:

- A) Resources provided to support the project both in terms of infrastructure and financial support.
- B) Rationale for new curriculum or teaching material. What is the problem to be solved by the curricular innovation?
- C) A description of the specific subject matter.
- D) Type of material developed textbook / electronic media / simulation device
- E) Target population / audience.
- F) Number of learners
- G) Method of implementation for example lecture course / clinical rotation experience/ laboratory session
- H) Sites where curriculum or material been utilized: local or national
- I) Dates of implementation and frequency of occurrence

In the appendix, provide samples of instructional materials such as syllabi, web-based materials, lab manuals or clinical cases in addition to data supporting the outcomes and impact for example course evaluations.

## **C. Learner Assessment**

Describe methods, tools and / or tests developed to evaluate students. Please include a description of:

- A) The assessment instrument
- B) Skill to be assessed.
- C) The relevance of the assessment to teaching or learning.
- D) How the assessment will be graded.
- E) How the results will be used (formative or summative).
- F) Context of the instrument and setting.
- G) Potential methods to evaluate validity / reliability of the inferences.
- H) Method of administration
- I) Feasibility / practicality

Provide a sample of the assessment tool in the appendix with pilot data if available.

#### **D. Educational Scholarship / Creation of Enduring Educational Materials**

Describe educational research projects you conducted, presentations you gave and/or publications you produced related to medical education. State the type of funding you had for these projects (if applicable) and where they were presented / published (local, regional, national). Provide a list of educational materials you developed such as textbooks, study guides, videos, web pages, book chapters, etc., and state the distribution of these materials (used locally, regionally, nationally). For each publication please include:

- A) Title, authors and publication.
- B) Peer reviewed journal or otherwise.
- C) Impact factor and ranking of journal.
- D) Number of citations.
- E) How disseminated if not a journal.
- F) Your personal contribution to the article:
  - 1. First author, co-author, senior author.
  - 2. Responsible for publication;
  - 3. Developed hypothesis;
  - 4. Study design;
  - 5. Performed research;
  - 6. Gathered data;
  - 7. Analyzed data;
  - 8. Performed statistical analysis;
  - 9. Prepared manuscript;
  - 10. Assisted with hypothesis;
  - 11. Assisted with manuscript preparation;
  - 12. Reviewed manuscript;
  - 13. Edited manuscript;
  - 14. Collaborator;
  - 15. Mentor / advisor.

Please include critical reviews or evaluations of your enduring educational material in the appendix.

#### **E. Educational Administration and Leadership**

List your membership on committees and task forces related to medical education (local, regional, national) such as admissions committee, recruiting or search committee, examining committees of your subspecialty, and invited accreditation duties. List your educational leadership positions (course or elective director, committee chair, administrator of a training grant, etc.). You may choose only to list the most recent or most significant committee or leadership activities. For each listed activity please include:

- A) Name or title of committee or organization
- B) Committee / activity position (member, chair, officer etc)
- C) Committee / organization mission statement or purpose.

- D) Length of appointment.
- E) Method of appointment (elected / appointed by chair / rotation)
- F) Personal responsibility (project development)

Please provide supporting data in the appendix. This could be a letter, course evaluation, or publication.

### **F. Professional Development in Education**

Describe participation in programs related to education, including workshops and seminar series. For each activity describe how:

- A) These activities have enhanced your development as an educator.
- B) The skills / knowledge acquired were utilized or disseminated.
- C) Any concrete changes that have resulted from these activities.

CME credits should be provided in the Appendix.

### **G. Mentorship and Guidance**

List your mentoring and advising activities (e.g. mentoring of individuals with personal or academic difficulties, providing advice regarding career development). Mentorship should be clearly differentiated from advising. For each mentee / advisee please provide:

- A) Name of mentee / advisee
- B) Nature of relationship (assigned, requested, research, programmatic requirement etc.)
- C) Duration of relationship
- D) Outcome (current position of advisee / mentee)
- E) Joint activities, publications, presentations, grants or projects.

Excellence in mentorship could be documented by the career success of a mentee. Supporting letters should be included in the Appendix.

## **SECTION 4. APPENDIX**

Include supporting documents for section 3.

List any teaching awards you received or honors you have received. For each award please indicate:

- A) Name of the award
- B) Awarding body
- C) Year awarded
- D) Description of process (submission of portfolio or popular vote)
- E) Short description of each award (activity recognized and if local / regional or national).