

How to Build a Clinician-Educator Portfolio

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Take home points

- It is essential for promotion that you document your clinical and educational activities
- Know your institutional guidelines for promotion
<http://www.mssm.edu/forfaculty/handbook/chap5d.shtml#B>
- Start the process early (i.e. first day of appointment)
- Meet often with mentor(s)
- (If you do not have one, contact the dean for faculty development for help).
- Collect and save everything related to your professional life (hard and electronic copies)
- Put together a compelling, neat and well organized teaching portfolio

Teaching Portfolio

A teaching portfolio is the documentation required for promotion, especially in the absence of traditional peer reviewed papers. The portfolio provides the data for the promotion committees to assess:

- teaching abilities
- commitment to teaching
- efforts to improve teaching
- service to profession and community
- collaborations in research (no need to be the PI on a grant)

A teaching portfolio is a set of materials, which are not necessarily reflected in your CV. It is given to the Promotions Committee and consists of the following:

1. Introductory statement (3-8 pages)
2. Table of contents
3. Summary for each section

It contains

- your philosophy of teaching
- what you have done (letters of invitation, awards, committees, task forces)
- a summary of teaching experiences and responsibilities (lecture notes, syllabus)
- teaching methods and strategies (videos, software)
- activities to improve teaching (scholarship, faculty development courses)
- evolving themes in your work
- goals and plans for future

5 Steps to creating a teaching portfolio

1. Collect documentation beginning on first day of your appointment
 - a. keep your lecture notes, syllabi, manuscripts, awards, evaluations, letters from patients from students and from mentors, invitations in writing or electronically

2. Choose Relevant Components
 - a. determine departmental/institutional requirements (consult the Faculty Handbook and your Chair)
3. Sort Material
 - a. organize under appropriate institutional headings
 - b. gather more evidence when documentation for an activity is weak
4. Write Summary Statements
 - a. Overall introductory statement
 - b. Summary statement for each category
 - c. Make sure committee understands why you are submitting material
5. Prepare a Binder
 - a. Example binders available, contact Dr. Callahan, eileen.callahan@mssm.edu

In Addition

- Keep track of time spent with trainees
- Google (Scholar Google) yourself as an index of the impact of your writings
- Keep any feedback on courses, videos, etc that you have created
- Scholarship (book chapters, lay press)
- Demonstrate collaboration-you do not need to be a PI for promotion

Teaching Portfolio References
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