

Membership in the Academy of Upstate Educators:

Nomination Process: Please Submit one (1) PDF

The candidate will self-nominate by submitting an Educator's Portfolio.

EDUCATOR'S PORTFOLIO:

The candidate will submit an **Educator's Portfolio**. The Portfolio will include evidence that the nominee is **an outstanding** educator of entry-level and/or graduate students, residents and/or fellows. If the candidate does not provide direct student teaching, he/she must demonstrate that his/her activities have had a **significant impact on student education**.

ELEMENTS OF THE PORTFOLIO (elaborated upon below) include:

1. Cover letter
2. Curriculum vitae
3. Letters of Support
4. Evidence of Excellence
5. Appendices (research papers and/or other enduring educational materials)

1. COVER LETTER:

The portfolio will include a **cover letter** that provides:

- A brief (1 page) description of his/her **philosophy of education**, i.e., principles that guide one's approach to teaching and one's role as an educator.
- A brief statement of the **area of emphasis** chosen for the portfolio (see below).
- A brief summary (1-2 pages) of the evidence submitted including a statement of how he/she believes that the portfolio supports the application and supports the ratings of **excellence, leadership, and innovation**.
- A brief (1 paragraph) statement of the **contribution** the candidate would plan to make to the activities of the Academy, if accepted. Examples are: serve as a peer reviewer of teaching for colleagues who request consultation; serve as a consultant to colleagues on assessment issues, curriculum design, and/or course development; serve as a consultant to administration on issues relevant to the educational mission of the colleges.

2. CURRICULUM VITAE:

- The CV should clearly list the candidate's clinical, research and teaching roles and accomplishments. Publications should be categorized as being peer reviewed or non-peer-reviewed.

3. LETTERS of SUPPORT:

- **Three (3) letters of support from Upstate colleagues** who are familiar with the candidate's educational activities.

- A letter from the candidate's department chair, or dean**, which states that the candidate exemplifies the values of Upstate, including professionalism, collegiality, and that he/she will be permitted to dedicate up to 3-4 hours per month to the activities of the Academy.
- Letters of support from colleagues outside of Upstate**, who can speak to the candidate's educational expertise and effectiveness, are encouraged.

4. EVIDENCE OF EXCELLENCE

Evidence of excellence is both general and specifically focused in a particular area of emphasis. Please include both categories. Listed below are examples that are acceptable evidence of excellence, but are not individually required:

General:

- reviews from learners that support the rating of excellence
- teaching awards
- outcome indicators (e.g., student performance)
- peer reviews of teaching efforts that support the rating of excellence
- Other evidence of a significant impact on student education.

Area of Emphasis:

In addition to the above, the portfolio should describe **at least 1 area of education** in which he/she will provide evidence of leadership and innovation. These areas are:

- **Instructional development and curricular design:** Evidence includes innovative, enduring educational materials (e.g., development of teaching cases, computer-based instructional programs, textbook chapters) and/or innovative educational techniques.
- **Assessment of learner performance:** Evidence includes innovative assessment materials and techniques.
- **Advising and mentoring:** Evidence includes reviews by mentees that demonstrate that the candidate has offered innovative mentoring techniques and activities.
- **Educational Administration and Leadership:** Evidence includes a description of leadership responsibilities (e.g., chair of education-related committee, service as course/clerkship director) and reviews that support excellence in these activities.
- **Scholarship in education:** Evidence includes funded educational research grants, peer-reviewed publications, posters, workshops, and/or presentations.