

Membership Application for Upstate Academy of Educators

NOMINATION PROCESS: Please Submit one (1) PDF

The candidate will self-nominate by submitting an Application for Membership:

CRITERIA

All Upstate faculty members (full or part time) are eligible for membership after three-years at Upstate. The applicant should be an outstanding educator of Upstate learners at any or all levels with significant impact on learner outcomes.

Submit application materials by **June 2nd** to botasha@upstate.edu

ELEMENTS OF THE APPLICATION (elaborated upon below) include:

1. Cover letter
2. Curriculum vitae
3. Letter of Support
4. Evidence of Excellence

1. COVER LETTER:

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

- A brief (250 words) description of your **philosophy of education**, i.e., principles that guide one's approach to teaching and one's role as an educator.
- A brief statement (up to 100 words) of your **area of emphasis** in education (see below).
- A brief summary (1-2 pages) summarizing your main educational contributions and/or scholarship. Please highlight the positive impacts of your efforts on the educational landscape at Upstate. Please include key aspects of your educational work, as documented on your CV, Document of Teaching, or Educator Portfolio, including other significant and sustained contributions that may not be evident in other parts of this application such as sustained excellence in clinical teaching or significant efforts that contribute to a positive learning environment at Upstate.
- A brief statement (1 paragraph) of why you want to be a member of AUE and your anticipated contributions to AUE. Examples include 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, teach in the BEST program, providing teaching expertise to the University's faculty development programs.

2. CURRICULUM VITAE (CV):

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

The CV should highlight your educational contributions expertise and include appropriate detail. For example, direct teaching and learner assessment with summary of previous 3 years of student evaluations of teaching.

- Curricular development
- Mentoring
- Scholarship in medical education
- Leadership and administration
- Teaching/educational research
- Professional development in health professions education
- Teaching Awards
- Other areas you deem important to the demonstration of your educational expertise

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3. LETTER OF RECOMMENDATION:

- Please submit ONE letter of recommendation. The letter should detail your unique contributions and impact on medical education at Upstate Medical University. Ideally, the letter should be from a direct supervisor with knowledge of your teaching skills, such as your department chair or division chief.
- If your letter is from an individual other than your department chair or division chief, please share why you feel this individual is better able to represent the impact of your sustained educational excellence and contributions.

4. EVIDENCE OF EXCELLENCE

Please include documents providing evidence from at least one and up to three of the areas below. 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

Examples of Areas of Emphasis (for inclusion in Cover Letter above):

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.