



The following should be considered for inclusion in your educator portfolio:

- Educational philosophy statement, including role as a teacher, theory of learning, characteristics of good teachers, role/responsibility of learners
- Five-year goals as an educator
- Documentation of educational contributions in any or all of the following five categories:
 - Teaching
 - Activities should be grouped by current vs past assigned teaching activities (include date range), and should include teaching modality (lecture, bedside, etc), types of learners (med students, residents, etc.), and time teaching
 - Include extra activities, such as voluntary or community teaching, and extramural teaching activities such as visiting professorships, invited lectures and presentations at regional/national meetings, and development of patient education materials.
 - Learner Assessment
 - Development of assessment tools or participation in assessment activities
 - Curriculum or Program Development
 - New courses, learning activities or programs; course improvements and innovations
 - Mentoring and Advising
 - Mentoring students/residents/fellows in research, quality improvement projects or educational innovations
 - Career advising
 - Group activities by current vs past activities (include date range) and include the numbers and types of mentees (med students, residents, etc.) and time invested
 - Educational Leadership and Administration
 - Course/program directorships; key roles in accreditation/evaluation; educational committees/task forces
 - Group activities by current vs past activities (include date range) and include your role and the time commitment
- Highlight most important educational contributions (identify role for each) including scholarly approach; may include as a narrative in a separate section of the portfolio
- Innovations and unique contributions, including your scholarly approach to them



Educator Portfolio Checklist and Tips

SUNY Upstate Medical University College of Medicine

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- Evidence for continuing growth as an educator such as conference attendance, degrees, certifications, and other activities undertaken to improve role as an educator.
- Evidence of quality or impact of teaching activities
 - Awards and Grants for teaching and medical or healthcare education
 - Invited speaking engagements – local, regional, national
 - Posters, publications, other dissemination
 - Evaluations (CME, GME UGME, health professions, public); summary of or reference to student evaluations, peer evaluations, departmental reviews, letters of support
- Appendices may include evaluations, lecture notes, syllabi, published papers, multimedia

Tips for Your Portfolio:

- Use the template provided by your college for promotions
- Keep a file/notebook of all evaluations and letters
- Label your educational material according to the following:
 - Teaching
 - Learner Assessment
 - Curriculum and Program Development
 - Mentoring and Advising
 - Educational Leadership and Administration
- Update your CV and portfolio every 6 months
- Keep your promotion portfolio as concise as possible (quality over quantity); you may also decide to keep a developmental portfolio to track all of your activities over time
- Use Glassick's Criteria for Excellence in Educational Scholarship
 - Clear Goals including stated purpose, important questions, realistic objectives
 - Adequate preparation including understanding the literature, skills, resources
 - Appropriate methods that match goals and are flexible
 - Significant results where goals are achieved, field advanced, and results important
 - Effective presentations that are organized, with appropriate forums, and clear message
 - Reflective critique with work critically evaluated, supported with good evidence, and evaluation used to improve future studies
- Show that your work has:
 - Passed peer review by a community of educational scholars
 - Been disseminated and therefore is a genuine contribution to the community
 - Has been used by others as a platform for their work