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
  - Learner Assessment
  - Curriculum Development
  - Mentoring and Advising
  - Educational Leadership and Administration

- Documentation of teaching should be categorized, including types of learners, time teaching, and once vs ongoing:
  - Current assigned teaching activities
    For example: Formal courses/lectures/CME, teaching rounds, clinical didactic and bedside sessions, precepting, small group learning, problem-based learning, seminars, journal club leadership, one-on-one teaching sessions, editorial assistance to students, supervision and advising students or others, preparation/administration of board exams, evaluator for clinical examinations, membership on committees related to education
  - Past assigned teaching activities (include date range)
  - Extra activities, such as voluntary, community/public. Include listing of extramural teaching activities: visiting professorships, invited lectures and educational presentations at regional/national meetings, development of patient educational materials

- Highlight most important educational contributions (identify role for each); may include in a separate section of the portfolio

- 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 activity
- Invited speaking engagements - local, regional, national
- Evidence for excellence in educational scholarship (see Tips)
- Posters, publications, other dissemination
- Awards for teaching and medical or healthcare education
- Learner evaluations (CME, GME, UGME, health professions, public) summary of or reference to student evaluations, peer evaluations, departmental reviews, letters of support

An appendix may include evaluations, lecture notes, syllabi, published papers, multimedia

Tips for Your Portfolio:

- Use the template provided by your college for promotions or download one from MedEdPortal
- Keep a file/notebook of all evaluations and letters
- Label your educational material according to the following:
  - Teaching
  - Learner Assessment
  - Curriculum Development
  - Mentoring and Advising
  - Educational Leadership and Administration

- Update your CV and portfolio every 6 months
- Keep your portfolio less than 10 pages (excluding title page, TOC, appendices)
- 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

- You should 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; and
  - Has been used by others as a platform for their work

References: https://www.aamc.org/members/gfa/faculty_vitae/150038/cv_cv_portfolio.html
https://www.aamc.org/members/gfa/faculty_vitae/148574/educator_portfolio.html