GENERAL TIPS

- 50 pages maximum (all inclusive)
- Chronological order of documentation (oldest to newest)
- Highlight important positions by including more information
- Make sure your portfolio matches your CV
GENERAL TIPS

- Include name, date, & page number on each page
- Samples of teaching materials may be included
SECTIONS OF THE TEACHING PORTFOLIO

- Teaching activities
- Assessment of teaching
- Educational activities in professional organizations
- Teaching/education awards
- Letters of support (maximum 6)
- Prepared/edited teaching materials
- Public service activities oriented toward education
- Trainees supervised (masters, doctoral, post-doctoral)
- Completed course & self-instructional activities
TEACHING ACTIVITIES

- Indicate **quantity** (hours/numbers), **audience**, & **year** for each activity
- Not limited to regular lectures
- Organize this section by types of teaching activities
- Examples:
  - Conferences/seminars
  - Rounds
  - Bedside teaching
  - Invited presentations
  - Preparation of board examinations
  - Committees related to education
ASSESSMENT OF TEACHING

- Documentation of evaluations of teaching
- Include how assessment conducted (criteria, method of assessment, people evaluating)
- May be the actual evaluations or summary
- Include a representative sample
- Examples (these should be summaries):
  - Evaluations from peers, trainees, or professionals
  - Evaluations from students
  - External evaluations of course materials
  - Student performance measures
EDUCATIONAL ACTIVITIES IN ORGANIZATIONS

- Include organization name & year
- May include educational committees or residency/psychology trainee review committees
TEACHING/EDUCATION AWARDS

- Include title, institution/organization, & year
LETTERS OF SUPPORT

- No more than 10-12 letters (include ≥ 1 from Vice Chair of Education and/or other relevant administrators)
- Letters should
  - Be signed (hand, electronically)
  - Be on letterhead
  - Be from past (not current) trainees
  - Evaluate teaching
PREPARED/EDITED TEACHING MATERIALS

- List of significant teaching materials created or edited
- Not publications of educational research results
- Examples:
  - Syllabi
  - Laboratory manuals
  - Electronic teaching programs
  - Textbooks, chapters, or articles
  - Presentations (summary or max of 4-6 slides)
PUBLIC SERVICE ACTIVITIES

- Include activity & year
- Examples:
  - Patient education materials/presentations
  - Public health education programs (organization or participation)
  - Mini Medical School
TRAIENEES SUPERVISION

- Include year(s) supervised & current employment status
- Organize by level of training (masters, doctoral, post-doctoral)
COURSES & SELF-INSTRUCTIONAL ACTIVITIES

- Include course/activity & year
- Should be oriented toward improving educational skills