



Template for a Teaching Portfolio and Dossier

A Teaching Dossier is a summary of the faculty member as an Educator. Typically this summary is one to three pages. The Teaching Dossier should contain highlights from the faculty's teaching portfolio and should have the same general headings. It should be concise and selective, but with sufficient description and documentation to provide a record of teaching activities and evidence of teaching effectiveness. The dossier should include teaching activities that are scholarly in nature (such as, but not limited to: peer-reviewed support for training programs and activities, scholarly publications concerning teaching and education, creation of innovative teaching materials that are disseminated and used regionally, nationally, and/or internationally, and leadership positions in professional education societies). The Teaching Dossier should not be an abbreviated version of the faculty member's CV. The Teaching Dossier is a critically important document for those seeking promotion in the clinician educator designation.

Part ONE: Data Relevant to Teaching Activities

List and describe teaching-related activities in as complete a context as possible, i.e. the names of courses or presentations, the level of involvement or frequency, the number and types of students, the teaching materials that may have been produced, or the role of the faculty member in other teaching-related activities (supervisor, advisor, mentor).

1. Teaching Activities
 - a. Undergraduate
 - b. Graduate
 - c. Residents and Fellows
 - d. Peers (mentoring)
2. Curriculum Development (list tangible educational materials created; e.g. case development, lecture, assessment tools, OSCE, web materials, etc.)
 - a. Courses
 - b. Clerkships
 - c. Residency Programs
 - d. Fellowship Programs
 - e. Education and teaching innovations
 - f. CME
 - g. Outreach
3. Mentoring/Advising

Part TWO: Evidence of Teaching Effectiveness

A brief description of objective measures of teaching effectiveness. The primary element of this category is a review of teaching effectiveness including a summary of the relevant, objective documentation. The information to be summarized may include representative portions of teaching evaluations, testimonials by students, peer reviews, and special contributions. Items that may be summarized in this section include:

- a. Course Materials
- b. Student and Resident Evaluations
- c. Peer Review
- d. Professional Recognition/Teaching Awards
- e. Participation in professional development
- f. Learner outcomes

Part THREE:

Include information concerning any additional teaching or educational activities that are especially noteworthy, creative, innovative, peer-reviewed, or indicative of recognition outside of the institution (e.g., publications, contributions to scholarly teaching societies, teaching awards and recognitions, invited lectures concerning teaching and education).

Note: The Teaching Portfolio/Dossier must be reviewed and signed off by the faculty member's Division Head or Department Chair.