

## **To Department of Surgery Promotion Candidates for "Clinical Educator Pathway " (Non-Tenure Track):**

Enclosed below is a "guide," "template" or "example" of a teaching portfolio. The teaching portfolio is helpful to the University CAPT committee in evaluating candidates for promotion, especially for candidates who have dedicated significant time to teaching medical students, writing course curriculum and administrating courses. The portfolio can also help candidates who similarly assist in GME and CME. The document presents the "scholarship of teaching" in a way similar to how citations present the "scholarship of discovery or application." This can be especially important to candidates who have involved themselves in teaching rather than publishing.

The example illustrates one way to create a portfolio that can be integrated into the candidate's CV. Candidates are directed to: Nutter, DO, et al. "Measuring faculty effort and contributions in medical education. Academic Medicine 2000; 75:200-207" (at <http://surgery.usuhs.mil/MeasuringFacultyEffort.pdf> ) Within this excellent reference, "List 1" on page 202 and 203 provides a comprehensive outline of teaching activities that can be captured and integrated into a teaching portfolio. The specific portfolio style and presentation format is entirely up to the candidate. The article and example below are only guidelines. Successful portfolios have been approximately one to two pages in length for Associate Professor candidates and 3 to 5 pages for Full Professor candidates.

## Teaching Portfolio (*Example Portfolio*)

### USUHS School of Medicine (Course Leadership)

<u>Year</u>	<u>Course</u>	<u>Title</u>
2001-Present	Human Health Care <i>A required MS-I course with 167 students developed and written by Dr. J. Doe. Since becoming the co-course director I completed a systematic review of all course material, edited and revised existing materials and updated the course based on current literature. As co-course director I also provide feedback on all sessions which requires frequent interaction with students and discussions with faculty. I am involved in teaching all fourteen 90-minute panels followed by 90-minute small group discussions over a 10-month period. (51 hrs/yr).</i>	Co-Course Director
1999-2000	Surgery Summer Clerkship <i>I co-developed, organized and ran a 4 week MS-II experience for 3 students. (160 hrs/yr)</i>	Co-Course Director
1996-1999	Basic Surgical Evaluation of Patients <i>I developed and taught twenty 90-minute didactic sessions to 165 MS-II Surgery students (30hrs/yr)</i>	Course Director
1995-1996	MS-IV Surgery Subinternships & Electives <i>I administered mandatory 6-week MS-III Surgery clerkships for 165 students at 11 sites nationwide. Also provided subinternships and electives for MS-IV students worldwide. (160 hrs/yr)</i>	Course Director

### USUHS School of Medicine (Course Participation)

<u>Year</u>	<u>Course</u>	<u>Lecture/Session</u>	<u>Time &amp; Hours</u>	<u>Number / Level</u>
2003	Advanced Applied Physiology	Hemodynamics of Shock	Lecture 1 hr	4 / Graduate
2002-Present	Anatomy Clinical Correlation	Bronchogenic CA Lymphatic system	Lab group 3 hrs/yr	24 / MS-I
2002	Introduction to Clinical Medicine	Peripheral Vascular Examination	Lecture 1 hr	50 / MS-II
2001-Present	Surgery Clerkship	Principal Diagnoses in Surgical Patients	2 lectures x 4 hrs every 6 weeks (32 hrs/yr)	20-25 / MS-III
2001-Present	Human Context in Health Care	Confidentiality in Military Medicine	Panel discussion x 1.5 hrs (1.5 hrs/yr)	12/ MS-I
1996-2000	Medical Ethics	Small group discussion section	Lecture 6 sessions (12 hrs/yr)	12 / MS-I

### USUHS Advising (Student mentoring)

<u>Year</u>	<u>Student</u>	<u>Academic Activity</u>
2002	Hank Smith MS-IV	Faculty mentor for independent study 15 credit hours (1 semester).
2001-Present	Jen Jones MS-II	Research Mentorship
1998-1999	Tad Dunnington MS-I	Faculty Advisor
1997-1998	Don Ho MS-IV	Faculty mentor for MS-IV student research project.

### Supplementals

Enclosed are course materials and curricula that I have written.