**Making an Educators Portfolio Work for You: Strategies and Tips**

Medical Education Scholars in Pediatrics (MESP) & General Pediatrics & Adolescent Medicine (GPAM)



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**UWSMPH Promotion guidelines**

[Tenure Track, Biological Sciences Guidelines (promotion to Associate Professor with Tenure)](https://d808bmy3b6p21.cloudfront.net/wp-content/uploads/sites/50/2023/01/BSci_tenure-guidelines-2023-24-1.pdf)

[Tenure Track (promotion to Professor](https://uwmadison.app.box.com/s/bdgavpmvvc1zwvi00p6vlgx75v527m0g))

[Clinical Heath Sciences (CHS) Track](https://uwmadison.app.box.com/s/i45rjdikem3vl6dq2c7n5vpbsbluos9o)

[Clinician-Teacher (CT) Track](https://uwmadison.app.box.com/s/4gijmdlrqb1sfw7417ng2434uupjvkpe)

**Additional materials needed for UWSMPH promotion dossier focused on Teaching**

*Area of “excellence” or “significant accomplishment”*

1. **Teaching evaluations**
	* Request feedback via teaching evaluation after each talk and save copies of all evaluations
	* Sample teaching evaluation template available at [**https://go.wisc.edu/uq9zmy**](https://go.wisc.edu/uq9zmy)
	* Promotion coordinator will include a teaching evaluation summary in promotion dossier
2. **Supporting documentation to highlight teaching**
	* Save select teaching materials for promotion dossier/appendix
	* Examples:
		+ Slides from invited presentation or workshop
		+ Poster or abstract
		+ Teaching award
		+ Course syllabi, outline, or handouts
		+ Links to podcasts, webinars, or websites created by the candidate
3. **Peer reviews of teaching *(tenure track only)***
	* Promotion committee should ensure that formal, evaluative peer review of the candidate’s teaching is performed and documented annually, beginning in the second year
	* Sample peer evaluation form: [**https://go.wisc.edu/ag61en**](https://go.wisc.edu/ag61en)
	* If teaching is area of significant accomplishment:
		+ Two peer evaluators are included in dossier
	* If teaching is area of excellence:
		+ All peer evaluations are included in dossier + ad hoc committee report
4. **Supplemental information on CV re: educational activities *(required for all tracks, regardless of areas of focus)***
	* Educational activities and presentations are displayed in a table format on promotion CV
	* In general, include:
		+ Date(s)
		+ Title of course/session/talk
		+ **Approx. # and type of learners**
		+ **Contact hours**
	* Some tables require different or additional information; refer to: [**https://go.wisc.edu/y2ai4b**](https://go.wisc.edu/y2ai4b)

**Promotion resources for educators:**

* Educator’s Portfolio development resources:
	+ Academic Pediatric Association [Resources for Educators](https://www.academicpeds.org/resources-for-educators/) (includes EP template)
	+ [The Education Portfolio](https://journals.lww.com/academicmedicine/fulltext/2021/09000/the_education_portfolio.46.aspx) (Stull et al)
	+ [Twelve tips for creating an academic teaching portfolio](https://pubmed.ncbi.nlm.nih.gov/28817361/) (Little Weinert & Mazziotti)
* MESP Educator Portfolio examples, templates, & resources [folder](https://uwmadison.box.com/s/17map0tma6oapyxyudlcxaokqti4wr53)
* [MESP website](https://www.pediatrics.wisc.edu/education/professional-%20development/medical-education-scholars-in-pediatrics/#mission-and-vision) (with associated recordings)UWSMPH Office for Faculty Affairs & Development “Teaching as Scholarship” website: <https://intranet.med.wisc.edu/faculty-affairs-and-development/contact-us/>
* [Educational Scholarship: A Modern Guide to Dissemination](https://pubmed.ncbi.nlm.nih.gov/37529880/) (Sundy-Boyles et al)
* UWSMPH Dept of Pediatrics [Assistant Professor Cohort Program](https://www.pediatrics.wisc.edu/assistant-professor-promotion-cohort-program-builds-connections-and-paths-to-advancement/)
* UWSMPH Dept of Peds Intranet [Faculty Promotion Resources](https://intranet.pediatrics.wisc.edu/faculty-promotions/)