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

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

A logo for medical education

Description automatically generated

April 2, 2024, 1-2P

*Presenters: Jess Babal, Sabrina Butteris, Katie Denzin, Sarah Jung, Nikki St Clair*

**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/)