EDUCATOR PORTFOLIO FOR CLINICAL FACULTY

**TUFTS UNIVERSITY SCHOOL OF MEDICINE**

The TUSM Educator Portfolio for Clinical Faculty is a systematic and focused collection of information and materials documenting your educational contributions and accomplishments as a faculty member. The portfolio highlights the *evidence of excellence in education* by Tufts University School of Medicine clinical faculty members being considered for appointment or promotion to Associate Professor or Professor (all tracks). In addition to capturing the quality and quantity of faculty educational activities such as teaching, development of educational materials, curriculum development, advising/mentoring, and leadership, the Educator Portfolio also addresses the faculty member’s educational approach, growth as an educator, and engagement with the educational community through local, regional, national and/or international scholarly contributions. The TUSM Educator Portfolio should include educational activitiesat the School of Medicine/Sackler School of Graduate Biomedical Sciences, any other Tufts schools/academic programs, and any prior education responsibilities at relevant academic institutions beginning with your first academic appointment. Please provide at least the last five years of your educational responsibilities.

**For questions regarding the Educator Portfolio, please contact your department chair, chief, institutional academic dean/officer, or the TUSM Office of Faculty Affairs at** **med-ofa@tufts.edu****.**

*ALL FACULTY MEMBERS WHO ARE BEING CONSIDERED FOR A SENIOR RANK*

*APPOINTMENT OR PROMOTION* ***MUST*** *SUBMIT AN EDUCATOR PORTFOLIO.*

# EDUCATOR PORTFOLIO CHECKLIST FOR ALL FACULTY

1. REQUIRED: Complete the footer at the bottom of this page by double-clicking on it and adding the date, your name, department and TUSM-affiliated Institution. *If submitting a revised portfolio, please update the date in the footer before re-submitting.*
2. REQUIRED: Provide a personal summary of educational activities (maximum of two pages - see template).
3. REQUIRED: Complete the section entitled EDUCATIONAL ACTIVITIES FOR CLINICAL FACULTY (see template)

# FOR THE UNMODIFIED TRACK EDUCATOR PROTOTYPES OF CLINICIAN/EDUCATOR OR INVESTIGATOR/EDUCATOR, THE FOLLOWING ADDITIONAL COMPONENTS ARE REQUIRED:

# *[These components are OPTIONAL for Clinical track, Research track, and the Unmodified track: Clinician/Scholar and Clinician/Investigator prototypes.]*

* + Provide two to three (2-3) best examples of instructional materials you created, such as syllabi, course or lecture slides, webpages, video cases.
* Provide two to three (2-3) best examples of your educational scholarship. (“Scholarship” includes discovery, integration, application, or teaching. Scholarship may be defined as work presented in an enduring format that can be disseminated such as journal publications, online educational repositories, and meeting presentations, etc., as well as synthetic and integrative scholarship such as books, book chapters, and reviews. Scholarly activity shall be consistent with University and TUSM policies, including COI policy: http://medicine.tufts.edu/Faculty-and-Research/Conflict-of-Interest.)
* Provide 3-5 assessments of your teaching, including evaluation data for representative teaching responsibilities for the past several years or since your last promotion. (This may include student or trainee evaluations, peer faculty evaluations/assessments, or departmental reviews.)

# FORMATTING GUIDELINES

Most sections contain tables enforcing consistent format of data; use the TAB key to create additional rows. If you cannot view the tables, then from the “Home” tab (MS Word version 2010 and higher) select the “Borders” icon and enable the option “View Gridlines”.

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1. **PERSONAL SUMMARY OF EDUCATIONAL ACTIVITIES - *Please type or paste your personal teaching statement. [Two (2) page maximum.]***

*Consider including the following elements*:

* A summary of your teaching responsibilities, highlighting significant accomplishments and innovations. (Consider your clinical and/or didactic teaching, educational resources/materials you developed, curriculum development, faculty development, learner assessment, mentoring/advising, and leadership, awards and honors, etc.)
* Activities you have undertaken to improve your educational efforts in the courses or settings in which you have taught, and how your educational contributions have evolved over time as a result of these professional development opportunities.
* It is acceptable to cut and paste education-related citations directly from your CV bibliography or other sections.
* Optional: A description of your educational approach or philosophy for your educational contributions.

EDUCATOR PORTFOLIO FOR CLINICAL FACULTY

**TUFTS UNIVERSITY SCHOOL OF MEDICINE**

**PERSONAL SUMMARY OF EDUCATIONAL ACTIVITIES (PAGE 1)**

EDUCATOR PORTFOLIO FOR CLINICAL FACULTY

**TUFTS UNIVERSITY SCHOOL OF MEDICINE**

**PERSONAL SUMMARY OF EDUCATIONAL ACTIVITIES *(PAGE 2).***

EDUCATOR PORTFOLIO FOR CLINICAL FACULTY

**TUFTS UNIVERSITY SCHOOL OF MEDICINE**

1. **EDUCATIONAL ACTIVITIES FOR CLINICAL FACULTY**

**Please complete all sections of the template relevant to your experience as an educator.**

* **It is not expected that candidates will fulfill all sections. Please leave them blank if not applicable.**
* **List entries in chronological order from past experience in top row to present at bottom.**
* **Sections are provided for:**
	+ **Educational activities for various levels of learners:**
		- **UNDERGRADUATE MEDICAL EDUCATION INSTRUCTION: Medical students, Physician Assistant Students, Dental and Veterinary Students**
		- **GRADUATE INSTRUCTION: For students from Public Health and Professional Degree Programs and Sackler Programs including MS, MPH, MBS, DrPH, PhD**
		- **GRADUATE MEDICAL EDUCATION INSTRUCTION: Residents, Fellows, and Post-docs**
		- **FACULTY & PEER INSTRUCTION: Includes continuing education**
		- **OTHER LEVELS OF INSTRUCTION**: **Includes high school students, college students, community-based learners, or other extramural teaching**
	+ **EDUCATIONAL LEADERSHIP AND ADMINISTRATION**
	+ **EDUCATION AND TEACHING AWARDS AND HONORS**
	+ **EVIDENCE OF PROFESSIONAL DEVELOPMENT AS AN EDUCATOR**
	+ **EDUCATIONAL GRANTS**

# FORMATTING GUIDELINES

Most sections contain tables enforcing consistent format of data; use the TAB key to create additional rows. If you cannot view the tables, then from the “Home” tab (MS Word version 2010 and higher) select the “Borders” icon and enable the option “View Gridlines”.

**UNDERGRADUATE MEDICAL EDUCATION INSTRUCTION
(MEDICAL STUDENTS, PHYSICIAN ASSISTANT STUDENTS, DENTAL/VETERINARY STUDENTS)**

DIDACTIC INSTRUCTION (includes classroom, lecture hall & online instruction)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | COURSE TITLE | # AND TYPE OF STUDENTS (e.g., MD, PA) | TOTAL # CONTACT HOURS | # HOURS PREP/GRADING | ADDITIONALINFORMATION |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

INTERACTIVE INSTRUCTION/FACILITATION (includes classroom & online instruction)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | COURSE TITLE | # AND TYPE OF STUDENTS (e.g., MD, PA) | TOTAL # CONTACT HOURS | # HOURS PREP/GRADING | ADDITIONALINFORMATION |
| 2010-11 | TUSM | “Public Health & Medicine: Integration for the Real World” | 40 1st/2nd/3rd year TUSM MD/MPH students | 2 | 0.5 | Served as panelist |
| 2010-11 | TUSM | Intro to Clinical Reasoning, Ethics, Epibio | 40 1st/2nd/3rd year TUSM MD/MPH students | 2 | 0.5 | Small group facilitator |
|  |  |  |  |  |  |  |

CLINICAL OR OFFICE-BASED TEACHING

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTIONAL SETTING (hospital inpatient, outpatient, clinic, OR, etc) | COURSE TITLE | # AND TYPE OF LEARNERS (e.g., MD, PA) | TOTAL # CONTACT HOURS | # HOURS PREP/GRADING | ADDITIONALINFORMATION |
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RESEARCH/INDEPENDENT INSTRUCTION FOR CREDIT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | STUDENT NAME | ACTIVITY TYPE(INDEPENDENT STUDY, RESEARCH INSTRUCTION) | TOTAL # CONTACT HOURS | # HOURSPREP/GRADING | ADDITIONAL INFORMATION |
| 2007-2008 | TUSM | Keith Yee, TUSM ‘08 | TY intern advisor | 6 | 1 |  |
|  |  |  |  |  |  |  |

MENTORING/ADVISING

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | # OR NAMES OF STUDENTS/ YEAR | TYPE OF ACTIVITY (ACADEMIC ADVISOR/ RESEARCH OR CLINICAL MENTOR/ETC) | TOTAL # CONTACT HOURS | ADDITIONALINFORMATION |
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**GRADUATE PROGRAM INSTRUCTION
(i.e.., For students in degree or certificate granting programs, e.g., from Public Health and Professional Degree Programs, Sackler Programs including MS, MPH, DrPH, PhD, etc.)**

DIDACTIC INSTRUCTION

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | COURSE TITLE | FORMAT (lecture, small group interactive, etc) | # AND TYPE OF (e.g., MD, PA) | TOTAL # CONTACT HOURS | # HOURS PREP/GRADING | ADDITIONALINFORMATION |
|  |  |  |  |  |  |  |  |
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PRACTICA (e.g., Applied Learning Experience)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | COURSE TITLE | # AND TYPE OF LEARNERS (e.g., MD, PA) | TOTAL # CONTACT HOURS | # HOURS PREP/GRADING | ADDITIONALINFORMATION |
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RESEARCH/INDEPENDENT INSTRUCTION

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| --- | --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | GRADUATE STUDENT NAME | ACTIVITY TYPE(ADVISOR/INDEPENDENT STUDY) | TOTAL # CONTACT HOURS | # HOURSPREP/GRADING | ADDITIONAL INFORMATION |
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|  |  |  |  |  |  |  |

MENTORING/ADVISING

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | # OR NAME OF STUDENTS/ YEAR | TYPE OF ACTIVITY (ACADEMIC ADVISOR, RESEARCH MENTOR, TA,ETC) | TOTAL # CONTACT HOURS | ADDITIONALINFORMATION |
|  |  |  |  |  |  |
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**GRADUATE MEDICAL EDUCATION INSTRUCTION
(RESIDENTS, FELLOWS AND POST-DOCS)**

DIDACTIC INSTRUCTION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | COURSE TITLE | #/TYPE OF LEARNERS | TOTAL # CONTACT HOURS | # HOURS PREP/GRADING | ADDITIONALINFORMATION |
| 2006-2014 | TUSM | Cancer Vaccine (lecture) | 3 Transfusion Med and/or HemOnc fellows per year | 3 hours per year (total 24 hours) | 2 hours per year (total 8 hours) |  |
|  |  |  |  |  |  |  |

SMALL GROUP INSTRUCTION

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| --- | --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | COURSE TITLE | #/TYPE OF LEARNERS | TOTAL # CONTACT HOURS | # HOURS PREP/GRADING | ADDITIONALINFORMATION |
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CLINICAL OR OFFICE-BASED TEACHING

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTIONAL SETTING | COURSE TITLE | #/TYPE OF LEARNERS | TOTAL # CONTACT HOURS | # HOURS PREP/GRADING | ADDITIONALINFORMATION |
| 2003-2013 | TMC | Blood bank/Transfusion medicine rotation attending | 3 fellows, 4 pathology residents & 1 medical student | 15 hours/week; 8 weeks/year (1320 hours total) | 1-2 hours/week; 8 weeks/year (176 hours total) |  |
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RESEARCH/INDEPENDENT INSTRUCTION

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| --- | --- | --- | --- | --- | --- |
| DATES | STUDENT NAME | ACTIVITY TYPE(ADVISOR/INDEPENDENT STUDY) | TOTAL # CONTACT HOURS | # HOURSPREP/GRADING | ADDITIONAL INFORMATION |
| 2006 | Heidi Burns, M.D. | Independent Study | 200 | 20 |  |
|  |  |  |  |  |  |

MENTORING/ADVISING

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | # STUDENTS/ YEAR | TYPE OF ACTIVITY (ACADEMIC ADVISOR/RESEARCH MENTOR/ETC) | TOTAL # CONTACT HOURS | ADDITIONALINFORMATION |
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**FACULTY/PEER AND CME INSTRUCTION**

(Includes Grand Rounds, M&M conference coordinator,etc.)

LARGE GROUP INSTRUCTION

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATES | SPONSORING INSTITUTION OR ORGANIZATION | COURSE TITLE OR TOPIC | ROLE | COURSE FORMAT (LECTURE, SMALL GROUP, ONLINE, DEMO) | AUDIENCE: # AND TYPE (e.g., M.D., D.O., R.N., interprofessional, etc) | TOTAL # CONTACT HOURS | # HOURS PREP | FUNDING SOURCE | CME OR CEU ACCREDITED (Y/N) | ADDITIONALINFORMATION |
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SMALL GROUP INSTRUCTION

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| --- | --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | COURSE TITLE | # LEARNERS | TOTAL # CONTACT HOURS | # HOURS PREP/GRADING | ADDITIONALINFORMATION |
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CLINICAL OR OFFICE-BASED INSTRUCTION

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| DATES | INSTITUTION | COURSE TITLE | # LEARNERS | TOTAL # CONTACT HOURS | # HOURS PREP/GRADING | ADDITIONALINFORMATION |
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CME ADMINISTRATION AND LEADERSHIP

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| --- | --- | --- | --- | --- | --- |
| DATES | SPONSORING INSTITUTION OR ORGANIZATION | FUNDING SOURCE | ROLE | COURSE FORMAT (LECTURE, SMALL GROUP, ONLINE, DEMO) | COURSE TITLE / TOPICS |
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RESEARCH/INDEPENDENT INSTRUCTION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATES | LEARNERS NAME | ACTIVITY TYPE (ADVISOR/ INDEPENDENT STUDY) | TOTAL # CONTACT HOURS | # HOURSPREP/GRADING | ADDITIONAL INFORMATION |
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|  |  |  |  |  |  |

MENTORING/ADVISING (ex.. Junior faculty)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | # STUDENTS/YEAR | TYPE OF ACTIVITY (ACADEMIC ADVISOR/ RESEARCH MENTOR/ETC) | TOTAL # CONTACT HOURS | ADDITIONALINFORMATION |
|  |  |  |  |  |  |
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**OTHER TEACHING/MENTORING**
(For example: high school, college, community-based, or other extramural teaching)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | COURSE TITLE | # AND TYPE/LEVEL OF STUDENTS | TOTAL # CONTACT HOURS | # HOURS PREP/GRADING | ADDITIONALINFORMATION |
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RESEARCH/INDEPENDENT INSTRUCTION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATES | STUDENT NAME | ACTIVITY TYPE(ADVISOR/INDEPENDENT STUDY) | TOTAL # CONTACT HOURS | # HOURSPREP/GRADING | ADDITIONAL INFORMATION |
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|  |  |  |  |  |  |

MENTORING/ADVISING

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATES | INSTITUTION | # STUDENTS/YEAR | TYPE OF ACTIVITY (ACADEMIC ADVISOR/ RESEARCH MENTOR/ETC) | TOTAL # CONTACT HOURS | ADDITIONALINFORMATION |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**EDUCATIONAL LEADERSHIP AND ADMINISTRATION**
(List all educational (non-CME) leadership roles, including Department, Hospital, TUSM/Sackler, PHPD, GME, or other education-related committees)

|  |  |  |  |
| --- | --- | --- | --- |
| DATES | ROLE | INSTITUTION | ADDITIONAL INFORMATION |
| EXAMPLE: Nov. 2001-present | Chief, Gastroenterology Division, DOM  | ABC123 Hospital, Boston, MA |  |
| 2012-present | Third-Year Clerkship Director | ABC123 Hospital, Boston, MA |  |
|  |  |  |  |

 **EDUCATION AND TEACHING AWARDS AND HONORS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE | NAME OF AWARD/HONOR | AWARDING INSTITUTION / ORGANIZATION | DESCRIPTION | ADDITIONAL INFORMATION |
| 2012 | Excellence in Teaching Award | TUSM | Recognition of clinical teaching during third year clerkship | Based on student evaluations |
|  |  |  |  |  |

**EVIDENCE OF PROFESSIONAL DEVELOPMENT AS AN EDUCATOR**

[Please note all degrees, faculty development courses, certificate programs, workshops (e.g., Macy, Stanford, Leadership Programs) etc. that you participated in to improve your own educational efforts.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE(S) | SPONSORINGINSTITUTION / ORGANIZATION | COURSE, DEGREE, PROGRAM OR WORKSHOP TITLE | FORMAT OF ACTIVITY (SEMINAR, WORKSHOP, CONFERENCE, ACADEMIC PROGRAM) | TOTAL CONTACT HOURS/CREDITS, CERTIFICATE OR DEGREE RECEIVED (e.g., M.Ed) |
|  |  |  |  |  |
|  |  |  |  |  |

**EDUCATIONAL GRANTS**

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| --- | --- | --- | --- | --- | --- |
| DATES | GRANT TITLE | FUNDING AMOUNT  | ROLE | AWARDING INSTITUTION/ ORGANIZATION | ADDITIONAL INFORMATION |
| 2010-2012 | Foundations of Evidence-based Patient care | $$$ | Co-Site PI | RWJ Foundation | Developed, piloted, and evaluated module for initial EBM curriculum for 2nd year students |
|  |  |  |  |  |  |

**EDUCATIONAL SCHOLARSHIP**

If you have educational scholarship, please list those citations/contributions here.

1.

2.

3.