

## Template for a Teaching Dossier

A Teaching Portfolio/Dossier is an executive summary of the faculty member as an Educator. Typically this summary is one to three pages. The Teaching Portfolio should be concise and selective, but with sufficient description and documentation to provide a record of teaching activities and evidence of teaching effectiveness. For those faculty members whose teaching activities are scholarly in nature (as evidenced by 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), a more detailed and extensive Teaching Dossier may be helpful. Please address each bullet quantitatively and qualitatively as appropriate.

### **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. Housestaff and Fellows
  - d. Peers (mentoring)
  - e. Faculty Development
  - f. Other (e.g., mini-medical school, pipeline programs, community/public health)
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. Continuing Professional Development (e.g., CME, faculty enrichment, conferences)
  - g. Community/Public Health Programs
  - h. Outreach
3. Mentoring/Advising

### **Part TWO: Evidence of Teaching Effectiveness**

A brief description of quantitative and qualitative 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. This summary should be authored by the Department Chair, Division Chief, Clerkship Director, Course Director, or other person who has the most direct knowledge of the faculty member's teaching activities, contributions, and effectiveness. Items that may be summarized in this section include:

- a. Course Materials
- b. Student and Resident Evaluations
- c. Peer Review
- d. Professional Recognition
- e. Participation in RWJMS and external professional development programs

**Part THREE: Additional Teaching & Educational Activities**

Include information concerning any additional teaching or educational activities, such as publications, presentations and educational grant applications 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). A Personal Statement of the faculty member's teaching philosophy may also be included, but is not required.