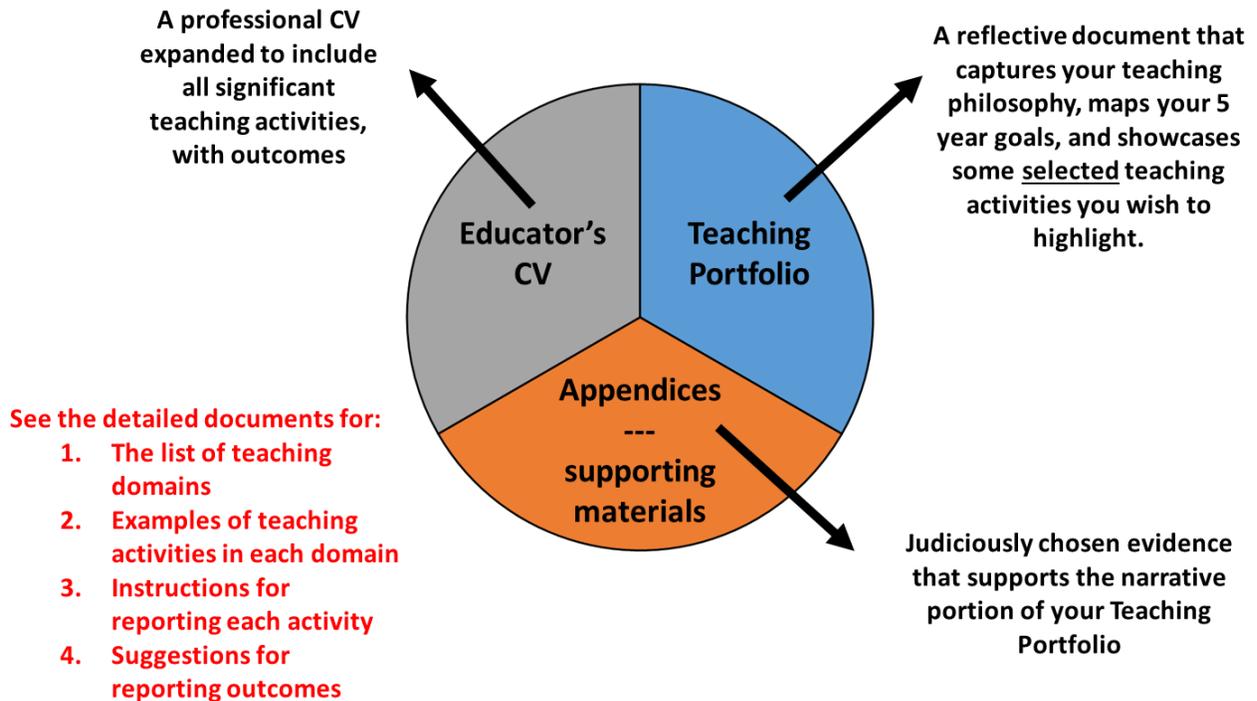


## **EDUCATOR’S PROMOTION PACKET / PROFESSIONAL DOSSIER**

### **For presentation of your professional activities & achievements - for faculty with significant teaching and/or educational leadership responsibilities**

If teaching is a relatively minor part of your job, your primary goal when undergoing review for promotion and/or tenure may be to just document your specific teaching activities and provide some reasonable measures of teaching effectiveness. **HOWEVER**, if teaching is a substantial portion of your appointment, it is in your best interest to prepare a much more substantial portfolio that includes reflection and context statements for some of your most critical activities.

An educator’s promotion packet / professional dossier should consist of at least 3 components in the order below in a digital form that is easy to distribute.



Also, consider adding a [COVER SECTION](#) to organize and provide a big picture overview of your promotion packet (see page 3).

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## #1. Educator's CV:

Vitae formats are sometimes governed by department or college guidelines. However, the materials you submit for this review should document the depth and breadth of both your teaching activities and their outcomes as completely and effectively as it documents your other professional activities (such as biomedical research, clinical service, service on behalf of department/college/university, etc.). See the #1 attached document for specific suggestions on what to include in your Educator's CV regarding your teaching.

**Instructions to applicants:** As they apply to you, please use the domains/headings listed and explained in the following document on writing an Educator's Curriculum Vitae.

- If your department, college or university requires a specific CV format and that format does not allow you to add the requested headings and associated information:  
*Be creative. For example, make your Educator's CV a stand-alone document. This can then become the first section of your Teaching Dossier (or Teaching Portfolio). You should do everything in your power to ensure that your complete promotion/review packet (including the Teaching Portfolio and appendices) is shared with all reviewers. This may mean that you will share your entire Teaching Dossier as an appendix to whatever your college or department requires. An Educator's CV will be required of all applications submitting materials to our regional Teaching Academy's panel of external reviewers.*
- If your institution allows you the flexibility to expand your CV:  
*Add the suggested domains to it as headings in the teaching section and insert the requested information as it applies to you. Then, in the Educator's Curriculum Vitae section of your Teaching Portfolio, refer the reader to the page in your CV where the requested information can be found e.g. Domain IV. Curriculum and Program Development – see Curriculum Vitae, page 15-16. Please note that referring to specific page numbers and adding hyperlinks to your CV will significantly enhance the ability of the reviewers to navigate the packet. This in turn will help them assess the information you've provided.*
- If you are not active in a domain:  
*Continue to list all the domains in the Educator's CV section of your promotion/review packet. However, for domains in which you have not been active, just add the annotation "not applicable" or "not currently active in this domain." This will prevent the reviewer from wasting time looking for this information elsewhere in the submitted materials. If you have specific plans to engage in one of more of these activities in the future, feel free to add some short comments explaining those plans. However, this is not required.*

## #2. Teaching Portfolio (Educator's Reflective Document):

The REFLECTIVE component of your promotion packet highlights your current effective teaching and/or educational leadership endeavors by selecting a few specific areas you wish to explain in detail.

*It "is not an exhaustive compilation of all the documents and materials that bear on teaching performance. Instead, it culls from the record (from your CV) selected information on teaching activities and solid evidence of their effectiveness. Just as in a curriculum vitae, all claims in the portfolio should be supported by firm empirical evidence." From Peter Seldin, et al. The Teaching Portfolio: A practical guide to improved performance and promotion/tenure decisions. 4<sup>th</sup> ed. Jossey-Bass. 2010.*

See the #2 attached document for a format rooted in 6 basic domains. All teaching faculty are likely to have submissions in some categories. Importantly, please note however that only a few are likely to have activities in all 6 domains.

### **#3. Appendices:**

The appendices “should consist of judiciously chosen evidence that adequately supports the narrative section of the portfolio.” *P. Seldin, et al 2010*

See attached #3 document for suggested elements to include in the appendices, supporting your selected highlights in the Teaching Portfolio. Examples may include: student evaluation reports, an analysis or graphical summary of student comments, peer review/classroom observation reports, a representative syllabus, a representative student assessment, record/statistical analyses of student exam scores, example of a student assignment, examples of your contribution to curriculum design or course development, a list of teaching awards with award criteria, or reprint of an educational publication or presentation abstract.

### **## Cover Section:**

A complete educator’s promotion packet (professional dossier) can be long and confusing to inexperienced reviewers. To simplify the review process for local reviewers (e.g. department, college, and university levels), consider adding a very short cover section.

Recommended components include:

- Title page:** with your name, title, and appointment description (0.5 page)
- A short introductory letter/statement that explains the format and scholarly basis of the packet:** You are welcome to just insert the boiler plate introductory letter to reviewers provided by the regional teaching academy. This letter is posted online in the [Applicant’s Toolbox](#) – under Additional Applicant Resources
- Executive Summary:** a 1-2 page document (no more) that highlights for the reviewer what you consider your **key** achievements. Consider bulleted headings and short text descriptions for each item.
- Table of Contents (TOC):** ideally with hyperlinks that allow reviewers to easily jump to the indicated areas of your CV and/or Educator’s CV, Teaching Portfolio, and Appendix.

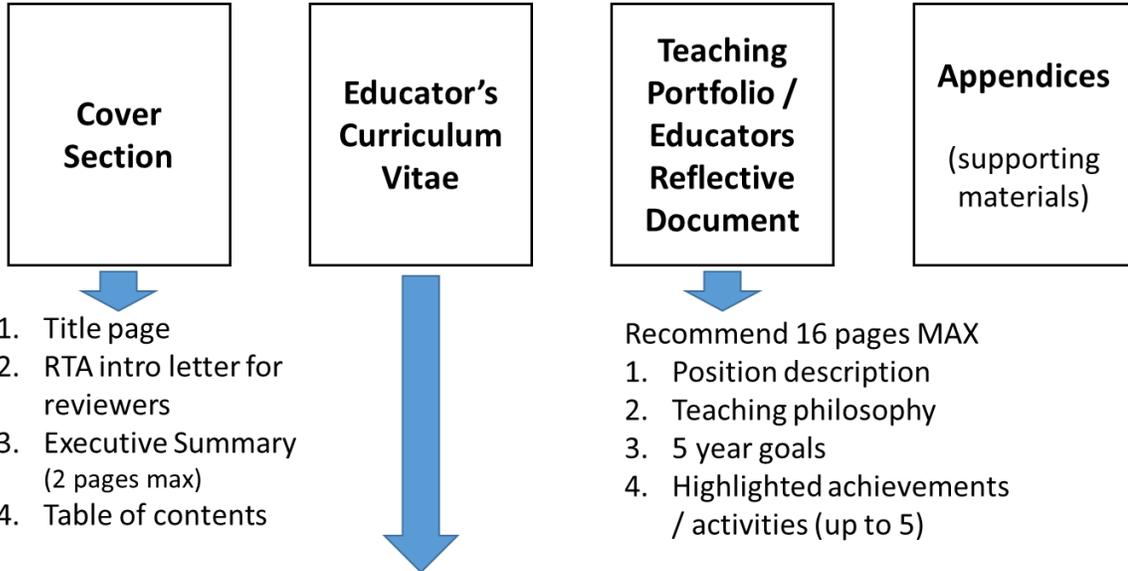
**PACKET NAVIGATION:** We recommend applicants also insert internal hyperlinks to allow reviewers to quickly move between related sections:

e.g Domain 1a links: TOC ↔ Educator’s CV ↔ Reflective Document (TP) ↔ Appendix for 1a

Hyperlinks within your packet will facilitate review. e.g. [link to TOP of this document](#)

Recommended format:

## EDUCATOR'S PROMOTION PACKET / PROFESSIONAL DOSSIER



*If your institution mandates a fixed CV format, see recommendations to more completely report your activities and outcomes as an educator by making this information a part of an "extended" Teaching Portfolio, or adding it to an appendix. Be creative.*



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