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.

Components you might include to place at the front of your promotion packet:

☐ **Title page:** with your name, title, institutional affiliation, and appointment description (1 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 reviewers what you consider your **key** achievements as an educator and/or educational leader – typically no more than about 5. Consider bulleted headings and short text descriptions for each item, rather than lengthy sections of uninterrupted text.

Alternatively, just use the template/fillable form that is posted in the Applicant's Toolbox/Teaching Portfolio/Educator's Reflective Statement section – under TEMPLATES. This template is replicated FYI as an image on the following page.

☐ **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 (if possible) that applicants also insert internal hyperlinks to allow reviewers to quickly move between related sections:

e.g Domain 1a links between documents or parts of the document:
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

How to insert internal hyperlinks in MS Word   HERE or   YouTube Video

https://teachingacademy.westregioncvm.org/initiative_eprt/

Executive Summary form (from Teaching Portfolio / Educator's Reflective Document)

Executive Summary of Most Significant Contributions to Teaching and Education
Name: Name (click to enter text)   **Affiliation**: College & Department
Overall faculty roles: In one sentence, list your faculty roles (teaching, research, patient care, administration) and approximate time allocation to each (%).
Overall faculty roles
Changes in role(s) over time: In one sentence, describe any major changes in teaching roles over the past 2 or 3 years.
Changes in role(s)
Important contributions to education: Identify educator role (domain) in parentheses and list contribution in a phrase. Describe what was done, how well it was done, and its impact in 3-7 sentences. Use only as many as are appropriate to your teaching (n = 2-5). • To the degree possible, highlight activities that occurred during the time period under review. • You will expand on each of these using the domain specific templates (Detailed Role Description). • Especially early in their careers, few faculty will be active in more than 2 domains. However, you may have multiple examples in a domain. • Note that (1a) Teaching and at least one additional Detailed Role Description (e.g. 2 Mentoring/Advising) are required. • Your Executive Summary should NOT exceed 2 pages total.
First important contribution to education: Teaching
(Teaching), contribution, description.
Second important contribution to education
(Educator Role), contribution, description.
Third important contribution to education
(Educator Role), contribution, description.
Fourth important contribution to education
(Educator Role), contribution, description.
Fifth important contribution to education
(Educator Role), contribution, description.

A fillable WORD version of this form is posted in the Applicant's Toolbox/Teaching Portfolio/Educator's Reflective Statement section – under TEMPLATES.