



Dear Reviewer:

If you are not previously familiar with an Educator's Portfolio, the packet you are about to review will look different - and may be initially confusing. The format represents an evidence-based approach, and has been modified from the AAMC Toolbox for Medical Educators. ([1,2,3](#)) 4

If you are a local reviewer (*e.g. senior faculty member or member of a department, college, or university promotion and tenure committee*), an individual external reviewer, or any reviewer who has not previously reviewed such a packet, please consider the following:

PURPOSE: The RTA's Educator's Promotion Packet guidelines and format are intended to **(a)** provide an evidence-based dossier template for faculty with significant teaching and/or educational leadership responsibilities, so that **(b)** promotion packets might be more fairly and rigorously reviewed – including, ideally, by qualified external reviewers.

BACKGROUND: Educators and educational leaders are often challenged in the promotion process.¹⁻⁵

Reasons include:

- Traditional measures of academic success (e.g. publications and extramural funding) do not capture much of the important work these faculty do.
- Especially in terms of quality, innovation, scholarly approach, and impact, the **formats** of traditional promotion packets do not allow for meaningful assessment of the teaching and educational leadership activities that are included.
- There is little peer review (especially external peer review) of teaching, educational leadership, or promotion packets of faculty significantly engaged in these activities.
- Especially in the absence of peer review, many reviewers do not feel qualified to assess quality, innovation, scholarly approach, and impact in teaching and educational leadership. This is often especially true for senior faculty and administrators with primary research backgrounds.
- Teaching has not been valued at many institutions, or has been effectively treated as a "secondary mission".

COMPONENTS of an Educator's Promotion Packet / Professional Dossier include:

1. **An expanded CV, or a standard CV plus a separate Educator's CV:**
- intended to more completely capture a faculty member's teaching and/or educational leadership activities, beyond the bounds of most prescribed CV format

2. **A Teaching Portfolio:** (also called the Reflective Document)
 - intended to present a faculty member's Teaching Philosophy, 5 year goals, and a limited number of activities/achievements that the faculty member has selected to highlight
3. **Appendix:**
 - judiciously chosen supporting materials to support the Educator's CV and Teaching Portfolio
4. **Recommended: Cover Section & Summary Statement**
 - a unifying cover section to organize the packet and facilitate review. The cover section might include a title page, table of contents (with hyperlinks to facilitate navigation), and a 1-2 page Executive Summary whereby the applicant might highlight his/her most significant teaching and/or educational leadership achievements. The Executive Summary in the cover section might be reiterated in the Teaching Portfolio/Reflective Document.

Each section of the Educator's Promotion Packet is organized into 6 domains based on the [AAMC Toolbox for Evaluating Educators](#)

- Teaching
 - o 1a: Teaching activities
 - o 1b: Development of Enduring Educational Materials
 - o 1c: Educational Professional Development: (efforts to improve your teaching)
- Mentoring and Advising
- Learner Assessment
- Educational Research
- Curriculum and Program Development
- Educational Leadership and Administration

IMPORTANT NOTE: Educators' activities and responsibilities will vary widely. **Applicants should always be reviewed based on their individual appointments as formally established by their department and/or college.** FEW if any individual portfolios will provide evidence for ALL categories or for all indicators listed under each domain – especially early in an educator's career.

FOR MORE INFORMATION: please go to the web site [HERE](#) or contact [Dr. Rachel Halsey](#)

The Teaching Academy of the West Region Consortium of Colleges of Veterinary Medicine (RTA or regional teaching academy)

