How to Build a Clinician-Educator Portfolio
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Take home points
- It is essential for promotion that you document your clinical and educational activities
- Know your institutional guidelines for promotion http://www.mssm.edu/forfaculty/handbook/chap5d.shtml#B
- Start the process early (i.e. first day of appointment)
- Meet often with mentor(s)
- (If you do not have one, contact the dean for faculty development for help).
- Collect and save everything related to your professional life (hard and electronic copies)
- Put together a compelling, neat and well organized teaching portfolio

Teaching Portfolio
A teaching portfolio is the documentation required for promotion, especially in the absence of traditional peer reviewed papers. The portfolio provides the data for the promotion committees to assess:
- teaching abilities
- commitment to teaching
- efforts to improve teaching
- service to profession and community
- collaborations in research (no need to be the PI on a grant)

A teaching portfolio is a set of materials, which are not necessarily reflected in your CV. It is given to the Promotions Committee and consists of the following:
1. Introductory statement (3-8 pages)
2. Table of contents
3. Summary for each section

It contains
- your philosophy of teaching
- what you have done (letters of invitation, awards, committees, task forces)
- a summary of teaching experiences and responsibilities (lecture notes, syllabus)
- teaching methods and strategies (videos, software)
- activities to improve teaching (scholarship, faculty development courses)
- evolving themes in your work
- goals and plans for future

5 Steps to creating a teaching portfolio
1. Collect documentation beginning on first day of your appointment
   a. keep your lecture notes, syllabi, manuscripts, awards, evaluations, letters from patients from students and from mentors, invitations in writing or electronically
2. Choose Relevant Components
   a. determine departmental/institutional requirements (consult the Faculty Handbook and your Chair)

3. Sort Material
   a. organize under appropriate institutional headings
   b. gather more evidence when documentation for an activity is weak

4. Write Summary Statements
   a. Overall introductory statement
   b. Summary statement for each category
   c. Make sure committee understands why you are submitting material

5. Prepare a Binder
   a. Example binders available, contact Dr. Callahan, eileen.callahan@mssm.edu

In Addition
- Keep track of time spent with trainees
- Google (Scholar Google) yourself as an index of the impact of your writings
- Keep any feedback on courses, videos, etc that you have created
- Scholarship (book chapters, lay press)
- Demonstrate collaboration-you do not need to be a PI for promotion


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Online References


Preparing a Teaching Portfolio. The Center for Teaching, University of Massachusetts. www.umass.edu

University College Dublin, Centre for Teaching and Learning, Teaching Portfolio. http://www.ucd.ie/teaching/port