***Please read the following directions before beginning your document.***

* The template:
	+ Must be followed exactly.
	+ If you have a section that is not applicable to you, you may omit it and renumber accordingly.
	+ Number all lists.
	+ List all items chronologically **oldest to newest.**
	+ Be sure to include **ALL** information requested in the fillable areas of the template. Once you start typing in a section, you can hover over a section heading with your mouse, and you will see a pop up with a reminder of what needs to be included in that section.
	+ For dates, list full years. If you are still participating in an activity, etc., please indicate as such with “present.” (e.g. 2012; 2014-2016; 2015-present
* Best practices:
	+ Use this document as an opportunity to expound on major teaching roles to elaborate on the importance of your activities. The SOM expects you to elaborate in your Teaching Portfolio, particularly with regard to unique/exceptional educational roles. Expound on any activities that are of particular note so the review committees will understand the importance of those positions.
	+ Some sections required in the Teaching Portfolio are the same as in your CV - please copy those over to ensure the information is consistent. The SOM will compare any similar information in all documents to ensure that it matches.
	+ When copying text from your CV, click the down arrow under “Paste” in the tool bar and select “Keep Text Only” to paste the information into the Teaching Portfolio. This step will ensure that you keep the formatting and numbering that is in the Teaching Portfolio.



* + Information in the Teaching Portfolio SHOULD NOT overlap with information in the Service Portfolio.
* How to define Institutional, Regional, and National/International:
	+ Institutional activities are those that occur at your home institution (e.g., Emory and Emory Healthcare and affiliated hospitals) at the time of the activity.).
	+ Regional activities are activities occurring outside of your home institution but within the state of the home institution (e.g., State of Georgia). Southeastern society conferences are also considered regional. In some cases, there may be exceptions for which you must use your best judgment. For example, if you are invited to speak at a national conference hosted by the Georgia Institute of Technology, that would be considered national.
	+ National/international activities are activities outside of the state of your home institution (e.g., University of Alabama).
* Supporting documentation: this is extremely important and required to support your teaching documentation. See section 9 for more instructions.
* **The total portfolio (including all supporting documents) is limited to 50 pages.**

**See template on following pages.**

**Teaching Portfolio**

Click or tap here to enter Name, Degree.

**Table of Contents (optional)**

1. **Teaching Statement (Required for tenure candidates; optional for non-tenure)**

Click or tap here to enter Teaching Statement. *(Describe your teaching philosophy, overall teaching impact, and future direction in 1-5 paragraphs.)*

1. **Institutional Teaching Activities**
	1. Leadership Positions Held
		1. Click or tap here to enter Leadership Position, institution, year(s). *(e.g., Associate Program Director, Director of Graduate Studies)*

* 1. Course Direction and Organization
		1. Click or tap here to enter activity, audience, institution, quantity (hours or numbers), year(s). *(Indicate CME courses in parentheses.)*
	2. Institutional Lecture Duties Within the Setting of a Course or Rotations
		1. Click or tap here to enter activity, audience, institution, contact hours, year(s).
	3. Small Group and Multi-Disciplinary Teaching
		1. Click or tap here to enter activity, audience, institution, contact hours, year(s). *(e.g., journal clubs*)
	4. Educational Presentations at Home Institution
		1. Click or tap here to enter title, institution/organization, year(s). *(Education-based talks are presentations on educational methods, assessments, or other innovations, or presentations designed to provide expert opinion or teach methods, procedures, etc. Do not include abstract presentations or talks where the primary purpose is to present research findings. Indicate CME presentations in parentheses and use an asterisk to indicate invited talks.)*
	5. Supervisory Teaching and Mentoring
		1. Bedside Teaching/Clinic Precepting
			1. Click or tap here to enter activity, audience, institution, contact hours, year(s).
		2. Exam Preparation
			1. Click or tap here to enter activity, audience, institution, year(s). *(e.g., comprehensive* *and oral exams, not exams that are part of a* *course)*

* + 1. Mentoring Activities*(List mentees whom you have supervised in a meaningful way, not just a month-long rotation through your clinic. If not applicable, put N/A.* *Begin with a paragraph describing mentoring during rotations, if applicable (e.g., mentored one medical student and* *two residents during one-month rotation four times a year from 20xx-20yy))*

*Postdoctoral or Clinical Fellows*

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Year(s) supervised** | **Current position and employer** | **Number of awards to mentee** | **Number of grants to mentee** | **Number of papers published during supervision** | **Additional notable accomplishments** |
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*Residents*

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| **Name** | **Year(s) supervised** | **Current position and employer** | **Number of awards to mentee** | **Number of grants to mentee** | **Number of papers published during supervision** | **Additional notable accomplishments** |
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*Medical Students*

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Year(s) supervised** | **Current position and employer** | **Number of awards to mentee** | **Number of grants to mentee** | **Number of papers published during supervision** | **Additional notable accomplishments** |
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*Graduate Students (includes master’s and doctoral students)*

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Year(s) supervised** | **Current position and employer** | **Number of awards to mentee** | **Number of grants to mentee** | **Number of papers published during supervision** | **Additional Notable Accomplishments** |
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*Allied Health Students (e.g., physician assistants, physical therapy students, etc.)*

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Year(s) supervised** | **Current position and employer** | **Number of awards to mentee** | **Number of grants to mentee** | **Number of papers published during supervision** | **Additional notable accomplishments** |
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*Undergraduate Students*

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| **Name** | **Year(s) supervised** | **Current position and employer** | **Number of awards to mentee** | **Number of grants to mentee** | **Number of papers published during supervision** | **Additional notable accomplishments** |
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*Other (e.g., visiting scholars, junior faculty)*

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| **Name** | **Year(s) supervised** | **Type of mentee** | **Current position and employer** | **Notable accomplishments** |
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* + 1. Thesis or Dissertation Committees: *(**Include committees where you are the primary mentor.)*

*Graduate Students*

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| --- | --- | --- | --- |
| **Name** | **Year(s)**  | **Program** | **Institution** |
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*Undergraduate Students*

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| **Name** | **Year(s)**  | **Program** | **Institution** |
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* + 1. Other Mentoring Activities*(e.g., assistance with papers and projects. Omit work with mentees already listed above.)*

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| **Name** | **Year(s)**  | **Type of mentee (e.g., PhD student, postdoctoral fellow)** | **Activity** | **Contact hours** | **Notable accomplishments** |
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* 1. Education Committee
		1. Click or tap here to enter office held if any, committee, year(s). *(Education committees listed in the Service Portfolio cannot also be listed in the Teaching Portfolio.)*
1. **Regional Teaching Activities**
	1. Educational Presentations
		1. Click or tap here to enter title of lecture, institution/organization, year(s). *(Education-based talks are presentations on educational methods, assessments, or other innovations, or presentations designed to provide expert opinion or teach methods, procedures, etc. Do not include abstract presentations or talks where the primary purpose is to present research findings. Indicate CME presentations in parentheses and use an asterisk to indicate invited* *talks.)*
	2. Organization of Educational Workshops
		1. Click or tap here to enter title of workshop, institution/organization, date. *(i.e., sessions at regional meetings that cover a broad topic and usually have multiple speakers;* *indicate* *CME credit in parentheses; import relevant workshops from “Invitations to Conferences” section of CV.)*
	3. CME Course Organization
		1. Click or tap here to enter course title of workshop, institution/organization, date. *(i.e., administrative roles in organizing courses.)*
	4. Mentoring Activities*(List mentees whom you have supervised in a meaningful way.)*

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| **Name** | **Year(s) supervised** | **Type of mentee (e.g., PhD student, postdoctoral fellow)** | **Current position and employer** | **Number of awards to mentee** | **Number of grants to mentee** | **Number of papers published during supervision** | **Additional notable accomplishments** |
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* 1. Education Committee Memberships
		1. Click or tap here to enter office held if any, committee, year(s). *(Education committees listed in the Service Portfolio cannot also be listed in the Teaching Portfolio.)*
	2. Other
		1. Click or tap here to enter activity, institution/organization, date.
1. **National/International Teaching Activities**
	1. Educational Presentations
		1. Click or tap here to enter title of lecture, institution/organization, year(s). *(Education-based talks are presentations on educational methods, assessments, or other innovations, or presentations designed to provide expert opinion or teach methods, procedures, etc. Do* *not include abstract presentations or talks where the primary purpose is to present research findings. Indicate CME presentations in parentheses and use an asterisk to indicate invited talks.)*
	2. Organization of Educational Workshops
		1. Click or tap here to enter title of workshop, institution/organization, date. *(i.e., sessions at national/international meetings that cover a broad topic and usually have multiple speakers; indicate CME credit in parentheses; import relevant workshops from “Invitations to Conferences” section of CV.)*
	3. CME Course Organization
		1. Click or tap here to enter course title, institution/organization, date. *(i.e., administrative* *roles in organizing courses)*
	4. Mentoring Activities

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Year(s) supervised** | **Type of mentee (e.g., PhD student, postdoctoral fellow)** | **Current position and employer** | **Number of awards to mentee** | **Number of grants to mentee** | **Number of papers published during supervision** | **Additional notable accomplishments** |
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* 1. Education Committee Memberships
		1. Click or tap here to enter office held if any, committee, year(s). *(Education committees listed in the Service Portfolio cannot also be listed in the Teaching Portfolio.)*
	2. Board Exams
		1. Click or tap here to enter activity, institution, quantity (hours or numbers), year(s).
	3. Social Media Contributions
		1. Click or tap here to enter social media contributions. *(e.g., Tweetorials, educational* *podcasts for other professionals)*
	4. Other
		1. Click or tap here to enter activity, institution/organization, date.
1. **Prepared or Edited Teaching Materials**
	1. Click or tap here to enter prepared or edited teaching materials. *(List of significant teaching materials prepared or edited by the candidate, e.g., laboratory manuals, textbook chapters, textbooks, educational blogs, eLearning programs or apps, syllabi. See 9c.)*
2. **Teaching/Education Awards**
	1. Click or tap here to enter award name, conferring institution/organization, year(s). *(Include any teaching awards listed in section 22 of the CV template. Please limit awards to those* *conferred while a faculty member unless the award is especially important to you.)*
3. **Public Service/Activities Oriented to Education**
	1. Click or tap here to enter activity, year(s). *(e.g., patient education materials or presentations; organization of, or participation in, health education programs for the public; participation in mini Medical School; blogs, websites, podcasts, etc. directed toward public. All activities in section 21 of the CV template must also be in the Service or Teaching Portfolio; however, service activities listed in section 11 of the Service Portfolio template cannot also be listed in the Teaching Portfolio.)*
4. **Courses and Self-instructional Activities Taken to Improve Teaching Skills**
	1. Click or tap here to enter course/activity, year(s). *(e.g., Learning to Be Better Teachers program. Extract these from section 11 of the CV template.)*
5. **Supporting Materials [attached to the end of the Teaching Portfolio]**
	1. Letters of Support *(From peers or former trainees who have observed your teaching and/or mentoring and who can specifically evaluate your teaching and/or mentoring. All letters of support should be signed and on letterhead, if possible. You may not provide letter writers with letter templates.* ***No more than 6 letters are allowed.)***
	2. Assessments of Teaching *(Formal teaching assessments and course evaluations are expected. Include a description of how the assessment was conducted, i.e., the criteria, the method of assessment, the identity of the evaluators. Can be from institutional, regional, or national teaching activities.)*
	3. Optional Sample Teaching Materials *(e.g., laboratory manuals, eLearning materials, syllabi. Do not include textbook chapters, PowerPoint presentations, or pictures of learners without their written consent.)*