**2020 Educator’s Portfolio Workbook Part 2**

**Templates**

This document contains six templates: the Executive Summary, and five Educational Roles:

* Teaching
* Mentoring and Advising
* Curriculum Development, Instructional Design and Technology
* Educational Leadership
* Learner Assessment

To prepare an Educator’s Portfolio for application to the Academy of Medical Educators:

* See 2020 Educator’s Portfolio (EP) Workbook Part 1 for EP Criteria and Indicators of Excellence and Academy application information.
* Observe page limits and format guidelines: the Executive Summary is a maximum of one page long, and each Role is a maximum of two pages. Retain the 1” margins, table properties, and font (Arial, 10pt.). The Personal Statement is also a maximum of two pages with 1” margins. Please use the font of your choice, with a font size of 10pt or larger.
* Discard the pages for the Roles in which you will not be applying.
* If you will be submitting two Detailed Role Descriptions for the same Role, select and copy the table for that Role, insert a page break beneath the last table on the original template, and paste the table into the new blank page.
* Please use the naming convention **Last Name\_First Name\_Educator’s Portfolio 2020**

For assistance with templates, email [Kathleen.Land@ucsf.edu](mailto:Kathleen.Land@ucsf.edu).

| **Executive Summary of Most Significant Contributions to Teaching and Education** |
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| **Name and Department:** Click or tap here to enter text. |
| **Overall faculty roles**: In one sentence, list your faculty roles (teaching, research, patient care, administration) and approximate time allocation to each. |
| Click or tap here to enter text. |
| **Changes in role(s) over time**: In one sentence, describe major changes in roles over the past 2-3 years. |
| Click or tap here to enter text. |
| **Important contributions to education**: Identify educator role in parentheses and list contribution in a phrase. Describe what was done, how well it was done and its impact in 2-3 sentences. Use only as many as are appropriate to your teaching (1-5). Note that (a) Teaching and at least one additional Detailed Role Description are required for Academy membership applications, and (b) you must select from the contributions below in preparing your Detailed Role Descriptions (over the past 2 or 3 years). |
| **First important contribution to education: Teaching** |
| Click or tap here to enter text. |
| **Second important contribution to education** |
| Click or tap here to enter text. |
| **Third important contribution to education** |
| Click or tap here to enter text. |
| **Fourth important contribution to education** |
| Click or tap here to enter text. |
| **Fifth important contribution to education** |
| Click or tap here to enter text. |

| **ROLE: Teaching (classroom or clinical)** |
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| **Name and Department:** Click or tap here to enter text. |
| 1. **Name your teaching activity(ies):** Identify the impactful activity(ies) you select to focus on. |
| Click or tap here to enter text. |
| 1. **Your role(s):** Describe your role(s) and specifically what you contribute. |
| Click or tap here to enter text. |
| 1. **Learners and amount of contact:** Describe types, levels and numbers of learners; amount of contact you have with them. |
| Click or tap here to enter text. |
| 1. **Builds on best practice/evidence:** Describe your preparation including the use of best practice and evidence where available, your professional development, and/or congruence with national, curriculum, and/or program goals. |
| Click or tap here to enter text. |
| 1. **Goals and learning objectives:** List goals and learning objectives of program. If these are extensive, provide just a few illustrative examples. |
| Click or tap here to enter text. |
| 1. **Methods:** Describe the methods used for instruction, how these align with objectives, and rationale for choices. |
| Click or tap here to enter text. |
| 1. **Results and impact:** Describe evidence of learner ratings of teaching, learning outcomes, application of knowledge in other settings at UCSF, impact on educational programs within the institution, and/or teaching awards. Comparison data is required. |
| Click or tap here to enter text. |
| 1. **Dissemination:** Describe how your efforts have been recognized by others externally through peer review, dissemination, use by others, or teaching awards nationally. |
| Click or tap here to enter text. |
| 1. **Reflective critique:** Describe your reflections, what went well and plans for improvement. |
| Click or tap here to enter text. |

| **ROLE: Mentoring and Advising** |
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| **Name and Department:** Click or tap here to enter text. |
| 1. **Name your mentoring and/or advising role(s) or activity(ies):** |
| Click or tap here to enter text. |
| 1. **Your role(s):** Describe your role(s) and specifically what you contribute. |
| Click or tap here to enter text. |
| 1. **Mentees and amount of contact:** Describe types, levels and numbers of mentees; amount of contact you have with them. |
| Click or tap here to enter text. |
| 1. **Builds on best practice/evidence:** Describe your preparation including the use of best practice and evidence where available, your professional development, and/or congruence with national, curriculum, and/or program goals. |
| Click or tap here to enter text. |
| 1. **Goals and learning objectives:** List goals and learning objectives of program and/or individual mentees. If these are extensive, provide just a few illustrative examples. |
| Click or tap here to enter text. |
| 1. **Methods:** Describe the methods used for instruction, how these align with objectives, and rationale for choices. |
| Click or tap here to enter text. |
| 1. **Results and impact:** Describe evidence of mentee ratings for mentoring, learning outcomes, career trajectories, impact on educational programs, and/or mentoring awards. |
| Click or tap here to enter text. |
| 1. **Dissemination:** Describe how your efforts have been recognized by others externally through peer review, dissemination, use by others, or mentoring awards nationally. |
| Click or tap here to enter text. |
| 1. **Reflective critique:** Describe your reflections, what went well and plans for improvement. |
| Click or tap here to enter text. |

| **ROLE: Curriculum Development, Instructional Design and Technology** |
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| **Name and Department:** Click or tap here to enter text. |
| 1. **Name your curriculum development, instructional design and/or technology activity(ies):** |
| Click or tap here to enter text. |
| 1. **Your role(s):** Describe your role(s) and specifically what you contribute. |
| Click or tap here to enter text. |
| 1. **Learners and amount of contact:** Describe types, levels and numbers of learners. |
| Click or tap here to enter text. |
| 1. **Builds on best practice/evidence:** Describe your preparation including needs assessment, the use of best practice and evidence where available, your professional development, and/or congruence with national, curriculum, and/or program goals. |
| Click or tap here to enter text. |
| 1. **Goals and learning objectives:** List goals and learning objectives of program. If these are extensive, provide just a few illustrative examples. |
| Click or tap here to enter text. |
| 1. **Methods:** Describe the curriculum, instructional resources and/or technology used, innovations employed, how these align with objectives, and rationale for choices. |
| Click or tap here to enter text. |
| 1. **Results and impact:** Describe evidence of learner ratings of teaching/course, learning outcomes, application of knowledge in other settings at UCSF, impact on educational programs, and/or recognition/honors within the institution for this work. |
| Click or tap here to enter text. |
| 1. **Dissemination:** Describe how your efforts have been recognized by others externally through peer review, dissemination, use by others, or teaching awards nationally. |
| Click or tap here to enter text. |
| 1. **Reflective critique:** Describe your reflections, what went well and plans for improvement. |
| Click or tap here to enter text. |

| **ROLE: Educational Leadership** |
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| **Name and Department:** Click or tap here to enter text. |
| 1. **Name your educational leadership role(s):** |
| Click or tap here to enter text. |
| 1. **Your role(s):** Describe your role(s) and specifically what you contribute. |
| Click or tap here to enter text. |
| 1. **Groups served and amount of contact:** Describe types, levels and numbers of stakeholders (faculty, students, residents); amount of contact you have with them. |
| Click or tap here to enter text. |
| 1. **Builds on best practice/evidence:** Describe your preparation, including the use of best practice and evidence where available, and your professional development. |
| Click or tap here to enter text. |
| 1. **Vision and goals:** Describe vision, goals and/or congruence with national, institutional, curriculum, and/or program goals. If these are extensive, provide just a few illustrative examples. |
| Click or tap here to enter text. |
| 1. **Methods:** Describe the methods used to achieve goals, and how these align with institutional priorities and resources, and innovative solutions. |
| Click or tap here to enter text. |
| 1. **Results and impact:** Describe evidence of stakeholder satisfaction, learning or other outcomes, impact on educational programs, and recognition//honors for leadership at UCSF. |
| Click or tap here to enter text. |
| 1. **Dissemination:** Describe how your activities have been recognized by others externally through peer review, dissemination, use by others, or leadership awards nationally. |
| Click or tap here to enter text. |
| 1. **Reflective critique:** Describe your reflections, what went well and plans for improvement. |
| Click or tap here to enter text. |

| **ROLE: Learner Assessment** |
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| **Name and Department:** Click or tap here to enter text. |
| 1. **Name your learner assessment activity(ies):** |
| Click or tap here to enter text. |
| 1. **Your role(s):** Describe your role(s) and specifically what you contribute to learner assessment. |
| Click or tap here to enter text. |
| 1. **Learners and amount of contact:** Describe types, levels and numbers of learners. |
| Click or tap here to enter text. |
| 1. **Builds on best practice/evidence:** Describe your preparation including the use of best practice and evidence where available, your professional development, and/or congruence with national, curriculum, and/or program goals and resource utilization. |
| Click or tap here to enter text. |
| 1. **Goals for assessment:** List goals for assessment. If these are extensive, provide just a few illustrative examples. |
| Click or tap here to enter text. |
| 1. **Methods:** Describe assessment formats and methods, how these align with objectives, and rationale for choices. |
| Click or tap here to enter text. |
| 1. **Results and impact:** Describe evidence of learner satisfaction, learning outcomes, application of assessment process to other settings at UCSF, impact on educational programs, and/or recognition/honors within the institution. |
| Click or tap here to enter text. |
| 1. **Dissemination:** Describe how your efforts have been recognized by others externally through peer review, dissemination, use by others, or awards nationally. |
| Click or tap here to enter text. |
| 1. **Reflective critique:** Describe your reflections, what went well and plans for improvement. |
| Click or tap here to enter text. |