**2021 Educator’s Portfolio 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:

* Review the 2021 Membership Application Guide and EP Criteria and Indicators of Excellence and select one additional Role you wish to apply in (in addition to Teaching)
* Observe format (1” margins, Arial 10 pt font) and page limits:
  + **Executive Summary is a maximum of one page**
  + **Teaching Role is a maximum of three pages**
  + **The other Role is a maximum of two pages**

Name and save your Educator’s Portfolio:

* Discard this cover page and the pages for the Roles in which you will not be applying
* Save your EP using the convention: **Last Name\_First Name\_EP 2021**

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

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| **Executive Summary of Most Significant Contributions to Teaching and Education** |
| **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 the educator role in parentheses and list the 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). Teaching and at least one additional Detailed Role Description are required for Academy membership applications. Each contribution listed in this summary should be described further in a Detailed Role Description. |
| **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. |

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| **ROLE: Teaching (classroom or clinical)** |
| **Name and Department:** Click or tap here to enter text. |
| 1. **Name your teaching activity(ies):** Identify the impactful activity(ies) you wish to focus on. |
| Click or tap here to enter text. |
| 1. **Your role(s):** Describe your role(s) and specifically what you contribute, or contributed |
| 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 as a teacher for the courses/sessions you teach, 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:** Describe one to two examples of how you have evolved the goals and learning objectives of your teaching sessions over time in order to improve the education of your learners. Please provide a clear rationale of the driver of these changes. |
| Click or tap here to enter text. |
| 1. **Methods:** Describe the methods used for instruction, effective teaching strategies, and rationale for teaching choices. Provide one or two examples of how you evolved the instructional methods you use to improve the education of your learners. |
| Click or tap here to enter text. |
| 1. **Teaching outcomes:** Where available, please describe your teaching outcomes in relation to the four types of teaching outcomes described below. |
| ***Peer feedback*** *(e.g. AME Teaching Observation Program, course director feedback, other, etc.):*  Click or tap here to enter text. |
| ***Learner feedback*** *(e.g. learner evaluations):* Click or tap here to enter text. |
| ***Learner outcomes*** *(e.g. observations of learner interactions, learner questions and discussion, assessed outcomes):* Click or tap here to enter text. |
| ***Teaching accolades*** *(e.g. awards, nominations, other recognitions):* Click or tap here to enter text. |
| 1. **Dissemination:** Describe how your efforts have been recognized by others both internally (educational programs at UCSF) and/or externally (outside UCSF) through peer review, dissemination, use by others, or teaching awards nationally. |
| Click or tap here to enter text. |
| 1. **Reflective critique:** Explain how the teaching outcomes described above have led to an evolution of your teaching or your role as a teacher: |
| Click or tap here to enter text. |

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| **ROLE: Mentoring and Advising** |
| **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. |

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| **ROLE: Curriculum Development, Instructional Design and Technology** |
| **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. |

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| **ROLE: Educational Leadership** |
| **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. |

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| **ROLE: Learner Assessment** |
| **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. |