

**Teaching Portfolio Outline: Clinician/Scholar Pathway
Template**

Please refer to the: “How to create a teaching portfolio” document that includes instructions presented in *italics* in each section. Located in the “[For faculty](#)” section of the DOM public website.

(Required components)

A. Teaching portfolio

- I. Executive Summary (1-page maximum) and Table of Contents
- II. Personal Information
 - a. Name and contact information:
 - b. Current position held (academic rank):
 - c. Subject area, specialties:
 - d. Institutional affiliation:
 - e. Time course (years) of activities included:
 - f. Short work history:
- III. Teaching Philosophy (1-page maximum)
- IV. Teaching Activities and role as an Educator
- V. Professional Development in Education
- VI. Regional/National/International Recognition

Optional components

VII. Mentoring

Past / Current Trainee	Trainee Name (Where Training Occurred)	Pre / Post Level	Training Period	Prior Academic Degree(s)	Prior Academic Degree Year(s)	Prior Academic Degree Institution(s)	Title of Research Project	Current Position of Past Trainees / Source of Support of Current Trainees

- VIII. Educational Administration and Leadership
- IX. Honors and Awards
- X. Long-Term Goals

**Teaching Portfolio: Documenting your Teaching Activities and Education Scholarship
Clinician/Scholar Pathway
Department of Medicine, University of Washington**

The following list suggests the types of materials to be included in a teaching portfolio and is based on recent literature review, guidelines from medical education web sites, and conclusions of the AAMC-GEA 2006 Consensus Conference on Educational Scholarship.

Suggested format and items to be included. Items I-VI are required; Items VII-X are optional. The list below includes these 10 items and serves as a template for the Teaching Portfolio Outline. The submitted portfolio should not be too large. The School of Medicine recommends a maximum of 1” to 1.5” for the Portfolio; the Department of Medicine prefers 1” maximum. Because many faculty may not have accomplishments for Items VII to X, those categories are listed as optional. Please include each category as part of the Outline but indicate “none” if there are no activities to report. It is recommended that if you have information to report for Items VII-X, it is best to do so even though they are optional.

For a Clinician/Scholar, the required components of the Portfolio Outline are:

- I. Executive Summary (limit: 1 page) and Table of Contents**
- II. Personal Information**
- III. Teaching Philosophy (limit: 1 page)**
- IV. Teaching Activities and Role as an Educator**
 - a. For Clinical Teaching Activities: Include number of weeks per year on clinical service, i.e., weeks per year of inpatient attending, number of half-day clinics (include sites of practice). List by level (fellows, residents, medical students: and other students, such as allied health professionals).
 - b. For Lecture Activities: List each lecture including date/topic/course title, and level of audience (housestaff, CME, etc.)
- V. Professional Development in Education**
- VI. Regional/National/International Recognition**

The optional components are:

- VII. Mentoring**
- VIII. Educational Administration and Leadership**
- IX. Honors and Awards**
- X. Long-Term Goals**

In addition to the Teaching Portfolio Outline, there are 4 additional required sections and one optional section:

- A. Teaching Portfolio Outline**
- B. Student/Resident/Fellow Evaluations**
- C. Peer Clinical Evaluations**
- D. Peer Teaching Evaluations**
- E. Other Materials (optional)**

Because the Teaching Portfolio is a stand-alone document, it should have an overall cover page with additional cover pages for Sections B-E.