UW DEPARTMENT OF PEDIATRICS
TEACHING PORTFOLIO AND TEACHING ACTIVITIES SUMMARY

OBJECTIVE

*The **Teaching Portfolio** is to present your teaching record and to assess your teaching interactions with students, residents, fellows, and other professionals.*

*The **Teaching Activities Summary** is to present a concise overview of a faculty members teaching activities, specifically the diversity, breadth, and quality of those activities.*

GENERAL

The promotions committees of the Department of Pediatrics and School of Medicine are required to evaluate all aspects of the faculty member's teaching activities by reviewing evaluations associated with these activities.

Faculty members are provided teaching evaluations on a yearly basis and may contact the following representatives for copies of these evaluations:

Evaluations for	Contact	Email
Medical Students	Sara Fear (SCH GME)	sara.fear@seattlechildrens.org
Residents	Rebecca Robbins (SCH GME)	rebecca.robbins@seattlechildrens.org
Fellows	Fellow Coordinator for the division	

INSTRUCTIONS – Teaching Portfolio & Teaching Activities Summary

There are two components to the Teaching Portfolio each faculty candidate will be asked to submit as part of their promotion process.

Teaching portfolio must include teaching evaluations from **every academic year* since appointment or last promotion** and must include teaching evaluations for this current academic year. The portfolio also includes the Teaching Activities Summary which provides an "at a glance" summary of the teaching evaluations.

*Academic Year (AY) spans from July 1st to June 30th of any given year (i.e., 07/01/2023–06/30/2024)

Individual Teaching Evaluations & Mentor Evaluations

1. Each candidate will submit only teaching evaluations with numerical scores and from activities since the appointment or last promotion.
2. Research and Non-Research Mentor Evaluations are now part of the teaching evaluations and should be included in the Teaching Portfolio and listed in the Teaching Activities Summary.
3. Only the candidate's name should appear on any teaching evaluations; all other names should be redacted (blacked out).
4. Individual teaching evaluations received for a lecture or educational opportunity should include an aggregate summary for that activity. These summaries provide the overall scoring as well as

comments regarding the faculty candidate's performance. Documents to assist in completing the summary are as follows:

- Speaker Evaluation Form (distribute to the intended audience)
- Speaker Evaluation Summary Form (aggregate scoring summary)

5. Certain evaluations such as the annual resident and medical student evaluations are provided in the requested format and will not require an additional aggregate summary form.
6. Continue to teach or lecture throughout the academic year and submit additional evaluations as received.

Compiling the Teaching Portfolio

1. All teaching and mentor evaluations are to be organized in chronological order (oldest to newest).
2. Evaluations received must be 8.5x11 inches **and** readable. These may be in portrait or landscape format; questions or comments must be entirely visible and not continue lengthwise.
3. Submit as one PDF keeping the size under 16MB; if over 16MB, split into two PDFs.
4. The entire Teaching Portfolio **should not exceed** a total of 80 pages.

Populating the Teaching Activities Summary

1. All academic years must be accounted for and should only include the years since the appointment or last promotion.
2. Populate the Teaching Activities Summary with the aggregated teaching evaluations per academic year **with the following evaluation headers**:

   Medical Student   *Lecture*
   Resident   *Research Mentor*
   Fellow   *Non-Research Mentor*

3. Any leave of absence or clock stops are to be noted.
4. Indicate the scale used for scoring.
5. Add additional rows as needed per academic year or within each academic year.
6. Add dates to visually keep organized (optional).

Example:

Academic Year July 1 – June 30	Evaluation Type	Number of Learners (evaluations)	Overall Mean Score (include scale)
2020 – 2021	Medical Students (07/2020-06/2021)	1	4.5 (1-5)
	Fellows (07/2020-06/2021)	2	4.8 (1-5)
	Lecture – MEDSCI 510 Ind Invest Inquiry (09/30/2020)	31	4.5 (1-5)
	Residents (01/2021-12/2021)	4	4.7 (1-5)
	Lecture – MEDSCI 540 Musculoskeletal Syst (02/20/2021)	19	4.6 (1-5)
	Research Mentor - Shah (03/2021-05/2023)	1	--
	Lecture – UW Lend Seminar (03/09/2021)	29	3.8 (1-4)
	Research Mentor – LaFontaine, Sakuma (05/2021-12/2021)	2	--
	Lecture – Housestaff Teaching Conf (06/18/2021)	49	4.9 (1-5)
2021 – 2022 COVID Stop	Residents (01/2022-06/2022)	1	5.0 (1-5)
	Lecture – Noon Conference (01/05/2022)	19	4.7 (1-5)
2022 – 2023	Medical Students (07/2022-06/2023)	2	5.0 (1-5)
	Residents (07/2022-06/2023)	3	5.0 (1-5)
	Fellows (07/2022-06/2023)	3	5.0 (1-5)
	Research Mentor - Alwan (09/2022-present)	1	--
	Non-Research Mentor - Rossi (12/2022-06/2022)	1	--
	Lecture – PEDS 513 Res in Peds Med (05/20/2023)	21	4.9 (1-5)

7. Populate the <u>mentoring</u> section **by type** (if applicable):
    a. Student
    b. Resident
    c. Fellow and Post-Doc
    d. Junior Faculty
8. Complete all mentoring sections, including the outcomes.
9. If a section is not applicable, state "N/A" – do **not** remove the section.

Example:

Mentoring			
c. Resident Mentoring			
Trainee Name, Degree & Position	Years Mentored	Mentoring Activities	Outcomes
N/A			

d. Fellow and Post-Doc Mentoring			
Faculty Name, Degree & Position	Years Mentored	Mentoring Activities	Outcomes
John Thomas, PhD	09/2020-06/2023	Post-Doc Research Mentor	Transitioned to UW faculty in 2023
Jane Smith, MD, PhD	12/2022-present	Research Project	National presentation at PAS 2023; Chief Resident at UW in 2024

SUBMISSION TO FACULTY AFFAIRS

Submit the completed Teaching Activities Summary as a Word document along with the PDF of the Teaching Portfolio to UWPedsFA@seattlechildrens.org no later than the requested date.