

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.

Individual Teaching Evaluations

1. Each candidate will submit only teaching evaluations with numerical scores and from activities since the appointment or last promotion.
2. Only the candidate's name should appear on any teaching evaluations; all other names should be redacted (blacked out).
3. 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)
4. 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.

- Continue to teach or lecture throughout the academic year and submit additional evaluations as received.

Compiling the Teaching Portfolio

- All teaching evaluations are to be organized in chronological order (oldest to newest).
**ordering by type (Medical Student, Resident, Fellow, and Lecture) is no longer requested*
- Submit as one PDF keeping the size under 16MB; if over 16MB, split into two PDFs.
- The entire Teaching Portfolio **should not exceed** 100 pages or ½-inch total when printed.

Populating the Teaching Activities Summary

- Populate this Summary with the aggregate teaching evaluations per academic year **by type**:
 - Medical Student
 - Resident
 - Fellow
 - Lecture
- All academic years must be accounted for and should only include the years since the appointment or last promotion.
- Any leave of absence or clock stops are to be noted.
- Indicate the scale used for scoring. Add additional rows as needed in each academic year.
- Populate the mentoring section **by type** (if applicable):
 - Student
 - Resident
 - Fellow and Post-Doc
 - Junior Faculty
- Complete all mentoring sections. If a section is not applicable, state “N/A” – do not remove the section.

Example:

Academic Year <i>July 1 – June 30</i>	Evaluation Type	Number of Learners (evaluations)	Overall Mean Score (include scale)
2020 – 2021	Medical Students	1	4.5 (1-5)
	Residents	4	4.7 (1-5)
	Fellows	2	4.8 (1-5)
	Lecture – MEDSCI 510 Ind Invest Inquiry (09/30/20)	31	4.5 (1-5)
	Lecture – MEDSCI 540 Musculoskeletal Syst (02/20/21)	19	4.6 (1-5)
2021 – 2022 <i>COVID Stop</i>	Residents	1	5.0 (1-5)
	Lecture – MEDSCI 510 Ind Invest Inquiry (10/05/21)	19	4.7 (1-5)
2022 – 2023	Medical Students	2	5.0 (1-5)
	Fellows	3	5.0 (1-5)
	Lectures – Housestaff Teaching Conf (08/18/22)	49	4.9 (1-5)
	Lecture – MEDSCI 510 Ind Invest Inquiry (10/01/22)	34	4.9 (1-5)
	Lecture – PEDS 513 Res in Peds Med (05/20/23)	21	4.9 (1-5)

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Mentoring			
c. Fellow and Post-Doc Mentoring			
Student Name, Degree	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	10/2020-present	Research Project	National presentation at PAS 2021; Chief Resident at UW in 2023

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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.