Documenting Success: Developing The Educator’s Portfolio

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Objectives

- Define the scholarship of teaching
- Describe components of the educator’s portfolio
- Identify sources of information for inclusion in a portfolio
- Begin to write a reflective statement
What do you consider to be educational scholarship?
Defining Scholarship

From Boyer (1990):

- The scholarship of discovery
- The scholarship of integration
- The scholarship of application
- The scholarship of teaching

The Scholarship of Teaching

To be scholarship, the work must meet these criteria:

- must be made public
- must be available for peer review and critique according to acceptable standards
- must be able to be reproduced and built on by other scholars

Shulman, 1999
Standards for Evaluating the Scholarship of Teaching

- Clear goals
- Adequate preparation
- Appropriate methods
- Significant results
- Effective presentation
- Reflective critique

Glassick, 1997
The Educator’s Portfolio
What is a Portfolio?

- Systematic collection of information to document one’s expertise in an area, using multiple sources of information collected over time.
Applied to education… the portfolio is used to present selected information and materials, specific to faculty members’ educational activities, with accompanying evidence documenting the effectiveness of these activities.

Simpson et. al., 1994
Portfolio in Education

- Portfolio is a highly individualized product that reflects the activities and philosophies of its creator.

Purpose of the Educator’s Portfolio

- To document the value of one’s educational contributions (for promotion)
- To serve as a vehicle for self-reflection and faculty development
- To raise the value of education in home institution by making educational activities and standards open for public critique and review

Simpson et al., 1994
Purpose of the Educator’s Portfolio (cont.)

- Institutional
  - Institutional/departmental accountability
  - Facilitation of promotion and tenure processes

- Individual
  - Professional development
  - Academic career planning and assessment
  - Job search
Portfolio Types

- Working (formative) portfolio
  - For development/improvement of educational practice
  - Used for departmental accountability
- Summative portfolio
  - For promotion and tenure decisions
What to document in your Portfolio
What educational roles and responsibilities do you have as a clinician educator?
Portfolio Contents

- **Summary of teaching activities** (roles, time commitment, learner categories, assessment of teaching)

- **Curriculum Development and Instructional Materials** (modules, courses, programs, assessment methods)
Portfolio Contents (cont.)

- **Educational Administration and Leadership** (course, program or clerkship director, curriculum committee membership)

- **Educational Scholarship** (educational related publications, presentations, grants, peer reviewed educational products)

- **Awards and Honors** (recognition by peers and students)
Portfolio Contents (cont.)

- Professional Development in Education (workshops, fellowship, efforts to advance in education/teaching dimensions of career development, CME)
Portfolio Contents (cont.)

- Intellectual-Reflective Statement/Philosophy of Education (philosophy of teaching, learning, and mentoring, outcomes of instruction, roles and responsibility of learners and teacher, personal goals for continuous development as an educator)
EP Development Tips

- Select “Most Important Contributions”
- Quality is better than quantity
- For each “Most Important Contribution”:
  - briefly describe your role
  - goal of the activity
  - provide “Evidence” of the quality or impact of your contribution/activity
“Evidence of Effectiveness”

- Evaluations by students, peers, course directors
  - present outcomes/results
  - use visible table/chart
  - use comparative data (peers)
- Adoption of your work by other schools
- Teaching awards
- Presentation of your work at meetings
- Student learning
- Other
Documenting Educational Activities (Exercise)

- Teaching, advising, and mentoring
- Curriculum development
- Educational administration
- Professional development
- Conducting educational research or program evaluation
What Is the Reflective Statement?

- It is a 1-2 page summary of your philosophy of education
- It is a description of your development as an educator overtime
- It is what differentiates a portfolio from a file drawer
Developing the Reflective Statement

Consider:

- education philosophy
- educational goals
- educator’s roles and responsibilities
- self-assessment of success
- areas needing improvement
- plans for improvement
Writing the Reflective Statement

Answer these questions in 1-2 pages:

- What are my teaching/educational roles and responsibilities?
- What do you believe about learning and teaching?
- Who are my learners?
- What are their roles and responsibilities?
- How do I teach? What methods do I use?
- Why do I teach as I do? What informs my teaching, leadership, curriculum design process?
- What do I expect my learners will achieve as a result of my teaching, educational leadership?
- What do I still struggle with in terms of teaching and student learning?
- How have I matured/how will I develop further as an educator?
Tips for Maintaining your Educator Portfolio

- Review your institution’s criteria for the portfolio
- Collect appropriate materials on an ongoing basis (file and electronic folders)
- Organize these materials into a folder with categories (e.g. Teaching, Educational Leadership)
Tips for Maintaining your Educator Portfolio (cont.)

- Collect and file assessments from your educational endeavors as they occur (learners, peers, educational specialists)
- Periodically review your portfolio
- Select most important contributions for your summative portfolio
- Other
References

- Shulman, L. The Scholarship of Teaching. Change. 1999: 31(5);11.
- Guidelines for Educator’s Portfolio. University of Michigan Medical School. www.med.umich.edu
- Educator’s Portfolio. Medical College of Wisconsin. www.mcw.edu