Educational Portfolio Template

College of Public Health and Health Professions

The headings listed below are designed to provide candidates with the opportunity to document their achievement of distinction in teaching, education, and educational leadership. Include all elements that are relevant. You do not need to list items which are not applicable to your circumstances. This segment is not intended to duplicate other aspects of the packet, but to enhance and expand the descriptions of your educational accomplishments. You may also indicate “see Educational Portfolio” for relevant referencing within your description of accomplishments in Section #9 (Teaching, Advising, and Instructional Accomplishments). However, you should not avoid completion of a thoughtful response to Section #9. The quality of the elements included in this portfolio is more important than quantity. Please keep to a limit of 10 pages for the body of the portfolio. You may include an appendix (up to 20 pages) of selected illustrative examples of course syllabi, assessment tools, novel instructional media, etc. in this portfolio (#2b). Instructions (in italics) may be deleted from the completed portfolio. Insert the completed document directly into your Promotion Packet as # 11 (Educational Portfolio).

1. Teaching Philosophy.

   a. **Personal description.** In addition to the information provided in Item #9 (Teaching, Advising, and Instructional Accomplishments) of the Promotion and Tenure packet, briefly describe here your personal philosophy toward education. Indicate how you have responded to learner and observer feedback in adjusting your teaching approach, and any resulting improvements in evaluations or outcomes. Describe your philosophy of educational leadership (if applicable). Explain the role your teaching has had in advancing your career and any aspirations you have toward educational leadership within PHHP, the University of Florida, and/or nationally. (½-1 page)

   b. **Letter from a relevant supervisor.** Insert a narrative from a relevant supervisor (department chair, associate dean for education, etc.) documenting your performance as an educator and, if applicable, an educational leader. Include the scope of teaching, evidence of creativity, highlights or major accomplishments, use of novel and varied pedagogical methods, and responsiveness to feedback regarding teaching and educational leadership skills.

2. Instructional Activities and Evaluations. List all your instructional activities since hire, or since your last promotion – whichever is applicable -- under the relevant categories. If any are recurring activities, list once and indicate the number of times or years you have performed the role(s). After each category, please comment on the student/trainee evaluations already posted in Section #10 (Teaching Evaluations) of the Promotion and Tenure packet (e.g., “My student evaluations have always exceeded the departmental means for these lectures,” or “Although my evaluations were below average for the first two years of my faculty appointment, I adjusted my 
delivery and incorporated more interactive methods in course XX and have consistently received excellent student ratings from 2009 to the present.

a. **Teaching activities and evaluations.** *(Note. Peer Evaluations should be inserted in the Packet as item #10 B, Peer Assessments).*

i. **Course director** Provide course number and title. Semester and year(s) you were course director.

ii. **Lectures within courses and in other forums, small group and seminar sessions** *(Provide lecture title, course name and number, frequency of meetings, semester and year[s], and location, if not onsite)*

iii. **Clinical teaching.** Provide a description of setting, type of trainee, frequency of contact, number of trainees for each rotation. Indicate the number of weeks or months for each academic year you have served as clinical instructor. Provide estimates if exact figures are not available (e.g., “I supervised an average of two interns for 4 weeks at a time over 6 months of the year.”).

b. **Educational materials.** Describe new and revised syllabi, assessment tools, video and online instruction, simulation methods, and others. Include illustrative examples in this section or the appendix, if relevant.

3. **Educational Scholarship.** Describe items under the categories listed below.

a. **Education-related grants.** Indicate national, regional, institutional applications. Provide title, agency, date, and indicate whether funded or not.

b. **Peer-reviewed education-related publications.** Cite publications by number from Section #16 (Publications) of the Packet. Indicate your role in the project that resulted in the publication and the impact the work has had at the institutional, regional or national level.

c. **Education-related books, book chapters, or other education-related publications.** Cite by number and title form Section #16 of the Packet. Indicate your role in the project that resulted in the publication and the impact the work has had at the institutional, regional or national level. Indicate whether invited.

d. **Educational presentations, posters, and workshops.** List by number and title from Section #17 (Lectures, Speeches, Posters, Presented at Professional Conferences) of the packet. Indicate whether invited and in what category (international, national, regional, state, local, other).
e. **Peer review activities related to educational scholarship.** List participation as a reviewer, editor, or member of an editorial board of an education journal. Describe service as an abstract reviewer, grant reviewer or program planner for educational conferences and professional societies.

4. **Educational Leadership/Recognition**

   a. **Educational leadership.** Indicate your title (e.g., program director, concentration director, associate chair for education, associate dean, etc.) and inclusive dates of your educational leadership activities. Provide a brief description of educational leadership activities, changes made under your leadership, and the impact of these changes.

   b. **Awards, nominations, and recognition.** List teaching awards by the categories listed below and include title of award(s), descriptions of criteria for award, and date of award. You may also list awards for which you were nominated.
      
      i. Department
      ii. College
      iii. University
      iv. Academic or Professional Society
      v. Other

   c. **Membership or leadership on University or extramural (regional and national) educational committees, task forces or panels.** Note role and dates of service.

5. **Commitment to ongoing growth in educational performance.** Include any elements that indicate maintenance of skills, participation in certification processes, and participation in programs that advance the scope or skills of your practice in education. Examples include:

   a. **Self-improvement activities and new skills acquired.** Describe improvement of your knowledge or pedagogical skills through Continuing Education courses and other activities designed to develop or enhance pedagogical skill.

   b. **Role in new pedagogical models.** Describe your role in the development of new models of education, including participation in interdisciplinary teams or other creative activities designed to evaluate and improve the quality of education.

6. **Mentorship.** Describe individuals and groups mentored by category below. Indicate, if available, the achievements and accomplishments of mentees. List individual research mentees.

   a. **Faculty** *(Include scholarly mentoring of junior faculty, participation in peer evaluation, etc.)*
b. Postdoctoral fellows, graduate students *(specify masters or doctoral)*

c. Professional degree students

d. Undergraduate students *(e.g., honors thesis)*

7. **Other pertinent information.** *Provide documentation that supports educational excellence not cited in other sections of this package.*