

# UW DEPARTMENT OF PEDIATRICS

## TEACHING PORTFOLIO AND TEACHING ACTIVITIES SUMMARY

### OBJECTIVE

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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

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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)	<a href="mailto:sara.fear@seattlechildrens.org">sara.fear@seattlechildrens.org</a>
Residents	Rebecca Robbins (SCH GME)	<a href="mailto:rebecca.robbins@seattlechildrens.org">rebecca.robbins@seattlechildrens.org</a>
Fellows	Fellow Coordinator for the division	

### INSTRUCTIONS – Teaching Portfolio & Teaching Activities Summary

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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 in 2022. 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 should include an aggregate scoring summary for each teaching opportunity or lecture. These aggregate summaries include the overall scoring for the educational opportunity as well as comments regarding the faculty candidate's performance. Documents to assist in completing the summary are as follows:
  - Speaker Evaluation Form (to 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 already provided in an aggregate summary format and will not require an additional summary form.

## COMPILING THE TEACHING PORTFOLIO

1. 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 required*
2. Submit as one PDF keeping the size under 16MB; if over 16MB, split into two PDFs.
3. The entire Teaching Portfolio **should not exceed** 200 pages or 1 inch total when printed.

## POPULATING THE TEACHING ACTIVITIES SUMMARY

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

Academic Year <i>July 1 – June 30</i>	Evaluation Type	Number of Learners (evaluations)	Overall Median Score (include scale)
2018 – 2019	Medical Students	1	4.5 (1-5)
	Residents	4	4.7 (1-5)
	Fellows	2	4.8 (1-5)
	Lecture – MEDSCI 510 Independ Investigative Inquiry	31	4.5 (1-5)
	Lecture – MEDSCI 540 Musculoskeletal Syst	19	4.6 (1-5)
2019 – 2020 <i>COVID Stop</i>	Residents	1	5.0 (1-5)
	Lecture – MEDSCI 510 Independ Investigative Inquiry	19	4.7 (1-5)
2020 – 2021	Medical Students	2	5.0 (1-5)
	Fellows	3	5.0 (1-5)
	Lectures – Housestaff Teaching Conferences	49	4.9 (1-5)
	Lecture – MEDSCI 510 Independ Investigative Inquiry	34	4.9 (1-5)
	Lecture – PEDS 513 Res in Peds Med	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	2018-2020	Post-Doc Research Mentor	Transitioned to UW faculty in 2020
Jane Smith, MD, PhD	2019-present	Research Project	National presentation at PAS 2021; Chief Resident at UW in 2022

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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](mailto:UWPedsFA@seattlechildrens.org) no later than the requested date.

\*Continue to teach or lecture throughout the academic year and submit any additional evaluations to Faculty Affairs.