

UW Department of Pediatrics

Teaching Portfolio with Teaching Activities Summary for Mandatory | Non-Mandatory Promotions

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.robbs@seattlechildrens.org
Fellows	Fellow Coordinator for division	

FACULTY CANDIDATE and DIVISION ADMINISTRATIVE STAFF – STEP 1 of 2: ORGANIZATION

Components of the Teaching Portfolio

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

- **Teaching Evaluations** – must include teaching evaluations from every academic year* since appointment or last promotion and must include teaching evaluations for the current academic year. **Academic Year (AY) spans from July 1st to June 30th of any given year (i.e., 07/01/2024–06/30/2025)*
- **Teaching Activities Summary (TAS)** – provides an “at a glance” summary of the teaching evaluations.

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 considered teaching evaluations and should be listed on the upper portion of the TAS (see below).
3. Only the candidate's name should appear on any teaching evaluations; all other names should be redacted or 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 available and 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 another aggregated summary.
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 **REVERSE** chronological order (newest to oldest) based on the start date (see *TAS Template* for unique examples).
2. Evaluations received must be 8.5x11 inches **and** readable. These may be in portrait or landscape format.
3. Questions or comments must be entirely visible (cells not hidden), and columns should not continue lengthwise onto another page if the evaluation is more than one page.
4. Submit as one PDF keeping the size under 16MB; if over 16MB, split into two PDFs.
5. The entire Teaching Portfolio **should not exceed** a total of 80 pages.

Populating the Teaching Activities Summary (TAS) Document

- *Font should be Aptos or Calibri*
- *Size of the font should be 11 pt*

TAS (Upper Portion)

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

Medical Students

Residents

Fellows

Lecture

Research Mentor(s)

Non-Research Mentor(s)

3. Any leave of absence or clock stops are to be noted.
4. Indicate the scale used for scoring.
5. Add rows when needed.
6. Add titles to lectures to stay organized and help avoid listing an evaluation more than once.
7. Add dates to visually keep organized (*optional*).

Mentoring Activities (Lower Portion)

1. Populate the mentoring section **by type** with current mentees (*if applicable*):
 - a. Student
 - b. Resident
 - c. Fellow and Post-Doc
 - d. Junior Faculty
2. Complete all mentoring columns, including the outcomes (see *TAS* template for examples).
3. If a section is not applicable, state “N/A” – do **not** remove the section.

Submit the completed TAS as a Word document along with the PDF of the Teaching Evaluations to UWPedsFA@seattlechildrens.org by the specified deadline.

FACULTY AFFAIRS TEAM

The Faculty Affairs team will review for compliance of all required components and communicate with the faculty candidate and/or the Division Administrative Staff for any revision or request for additional student teaching evaluations.

Once confirmed, the Faculty Affairs Specialist will combine all documents per the SOM requirement and return to the Faculty Candidate to complete the next step.

FACULTY CANDIDATE – STEP 2 of 2: INTERFOLIO SUBMISSION

You will receive a message from the Faculty Affairs Specialist with the “finalized” document.

You are responsible for uploading the completed document into Interfolio RPT. **It is important not to overlook this step.** Failure to complete this step in a timely manner will prevent your promotion packet from advancing, and the Promotions Committee will be unable to review your documents. *In essence, your promotion stops if you stop.*