

EDUCATOR PORTFOLIO: INSTRUCTIONS



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This tool is a template for creating a **developmental Educator Portfolio (EP)**. It is designed to help you plan and reflect upon your career as an educator. **It is not intended to be submitted as a "high stakes" EP for a promotion review.** The precise format, length, and content of a formal EP differ from institution to institution. Typically, a high stakes EP is considerably shorter than a developmental EP, and includes more summarized information. However, the information that you collect systematically, using this template, will provide all the information normally required for an EP to accompany a formal promotion package.

Your EP is an **individual** statement of the strengths of and innovations in your educational efforts. It should reflect your personal skills and accomplishments. Therefore, 1) complete **ONLY** those parts that pertain to your educational activities, and 2) plan to modify your EP, with addition of new sections, over time (e.g., yearly). This is what makes it a developmental EP.

The following websites include ideas, examples, and references:

<http://www.mcw.edu/display/router.asp?docid=2546>
<http://www.med.ufl.edu/oea/opfd/faculty/sts/portfolio.shtml>
<http://www.mcg.edu/som/pandt/educatorportfolio.htm>
<http://deptmed.med.som.jhmi.edu/faculty/body11.html>
<http://www.med.umich.edu/medschool/faculty/portfolio.htm>

An Educator Portfolio (EP) will help you document your major teaching activities and their results. The **purpose of this activity** is threefold:

1. A developmental EP will help you gain a broad perspective on your educational activities, plan strategically, track your evolution as an educator over time, and reflect on your experiences.
2. Your EP is a critical tool to help you achieve promotion and advancement as an educator. All educators need to learn how to plan and "market" their work, so they can attain status and visibility among their academic peers.
3. For your institution, your EP, along with your CV, will be a key source of information on your career as an educator. It will document the quality of your educational contributions, so your employers can judge the institutional value of your work and its importance in the broader field of education.

Your developmental EP will be invaluable when used as a tool to create your high stakes EP, when the time arrives. It can be used to apply for promotion/tenure, new jobs, teaching awards, or educational grants. For these applications, you will probably want to add a summary of each EP section or the EP as a whole.

Keeping your EP current and complete is highly recommended, so you have a trustworthy master file of all your work to choose from, when you want to create a high stakes EP for a specific purpose. We recommend a yearly revision of your EP. Many important documents (e.g. learner and peer evaluations) will exist nowhere except in this personal file that describes your work.

Educator Portfolios are not used at every institution, and they are still a "work in progress" at a national level, so we expect to make improvements in this developmental EP template over time. **We welcome your suggestions for improvement:** contact Constance Baldwin, email: constance_baldwin@urmc.rochester.edu.