

**TEACHING PORTFOLIO FOR CLINICAL FACULTY
TUFTS UNIVERSITY SCHOOL OF MEDICINE**

The purpose of the Teaching Portfolio is to provide a method for documenting the *contributions to teaching* by each Tufts University School of Medicine clinical faculty members being considered for promotion to Associate Professor or Professor. (Include your *contributions to teaching* at the School of Medicine, School of Veterinary Medicine, School of Dental Medicine and Sackler School of Graduate Biomedical Sciences).

ALL FACULTY MEMBERS WHO ARE BEING CONSIDERED FOR ACADEMIC PROMOTION MUST SUBMIT A TEACHING PORTFOLIO.

REQUIRED FORMAT

1. LIST OF COURSES (see attached for format)
2. Describe your role in course development, material preparation and innovation in the courses which you have taught, and the time which these activities have taken.
3. Describe your role in faculty development, medical education or curricular affairs.
4. List and describe any awards or honors for teaching you have received.
5. Attach the relevant section of the syllabus and handouts for each course you have taught in the past three (3) years.

OPTIONAL

1. Provide documentation of a peer evaluation of your teaching by a faculty member at Tufts or another institution, e.g., a brief statement by a peer who has observed your teaching, or provides a peer evaluation of a curricular innovation for which you have been responsible.
2. Provide a videotape, CD-ROMs or other materials of your teaching/instruction.
3. Describe your individual instruction, research supervision or clinical teaching outside the clerkships or courses and how these activities have contributed to a student's development.

Approved by Executive Council 6/97
Approved by Faculty Senate 1/97