

*Promotion on the Clinician Educator Track...*  
*What exactly do you have to do?*

**Practical Tips for Creating your Clinician Educator Promotion Packet**

- **Really think about your reasons for creating an educator's portfolio. Don't skip this step. Developmental vs. Promotional? Both? Create a portfolio that addresses your needs.**
- **There isn't just one way to create a portfolio. Keeping your goal in mind, look at existing examples. Find out if there is a format your institution uses.**
- **Think about the difference between a CV and a portfolio. Gather evidence of the quality of your teaching.**
- **Don't ignore the opportunity for reflection on your career to date. This also allows you to identify the domains of your portfolio that you want to develop further, review your goals, and plan your next steps.**
- **Network, Network, Network to establish your reputation regionally and nationally**
- **When creating educational materials make them count more than once**
- **Evaluate all of your activities**
- **Keep documentation of all your evaluations and accomplishments**
- **Keep updating your CV regularly, weekly-monthly**
- **Set goals during your annual reviews with departmental leadership**
- **Consider inter-institutional studies and collaborations**
- **GET INVOLVED**
  - Department, medical school, university, regionally, nationally, specialty society
- **Solicited Letters from those in a position to knowledgably evaluate your area of expertise, full and associate professors only**
- **Solicit from peer institutions or from peer departments across the nation and abroad**
- **Do consider those with whom you have served on national/ regional committees, met at national meeting, etc.**
- **Don't discuss your case with external evaluators**
- **Do talk to leaders at your institution!!!**
  - **Your division and dept. leaders often know which senior faculty have not written quality or timely letters in the past.**

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April 29, 2010 10:30 a.m. - 12:00 p.m.

Donald W. Brady, MD – Professor

Michele David MD, MBA, MPH, FACP - Associate Professor

Arthur G. Gomez, MD – Professor

Jada C. Bussey-Jones, MD - Associate Professor

Andy Ekpenyong, MD – Assistant Professor

Monica Lybson, MD, FACP - Associate Professor

## **Categories of Productivity for Documentation**

### **Teaching**

Volume

Awards

Innovations

Continuing education

Quality

### **Mentoring and Supervision**

Student advising

Research

Supervision

Mentoring

Thesis/dissertation committees

### **Educational Administration/Service**

Education committees

Accreditation committees

Leadership positions

Curriculum development

### **Scholarship of Teaching**

Peer-reviewed publications

Books/chapters

Editorial services

Recognition by peers

Invited/keynote presentations

Grants and contracts

***Fleming et. al. JAMA. 2005;294(9):1101-1104***

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