

## OVERVIEW OF MEMBERSHIP CATEGORIES

As a quick overview, the table below summarizes key features that differentiate each membership category and the required Teaching Portfolio. Please also see our teaching portfolio **Quick Start Guide** on the next page.

Membership Category	Eligibility	Teaching Portfolio – Required Components					
		Cover Page	Statement of Intent	Letter of Support	CV	Teaching Record	Education Domain Sections
Associate Member	<ul style="list-style-type: none"> <li>Includes Residents, Fellows, Post-doctoral fellows, Doctoral students in good standing.               <ul style="list-style-type: none"> <li>Must have a current Teaching Academy member as a sponsor and they must submit a letter of support.</li> <li>Must conduct and present an education project at a Teaching Academy Symposium.</li> <li>Resident/Fellow/Post-doc education project proposals required at time of application.</li> </ul> </li> <li>Faculty of the LCOM. Includes early career and new-to-LCOM faculty members.</li> <li>Engagement and evidence of excellence in 1 or more educational scholarship domains with emerging evidence of Quantity, Quality, and Engagement</li> </ul>	✓	✓	✓	✓	✓	≥1
Member	<ul style="list-style-type: none"> <li>Faculty of the Larner COM</li> <li>Engagement and evidence of excellence in 1 or more educational scholarship domains with solid evidence of Quantity, Quality, and Engagement</li> </ul>	✓	✓	✓	✓	✓	≥1
Expert Teacher	<ul style="list-style-type: none"> <li>Faculty of the Larner COM</li> <li>Engagement and evidence of excellence 2 or more educational scholarship domains with strong evidence of Quantity, Quality, and Engagement</li> <li>Additional active participation within the academy (e.g., mentoring, workshops, etc.)</li> <li>Regional and/or national recognition as an educator</li> </ul>	✓	✓	✓	✓	✓	≥2
Distinguished Educator	<ul style="list-style-type: none"> <li>Faculty of the Larner COM</li> <li>Engagement and evidence of excellence in 3 or more educational scholarship domains with extensive evidence of Quantity, Quality, and Engagement</li> <li>Additional active participation within the academy (e.g., mentoring, workshops, etc.).</li> <li>Regional, national and/or international recognition as an educator</li> </ul>	✓	✓	✓	✓	✓	≥3



Thank you for your commitment to teaching and education and your interest in the Teaching Academy. If you have any questions, there are contacts in each department that have agreed to volunteer their time to answer questions from prospective Teaching Academy members. Please contact [Teaching.Academy@med.uvm.edu](mailto:Teaching.Academy@med.uvm.edu) for your department contact.

Kathryn Huggett, PhD  
Director, The Teaching Academy  
Robert Larner, MD '42 Professor in Medical Education  
Assistant Dean for Medical Education  
[Kathryn.Huggett@med.uvm.edu](mailto:Kathryn.Huggett@med.uvm.edu)

## QUICK START GUIDE

The teaching portfolio is a synopsis of the education record and not a duplication of a CV. Like an artist's portfolio, only provide a few examples of your best work.

Choose the Portfolio Application for your desired membership level:

- Associate Member  
OR
- Member/Expert Teacher/Distinguished Educator

### REQUIRED Elements:

#### A. Cover Page

1. Fill in the **Cover Page** with:
  - Name, including credentials and pronouns
  - Current Position or Title and Department
  - Current office mailing address. Include preferred phone number and email. (Position and Address can be copied from the LCOM Standard CV)
  - Current faculty rank choices are: Resident/Fellow/Doctoral Student, Instructor, Assistant Professor, Associate Professor, Professor
  - Current academic pathway choices are: Tenure, Research Scholar, Education Scholar, Clinical Scholar, Clinical Practice Physician
2. Unless you are applying for Associate Member, check the membership category you are applying for: Member, Expert Teacher, or Distinguished Educator.
3. Choose the education domains on which you would like your Portfolio Application based, keeping in mind the required number of domains for your desired membership level (e.g., applying for *Member* choose 1 or more domains, *Expert Teacher* 2 or more domains, *Distinguished Educator* 3 or more).
  - Check **ONLY** the education domains on which your membership will be based.
  - If you fill out more domains on your cover page than required, please make it clear in your statement of intent which of the domains you would like your membership based on.
4. For Resident/Fellow/Post-doc Associate Member applicants only - Mentor name and project title. You will fill in more information later in the application
5. List those who will be providing your required letter of support from Chair or Supervisor, and if applicable TA Sponsor (Resident/Fellow/Post-doc Only). Template available:  
<http://www.med.uvm.edu/teachingacademy/apply>
6. Check the attestation to indicate your agreement, then sign, and date in the appropriate spaces.

#### B. Statement of Intent

1. Write a concise 1-page **Statement of Intent** the purpose of which is to:
  - Impart to the reviewer who you are:
    - ◆ Overview: What do you do in your professional role(s)?
    - ◆ How do teaching and other educator activities fit into your daily practice?
    - ◆ The Larner College of Medicine at the University of Vermont values diversity, equity, inclusion, and antiracism as drivers of excellence. Please provide details about any activities that contributed to

- inclusive excellence related to your work as an educator, including professional development courses; relevant literature read; changes made to your teaching, assessment, mentoring, etc.
- ◆ Reflect on feedback you've received from learners. Please describe 2-3 examples of how you have made changes to your teaching or related educator work based on this feedback.
  - ◆ What do you wish to gain as a member of the Teaching Academy? Please note specific areas where you seek professional development, mentoring, network building, experience, etc.
  - ◆ What do you intend to give back as a member of the Teaching Academy? Please note any particular areas of interest or experience that you might share, along with any service interests, e.g., committee work, mentoring, facilitating workshops, peer observation of teaching.

### C. Teaching Record

1. Fill in the Teaching Record Table (a required component for ALL applicants). This is the same table and format found in the LCOM standardized CV format, with an additional column for Teaching Method(s). You may wish to copy and paste the first six columns. Include only the most recent five years.

### D. Educational Scholarship Domains

1. Complete your portfolio with the **Educational Scholarship** Domain(s) you checked on the cover page
  - With the exception of **Educational Research**, the all the Educational Scholarship domains each have a Q<sup>2</sup> Engagement (Quantity, Quality, and Engagement Criteria) page as part of the application
  - In this table the left-hand column is narrative/descriptive and the Right-hand column is generally bullet items
    - **Delete all italic sample text once you have completed this column**
    - Use bullets to refer to pages in your CV or items in your appendix
2. For additional guidance and examples of how to describe your Evidence for Quantity, Quality and Engagement within the portfolio, we recommend you consult this article and in particular, the table on page 1006: Simpson D, Fincher RM, Hafler JP, Irby DM, Richards BF, Rosenfeld GC, Viggiano TR. Advancing educators and education by defining the components and evidence associated with educational scholarship. Medical education. 2007 Oct 1;41(10):1002-9. <https://doi.org/10.1111/j.1365-2923.2007.02844.x>
3. Domain-specific tables are provided in addition to the Q<sup>2</sup> Engagement pages
  - These may be used to present one or two illustrative examples
  - These are the same tables and formats found in the LCOM Standardized CV. You may add rows, copy/paste, and/or cut/paste from your CV.

### E. Letter of Support

1. Request that your Chair or Supervisor write a **Letter of Support** - use the provided template.
  - Template available on our website: <http://www.med.uvm.edu/teachingacademy/apply>
  - Resident/Fellow/Post-doc applicants must also include a letter of support from their Teaching Academy sponsor.

**OPTIONAL Elements:**

You may fill out greater than the required educational domain sections.

- This is an excellent means of documenting your teaching and getting additional feedback.
- HOWEVER, be clear in your **Statement of Intent** which domains constitute your application.

Supplemental materials can be submitted as Evidence of Quantity, Quality and Engagement. Including but not limited to:

- Copies of teaching evaluations
- Teaching Evaluations Table ([see template on website](#))
- Letters of acknowledgment
- References to national work
- Feedback on a new resource you created

**Helpful Hints:**

- ❖ Checking boxes within the Teaching Portfolio forms can be accomplished by using a “double-click.”
- ❖ Allow time for the completion of your **Letter of Support**, as it is written/approved/signed by your Chair or supervisor.
- ❖ The Teaching Portfolio has direct correlation to the LCOM Standardized CV format for reappointment, promotion, and tenure (RPT). You can find information about CV format and examples on the LCOM Faculty Affairs website: <https://www.med.uvm.edu/facultyaffairs/faculty-resources-group/your-cv-for-rpt>
- ❖ You may delete any Domains you are not completing.