

PROMOTION PACKET INVENTORY

Educators' activities and responsibilities will vary widely, depending on their individual appointments and their department or college. FEW if any individual portfolios will provide evidence for ALL categories or for all indicators listed under each domain – especially early in an educator's career.

The SIX domains/categories based on the [AAMC Toolbox for Evaluating Educators](#)

Using the inventory below, check off headings/examples where you may want to document teaching and/or educational leadership activities in your promotion packet. These are likely to be headings in your Educator's CV. A few of these will be selected to highlight in your Reflective Document/Teaching Portfolio.

DOMAIN #1: TEACHING

Domain 1a: TEACHING ACTIVITIES

Examples of teaching activities may include:

- Classroom/Online/Alternative teaching & structured labs (undergraduate, graduate, DVM students, interns & resident didactic teaching), e.g. any didactic teaching
- Teaching students/house officers while conducting medical service (veterinary teaching hospital, diagnostic pathology, etc.), e.g. clinical teaching
- Teaching and mentoring students conducting research (undergraduate, graduate, post-doc, DVM, interns, residents), e.g. **teaching** in a laboratory situation
- Facilitating formal student discussions and clinical reasoning (Foundations, Case Discussions, etc.)
- Continuing education (for other professionals)
- Service Learning that integrates community service into the learning experiences
- Other teaching (e.g. presentations to student clubs, events)
- Coordinating courses (graduate, undergraduate, DVM, intern, resident courses)
- Enhance and update current courses and pedagogical tools

Domain 1b: DEVELOPMENT OF ENDURING EDUCATIONAL MATERIALS (if applicable)

Enduring instructional materials are used repeatedly and/or used by others.

Examples of enduring materials might include:

- Producing an educational video
- Developing teaching cases [e.g. Problem Based Learning (PBL)] cases, Diagnostic Challenge cases, etc.)
- Authoring a textbook or textbook chapter
- Authoring test questions for national testing organizations
- Writing computer-based instructional programs

Domain 1c: EFFORTS TO IMPROVE YOUR TEACHING / FACULTY DEVELOPMENT

Examples of relevant individual professional development may include:

- Seminars & workshops
- National/international conferences on education
- Educational sessions at professional association meetings or research conferences
- Journal clubs focused on teaching & learning
- Local and/or regional Teaching Academy events
- Your personal practices
- Other items related to individual instructional professional development

Domain 1d: TEACHING HONORS AND AWARDS

- Indicate year and criteria for award (e.g. student selected versus a nomination and/or criterion-based selection process). Clearly indicate whether awards are either departmental, college, university, regional, or national.

DOMAIN #2: MENTORING and ADVISING

Examples of activity may include:

- Chair of thesis committees (PhD versus MS)
- Member of thesis committees (PhD versus MS)
- Primary advisor for a resident or intern
- Advisor for a post-doctoral research fellow
- Mentor for a resident or intern
- Mentor (or evaluator) for an undergraduate honors thesis
- Advisor for undergraduate or DVM student research project
- Professional student advising (e.g. senior paper, capstone project, etc.)
- Advisor for graduate student rotation project
- Advisor for visiting summer student
- Mentoring novice educators in teaching (other faculty, grad students, etc.)
- Peer review / formal peer observation of other instructors
- Formal teaching mentor for a CVM faculty member
- Letters of recommendation written for students (number and types)
- Other relevant mentoring or advising activities

DOMAIN #3: LEARNER ASSESSMENT / OUTCOME ASSESSMENT

For the purposes of your Educator's CV, this section refers to activities that fall *outside* the learner assessment you do routinely in your assigned courses.

Examples of instructional assessment may include:

- DVM: real time assessment, mini-CEX, OSCE, DOPS, capstone or clinical proficiency exam, etc.
- Graduate students: written and oral preliminary exams, etc.
- Undergraduate: capstone exams or projects, honor theses assessment
- Other relevant instructional assessment or outcome assessment examples

DOMAIN #4: EDUCATIONAL RESEARCH / SCHOLARSHIP

Examples of educational research and scholarship may include:

- Peer reviewed publications focused on teaching & learning
- Presentations on educational topics – local or external (e.g. other institutions, national meetings, etc.)
- Grant proposals funded
- Grant proposals – submitted, but not funded
- Scholarly collaborations in teaching & learning

DOMAIN #5: CURRICULUM and PROGRAM DEVELOPMENT

Examples of curriculum and program development may include:

- Building new programs and courses,
- Revising existing programs and courses,
- Curricular revision task force,
- Redesign of a graduate program,
- Other relevant examples.

DOMAIN #6: EDUCATIONAL LEADERSHIP AND ADMINISTRATION

The Educational Leadership and Administration Domain will be used by educators/faculty that have responsibilities in leading or administering the educational process at the local, regional, national, or international level.

Examples of educational leadership and administration may include:

- Service as Educational Leader (Administrative appointment)
- Educational program/course/section director or coordinator
- Chair or leader of educational committee or task force
- Organizing and/or making presentation for professional development of teaching/education
- Leadership activities/roles associated with organized educational groups (example: Western Veterinary Teaching Consortium/Academy, local Teaching Academy, etc.)
- Citizenship activities in support of teaching program & students. Examples include committee membership – Admissions, Curriculum, Scholarship, Student
- Other relevant examples of leadership and administration