

Your Teaching Dossier

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When is the right time to start your dossier? This dossier is a summary of your contributions to the institution as a clinician teacher. It should not duplicate your CV. The dossier is a **requirement for promotion**. You can start on preparation of this right away by recording or capturing activities as you go. This is a proactive/prospective approach to your career.

What activities may be useful in your portfolio as you progress toward promotion? Below is useful resource on constructing a dossier, provided by Western's Teaching Support Centre (TSC). This includes examples of dossiers. This information may be used at the time of preparation or as a guide to thinking of your career.

http://www.uwo.ca/tsc/resources/selected_teaching_topics/teaching_dossiers/guide_to_constructing/index.html

The dossier should conform to the guidelines presented on the TSC website. The maximum length is 35 pages, including a maximum of 20 pages of appendices. Number examples are presented.

Over a number of years you may collect a number of documents to illustrate your activities; presentation of this information may be done as a table, or a narrative. Documents may then be used as examples of this activity (appendices). Organization of the portfolio may have the following headings.

1. Teaching Responsibilities
2. Teaching Philosophy
3. Teaching Innovations
4. Evidence of Teaching Effectiveness
5. Professional Development
6. Educational Leadership

The following is a list of activities that can/should be included in your portfolio.

1. Publications (monographs, book chapters, abstracts, etc.)
2. Names, dates, and outlines of lectures or teaching rounds
3. Names and dates of teaching awards
4. Grants (educational or clinical) where you are the PI, Co-PI, or collaborator
5. Descriptions of administrative responsibilities for clinical or academic programs
6. Evidence of activity/leadership in regional or national programs
7. Service as an editorial board member or journal reviewer
8. Service as a grant reviewer for provincial/national agencies or foundations
9. Development of innovative clinical programs
10. Descriptions of CME courses developed/taught
11. Course curricula or syllabi you have been involved in

12. Web site, computer program, survey, or evaluation instrument development
13. Patient education material (pamphlets, videos) development
14. A list of committee membership (dates of service)
15. A list of names of the learners you have advised and/or mentored
16. Evidence of your mentoring or precepting of learners (i.e. self-reporting document)
17. Letters from administrators, mentors, colleagues, or learners complimenting your work
18. Documentation of attendance at professional workshops, related to your clinician teacher role
19. **Anything of educational value that you have created or for which you have primary responsibility**