



# **The Teaching Dossier**

## **Guidelines for Organizing Your Materials**

**Note: every teaching dossier will be different, reflecting the unique career of each faculty member. Not all categories listed here will apply to every faculty member. Additional categories may be needed for some teachers to reflect their special contributions.**

**The dossier may be incorporated into your CV but if you do this, then the dossier must be brief and all of the supportive material should be relegated to the appendices.**

**The total length of the Teaching Dossier should not exceed 35 pages including 20 pages of appendices.**

# Teaching Dossier

**Name:**

**Date:**

## **1. Table of Contents:**

## **2. My Teaching Philosophy:**

Insert your teaching philosophy here. Make it short and “punchy” (1-2 pages). See the examples in the outline for the teaching dossier. (Some things to consider including: personal theory of learning; goals for instruction; roles & responsibilities of the student; roles of the instructor in the process; description of the variables which promote learning.)

### **3. Teaching Activities and Student Assessments:**

#### ***Teaching:***

Provide a brief description of each course (in the last 7 years) or presentation, your role and evaluations of your teaching by the students. Include undergraduate, postgraduate, CME, and faculty development teaching. Include clinical & bedside teaching and supervision.

Year	Enrolment	Hours of Instruction	Hours of Preparation	My Average Score	Average Score - All Instructors (if available)

#### ***Graduate Students:***

e.g. lab teaching, supervision of theses, being an examiner etc. List the students and thesis topics.

#### ***Workshops on Teaching:***

Describe the location, duration and include evaluations by participants

#### ***Preparation of Teaching Materials:***

e.g. handbooks, lecture notes, videotapes, CDs, DVDs, self-instructional programs, web-based materials etc.

#### ***Teaching Awards:***

#### ***Activities to Improve My Teaching:***

e.g. workshops or courses on teaching

#### ***Peer Review of My Teaching:***

If you have had another faculty member review your teaching, include it here.

#### ***Visiting Professorships:***

Describe the location, duration and your educational role

#### ***Innovations in Teaching:***

e.g. developing an interprofessional course

#### **4. Scholarship and Research in Education**

***Publications:***

e.g. articles, chapters, contributions to newsletters, abstracts, publications on MedEdPORTAL or HEAL. List peer-reviewed and non-peer-reviewed publications separately

***Presentations:***

e.g. posters, presentations on educational topics at rounds or conferences

***Grants:***

Include Instructional Innovation and Development Fund (IIDF) or Faculty Support for Research in Education (FSRE) grants as well as research grants e.g. from SSHRC, Royal College etc.

***Papers published with Students or Residents as Co-authors:***

## **5. Educational Administration and Leadership:**

For each item, specify your starting and finishing dates.

### ***Membership on Education-Related Committees***

e.g. in your department, faculty, provincial or national organizations

### ***Program Planning & Curriculum Development:***

e.g. developing a new course or reviving a moribund course, assisting with curriculum revision, developing a new evaluation system, etc.

### ***Chair of Committees or Director of Programs:***

e.g. Director of Postgraduate Education in the Department or Chair of an Education Committee locally, provincially, or nationally, etc.

## **6. Appendices (Attached):**

The Appendices will include some of the following materials depending on your unique faculty roles and responsibilities. There may be more effective ways to organize the material depending on your particular roles to highlight your contributions. The Appendices provide you with an opportunity to flesh out the outline of activities listed in Sections 1 – 3 of the Dossier. Provide enough information to make the scope and value of your contributions clear but not so much as to tire your reviewer.

### ***Course Outlines***

- for courses taught in the past 2 years not more than 5 pages per course
- refer to your teaching philosophy to explain why courses are taught this way

### ***Peer review of your teaching***

### ***External review of your teaching***

### ***Letters and notes about your teaching (specify whether solicited or unsolicited)***

### ***Sample of teaching materials***

### ***Sample of posters, presentations***

### ***Sample of papers or chapters on educational topics***

### ***Sample of research projects***

## **7. Appendices (Available Upon Request):**

Provide a list of these additional Appendices.