**TEACHING DOSSIER TEMPLATE**

Instructions:

The purpose of the teaching dossier is to allow the faculty member to demonstrate the excellence in the teaching domain in accordance with the Faculty Evaluation Committee. Before starting, it is strongly encouraged that you read the [FoMD FEC standards](https://www.ualberta.ca/medicine/media-library/aboutus/governance/faculty-evaluation-committee/fec-standards-approved-fomd-fec.pdf).

* A key principle of this template is to use tables when it makes sense but not if it leads to long tables which can be difficult to read. Hence some tables have area for prose under each entry (e.g. trainee supervision)
* Instructions are provided to complete each section.
* Create a word document using the outline in this PDF.
* Format the date field to auto update with each revision.
* Format the footer to include your first and last name on each page.

**Teaching Dossier for [First Name Last Name] Date: [insert date]**

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### 

### Current Position Description – Total should be 100%

|  |  |
| --- | --- |
|  | **Percent** |
| Teaching |  |
| *- General* |  |
| *- Clinical/Workplace (with learners)* |  |
| Clinical (without learners) |  |
| Research |  |
| Administration |  |

[Insert comment to contextualize if needed. Example: “Please note that although my job description is 10% of teaching in the clinical workplace, in practice, I have residents and students participating in nearly all of my clinics.” Also comment if there has been a significant change in the job description with respect to teaching allocation.] Make sure your position descriptions (%) are the same on all your documents (cover letter, CV, teaching dossier)

### Primary Teaching Responsibilities

[Describe the main focus of your teaching allocation for both the workplace component and general (i.e. non-clinical) component, as applicable]

### Teaching Philosophy

[Describe you Teaching Philosophy. Refer to this post for more information:

<https://www.ualberta.ca/the-quad/2020/02/crafting-a-teaching-philosophy-statement.html>

### Teaching Strategies

[Provide examples describing how you have implemented your [Teaching Philosophy](https://www.ualberta.ca/the-quad/2020/02/crafting-a-teaching-philosophy-statement.html) into your teaching practices.]

### Multifaceted Evaluation of Teaching

[Describe how you have evaluated your teaching beyond student evaluation scores and comments . For example, peer review of your teaching process, peer review of your course outline and materials, having a colleague develop a comprehensive review of your student evaluation comments, etc You can find out more here: <https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Teaching-Learning-and-Evaluation-Policy.pdf>]

### Formal Professional Development Activities Undertaken to Improve Teaching

[Describe activities such as professional development related to teaching and education (e.g. faculty development courses you have taken, advanced degrees etc…). Peer review of your teaching can be included in the Multifaceted Evaluation section higher up and how you have adjusted your teaching in response to learner feedback can be included in the column “evidence of teaching excellence / growth” above in the teaching contributions section]

### Reflection on Teaching

[Write a reflection on your teaching, appropriate to the above teaching contributions. Specifically, what themes are you seeing from student comments and feedback, and what you did in response to these themes. The Centre for Teaching and Learning resource on the [five dimensions of teaching](https://www.ualberta.ca/centre-for-teaching-and-learning/teaching-support/reflection/what-to-reflecting-on-your-teaching/index.html) is a good resource.]We suggest reflecting on one or more of the five dimensions found here: <https://www.ualberta.ca/centre-for-teaching-and-learning/teaching-support/reflection/what-to-reflecting-on-your-teaching/index.html>]

### Teaching Awards

|  |  |  |  |
| --- | --- | --- | --- |
| **Award Name** | **Date Awarded** | **Scope** | **Notes** |
|  |  | [local, regional, national etc…] | [Describe the award: who nominated you / learner level, how many teachers are eligible (if known), significance of the award etc… If you have the terms of reference for the award, state it briefly here., or paste the link. |

### 

### Teaching Contributions – Non-Workplace Based (e.g. classroom, clinical skills, OSCE examiner)

*Undergraduate*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Class / Course** | **Your role** | **Taught**  **Regularly** | **Taught Ad hoc** | **Teaching Hours / year** | **Years in which you contributed** | **Description and Evidence of Teaching Excellence / Growth over time** |
| [e.g. MED529 Year 2 Psych] | [e.g. lecturer, clinical skills preceptor etc..] |  |  | [e.g. 6 hours (4 hours prep, 2 hours delivery] | [ e.g.2017, 2018, 2019, 2020, 2022, 2023] | E.g. I have been teaching the Neurotransmitter lecture for several years. When I first started teaching, the feedback from students indicated there was too much material and not much interactivity and I have focused on these areas over the years and these comments have reduced and now I get many students praising me for the interactivity in this class. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

[Contextualize this activity. e.g. number of students if known]

*Postgraduate Medical Education (PGME) (i.e. residents)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Class / Course** | **Your role** | **Taught**  **Regularly** | **Taught Ad hoc** | **Teaching Hours / year** | **Years in which you contributed** | **Description and Evidence of Teaching Excellence / Growth over time** |
|  | [e.g. lecturer, simulation preceptor etc..] |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

[Contextualize this activity. e.g. number of students if known]

*Graduate Education (i.e. Masters, PhD, Postdocs)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Class / Course** | **Your role** | **Taught**  **Regularly** | **Taught Ad hoc** | **Teaching Hours / year** | **Years in which you contributed** | **Description and Evidence of Teaching Excellence / Growth over time** |
|  | [e.g. instructor, etc..] |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

[Contextualize this activity. e.g. number of students if known]

*Faculty Development / Colleagues - Internal*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Class / Course** | **Your role** | **Taught**  **Regularly** | **Taught Ad hoc** | **Teaching Hours / year** | **Years in which you contributed** | **Scope** | **Description and Evidence of Teaching Excellence / Growth over time** |
|  | [e.g. workshop facilitator, etc..] |  |  |  |  | [Divisional, Departmental etc..] |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

[Contextualize this activity. e.g. number of students if known]

*Faculty Development / Colleagues - External*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Venue** | **Your role** | **Taught**  **Regularly** | **Taught Ad hoc** | **Teaching Hours / year** | **Years in which you contributed** | **Scope** | **Description and Evidence of Teaching Excellence / Growth over time** |
|  | [e.g. workshop facilitator, etc..] |  |  |  |  | [provincial, national etc..] |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

[Contextualize this activity. e.g. number of students if known]

### Teaching Contributions – Workplace Based (e.g., Clinical, lab)

*Undergraduate*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course / Description** | **Your role** | **Teaching Hours / year** | **Years in which you contributed** | **Evidence of Teaching Excellence /  Growth over time** |
| [e.g. MED 546] | [e.g. clinical supervisor etc..] | [13 weeks a year with 2-3 learners per week] | 2010-2023 | [insert how you’ve changed your approach based on feedback from learners and/or peers or other things you’ve learned] |
|  |  |  |  |  |
|  |  |  |  |  |

*Postgraduate Medical Education (PGME) and other Graduate Teaching*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course / Description** | **Your role** | **Teaching Hours / year** | **Years in which you contributed** | **Evidence of Teaching Excellence /  Growth over time** |
|  | [e.g. longitudinal clinic supervisor etc..] |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Teaching Contributions – Curriculum Development and Innovations

[Briefly describe curriculum development activities and/or innovations you have contributed to and describe your role, learner level, and scope. You can attach longer descriptions and/or sample material in the Appendix]

### 

### Graduate Student Supervision

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Trainee 1 Name** | **Your role** | **Start Date** | **End Date**  (if applicable) | **Degree (e.g. Masters, PhD)** | **Program** |
|  | [e.g. primary supervisor] |  |  |  |  |

[Contextualize this supervision activity. Insert any unique factors, e.g. extended program, expected degree completion]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Trainee 2 Name** | **Your role** | **Start Date** | **End Date**  (if applicable) | **Degree (e.g. Masters, PhD)** | **Program** |
|  | [e.g. primary supervisor] |  |  |  |  |

[Contextualize this supervision activity. Insert any unique factors, e.g. extended program, expected degree completion]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Trainee 3 Name** | **Your role** | **Start Date** | **End Date**  (if applicable) | **Degree (e.g. Masters, PhD)** | **Program** |
|  | [e.g. primary supervisor] |  |  |  |  |

[Contextualize this supervision activity. Insert any unique factors, e.g. extended program, expected degree completion]

**Postdoctoral Fellow Supervision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Trainee 1 Name** | **Your role** | **Start Date** | **End Date**  (if applicable) | **Program** |
|  | [e.g. primary supervisor] |  |  |  |

[Contextualize this supervision activity. Insert any unique factors, e.g. extended program, expected completion]

### Other Trainee Supervision

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Trainee 1 Name** | **Your role** | **Start Date** | **End Date**  (if applicable) | **Trainee Level** | **Project Description** |
|  | [e.g. primary supervisor] |  |  | (e.g. summer students, undergrad students, medical students, residents not in a formal graduate degree program) |  |

[Contextualize this supervision activity. Insert any unique factors, e.g. extended program, expected completion]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Trainee 2 Name** | **Your role** | **Start Date** | **End Date**  (if applicable) | **Trainee Level** | **Project Description** |
|  | [e.g. primary supervisor] |  |  |  |  |

[Contextualize this supervision activity. Insert any unique factors, e.g. extended program, expected completion]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Trainee 3 Name** | **Your role** | **Start Date** | **End Date**  (if applicable) | **Trainee Level** | **Program** |
|  | [e.g. primary supervisor] |  |  |  |  |

[Contextualize this supervision activity. Insert any unique factors, e.g. extended program, expected completion]

### Accomplishments of your Trainees

[List awards, including scholarships. Note that FEC considers scholarships, studentships, including studentships with a research allowance and/or travel awards as awards to the trainee **NOT** the supervisor and they should be reported as such.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainee Name** | **Accomplishment Type** | **Date Received** | **Notes** |
|  | [insert if this is an award, scholarship, studentship, conference presentation, publication, etc…] |  | [Describe the accomplishment and include $ value if applicable] |

### Mentoring / Advising of Learners – This does not include research assistants.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mentee / Advisee name** | **Mentee / Advisee level** | **Start Date** | **End Date**  (if applicable) | **Focus of mentorship relationship (e.g. career counselling)** |
|  | [e.g. undergrad student, resident] |  |  |  |

### Peer Consultation of Colleagues

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty member** | **Start Date** | **End Date**  (if applicable) | **Description** |
|  |  |  |  |

### Funding and Scholarship

*Funding*

[list all competitive funding you have received for educational products of scholarship]

*Peer-reviewed Publications*

[list all of your peer-reviewed publications that focus on the education domain]

*Presentations*

[list all of your academic presentations that focus on your educational scholarship e.g. grand rounds, conferences, etc…]

*Other Educational Products of Scholarship*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title / Description** | **Year released / implemented** | **Scope** | **Peer reviewed?** | **Mode of dissemination** |
| [e.g.: New Opioid Use curriculum] |  | [local, provincial, national etc…] | [Y/N] |  |

**Description:** [Please describe how this work meet’s Glassick’s criteria of scholarship:

Clear goals, adequate preparation, appropriate methodology, significant results, effective presentation, and reflective critique. You can also include policy papers, white papers for national educational bodies if they meet Glassick’s definition]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title / Description** | **Year released / implemented** | **Scope** | **Peer reviewed?** | **Mode of dissemination** |
|  |  | [local, provincial, national etc…] | [Y/N] |  |

**Description:** [Please describe how this work meet’s Glassick’s criteria of scholarship:

Clear goals, adequate preparation, appropriate methodology, significant results, effective presentation, and reflective critique. You can also include policy papers, white papers for national educational bodies if they meet Glassick’s definition]

### Educational Leadership and Service

*Leadership Positions - Internal*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Start Date** | **End Date**  (if applicable) | **Scope** | **Description** |
| [e.g.  Assistant Dean, MD Program, | 2018 | 2023 | [Divisional, Departmental, Faculty-wide] | [insert primary activities related to role and FTE for role] |
| Chair, Xxxx Committee, Faculty of Medicine & Dentistry | 2016 | ongoing |  |  |

*Leadership Positions - External*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Start Date** | **End Date**  (if applicable) | **Scope** | **Description** |
| [e.g. Chair, Exam Board, Royal College] | 2018 | 2023 | [provincial, national etc..] | [insert primary activities related to role and FTE for role] |
| Chair, Xxxx | 2016 | ongoing |  |  |

*Other Educational Service / Committees Internal*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Start Date** | **End Date**  (if applicable) | **Scope** | **Description** |
| [e.g. reviewer, committee member etc…] |  |  | Divisional, Departmental, Faculty-wide] | [insert primary activities related to role] |
|  |  |  |  |  |

*Other Educational Service / Committees External*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Start Date** | **End Date**  (if applicable) | **Scope** | **Description** |
| [e.g. reviewer, committee member etc…] |  |  | [provincial, national etc..] | [insert primary activities related to role] |
|  |  |  |  |  |

### Appendix

[List the attachments to your teaching dossier as needed]