Educator Portfolio

Overview

February 14, 2018
Educator Portfolio

• What is the Educator Portfolio?
  • An app that provides storage of teaching and teaching effectiveness documentation for appointment, promotion and tenure decisions.
  • Each faculty member's portfolio will be different, depending on their work and its context.

• Why is the Educator Portfolio important?
  • Increased accessibility
  • Multimedia documentation storage
  • Nonlinear Thinking
  • Standardization of evaluation process
  • Provides concise formatting that is preferred by the appointments and promotions committee
What to include in your Educator Portfolio?

• Teaching Activities

• Teaching Evaluations

• Teaching Awards

• Mentoring and Advising
  • Mentoring Activities
  • Group Advising
  • Advisory Committees

• Curriculum Development

• Educational Leadership and Administration

• Scholarly Approach to Education
  • Evidence of a Scholarly Approach to Education
  • Professional Development in Education

• Products of Educational Scholarship
  • Publications Related to Scholarship
  • Workshops and Peer Reviewed Presentations
  • Educational Grants Funded
  • Other Educational Products

• Artifacts
What to include in your Educator Portfolio?

- Teaching Activities
  - Didactic teaching
  - Other forms of teaching – Small group, laboratory, workshop, clinical setting, online

- Teaching Evaluation
  - Quantitative and qualitative data on teaching performance
  - Can upload evaluation forms as an example of assessment

- Teaching Awards
  - Intramural and extramural awards representing teaching leadership and excellence

- Mentoring and Advising
  - Direct mentoring and advising activities, group advising, and dissertation committees
  - May include formal and informal activities
What to include in your Educator Portfolio?

• Curriculum Development
  • Intramural and extramural curriculum development
  • Systematic planning of what is taught and learned
    • Can be a in vivo course, online, webinar, module

• Educational Leadership and Administration
  • Intramural and Extramural leadership in education
  • Examples include: Department Chair, Vice Chair, Appointments and Promotions Committee, Program Director, faculty senate, academic/professional association leadership

• Scholarly Approach to Education
  • Use Glassick’s Six Steps of Excellence in Scholarly Work

• Products of Educational Scholarship
  • Educational Publications, Grants, Workshops, and other items
  • Does not include clinical or research activities
  • More about pedagogical impact and/or interdisciplinary scholarship
Creating your Portfolio

- How to create?
  - Accessible via VUNetID
  - Start now!
  - Give a fair and accurate representation of yourself.
  - Be selective in which materials you choose to include.
  - Make sure every piece of evidence in your portfolio is accompanied by some sort of context and explanation.
FAQ

• Can I upload my CV to the Educator Portfolio?
  • You can not upload your CV to the Educator Portfolio in place of providing teaching documentation. The Educator Portfolio is a mechanism to display your educational accomplishments during the appointments and promotions process. This is supplemental to the CV.

• How much should information should I place in the Educator Portfolio?
  • You should include as much information to sufficiently display your educational accomplishments during your academic career.

• How do I know where to put my information in the Educator Portfolio?
  • The Educator Portfolio provides directions using the mouse/hover options. These directions will help guide you in inputting your educational data in the application.
  • If you have concerns over the location of a presentation, please use the audience of your presentation or lecture as your guide. Your audience make-up will help you identify whether your presentation/lecture was a Vanderbilt University specific function or an external function.
FAQ

• Why can’t I access the Educator Portfolio?
  • If you are unable to access the application, it could be because you did not provide your correct VUNetID. If you experience issues, please contact the Office of Faculty Affairs.
  • If you are an administrator and are unable to access the application, it is likely because you have not been identified as a delegate by a faculty member. If you feel this is an error, please contact the Office of Faculty Affairs.
  • If you are off campus and unable to access the application, make sure you have download and signed into the VUMC VPN. You need the VPN client to access all OFA applications off campus.

• How do I add a Delegate to my portfolio?
  • You may add a delegate to your Educator Portfolio on your Dashboard using a VUNetID. Please use the PDF instructions provided by the Office of Faculty Affairs to assist you in this process.

• Where do I find the Educator Portfolio Link?
  • The Educator Portfolio link can be found on the Office of Faculty Affairs, Appointments and Promotions - Academic Track Overview webpage as well as the Admin Log-In page.
  • The Educator Portfolio direct link is as follows: https://ofa-web.app.vumc.org/EducatorPortfolio.
Important Events

• Early Career Faculty Development Seminar: Educator Portfolio
  • Date: March 26, 2018
  • Time: 9:00 a.m. – 10:30 a.m.
  • Location: 208 Light Hall

• Educator Portfolio Office Hours
  • Every Tuesday and Thursday – Starting February 20, 2018
  • Time: 3:00 p.m. – 5:00 p.m.
  • Location: 320 Light Hall
Educator Portfolio

• Begin working on your Educator Portfolio today!
  • https://ofa-web.app.vumc.org/EducatorPortfolio

• Questions?
  • Contact Ashley Wood (ashley.wood@Vanderbilt.edu)!