

FREQUENTLY ASKED QUESTIONS ABOUT THE EDUCATOR PORTFOLIO IN *ADVANCE*

QUESTION	ANSWER
1. What is an Educator Portfolio?	An Educator Portfolio makes visible the most important teaching contributions of a faculty member in relation to the five roles of an educator: teaching, mentoring and advising, curriculum development, educational leadership, and learner assessment. At UCSF, there is a standardized format that facilitates peer review for academic advancement; this format was added to the Advance CV in 2016.
2. Why do I need one? What does it do for me?	The Portfolio encourages documentation of the diversity of contributions of each educator and allows them to describe their engagement in a scholarly manner. Without a portfolio, the varying contributions of an educator may not be visible, peer reviewed or considered scholarly.
3. What are the components of the UCSF Educator Portfolio?	There are two parts to the Educator Portfolio: 1) an Educator Overview in which the educator can list up to five significant contributions to the educational mission in one page, and 2) Detailed Descriptions of recent, significant contributions listed in the Educator Overview – including 1-3 detailed descriptions is encouraged in a maximum of two pages each. The templates ensure appropriate descriptions of essential elements of each educator role in both the Educator Overview and in the Detailed Descriptions. These templates are derived from national guidelines for documenting the scholarly contributions of educators. An Educator Overview alone may be appropriate for some faculty.
4. What is the relationship between the Educator Overview and Detailed Descriptions?	The Educator Overview is the equivalent of an abstract in a research paper because it describes in summary the 1-5 most important recent contributions of the faculty member to the educational mission, a select number (1-3) of which can be described in greater detail in the Detailed Descriptions.
5. How do I decide what to include and exclude, and which educator roles to describe?	Faculty members must decide for themselves what their most important contributions are to teaching and education at UCSF. Each contribution should be related to a designated educator role (teacher, mentor and advisor, curriculum developer, leader, assessor), although several important contributions might be within the same role (e.g., leadership) but for different activities (e.g., clerkship director and chair of curriculum committee). When deciding among different educator roles, preparers should focus on whichever role better demonstrates excellence and highlights their individual contribution(s).
6. What timeframe does it cover?	The timeframe covered should coincide with the period covered by your academic review.
7. What criteria will be used to assess my entries?	Six criteria have been established nationally for assessing the scholarly contributions of an educator: Clear goals, adequate preparation (informed by the literature and best practices in the field), appropriate methods, significant results in impact, dissemination, and reflective critique. These six criteria along with examples are available for those creating portfolios and those reviewing them. See: Educator Portfolio Instructions