Academic Portfolio Divider Template

Professor – Clinical/Adjunct “Prefix” System

This template was last updated on September 25, 2022.

# Instructions

Use this template to create the dividers for your Academic Portfolio.

1. Remove any pages for criteria that you will not address. Make sure to retain pages for all required criteria for your appointment type and rank sought.
2. In a separate folder location[[1]](#footnote-2), assemble the artifacts that you will use as evidence that each criterion is met. Organize subfolders according to the areas of review and criteria. (Hint: open the Navigation Pane in this document for a quick list of areas of review and criteria.)
	1. Save each artifact as a .pdf.
	2. Use Adobe Acrobat Reader to add comments and annotations to artifacts to direct the reviewer’s attention. Make sure the title of the artifact is at the top of the first page of the artifact.
3. On each divider page in this document, write 1-2 brief paragraphs summarizing your case that the criterion is met.
4. Below the paragraphs, list the titles of the artifacts that support your case in the order they should be presented.
5. Submit this file and the folder of artifacts to your departmental RPT staff person with your other dossier components.

Maximum size of completed dossier (Academic Portfolio AND other required documents): 500 pages

# Eligibility for Appointment

Continues to meet minimum requirements for appointment at rank of clinical or adjunct associate professor.

Summary of case

List of artifacts

# Significant Activity and Leadership

## Education

Demonstrates sustained excellence and leadership in one or more of these activities with CHM students and learners in CHM affiliated programs and activities:

* Teaching
* Mentoring
* Advising
* Career Counseling

Summary of case

List of artifacts

## Scholarship/Research

Demonstrates several years of participation, including leadership, in the scholarship of discovery, integration, application and/or teaching and learning. Examples include:

* Peer-reviewed publications or presentations co-authored with CHM students/residents/faculty (in the field/discipline or in teaching and learning)
* Giving presentations/lectures/didactics
* Writing monographs or other physician-facing materials
* Participating as a subject-matter expert in community engagement or education activities
* Other similar forms of scholarly activity

Summary of case

List of artifacts

# Engagement in Professional Organizations

Demonstrates a record of leadership service to their profession, by holding offices or membership on committees, commissions and task forces of state, regional and national societies and organizations.

Summary of case

List of artifacts

# Other Evidence of Ongoing Professional Improvement

Any other evidence of consistent and persistent professional improvement which would serve as the basis for predicting continuing professional effectiveness and growth for the remainder of the academic career. For example:

* Evidence of pursuit of effective clinical practice or quality improvement
* Evidence of expanding contributions to diversity, equity and inclusion
* Etc.

Summary of case

List of artifacts

1. On OneDrive, Google Drive, your hard drive, etc. [↑](#footnote-ref-2)