Academic Portfolio Divider Template

Associate Professor or Professor – Fixed Term System

Primary Focus of **Clinical Service**

This template was last updated on 4/25/2022.

# 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 “basic” or required criteria for your appointment type.
   1. For promotion to associate professor, you must meet all basic criteria in all three areas of review and **one or more distinguishing criteria in Clinical Service**.
   2. For promotion to professor, you must meet all basic criteria in all three areas of review and **the majority of the distinguishing criteria in Clinical Service** (at least five of nine).
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

# Clinical Service – Basic

## S.B.C.1 Participates in Patient Care

Participates as a member of the Faculty Group Practice (i.e., HealthTeam) or contractual agreement.

Summary of case

List of artifacts

## S.B.C.2 Achieves Practice Expectations

Achieves or exceeds practice expectations as defined by the unit.

Summary of case

List of artifacts

## S.B.C.3 Maintains Clinical Knowledge and Skills

Maintains clinical skills/knowledge base through participation in local and national clinical symposia, seminars and courses.

Summary of case

List of artifacts

## S.B.C.4 Contributes to Improvements in Patient Care

Contributes as a faculty member in the operation, development and improvement of the department or college patient care services.

Summary of case

List of artifacts

## S.B.C.5 Participates in Quality Assurance

Participates in quality assurance programs and/or other peer review activities related to patient care.

Summary of case

List of artifacts

## S.B.C.6 Demonstrates Patient Satisfaction

Demonstrates satisfaction by patients/clients.

Summary of case

List of artifacts

# Professional Service – Basic

## S.B.P.1 Participates in Professional Societies

Participates in local, state, regional or national professional societies.

Summary of case

List of artifacts

# Administrative/Committee Service – Basic

## S.B.I.1 Participates in Institutional Committee Service

Participates as appointed or elected member of department or college committees.

Summary of case

List of artifacts

## S.B.I.2 Provides Productive Institutional Service

Provides evidence of productive service in support of college committees and/or administrative activities.

Summary of case

List of artifacts

# Clinical Service – Distinguishing

## S.D.C.1 Demonstrates a Scientific and Scholarly Approach

Demonstrates a scientific and scholarly approach to a major field of clinical medicine.

Summary of case

List of artifacts

## S.D.C.2 Demonstrates Cost-effective Care

Demonstrates cost-effective practices in the delivery of high-quality patient care.

Summary of case

List of artifacts

## S.D.C.3 Demonstrates Clinical Excellence

Demonstrates excellence as a clinician in the provision of high-quality patient care services in the chosen specialty of the faculty member.

Summary of case

List of artifacts

## S.D.C.4 Provides Leadership in Building Clinical Skills

Coordinates and/or actively participates in activities directed at maintaining or enhancing clinical skills.

Summary of case

List of artifacts

## S.D.C.5 Participates in Clinical Studies or Research

Participates and/or collaborates in clinical studies/research sponsored externally.

Summary of case

List of artifacts

## S.D.C.6 Provides Leadership in Institutional Service Addressing Patient Care

Provides leadership on committees of the department, the college or other committees that deal with patient care issues.

Summary of case

List of artifacts

# Professional Service – Distinguishing

## S.D.P.1 Provides leadership in Professional Organizations

Attains leadership positions in relevant local, state, regional, national and/or international professional associations or organizations.

Summary of case

List of artifacts

# Administrative/Committee Service – Distinguishing

## S.D.I.1 Represents MSU to Outside Institutions

Represents department, college or university to outside agencies, hospitals or other institutions.

Summary of case

List of artifacts

# Service to the Broader Community – Distinguishing

## S.D.B.1 Provides Community Service on Behalf of MSU

As a representative of the university, provides evidence of service to the broader community.

Summary of case

List of artifacts

# Research and Scholarly Activity – Basic

## R.B.1 Participates in Research and Scholarship

Provides evidence of participation in research and scholarly activities related to the mission of the department and college.

Summary of case

List of artifacts

## R.B.2 Presents Research and Scholarship

Presents research, scholarly or development efforts to the medical education community, community of the candidate’s discipline, and/or to his/her own professional community.

Summary of case

List of artifacts

## R.B.3 Participates in Professional Organizations in Research Field

Participates in professional groups and/or organizations appropriate to the research field.

Summary of case

List of artifacts

## R.B.4 Publishes Research and Scholarship

Publishes in refereed journals.

Summary of case

List of artifacts

# Instruction – Basic

## I.B.1 Meets MSU Code of Teaching Responsibility

Complies with the Michigan State University Code of Teaching Responsibilities.

Summary of case

List of artifacts

## I.B.2 Teaches Competently

Discharges assigned teaching responsibilities competently, including preparation and presentation of material in a well-organized, current, and stimulating fashion.

Summary of case

List of artifacts

## I.B.3 Teaches Routinely

Accepts teaching assignments routinely and teaches in college programs of instruction on a regular basis.

Summary of case

List of artifacts

## I.B.4 Participates in a Range of Teaching Activities

Engages in two or more of the following:

1. Presents a series of lectures
2. Coordinates a course
3. Primary instructor for a course
4. Teaches in a laboratory or small group session
5. Advises students/post-doctoral fellows/residents
6. Teaches as attending physician (inpatient or outpatient settings)
7. Organizes seminars, journal clubs or continuing education programs
8. Is invited to lecture outside one’s own course (e.g., seminars/lectures on campus, in the community, and at other institutions)

Summary of case

List of artifacts

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