Academic Portfolio Divider Template

Associate Professor or Professor – Clinical/Adjunct “Non-prefix” System

This template was last updated on August 4, 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 four areas of review and **one or more distinguishing criteria in at least two of the four areas**.
   2. For promotion to professor, you must meet all basic criteria in all four areas of review and **the majority of the distinguishing criteria in three of the four areas**.
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

# Patient Care Service – Basic

## 1.1.1 Participates in Patient Care

Participates as a member of a clinical practice, an affiliated residency practice or department/college group practice.

Summary of case

List of artifacts

## 1.1.2 Achieves Practice Expectations

Achieves or exceeds practice expectations as defined by the unit.

Summary of case

List of artifacts

## 1.1.3 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

## 1.1.4 Participates in Professional Societies

Participates in local professional societies.

Summary of case

List of artifacts

## 1.1.5 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

## 1.1.6 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

## 1.1.7 Demonstrates Patient Satisfaction

Demonstrates satisfaction by patients/clients.

Summary of case

List of artifacts

# Patient Care Services – Distinguishing

## 1.2.1 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

## 1.2.2 Provides Clinical Leadership

Serves as Chair, Lead or Director of Section.

Summary of case

List of artifacts

## 1.2.3 Demonstrates Cost-effective Care

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

Summary of case

List of artifacts

## 1.2.4 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

## 1.2.5 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

## 1.2.7 Participates in Clinical Studies or Research

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

Summary of case

List of artifacts

## 1.2.8 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

# Clinical and Pre-clinical Teaching – Basic

## 2.1.1 Meets MSU Code of Teaching Responsibility

Complies with the Michigan State University Code of Teaching Responsibilities.

Summary of case

List of artifacts

## 2.1.2 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

## 2.1.3 Teaches Routinely

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

Summary of case

List of artifacts

## 2.1.4 Provides Postgraduate Education

Participates in postgraduate educational activities.

Summary of case

List of artifacts

## 2.1.5 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

# Clinical and Pre-clinical Teaching – Distinguishing

## 2.2.1 Is Effective by Learner Assessment

Is assessed to be an effective teacher by learner evaluation.

Summary of case

List of artifacts

## 2.2.2 Is Effective by Peer Assessment

Is assessed to be an effective teacher by colleagues and other faculty.

Summary of case

List of artifacts

## 2.2.3 Teaches Based on the Literature

Provides evidence that teaching activities are based on current literature and the meaningful incorporation of that literature.

Summary of case

List of artifacts

## 2.2.4 Provides Instructional Leadership

Assumes and effectively discharges responsibilities related to assumption of leadership in instruction or instructional design.

Summary of case

List of artifacts

## 2.2.5 Is Requested as a Teacher

Provides evidence that he/she is requested as a teacher in college-level programs

Summary of case

List of artifacts

## 2.2.6 Stimulates Trainees toward Scholarship

Demonstrates ability to stimulate trainees towards scholarship in medicine and medical practice.

Summary of case

List of artifacts

## 2.2.7 Evaluates and Counsels Trainees

Demonstrates ability to evaluate and counsel students (medical, nursing, graduate, undergraduate) and residents.

Summary of case

List of artifacts

## 2.2.8 Mentors and Trains for Excellence

Mentors and trains students/fellows who go on to become highly regarded in their own fields.

Summary of case

List of artifacts

## 2.2.9 Develops and Delivers Novel Instruction

Develops and delivers innovative and highly regarded teaching materials such as software, web-based instruction and assessment, electronic presentations, videotapes, course packs, course ware, or workshops.

Summary of case

List of artifacts

## 2.2.10 Recognized for Instructional Excellence

Receives awards and honors for mentoring and teaching excellence.

Summary of case

List of artifacts

## 2.2.11 Delivers Highly Rated Instruction

Participates in credit and/or non-credit instructional activities such as CME, certificate programs, community programs or extension programming with high ratings.

Summary of case

List of artifacts

## 2.2.12 Instructs at National/International Professional Meetings

Participates as an instructor at national or international professional meetings.

Summary of case

List of artifacts

## 2.2.13 Requested for Instruction at Other Institutions

Invitations from other institutions to be visiting professor/lecturer or to share course materials.

Summary of case

List of artifacts

## 2.2.14 External Recognition for Teaching

External recognition and publication of advances in teaching methodology, curriculum development, innovation and evaluation.

Summary of case

List of artifacts

# Scholarly Productivity and Research – Basic

## 3.1.1 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

## 3.1.2 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

## 3.1.3 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

## 3.1.4 Publishes Research and Scholarship

Publishes in refereed journals.

Summary of case

List of artifacts

## 3.1.5 Makes Independent Original Contributions to Research and Scholarship

Provides evidence, through letters of support from outside the university or recognition by senior colleagues, for independent and original thinking.

Summary of case

List of artifacts

# Scholarly Productivity and Research – Distinguishing

## 3.2.1 Develops Proposals for External Funding

Participates in the development of research proposals for external funding.

Summary of case

List of artifacts

## 3.2.2 Publishes Well-reviewed Texts

Publishes texts, reference materials, monographs or instructional materials which receive favorable review.

Summary of case

List of artifacts

## 3.2.3 Provides Leadership in Professional Organizations

Provides leadership in professional organizations, appointed or elected to positions of leadership in professional organizations.

Summary of case

List of artifacts

## 3.2.4 Leads Funded Research

Serves as principal investigator (PI) or co-PI on funded research projects.

Summary of case

List of artifacts

## 3.2.5 Publishes Significant Body of Work

Has significant publication record in a defined area of work.

Summary of case

List of artifacts

## 3.2.6 Demonstrates Lead Authorship

Demonstrates lead authorship in his/her curriculum vitae.

Summary of case

List of artifacts

# Institutional Service – Basic

## 4.1.1 Participates in Institutional Service

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

Summary of case

List of artifacts

## 4.1.2 Provides Productive Institutional Service

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

Summary of case

List of artifacts

# Institutional Service – Distinguishing

## 4.2.1 Fills Leadership Roles in Institutional Service

Leads or chairs department or college projects or committees.

Summary of case

List of artifacts

## 4.2.2 Provides Administrative Leadership

Is appointed for major administrative position in the department or college.

Summary of case

List of artifacts

## 4.2.3 Provides Intellectual Leadership to the Institution

Provides intellectual leadership in helping committees, task groups or other organizations develop solutions to significant problems at the department or college level.

Summary of case

List of artifacts

## 4.2.4 Provides Leadership in Professional Organizations

Attains leadership positions in relevant state and/or national professional associations or organizations.

Summary of case

List of artifacts

## 4.2.5 Participates in External Peer Reviews

Involvement in external peer review organizations and processes (e.g., study sections, editorial review boards, journal manuscript reviews).

Summary of case

List of artifacts

## 4.2.6 Represents MSU to Outside Institutions

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

Summary of case

List of artifacts

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