

Teaching and Education Dossier

**What is a dossier?**

A teaching dossier is a professional document that provides evidence of your teaching beliefs, experiences and abilities. It is a portfolio of documents that paint a picture of your major strengths and accomplishments as a teacher. A teaching dossier forms part of the application for a junior promotion (Lecturer to Assistant Professor) in the Department of Family and Community Medicine (DFCM).

**What is the format of a teaching dossier?**

There is no set format for a teaching dossier. The DFCM has provided a suggested format and one that is recommended by the Department Appointments Committee (DAC). This flexible format allows dossiers to work as an effective tool for showcasing individual approaches to teaching. Please visit the DFCM website to receive the Word template: <http://www.dfcm.utoronto.ca/junior-promotion>

|  |
| --- |
|  |

Supporting Documents in a Dossier

**What supporting documents do I provide?**

An essential element of a teaching dossier is the compilation and presentation of evidence that demonstrates your approach to teaching and contributions to student learning. For the purpose of a junior promotion in the DFCM, the following is a recommendation on the supporting documents.

**Mandatory supporting documents (3):**

1. A Teaching Statement
   1. A statement of the candidate’s teaching philosophy should include:

* Your approach, values and attitude to teaching
* Clarify what you believe good teaching to be
* Explain what you hope to achieve in teaching
* Contextualize your teaching strategies and other evidence of teaching effectiveness
* Reflect on and the development of your own teaching
* Typically a statement is one-two pages

1. Teaching data summary table (Word template available on the website)
2. Evidence of teaching effectiveness scores:
   1. Evaluations (Power or Medsis)
      1. Although the teaching data summary table provides a full list of your teaching, as well as your Teaching Effectiveness Scores (TES), hard copies of evaluations are required in your dossier
      2. Please provide copies of your University of Toronto evaluations from Power and/or Medsis from the initial date of your academic appointment

**Optional supporting documents:**

The following category is **strongly encouraged by DAC** to be included as a supporting document:

1. **Evidence of clinical teaching:**
   1. Evidence of teaching material, i.e., PowerPoint (1-5 items) – include the best of the best
   2. Evidence of course material from a workshop, conference, FMF, DFCM Conference, course outline, i.e., PowerPoint (1-5 items)
   3. Thank you letters and/or acknowledgements (1-5 items)

The following categories are **optional** and not mandatory by DAC:

1. **Card/Notes:**
   1. This category is optional (1-3 cards/notes may be included)
   2. Privacy considerations and the Freedom of Information and Protection of Privacy Act suggest that you should anonymize the student name by obscuring it
   3. Please provide a photocopy of the written message only
   4. The actual card is not required
2. **Colleague letters of support:**
   1. This category is optional (1-3 letters may be included)
   2. If you have received letters from (internal or external) colleagues, you may include them in your supporting documents
3. **Awards/Nominations:**
   1. This category is optional (1-3 letters may be included)
   2. You may include a copy of an award certificate(s) or congratulations letter(s) – but not both
4. **Media:**
   1. This category is optional (1-5 items) of media material, i.e., copy of newsletter articles that were written about you, announcements, newspaper, etc.

|  |
| --- |
|  |

TEACHING DOSSIER TIPS for a junior promotion:

* **Start early and save everything!**
  + This is the most important first step in developing a dossier
  + Collect all your course materials, course evaluations, student comments, evidence of teaching effectiveness and other information about your teaching
  + Any information you receive about student outcomes or student activities related to your teaching or mentorship
  + Information on participation in professional organizations related to teaching university or to teaching in your field
  + Information from any outreach or non-university teaching activities (e.g. copies of lecture notes, flyers advertising a lecture)
* **Develop a teaching philosophy:**
  + What do you consider good teaching? What is my identity as a teacher? How have I developed as a teacher in my career?
  + Writing this one-two page narrative documents is an important step in creating your teaching dossier
* **Take advantage of professional development opportunities** – and document them:
  + It allows you to directly demonstrate how you have disseminated your work
  + Talk about mentorship

When it comes time to compile your dossier you will have a wide range of valuable and representative teaching materials to use as evidence of teaching effectiveness.

* The contents of your teaching dossier should be selective and coherent.
* The more judicious you can be in choosing the pieces, accurately and completely, will represent your teaching strengths, innovations and development

|  |
| --- |
|  |

Teaching dossier FAQs for a junior promotion:

* Do I need to include proof that I attended/presented a workshop/conference? **No**
* Can I include letters/cards from patients? **No**
* Do I ask my colleagues to write a letter of support for a junior promotion? **No**
* How many PowerPoint slides may I include?
  + Anywhere from 1 to 5 supporting documents is sufficient
  + What if I only have 2 PowerPoint slides, is that okay? **Yes**
  + Include your best of the best!
* Can I include media (such as a video of my teaching) in my dossier? **No**
  + A website link would be appropriate
* Do I need original copies of supporting documents? **No** (a photocopy is acceptable)
* If I have evaluations outside of Medsis/Power, can I provide other evaluations?
  + **Yes**, copies may be included (include your best of the best) but please organize and provide a summary (if applicable)
* Should I include thank you letters from a workshop I presented? **No**
* Do I need to provide a copy of a conference(s) agenda that I presented at or evidence that I attended the conference? **No**
* Should I include copies of emails I received around presenting at conference(s)? **No**
* Can I provide a copy of an announcement that was sent out about an award I received? **No**
* Do I have to sign my academic position description and professional development form? **Yes**
* Do I need a letter of support from my Chief / DFCM Division Directory to support my promotion? **Yes**
* I do not know that actual start date of my faculty appointment in the DFCM, how do I find that out?
  + Please reference your original letter of offer as it will provide the date your appointment was effective
  + You may check with your respective site administrator; if applicable, they may check with the DFCM

|  |
| --- |
|  |

**Sarah Letovsky |Academic Promotions Coordinator**

Department of Family and Community Medicine

Temerty Faculty of Medicine |University of Toronto

500 University Avenue, 5th Floor | Toronto ON | M5G 1V7

Tel: 416-978-8140 | Fax: 416-978-3912 |

E-mail: dfcm.promotion@utoronto.ca | www.dfcm.utoronto.ca