

# Teaching and Education

## *Dossier tips for junior promotion*

### **What is a teaching dossier?**

A teaching dossier is a professional document that provides evidence of your teaching beliefs, experiences and abilities. It paints 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?**

The DFCM has provided a suggested format 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 download the template:  
<http://www.dfc.m.utoronto.ca/junior-promotion>

## **Teaching & Education Documents**

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### **What supporting documents do I provide in my dossier as part of my teaching & education portfolio?**

An essential element of a promotion 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 set of recommendations for your teaching dossier.

### **MANDATORY teaching & education documents (3):**

1. Teaching Philosophy Statement
  - Outline 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
  - If you have low or missing scores they should be explained/contextualized here
  - Typically a statement is 1-2 pages
2. Teaching data summary table

- This must be populated with all available teaching scores/data
- Please use the template provided on the DFCM website
- These can include formal UofT scores (i.e. POWER, MEDsis, LACT) or informal scores from seminars, presentations, workshops, etc
- Please note that the LACT system does not provide a numeric score. When including LACT assessments, please indicate what % of your **overall** ratings are either *good* or *superior*. In the DFCM, >90% of teachers' overall ratings are either good or superior.

### 3. Copies of evaluations:

- Although the teaching data summary table provides a full list of your teaching, copies of evaluations are also required in your dossier.
- Please provide copies of your University of Toronto evaluations from Power and/or Medsis and/or LACT from the initial date of your academic appointment
- Your hospital administrator should be able to help you access and download your evaluations
- For further support you can also contact:
  - [medsis.ume@utoronto.ca](mailto:medsis.ume@utoronto.ca) (MedSis)
  - [postgrad.med@utoronto.ca](mailto:postgrad.med@utoronto.ca) (POWER)
  - DFCM POWER Contact: [dfcm.power@utoronto.ca](mailto:dfcm.power@utoronto.ca)

## **OPTIONAL teaching & education supporting documents:**

You may also include the following as supporting documents:

### 1. Other Evidence of clinical teaching:

- Evidence of teaching material
- Evidence of course material from a workshop
- Thank you letters and/or acknowledgements (1-5 items)

### 2. Card/Notes:

- 1-3 cards/notes from learners or peers (that speak to your teaching) may be included
- Privacy considerations suggest that you should anonymize any student names
- Please provide a photocopy of the written message only

### 3. Awards/Nominations:

- This category is optional (1-3 letters may be included)
- You may include a copy of an award certificate(s) or congratulations letter(s) – but not both

### 4. Media:

- 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

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### Use the UofT Teaching Dossier Guide

- ☆ The UofT Centre for Teaching Support & Innovation provides a [wonderful guide](#) for creating and maintaining teaching dossiers, including the following (and other resources):
- ☆ [Developing a Statement of Teaching Philosophy](#)



### 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)

### 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 FAQ

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- **Do I need to include proof that I attended/presented a workshop/conference?** No
- **Can I include letters/cards from patients?** No
- **Can I include media (such as a video of my teaching) in my dossier?** You can include a website link
- **If I have evaluations outside of Medsis/Power, can I provide other evaluations?** Yes, but if you have MANY feedback forms from a seminar or workshop, we recommend that you collate the responses into a single summary report
- **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 Head 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 hospital administrator; if applicable, they may check with the DFCM

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