Developing your Portfolio: Considerations for Career Advancement

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Alignment of Goals

Institutional → Personal → Professional
Institutional Goals

Institutional → Personal → Professional
Goal Setting - Personal and Professional Goals

Short Term → Medium Term → Long Term
Goal setting

- Medium
- Short
- Long
Getting Started

- What is expected of you by your organization?
  - Promotions Standards and Processes
    - Outside letters
    - Dissemination of Scholarship
    - Metrics
  - Tenure, Vice Chair, Dean

- What are your professional goals?
- What are your personal considerations?
- How are you tracking and documenting your accomplishments?
  - Curriculum Vitae
  - Educator Portfolio
Educational Portfolios

- Career development and advancement of all medical faculty members—from basic scientists to clinicians—involves documentation of educational accomplishments.

- An educator portfolio is:
  - a written document that describes and details the strengths of your teaching and educational innovations.
  - complements the curriculum vitae as a comprehensive information source tracking your career as an educator.
  - measures the scope, quantity, and quality of your educational contributions.
Any educational portfolio should include the following essential elements:

- Educational philosophy statement
- Five-year goals as an educator
- Educational contributions in any or all of five activity categories
  - Teaching
  - Learner Assessment
  - Curriculum Development
  - Mentoring and Advising
  - Educational Leadership and Administration
Education Philosophy Statement

- 1-2 pages in length
- Present tense and first person
- Avoid discipline specific jargon
- Include teaching strategies and methods so people can visualize you as a teacher
- Make it memorable and unique
Resources
The most important resource

Colleagues
Friends
Mentors
Friends and Colleagues

- Informal conversations
- Peer coaching and review
  - valuable as a mechanism for the continuing improvement of faculty educational skills.
- Invited lectures
- Collaborations across institutions
- Emotional support
Mentors
Characteristics of a Good Mentor
adapted from the VCU SOM Faculty Mentoring Guide, 2002

- Encourages and demonstrates confidence in the mentee.
- Encourages a positive and supportive professional environment for the mentee.
- Encourages independent behavior, but is willing to invest ample time in the mentee.
- Provides accessibility and exposure for the mentee within their own professional circle both within and outside of the immediate university circle.
- Illustrates the methodology and importance of "networking" in career development.
- Allows the mentee to assist with projects, papers and research whenever possible and be generous with credit.
Your Annual Review

- At least annually, you should meet with your direct supervisor
  - Goal alignment
  - Goal achievement
  - Negotiated goal setting
  - Promotion Readiness
  - Needs assessment
  - Help
- Take advantage of this opportunity
Expanding your skills
Venues to consider

- Professional Development
- Content Expertise
- Educational Sphere
Skill Development Options

- Medical Education Seminars
- Skills Workshops
- Educational Fellowships
- Masters/Doctorate/Dual Degrees
Disseminate your work
Scholarship dissemination

Local Plenaries
Poster sessions

Regional Meetings
- Poster
- Small Group
- Workshop
- Abstract Oral
- Plenary

National and International Meetings

Peer Reviewed Repositories
- MedEdPORTAL

Publications
- Academic Medicine
- MedEd Online
- JAMA
Begin with the end in mind

Institutional  ➔  Personal  ➔  Professional