



Larner College of Medicine

The Teaching Academy

Teaching Academy Membership Portfolio APPLICANT material

Explanatory information for reference before completing and submitting a Membership Portfolio.

- Overview of Membership Categories and Quick Start Guide
 - Application Checklist
 - Appendix A resource article: **Advancing Educators** and education by defining the components and evidence associated with educational scholarship
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- Teaching Academy Portfolio application (updated for 2025)



OVERVIEW OF MEMBERSHIP CATEGORIES

As a quick overview, the table below summarizes key features that differentiate each **membership category** and the required Teaching Portfolio components. Please also see our teaching portfolio **Quick Start Guide** on the next page.

Membership Category	Eligibility	Application Teaching Portfolio- Required Components					
		Cover Page	Statement of Intent	Teaching Record	Education Domain Sections	Letter of Support	CV
Associate Member	- Faculty of the LCOM. Includes early career and new-to-LCOM faculty members. - Includes Residents, Fellows, Post-doctoral fellows, Doctoral students in good standing. - Must have a current Teaching Academy member as a sponsor and they must submit a letter of support. - Must conduct and present an education project at a Teaching Academy Symposium. - Resident/Fellow/Post-doc education project proposals required at time of application. - Engagement and evidence of excellence in 1 or more educational scholarship domains with emerging evidence of Quantity, Quality, and Engagement	✓	✓	✓	≥1	✓	✓
Member	- Faculty of the Larner COM (early career and new-to-LCOM faculty members are encouraged to consider the Associate Member Category, see above) - Engagement and evidence of excellence in 1 or more educational scholarship domains with solid evidence of Quantity, Quality, and Engagement	✓	✓	✓	≥1	✓	✓
Expert Teacher	- Faculty of the Larner COM - Engagement and evidence of excellence 2 or more educational scholarship domains with strong evidence of Quantity, Quality, and Engagement - Additional active participation within the academy (e.g., mentoring, workshops, etc.) - Regional and/or national recognition as an educator	✓	✓	✓	≥2	✓	✓

Distinguished Educator	• Faculty of the Larner COM • Engagement and evidence of excellence in 3 or more educational scholarship domains with extensive evidence of Quantity, Quality, and Engagement • Additional active participation within the academy (e.g., mentoring, workshops, etc.). • Regional, national and/or international recognition as an educator	✓	✓	✓	≥3	✓	✓
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Thank you for your commitment to teaching and education and your interest in the Teaching Academy. If you have any questions, there are contacts in each department that have agreed to volunteer their time to answer questions from prospective Teaching Academy members. Please contact Teaching.Academy@med.uvm.edu for your department contact.

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QUICK START GUIDE

The teaching portfolio is a synopsis of the education record and not a duplication of a CV. Like an artist's portfolio, only provide a few examples of your best work.

REQUIRED Elements:

☐ APPLICATION (described below A.-E.) ☐ LETTER OF SUPPORT ☐ CV

A. Cover Page

1. Fill in the **Cover Page** with:
 - Name, including credentials and pronouns
 - Current Position or Title and Department
 - Current office mailing address. Include preferred email
 - Current faculty rank choices are: Resident/Fellow/Doctoral Student, Instructor, Assistant Professor, Associate Professor, Professor
 - Current academic pathway choices are: Tenure, Research Scholar, Education Scholar, Clinical Scholar, Clinical Practice Physician
2. Check the membership category you are applying for: Associate Member, Member, Expert Teacher, or Distinguished Educator.
3. Choose the education domains on which you would like your Portfolio Application based, keeping in mind the required number of domains for your desired membership level (e.g., applying for *Associate Member* choose 1 or more domains, *Member* choose 1 or more domains, *Expert Teacher* 2 or more domains, *Distinguished Educator* 3 or more).
 - Designate **ONLY** the education domains on which your membership will be based.
4. List those who will be providing your required letter of support from Chair or Supervisor, and if applicable TA Sponsor (Resident/Fellow/Post-doc Only). A letter of support Template is available: <http://www.med.uvm.edu/teachingacademy/apply>
5. Check the attestation to indicate your agreement, then sign, and date in the appropriate spaces.

B. Statement of Intent

Write a concise 1-page **Statement of Intent** to impart to the reviewer “who you are” by addressing the following:

- What do you do in your professional role(s)?
- How do teaching and other educator activities fit into your daily practice?
- Please provide details about any activities that contributed to inclusive excellence related to your work as an educator, including professional development courses; relevant literature read; changes made to your teaching, assessment, mentoring, etc.
- Reflect on feedback you've received from learners. Please describe 2-3 examples of how you have made changes to your teaching or related educator work based on this feedback.
- What do you wish to gain as a member of the Teaching Academy? Please note specific areas where you seek professional development, mentoring, network building, experience, etc.
- What do you intend to give back as a member of the Teaching Academy? Please note any particular areas of interest or experience that you might share, along with any service interests, e.g., committee work, mentoring, facilitating workshops, peer observation of teaching.



C. Teaching Record

1. Fill in the **Teaching Record** Table (a required component for ALL applicants). This is the same table and format found in the LCOM standardized CV format, with an additional column for Teaching Method(s). You may wish to copy and paste the first six columns. Include only the most recent five years.

D. Educational Scholarship Domain(s)

1. Complete your portfolio with the Educational Scholarship Domain(s) you checked on the cover page.
 - With the exception of **Educational Research**, all the Educational Scholarship domains each have a table for you to complete – describing the Quantity, Quality, and Engagement of your teaching. The left-hand column of the table is narrative/descriptive and the right-hand column is generally bullet items.
 - Delete all *italic sample text* and fill in your information.
 - Use bullets to refer to **specific** examples, pages in your CV or supplemental material
2. For additional guidance and examples of how to describe your Evidence for Quantity, Quality and Engagement within the portfolio, we recommend you consult Appendix A resource and in particular, the table on page 1006: Simpson D, Fincher RM, Hafler JP, Irby DM, Richards BF, Rosenfeld GC, Viggiano TR. Advancing educators and education by defining the components and evidence associated with educational scholarship. Medical education. 2007 Oct 1;41(10):1002-9. <https://doi.org/10.1111/j.1365-2923.2007.02844.x>
3. You may delete any Domains you are not completing.

E. Associate Member Project description (for Residents/Fellows/Post-docs Associate Members **only**)

☐ Letter of Support

Request that your Chair or Supervisor write a **Letter of Support**.

- Template available on our website: <http://www.med.uvm.edu/teachingacademy/apply>
- Resident/Fellow/Post-doc applicants must also include a letter of support from their Teaching Academy sponsor. If your project mentor is someone different than your Teaching Academy sponsor, please include an additional letter of support.
- Allow time for the completion of your **Letter of Support**, as it is written/approved/signed by your Chair or supervisor.

Note: If you do not use the Letter of Support Template, please ensure that your Chair or Supervisor mentions in the Letter of Support:

- *Applicant will have time available for Teaching Academy activities such as attending face-to-face workshops, participating in at least one of the Teaching Academy's annual conferences, and active participation within the Academy including mentoring/advising and presenting workshops.*

☐ CV

The Teaching Portfolio has direct correlation to the LCOM Standardized CV format for reappointment, promotion, and tenure (RPT). You can find information about CV format and examples on the LCOM Faculty Affairs website: [Guidance Documents | Office for Faculty | The University of Vermont](#)



OPTIONAL Elements: Supplemental materials can be submitted as Evidence of Quantity, Quality and Engagement. Including but not limited to:

- References to national work
- Copies of teaching evaluations
- Feedback on a new resource you created
- Letters of acknowledgment

****Helpful for File Name to *note purpose/intent of any supplemental material*, & your name – e.g.,**
SmithNewCourseEvals.pdf, SmithMenteeThanks.pdf



Application Checklist for All Applicants

- ☐ Teaching Portfolio for your desired membership level
- ☐ Letter of Support from Chair/Supervisor
- ☐ CV
- ☐ Optional – supplemental material can be submitted as Evidence of Quantity, Quality and Engagement. Including but not limited to:
 - Copies of teaching evaluations (*required if applying with Direct Teaching domain*)
 - Letters of acknowledgment
 - References to national work
 - Feedback on a new resource you created

****Helpful for File Name to note purpose/intent of any supplemental material, & your name – e.g., SmithNewCourseEvals.pdf, SmithMenteeLtr.pdf**
- ☐ Verify that all information is accurate and complete, and sign page 1 of Portfolio

Additional Items for Resident/Fellow/Post-doc Applicants

- ☐ Include in your Statement of Intent the anticipated end date of your program
- ☐ Project Description
- ☐ Signature indicating project mentor has reviewed your Portfolio
- ☐ Letter of Support from Teaching Academy Sponsor. If your project mentor is someone different than your Teaching Academy sponsor, please include an additional letter of support.