The Education Portfolio

The appropriate use of scholarly tools necessary for professional engagement in academic medicine is rarely discussed in medical education. The curriculum vitae (CV) is the resume of the medical profession, but CVs often lack the structure and comprehensiveness necessary to convey a medical educator’s teaching effectiveness. The education portfolio (EP) can complement a CV and serve as an essential resource to highlight educational excellence. By contrasting the CV and EP and defining the components of an EP, this guide provides a starting point for educators to become fully engaged in academic medicine.

Curriculum Vitae | VS | Education Portfolio
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Summarizes experiences that prepared you to fill a role or complete a task | Purpose | Highlights your commitment to educational excellence and scholarly accomplishments
Education, appointments/roles, professional memberships, licensure/certifications, publications, presentations, grants, awards, and teaching experience | Section content | Teaching philosophy, teaching experiences/educational responsibilities, education goals, and educational contributions
Lists and bullet points | Layout | Descriptive and narrative
Employment and grant proposals | Use | Promotion, employment annual review, salary negotiation, and goal setting

Recommended EP Components

**Teaching Philosophy**
Reflect on your experiences as both a learner and a teacher. Why do you teach? Are there particular theoretical constructs that you apply when teaching? What methods of teaching have worked for you as a learner and how do those inform your practice?

**Teaching Experiences**
Describe your current and former roles and responsibilities. What skills have you developed as an educator? What have you learned by leading specific teaching initiatives? How much effort do you contribute to your teaching activities?

**Education Goals**
Share your intent to grow by describing your plan for future training, conferences, and professional development. Where do you see your career going as an educator? How do you plan to grow as an educator? How will you contribute to your institution through your educational skills?

**Educational Contributions**
Provide clear evidence of your skill and contributions as well as your time dedicated to education in the following specific domains:
- **Teaching**—Includes lectures and bedside teaching materials along with evidence of learners’ growth as shown through some form of assessment of your teaching.
- **Assessment**—Includes formative, summative, and self-assessment tools you use for learners, as well as any evidence of validation of these tools.
- **Curriculum design/development**—Includes entire curriculum outlines or syllabi for courses you have led, as well as evaluations of the implemented curriculum.
- **Mentoring/advising**—Includes a list of your mentees or advisees. Consider soliciting letters of reference from mentees and/or advisees as further evidence.

**Practical Pearls**
1. Start early! Collect evidence of your teaching quality as early as possible to demonstrate growth.
2. Welcome all feedback, including negative evaluations! Demonstrate growth in or changes to your teaching to serve as a powerful statement about your adaptability.
3. Leverage technology! Make your portfolio dynamic with hyperlinks and effective images and house it online to reflect your dynamic nature as an educator.
4. Review others’ EPs to get new ideas! See an example of an EP (e.g., http://tinyurl.com/eduportfolio2019) and use the EP template developed by Gusic and colleagues to create your own EP.

**References:**

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