

DEPARTMENT OF MEDICINE – TEACHING AWARDS COMMITTEE

GUIDELINES FOR AN ABBREVIATED TEACHING DOSSIER

Preamble

The Department of Medicine Teaching Awards Committee oversees two awards: the Department of Medicine Teacher of the Year Award, and the William Goldie Prize and Travel Award in Education, described here: <https://www.deptmedicine.utoronto.ca/awards> In order to provide the committee with an objective basis for determining the winners of these awards, the committee is asking nominees to provide their CV and an abbreviated teaching dossier. The dossier should be kept brief (5 – 10 pages in length).

Contents of the Abbreviated Teaching Dossier

1. A statement of your teaching philosophy
2. A brief (approximately half-page) **narrative summary of the teaching you regularly do** in a typical year. Please include:
 - Ward or consult service clinical supervision (how many weeks, how many learners)
 - Ambulatory clinic supervision (how many clinics per week, learners per clinic)
 - Didactic teaching (e.g. lectures, small group teaching, clinical skills)
 - Graduate student supervision
 - Continuing education
 - Patient education, media presentations, and any other relevant teaching
3. A summary of teaching effectiveness (TE) scores for up to the last 10 years, in a tabular format as follows (add rows as needed for each level, each year, each type of teaching). (If you prefer, the Department can supply the postgraduate scores).

Level of Teaching	Year	Type of Teaching	Your TE score	Mean TE score that year
Undergraduate				
Postgraduate				
Continuing Education				

4. A list of any teaching awards you may have received, and that you may have been nominated for, with a brief description of what the award is for.
5. A list of any teaching innovations you may have led, and a description of their impact.
6. A summary of administrative service in education you may have contributed (e.g. site director for residency training, conference organizer, program director, etc.).

If nominees or their nominators have any questions about this dossier, they are asked to contact the Chair of the Awards Committee, Dr. Martin Schreiber, at schreiber@smh.ca.