



How to Develop

An Academic Portfolio

Karen Freund MD MPH
Professor of Medicine
Chief, Women's Health Unit



Portfolio Development

- Method of documenting scholarly activity
- Especially useful for scholarship outside traditional research
- Clinical
- Education
- Administration
- Policy



What is Scholarship

- Systematic:
 - Design
 - Implementation
 - Assessment
 - Redesign
- Drawing from literature and best practices
- Contributing resources back to the academic community



How to Document Scholarship

- Publicly available
- Others can build on
- Requires Writing
- Disseminating so others can use



AAMC Categories

- Teaching
- Curriculum Development
- Mentoring/Advising
- Educational Administration/ Leadership



Teaching examples

- Lectures
- Workshops
- Small group facilitation
- Role modeling in ward attending
- Precepting
- Demonstrating procedural skill
- Facilitation of online course



Advising/Mentoring Examples

- Number of learners mentored or advised
- Estimate of time invested (eg. weekly meeting for 2 years)
- Names and positions or status
- Evaluations from mentees
- List of mentees accomplishments



Advising/Mentoring

- Writing out best practices
- Designing an advising program
- Receiving invitation to review or critique another programs advising system
- Convening conference on mentoring



Leadership / Administration

- Leading committee to develop innovation in practice
- Developing process in ambulatory practice
- QI/QA processes
- Innovations in EMR to improve clinical care



AAMC Criteria and Evidence

- Documenting
 - Quality
 - Quantity
 - Engagement with Academic Community



Example:

- You develop an interest in teaching about XXX
- You develop a lecture for residents/students/grand rounds
- You participate in regional or national presentation at your field annual meeting on the topic
- As a result, you are invited to speak at 3 other hospitals/ 2 colleagues ask for your powerpoint

Example, cont.

Evaluation

- Summit write up of the workshop or lecture to AAMC MedEdPortal
- Include evaluations from national workshop
- Include invitations to give lecture
- Get letter from anyone who asks to use your powerpoint lecture
- List places which cite your work in theirs



Choosing Evaluators to Write letters of Recommendation

- Develop list of individuals who can evaluate your academic work
- Must have at least proposed rank
- Section head and DOM A & P may also recommend outside reviewers

Evaluators



- Name and Degree
- Rank
- Title
- Institution
- Relationship to Candidate
 - Someone who knows your work
 - Someone who can evaluate your work
 - Not necessarily a collaborator
 - Avoid friends from residency/fellowship



Where to Find Forms

- BU Promotions Policy
 - <http://www.bu.edu/handbook/policies/promotions/appointment-mc.html>
- BU Promotion Forms
 - <http://www.bumc.bu.edu/Dept/Content.aspx?DepartmentID=522&PageID=12370>