GUIDELINES TO DOCUMENT CONTRIBUTIONS TO EDUCATION FOR THE PURPOSE OF PROMOTION

The criteria used to assess a member’s contributions to education are listed below. In most cases, an individual will not have contributed in all areas. Please use these guidelines to document your educational activities.

A) Teaching Contributions

i) Didactic and Clinical Teaching
   • Classroom and small group instruction
   • Remedial instruction
   • Supervision of graduate students, postdoctoral associates and fellows
   • Member of supervisory committee

ii) Assessment of Learners
   • In clinical or research domains
   • Participation in teaching development programs
   • Test construction or evaluation coordinator

iii) Development of Educational Materials and Programs
   • Development of courses and curriculum
   • Development of learning tools, small group cases, core documents, OSCE stations
   • Development of student and faculty educational skills

iv. Mentoring and Advising
   • Undergraduate or postgraduate advisor
   • Career counselling
   • Supervising

B) Scholarship in Education

i) Publications in Education
   • peer reviewed articles, non-peer reviewed articles, abstracts, book chapters, videos.

ii) Presentations in Education
   • internal presentations, external symposium presentations, external abstract or poster presentations, invited speaker

iii) Service to Educational Organizations
   • MCC, RCPSC, CFPC, grant reviews, editorial boards, consultation

iv) Recipient of Educational Awards and Prizes
   • internal and external
C) Leadership in Education

i) Director of Education
   - Course or clerkship director
   - Residency program director
   - Graduate science coordinator

ii) Administration of Education
    - Education committee service
    - Curriculum committees, admissions, student academic review
    - Graduate education committees

iii) Roles in Provincial/National/International Organizations
    - Chief examiner
    - RCPSC or CFPC examiner
    - Initiating provincial, national or international training programs
    - External examiner on thesis at another institution