

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