# 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.

# Teaching Contributions

# Didactic and Clinical Teaching

# Classroom and small group instruction

# Remedial instruction

# Supervision of graduate students, postdoctoral associates and fellows

# Member of supervisory committee

# Assessment of Learners

# In clinical or research domains

# Participation in teaching development programs

# Test construction or evaluation coordinator

# Development of Educational Materials and Programs

# Development of courses and curriculum

# Development of learning tools, small group cases, core documents, OSCE stations, guides or manuals

# Development of student and faculty educational skills

# Mentoring and Advising

# Undergraduate or postgraduate advisor

# Career counselling

# Supervising

# Student/Learner Engagement (e.g. student-driven group activities, developing student engagement programs which are oriented to the needs of students)

# Scholarship in Education

* 1. Publications in Education
* peer reviewed articles, non-peer reviewed articles, abstracts, book chapters, videos.
  1. Presentations in Education
* internal presentations, external symposium presentations, external abstract or poster presentations, invited speaker
  1. Service to Educational Organizations
* MCC, RCPSC, CFPC, grant reviews, editorial boards, consultation
  1. Recipient of Educational Awards and Prizes
* internal and external

# Leadership in Education

1. Director of Education
   * Course or clerkship director
   * Residency program director
   * Graduate science coordinator
2. Administration of Education
   * Education committee service
   * Curriculum committees, admissions, student academic review
   * Graduate education committees
   * Contributions to Policy and Governance of Education
3. 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
4. Teaching/Education awards and prices (internal or external)