

Portfolio of Teaching Responsibilities

Introduction: This portion of the application is designed to allow the candidate to outline his/her contribution to Louisiana State University Medical Center’s teaching mission.

A. Scheduled Teaching Activity

List not only activity in courses and rotations, but also the effort involved. For these reporting purposes, consider clinical fellows as residents. If the candidate feels some other items should be included that cannot be properly described in this format, please comment under the space marked “Addendum” at the bottom of the document. If more space is needed, duplicate this page and/or the next page and use as a continuation.

Name of course and location (if not on LSUMC campus)	Approximate number of students/residents	Role of candidate (1)	Hours of direct student/resident contact per year (2)	Hours in other instructional activities	Years in this function	Comments (3)

Notes:

1. Give title or description of the role the candidate plays in this course, e.g., course director, lecturer, lab assistant, clinician on rounds, etc.
2. Use comments section if additional descriptive material would clarify role. Give the number of hours actually in formal contact with the student over a year in this course. Use average of last 2 years. Do not count informal office hours, preparation time, or hours in individual counseling.
3. Use space to clarify any points in previous columns.

B. Advisory/Mentoring Activities

1) Present information on any graduate or postgraduate student or research fellow for whom the candidate is, or has been, the principal mentor.

Department	Name of candidate	Degree sought	Calendar years of instruction	Comments

2) Present information on any graduate student for whom the candidate has served on the graduate committee.

Department	Name of candidate	Degree	Calendar years of instruction	Comments

3) Other Mentoring Relationships (specify - e.g. junior faculty)

C. Other Teaching Activities (specify - e.g. workshops, seminars, courses, continuing medical education, etc.)

D. Teaching Awards (specify - e.g., School, Visiting Professor, etc.)

Addendum: Use this space to describe any teaching role or activity not covered in the above. Use extra pages as necessary.

Portfolio of Administrative/Service Responsibilities

Introduction: This portion of the application is designed to allow the candidate to outline his/her administrative responsibilities and committee work contributions to Louisiana State University Medical Center since his/her appointment. The form allows the candidate to list the function and to quantitate the effort. If this format is not sufficient for an adequate exposition, or if the candidate feels that some other items should be included, please include comments in the space marked “Addendum” at the bottom of the document. If more space is needed, duplicate this page and use it as a continuation page. In this form one should include committee work, administrative roles in clinics, service contribution to clinics, labs or other functions of the school. Also include administrative efforts in activities outside the school, but pertinent to the academic functions of the Medical Center (i.e., editorship of journals, administrative positions of national, professional organizations, etc.).

A) Committees/ Subcommittees/ Task Forces

Name and type of committee (department, school, LSUMC, hospital, state, national, international)	Role of candidate (4)	Meetings per year	Hours effort per year (5)	Number of years in this function (6)	Comments

Notes:

4. Candidate should briefly summarize his/her role, e.g. chairperson, member, section chief, director of laboratory, co-director, director of clinic, director of clinical service.
5. The number of hrs spent fulfilling the administrative role over a year’s period should be summarized. Only include those hours directly involved in fulfilling the administrative role, e.g. if director of a clinic do not report all hours in the clinic in which patients are seen unless the time is spent totally in administration.
6. If the role has changed substantially over the years, complete additional spaces for role in this function in previous years.

B. Community Service

C. Clinical Service

	Number	Teaching	Non-teaching	Service type
Days/year - ½ day in Clinic				
Days/year - ½ day in Procedures/surgery				
Weeks/year - Clinical Service Rotations				
Other				

D. Administration

Include administrative functions in the Medical Center, School, Hospital or Community, as well as offices held in Professional Societies and leadership roles in community service. Positions in Program Development should be included.

Addendum: Describe any administrative function not covered in the above. Use extra pages if necessary.