* Use this page to describe your overall involvement and achievements in educational leadership and administrative service.
* Complete the Educational Administration and Service Record.
* Complete the optional template (next page) to describe one or two best/most significant examples. Complete a separate template for each example.

|  |  |  |
| --- | --- | --- |
|  | **Narrative/Description** | **Evidence****Bullet items in this column are suggestions, not an exclusive list of what you may present as evidence. Please highlight the italicized text and replace with your relevant evidence. Reference any relevant evidence already in CV, do not duplicate entries here.** |
| **Quantity**(Roles and Activities) |  | * *List activities, contributions, products, outcomes here. If already included in your curriculum vita, then reference specific page and entries.*
* *Highlight specific entries in the Educational Administration and Service Record that you want to emphasize.*
 |
| **Quality**(Effectiveness and Excellence) |  | * *Complete an Educational Leadership template for one or two of your best examples (e.g., illustrative or significant leadership achievement). Be sure to reference the completed template here and provide an introductory description to aid the reviewer’s interpretation of the significance of your work.*
* *Other examples of evidence may include the frequency of appointments to leadership roles, elected positions, awards, and specific outcomes or achievements that resulted directly from your leadership activities and initiatives*
* *Letters and other forms of communication that recognize excellence*
 |
| **Engagement**(Collaboration; Scholarly Approach, Scholarship, Contributions/ Impact) |  | * *List activities (or refer information already included in the portfolio or CV) and describe ways in which you have engaged with others regarding areas in this domain (including faculty development workshops, presentations at meetings, focused on solving a problem/issue or seizing an opportunity)*
* *Actions/Activities for innovation and improvement in this domain and connections to prior work, literature, and best practices*
* *List of specific contributions and outcomes (significant results) resulting from actions targeting innovation and excellence in this domain*
* *List or reference items in your CV for presentations, publications, and other scholarly activities pertaining specifically to this domain*
 |

**Educational Administration and Service Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Dept. | School: | Date |
| Page \_\_\_\_ of \_\_\_\_ |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Scope** | **Role** | **Purpose/Goals** | **Frequency & Duration** | **Leadership Contribution(s)** | **Impact/Outcome** | **Evidence** |
| **1** | **2** | **3** | **4** | **5** | **1** | **2** | **3** | **4** | **5** |  |  |  |  |  |
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**Activity:** Insert specific educational leadership or service activity (e.g., Course Director, Department Educational Evaluation Committee, Curriculum Committee, Faculty Development Committee, Service Learning Work Group, Tenure and Promotion Committee)

**Scope:** 1=Within a department/program; 2=Department/Program; 3=School-wide; 4=Health Sciences Center; 5=Beyond HSC (e.g., professional organization, state or regional committee)

**Role:** 1=Informal, volunteer activity, 2=Leader, informal or volunteer activity, 3=Formal, appointed member, 4=Formal, elected member, 5=Formal, responsible leader (e.g., Chair, Director)

**Purpose/Goal(s):** List or describe specific purpose or goals of the activity

**Duration and Frequency**: Duration: Enter start and end dates, term of position/membership (e.g., 2007-2009 or 2008-present); Frequency: Describe typical frequency of contact (e.g., monthly face-to-face meetings, 1-2 hours each; periodic telephone and email communication)

**Process/Activities:** Describe your specific activities and contributions (e.g., attend meetings, review curriculum results, plan annual program)

**Outcome(s):** Describe the specific outcomes/impact to which you have directly contributed

**Evidence:** Include or describe documentation of the outcome(s)/impact achieved (e.g., quote from a thank you card, email message, or letter indicating recognition of your contribution(s), or items/citations that are already listed in your curriculum vita)

**Educational Leadership**

Complete this template for each project or leadership initiative that you wish to include a detailed description in your portfolio. Limit to only one or two best/significant examples.

|  |  |
| --- | --- |
| **Title or description of project/initiative:** |  |
| **Inclusive dates:** |  |
| **Describe the need, problem, or opportunity:** |  |
| **Rationale for change or innovation:** |  |
| **Goal(s):** |  |
| **Leadership role(s):** |  |
| **Your contribution(s) and impact:** |  |
| **Target audience:** |  |
| **Primary collaborators:** |  |
| **Action taken and connection to prior work, literature and best practices:** |  |
| **Resources obtained and used (e.g., people, technology, internal budget, grants, funding awards):** |  |
| **Outcomes/Impact:** |  |
| **Dissemination:** |  |