

MMS Academy of Master Educators Application Process

Package

1. Three letters of recommendation that include at least one from the following individuals:
 - a. Peers (internal or external)
 - b. Students (present or former)
2. Completion of Online Educator Portfolio
3. Supporting documents indicating evidence of educational excellence

Educator Portfolio

A. Personal Statement

- Candidate's educational philosophy
- Candidate's long-term educational goals
- Candidate's intended contributions to the Academy

B. Candidate's Continuing Professional Development In Education

C. Educational Honors and Awards

D. Documented evidence of sustained educational excellence in any one or more of 5 areas (see E-I below) that includes an indication of:

- the quantity of each of the educational activities
- the quality of the activities
- the extent of the applicant's engagement with the educational community (see detailed instructions and templates for examples)

E. Teaching and Assessment

- Current direct-teaching responsibilities
- Documented excellence in direct teaching activities for a minimum of the past 3 years as judged by measurable criteria such as:
 - teaching evaluations by students
 - teaching evaluations by peers
 - quantitative comparisons to teaching evaluations of other instructors in the same course or clerkship
 - support letters from students, and other documentation indicating educational impact (e.g., changes in pre- to post scores, changes in clinical practice behaviors, OSCE performances)

F. Mentoring and Advising

- Current mentoring and advising activities
- Documented excellence in mentoring and advising for a minimum of the past 3 years as judged by measurable criteria such as:
 - names of student mentees/advisees
 - nature of relationships
 - outcome of relationships
 - current status of mentees/advisees
 - chairmanship of dissertation committees

G. Enduring Educational Materials (may also qualify as educational scholarship)

Documented creation of enduring educational materials such as:

- computer based instructional material
- audio-visual material
- textbooks or text book chapters
- case vignettes for PBL, TBL, case-based teaching
- manuals
- simulation development
- patient education materials

H. Educational Leadership (for a minimum of the past 3 years)

Documented ability to facilitate the ability of others to achieve educational excellence

- Course or clerkship leadership (Course director, Section leader, Program leader)
- Graduate program leadership
- Advising and mentoring of students and/or faculty
- Education committee participation with a letter of support from the committee chair
- Committees and leadership of national and regional educational organizations

I. Educational Scholarship

Documentation of peer reviewed and disseminated education-related products with indication of impact; for a minimum of the past 3 years

- Published papers on education
- Grants
- Books
- Shared curriculum and instructional materials, techniques, learner assessment tools
- Local, regional, and national presentations (workshops, plenary talks)
- Curriculum, assessment tools) accepted by established medical education repositories (e.g., MedEdPortal) or society or specialty specific entities (STFM, POGO, alliance for Academic Internal Medicine)
- Local, regional, and national invited presentations