Glenda Garvey Academy Selection FAQ’s

1. What does it mean to be a member of Academy?
Members of the Glenda Garvey Teaching Academy (the Academy) are recognized as distinguished educators within Columbia University Medical Center. Academy members have the opportunity to contribute to several ongoing Academy initiatives of benefit to the medical center (e.g., selection of recipients of Academy grants, organizing an annual education day, etc.).

Starting in the Spring of 2008, the Academy will work closely with the Center for Education Research and Evaluation (CERE) to implement and carry out an ongoing program in Educator Development. Through this initiative, members of the Academy will be invited to:

- provide development for faculty,
- organize and participate in interdisciplinary seminars,
- serve as mentors for younger faculty members, and
- serve in an advocacy role for advancing teaching at CUMC.

2. What is the time commitment?
Your time commitment to the Academy is flexible and depends both on the committee assignment and your availability.

3. How long is the membership term?
According to current guidelines, membership is for a renewable five-year term.

4. How is the selection process in 2008 different from 2007?
Last year, all applicants were invited to first submit a letter of interest and then, if invited, to submit a teaching portfolio. This year, no letter of interest is required. Furthermore, an Academy Portfolio Template has been designed to provide a structured format for the portfolio. We believe this format will make it easier for faculty to develop a concise, readable portfolio AND make it easier for reviewers to make fair and informed selection decisions.

5. Does offsite teaching count?
Yes. Any teaching that furthers the education mission of Columbia University can be included in your teaching portfolio.

6. Will the page limit be enforced?
The page limit for the portfolio is a total of 10 pages (i.e., 5 sheets front and back) plus an additional 15 pages for the supplemental materials/appendix. These limits are set to reduce the burden on reviewers. We believe that by being concise and by grouping activities, all applicants should be able to honor the page limits. However, exceeding the page limits a small amount will not disqualify the application.

7. May I include copies of teaching materials?
Yes. You may select one or two examples of teaching or evaluation materials that you created that you feel had a large impact in your course, teaching community, patient care, or were subsequently used by others as long as it is in keeping with the page limit.

8. Do I need to submit materials such as student evaluations, textbooks I have written, etc?
No. In the portfolio itself, you should make brief assertions about the evaluations, materials, etc. and then include supporting documentation in the “Supplemental Material” section (e.g., copy of title page of the textbook, table with means of learner evaluations, etc.

Updated on 1/28/2008 3:44:00 PM
9. *For the educational portfolio, do I need to complete all five sections?*
No. The “Teaching and Evaluation” section is the only required section, however, it only accounts for approximately 50% of the panel’s rankings and is divided equally between quality and quantity.

The panel will also look at the quantity and quality of other contributions to the education missions of CUMC member schools (approximately 30%). You should highlight your best work in at least one additional section to have a competitive application.

The degree to which your contributions meet nationally accepted criteria of scholarship will help the panel make its final selection (or approximately 20% of the panel’s rankings).

*For more detailed information, please refer back to the “Application Instructions” document.*

10. *If I need help with my application – whom should I contact?*
If you need help putting together your portfolio, reviewing your portfolio, and/or information regarding the 2008 Academy selection process, please contact Dr. Boyd Richards (212) 305-3252 or Deepa Rao, (212) 305-4120.