

## **Dear Virginia Apgar Teaching Academy of Medical Educators applicant,**

We are delighted that you are considering applying to the Apgar Academy. Here is a brief introduction to the Academy's mission and goals.

### **What does it mean to be a member of the Apgar Academy of Medical Educators?**

Being a member of the Apgar Teaching Academy signals to the P&S community and to the medical profession that you have distinguished yourself as an outstanding educator. Apgar members have an opportunity to work together to continue to grow as educators and to engage with the entire P&S educational community. The work of Apgar members creates, evaluates, and disseminates innovations in medical education while developing a rich community of teachers and learners who nourish one another in this important work.

### **What is the Academy looking for in my application to the Apgar Academy?**

We are looking for excellent educational scholars. Being an excellent educational scholar involves having substantial experience as an educator, performing in an exceptional way as an educator, and being engaged in one's educational community. Here's what we mean by each of those dimensions:

- **Experience as an educator** – Prowess as an educator requires practice. You should provide evidence that you have been involved in a substantial way as a teacher, mentor, advisor, and/or educational administrator for at least the past five years. “Substantial” means that
  - you have done more teaching/mentoring/advising than your minimum requirement
  - you seek out opportunities to teach/mentor/advise
- **Excellence as an educator** – This indicates that the educator has done excellent work in education as judged by students, peers, and, often, by the field. You should have evidence of having done excellent work for at least the past five years in two of the following areas:
  - Direct teaching
  - Instructional development/curricular design
  - Advising and mentorship
  - Educational administration and leadership
  - Educational research and scholarship

You can refer to our matrix for specific milestones that aid in demonstrating excellence in each of these areas.

- **Engagement as an educator** refers to the way in which an educator learns from and contributes to his/her community of fellow educators. This could be a local community (e.g. one's fellow teachers in a course, or other educators in one's department), or it could be a larger community (e.g. a group of medical schools, or a national organization of medical educators). Educators can engage in their communities in many roles: as attendees at meetings; as participants in courses and workshops; as presenters and speakers; as authors; as leaders; and as educational researchers. Engagement with the community involves not only

participation in these activities, but evidence that the educator has used these experiences to enhance his/her own educational activities. We are looking for members of the P&S faculty who, in addition to their excellence as educators, have been engaged in a community of educators, and are enthusiastic about participating in the Apgar Academy by helping to educate fellow faculty members as well as themselves.

### **Who can apply?**

Any P&S faculty member can apply as long as he/she has been involved in educational activities *as a faculty member* at P&S for five years. Faculty members at all academic levels (assistant, associate, full professor) may apply. As indicated above, faculty members who have a more senior academic rank will be expected to have held positions of more responsibility and to have engaged with a broader community. Both salaried and non-salaried faculty may apply.

### **What's in this application?**

This application is very much like the packet you will assemble for academic promotion in your department. The major feature is your *cv*, with some added elements. CUMC has recently adopted a CUMC *cv* format recommended for use by all departments. When you apply for promotion, you will be asked to submit your *cv* in this format. We have included the CUMC *cv* format in a Word template in this application and have provided a means to display your educational roles, achievements, and products in tabular form. If you have not assembled your *cv*, do use this template to spare you from having to revise it for promotion. If you have an up-to-date *cv* in a slightly different format, you may submit that for this application *with the addition of the completed tabular display of educational roles, achievements, and products* (pp. 6-8). In our experience, Apgar applicants find that they consolidate their ideas about their career as a medical educator and goals for the future by completing this application.

This application consists of the following components:

- A one-page summary statement, which should guide your reviewers through your application materials, highlighting your excellence, experience, and evidence of engagement in at least two of these areas of medical education:
  - Direct teaching
  - Instructional development and curricular design
  - Advising and mentoring
  - Educational administration and leadership
  - Educational research and scholarship

Please use this statement to highlight your strengths and unique contributions. Please include something about your future goals as an educator.

- A one-page statement about the ways in which you would like to contribute to the Academy.
- The “enhanced” *cv*: Either the CUMC-recommended *cv* with enhanced section for “Educational Roles” or your already-assembled *cv* with the enhanced educational

roles section added. Adding the “Educational Roles” section will allow you to detail your educational accomplishments in a more comprehensive way than might be possible using a standard *cv*. Note that hitting “return” at the end of each line of the tables will add another line. You may add more rows to the tables by using “insert rows” in “Table Design Layout” if needed.

- One letter of nomination from your chair, program director, or the person who you think can best describe your excellence and accomplishments as a medical educator
- Supporting documents – evidence of excellence. This is a 1-2 page *summary* of the evidence of the quality of your work. We would like you to highlight recent work if possible. This can include quantitative information, if available, and can include selected narratives from colleagues and trainees. Please do not include individual notes or e-mails from students, although you may choose to include highlights from these in this document

Please note that all of your materials should be single-spaced, 12 pt font, with 1-inch margins.

### **Where should I get the “evidence of excellence” data?**

If you are teaching medical students or residents, someone in your department has evaluative data on your teaching. If you teach medical students, ask the head of medical student education in your department; if you teach residents, ask your program director. Not everyone will be able to obtain numerical data, but if it is available please include it for the last five years. If there are norms or averages for your department, please include those as well.

### **What are the benefits of Apgar membership?**

The Apgar Academy is an educational clearing in the midst of the forest of this medical center. It is a place where educators gather, learn from one another, and can approach one another for questions or counsel. The Apgar Academy sponsors workshops, lectures, and events related to medical education open to all P&S faculty. For example, the Apgar Medical Education Seminar (AMES) is an intensive working group, with a relaunch scheduled for January 2018, that enables presentation of educational works-in-progress for collegial critique and consultation as well as the chance to choose and develop new shared scholarly/research projects. In addition, we are eager to co-sponsor events with the educational academies of our colleague schools on the health sciences campus.

We also offer occasional events and seminars reserved for Apgar members. These are small seminars with visiting scholars in which Apgar members enjoy close contact with national medical education experts and faculty from the Arts & Sciences or Teachers College campuses of Columbia. These seminars, we hope, can function as a salon where Apgar members can convene and converse. We always encourage members to bring a junior colleague who may apply for membership in the future.

**What are the expectations for Apgar members?**

We will ask Apgar members to contribute to the work of the Academy in any of a variety of ways. As an Academy member, you can participate by

- Leading a faculty workshop
- Serving as a teaching coach
- Serving as a mentor to junior clinician educators
- Creating educational videos for our website
- Serving on an Academy committee

**What if I still have questions?**

Feel free to call or e-mail with any questions you have about completing any part of this application.

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Wanda O'Connell is the Administrator of the Apgar Academy and can also answer questions at 212-305-1952 or [wo2145@cumc.columbia.edu](mailto:wo2145@cumc.columbia.edu)