The Education Officer

Qualifications
The Education Officer (EO) should be an active full-time faculty member of the Associate or Full Professor rank and on the Academic Clinician, Clinician Educator, or Tenure track. The EO should have an exemplary teaching reputation. The ideal EO candidate will have experience in mentoring junior faculty and educational administration leadership (e.g., as a course director), pedagogical expertise, and most importantly, enthusiasm for teaching.

Institutional Knowledge
- The EO should know basic policies and procedures as well as timelines related to faculty reappointments and promotions.
- The EO should know what university, school, and department resources are available for faculty development related to teaching.
- The EO should understand how teaching categories are defined and credited toward required teaching hours.
- The EO should understand school systems for teaching evaluations, such as HAMSTER and the data that is and is not captured in HAMSTER.
- The EO should know where to direct faculty for teaching opportunities in the Penn community.
- The EO should be familiar with courses offered within their department, as well as have a basic knowledge of the PSOM educational programs: UME, clinical rotations, GME, BGS, MS, and the PhD/MD.

Role and Responsibilities

Administrative
- attends general EO meetings (or is responsible for obtaining session materials); EO meetings will cover institutional policy and professional development updates.
- prepares the department’s EO report for each reappointment and/or promotion candidate on the Tenure, Clinician Educator and Academic Clinician track, summarizing candidates’ teaching contributions, and including remediation or coaching plans when appropriate.
- works with the department chair, department COAP chair, other department faculty leadership, and faculty coordinator to ensure that faculty reappointment and promotion issues related to teaching are compliant and addressed in a timely manner.

Mentorship
- advises faculty on best practices for collecting and maintaining teaching documentation and evaluative data.
- meets with department faculty on development issues as needed.
- meets with all department reappointment candidates (strongly encouraged).
- reviews faculty and course specific data in the Housestaff and Medical Student Teaching Evaluation Record system (HAMSTER) twice a year (at each 6 month release of HAMSTER data: January and July) to determine need for individual faculty development related to teaching.

Leadership
- advocates for faculty professional development resources related to teaching.
- nominates department faculty with exemplary teaching records for teaching awards.
- operates as at least an ex-officio member of the Department Committee On Appointments and Promotions.
- presents case EDBs for D-COAP (recommended).
- participates in school-level faculty development programming needs analyses.
- serves as a content area expert and resource for department faculty and administration regarding education.

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