Teaching Workbook FAQs

1. Can I put multiple years’ activities in the workbook?
   A. No, the workbook should represent one year’s worth of teaching activities. Use a new workbook for each year.

2. **Who is responsible** for maintaining the teaching workbook?
   A. As has always been the case, Faculty are responsible.

3. Is a workbook needed at the time of reappointment?
   A. At this time PSOM is not requiring teaching workbooks to be submitted with reappointment dossiers unless there is a lack of teaching data; however, your department may require them as part of your Education Officer (EO) review. Check with your faculty coordinator or EO for departmental expectations.

4. If I have reached the necessary annual credits for any given year, can I stop logging additional teaching activities?
   A. You should track all teaching activities for the year, even after you have met the credit minimum for the year. When being assessed for promotion, it’s important that reviewers have access to all teaching activities, so they have the full picture of your teaching contributions.

5. Do I receive credit for educational committees?
   A. Certain educational committees require a substantial amount of time and are eligible for 5 credits per activity per year:
      - Curriculum committees
      - PSOM, BGS, Master’s programs admissions committees
      - Residency and fellowship selection committees
      - Program level evaluation, graduate group reviews and clinical competency committees

6. What’s the difference between supervised scholarship and longitudinal mentoring?
   A. There can be crossover here. If there is a clear end product, such as an article, select “supervised scholarship.” Supervised scholarship CAN be claimed if trainee has left Penn by time of publication. If you are mentoring a trainee toward a longer-term goal, such as a thesis, then select “longitudinal mentoring.” Do not claim both for the same trainee in the same academic year.

7. My colleague and I both provided supervised scholarship to the same student. Can we both claim credit?
   A. More than one faculty member can take credit for a single trainee’s scholarly product as long as both have participated heavily in the design, conduct, analysis and drafting of the scholarly products of trainees and the trainee is a named author.

8. How much detail is needed when listing a scholarly product?
   A. Trainee name, project name, any relevant dates

9. My mentee was invited to present their poster at two separate events. Can I receive credit for both?
   A. No, you should only claim once.
10. I have multiple longitudinal mentoring activities. Can I total everything up in one line in the workbook or should I add a row for each?
   A. List each individually, using the insert row function in excel.

11. I mentored a trainee on a grant proposal. Can I claim teaching credit?
   A. Grant proposals can be claimed under supervised scholarship, and credit can be claimed when the proposal is submitted.

12. I am often providing career guidance to trainees. Can I claim the mentorship credit?
   A. Informal or ad hoc mentoring is considered an expectation of an academic appointment and will not count towards teaching effort.

13. Do I receive credit for mentoring faculty?
   A. Faculty mentoring doesn’t count as teaching.

14. Can post-docs at other institutions be listed on the workbook under mentoring?
   A. No

15. Where do I put CME courses?
   A. CME courses sponsored by Penn or CHOP receive teaching credits and should be placed in Lectures or FLA.

16. Do I receive credit for teaching I do outside of Penn?
   A. Yes, but teaching evaluation data must be available and 50% or more of your teaching credits must be earned within the Penn Community.

17. My lectures are typically 2 hours in length. Is that taken into consideration?
   A. Yes, the calculation is per lecture hour and can be prorated if the lecture is more or less than an hour. FLAs will also be prorated.

18. At CHOP the standard shift in some departments is 16 hours, but I don’t see a line for that in the workbook. How many credits do these shifts receive?
   A. CHOP clinical shifts of 16 hours can be credited as an 18-hour shift in the workbook.

19. If I supervise Teaching Assistants, where does that go?
   A. This is not teaching.

20. I train Allied Health professionals. Does this count as teaching?
   A. If the Allied Health professional is still in training it can count.