

## 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

- knows basic policies and procedures as well as timelines related to faculty tracks
- knows what university, school, and department resources are available for faculty development related to teaching
- understands how teaching categories are defined and credited toward required teaching
- understands school systems for teaching evaluations
- knows where to direct faculty for teaching opportunities in the Penn community
- is aware of courses offered within their department; has 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 teaching evaluation system twice a year

### 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