# Portfolio of Teaching Responsibilities

Introduction: This portion of the application is designed to allow the candidate to outline his/her contribution to Louisiana State University Health Sciences Center, School of Public Health’s teaching mission.

1. Scheduled Teaching Activity

List activities covered in the course and also the effort involved. Use the space marked “Addendum” at the bottom of the document for activities that cannot be properly described in this format. If more space is needed, duplicate this page and/or the next page and use as a continuation.

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of course and location (if not on LSUHSC campus)** | **Approximate number of students** | **Role of candidate (1)** | **Hours of direct student contact per year (2)** | **Hours in other instructional activities (3)** | **Years in this function** | **Comments (4)** |
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Notes:

* 1. Give title or description of the role the candidate plays in this course, e.g., course director, lecturer, lab activities, etc.
	2. Use Comments section if additional descriptive material would clarify role. Give the number of hours actually in formal contact with the student over a year in this course. Use average of last 2 years. Do not count informal office hours, preparation time, or hours in individual counseling.
	3. Hours on course preparation, grading of exam, individual counseling, etc.
	4. Use space to clarify any points in the previous columns.

**B. Advisory/Mentoring Activities**

1) Present information on any graduate or postgraduate student or research fellow for whom you serve, or have served, as the principal mentor or graduate committee member (dissertation, thesis, capstone, etc.). If you need more rows, please add.

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| **Program1** | **Role of Candidate** | **Name of advisee** | **Degree sought** | **Calendar years of instruction** | **Comments** |
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2) Other Mentoring Relationships (specify - e.g., junior faculty)

1. Other Teaching Activities (specify - e.g., workshops, seminars, courses, continuing education, etc.)
2. Teaching Awards (specify - e.g., School, Visiting Professor, etc.)

Addendum: Use this space to describe any teaching role or activity not covered above. Use extra pages as necessary.

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1 LSUHSC School of Public Health is currently organized by Programs, which are equivalent to Departments.

# Administrative/Public Health Practice/Service Responsibilities

Introduction: This portion of the application is designed to allow the candidate to outline his/her administrative responsibilities, public health practice, and public health service work since his/her appointment, that contribute to program, school, LSUHSC, and state as well as national, and international organizations. The candidate should include committee work, administrative roles, service, and other functions in this form. Administrative activities outside the school should be pertinent to the academic functions of the LSUHSC (i.e., editorship of journals, administrative positions of national professional organizations, etc.). The form allows the candidate to list the function and to quantitate the effort. If this format is not sufficient for an adequate exposition, or if the candidate feels that some other items should be included, please include comments in the space marked “Addendum” at the bottom of the document. If more space is needed, duplicate this page and use it as a continuation page.

* + 1. Services (internal committees, subcommittees, and task forces)

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| --- | --- | --- | --- | --- | --- |
| **Name and type of committee (program, school, and LSUHSC)** | **Role of candidate (1)** | **Meetings per year** | **Hours effort per year (2)** | **Number of years in this function (3)** | **Comments (4)** |
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Notes:

(1). Candidate should briefly summarize his/her role, e.g., chairperson, member, section chief, director of laboratory. (2). The number of hours spent fulfilling the administrative role over a year’s period should be summarized.

(3). If the role has changed substantially over the years, complete additional spaces for role in this function in previous years. (4). Use space to clarify any points in the previous columns.

* + 1. Services (external committees, subcommittees, and public health services

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| --- | --- | --- | --- | --- | --- |
| **Name and type of committee (state, national, and international)** | **Role of candidate (1)** | **Meetings per year** | **Hours effort per year (2)** | **Number of years in this function (3)** | **Comments (4)** |
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Notes:

(1). Candidate should briefly summarize his/her role, e.g. chairperson, member, section chief, director of laboratory. (2). The number of hrs spent fulfilling the administrative role over a year’s period should be summarized.

(3). If the role has changed substantially over the years, complete additional spaces for role in this function in previous years. (4). Use space to clarify any points in the previous columns.

* + 1. Public Health Practice

Include development, integration, and/or application of knowledge to improve public health practice and health in populations.

* + 1. Administration

Include administrative functions in the LSU Health Sciences Center, School, program/department, or community, as well as offices held in professional societies and leadership roles in community service. Positions in program development should be included.

Addendum: Describe any administrative function not covered in the above. Use extra pages if necessary.