

Fall 2020 Syllabus
AEC 6932 – Strategies for Success for New University Faculty Members
Mondays, Periods 5-6 (11:45 am – 1:40 pm) via Zoom

Instructors

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Office hours: M-F by appointment

Course Description

Roles and responsibilities of university faculty members in agricultural education and communication; performance expectations; strategies for successful tenure and promotion; planning and executing teaching, research, and extension programs based upon formal position assignments. (two credits)

Prerequisites

Doctoral students enrolled in the final fall semester of their degree programs.

General Course Objectives

Upon completion of the course students should be able to:

1. Evaluate and compete effectively for university faculty positions;
2. Plan for and effectively execute teaching, research, and extension assignments;
3. Develop and effectively use a personal time management system;
4. Determine program priorities based upon formal position assignments;
5. Structure their efforts as a new faculty member for successful tenure and promotion;
6. Establish positive and effective communications and relationships with faculty, colleagues, university administrators, and constituents; and
7. Serve as contributing citizens of their academic units, institutions, and profession.

Text

No text is required. Selected readings will be incorporated into class discussions.

Assignments and Grading

A contract grading strategy will be used for the course (attached). The standard 10-point grading scale will be used (90-100 = A, etc.). Minus or plus grades will not be assigned.

Recording of Class Meetings

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your

voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Class Attendance and Make-up Assignments

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies, which can be found at:

<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

UF Grading Policies

Information on current UF grading policies may be found at:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.

Online UF Course Evaluations

Students are expected to provide feedback on the quality of instruction in this course by completing the online evaluation at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the summer term, but students will be notified when they are open. Summary results of these assessments are available to students at

<https://evaluations.ufl.edu/results/>.

Academic Honesty

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: ‘On my honor, I have neither given nor received unauthorized aid in doing this assignment.’” The Honor Code (<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor.

Plagiarism

Students are required to obtain an originality report by submitting the first draft of each thesis/dissertation chapter to Turnitin, an online plagiarism service made available by UF and located at <https://elearning.ufl.edu/supported-services/turnitin/>. Dr. O. will provide instructions on how to submit chapter drafts to this site. Submissions to Turnitin will be due the same day the first draft of each chapter is due.

Campus Health and Wellness Resources

U Matter, We Care: If you or a friend is in distress, please send a message to umatter@ufl.edu or call 352-392-1575 so a team member can contact you or your friend.

Counseling and Wellness Center: <https://counseling.ufl.edu/>, 392-1575

Sexual Assault Recovery Services (SARS) – Student Health Care Center, 392-1161

University Police Department, 392-1111 (or 911 for emergencies).

<http://www.police.ufl.edu/>

Campus Academic Resources

e-learning technical support: call 352-392-4357 (select option 2) or send an e-mail to learningsupport@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.

Career Connections Center, Reitz Union: call 392-1601. For career assistance and counseling go to <https://career.ufl.edu/>.

Library Support: go to <http://cms.uflib.ufl.edu/ask>. This site provides information on various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall: For general study skills and tutoring call 392-2010 or 392-6420 or go to <http://teachingcenter.ufl.edu/>.

Writing Studio, 302 Tigert Hall: For help in brainstorming, formatting, and writing papers call 846-1138 or go to <http://writing.ufl.edu/writing-studio/>.

Student Complaints On-Campus: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.

On-Line Student Complaints: <http://distance.ufl.edu/student-complaint-process/>.

Accommodations for Students with Disabilities

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter, which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

AEC 6932 – Strategies for Success as a University Faculty Member (2020)

<u>Session</u>	<u>Topic</u>
August 31	Course Overview Preliminary Discussion of Course Topics and the Faculty Role
September 7	HOLIDAY – NO CLASS
September 14	Seeking Faculty Positions Applying, Interviewing, and Negotiating
September 21	Seeking Faculty Positions Applying, Interviewing, and Negotiating
September 28	Planning for Tenure and Promotion Documenting Performance and Productivity
October 5	Planning for Tenure and Promotion
October 12	Maintaining Work/Life Harmony and General Well-being Managing Time and Priorities
October 19	Developing and Revising Courses and Curricula
October 26	Planning, Conducting, and Disseminating Research Conducting Long-term Research Programs Collaborating in Research
November 2	Planning, Conducting, and Disseminating Research Supervising GAs Connecting Research to Practice/Engaging with Stakeholders Reviewing Conference and Journal Manuscripts
November 9	Securing and Managing Grants
November 16	Planning, Delivering, and Evaluating Stakeholder (Extension) Programs
November 23	Advising and Mentoring Undergraduate and Graduate Students
November 30	Building Networks Developing My Expertise
December 7	Advancing My Department and Profession Engaging in University Service Final Thoughts and Questions