

Strategies for Success for New University Faculty Members

AEC6932

Fall 2024 - 2 credit hours

Instructor

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Office hours: Monday 11:00 a.m. – 12:30 p.m. or by appointment

Class Times

Monday 12:50 – 2:45 p.m.

Location

409 Rolfs Hall

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.

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.
7. Serve as contributing citizens of their academic units, institutions, and profession.

Course Design

This course is discussion-based. Your preparation and engagement in the discussion are critical to your success and the success of your classmates.

Requirements

Textbook:

Westfall-Rudd, D., Veringrin, C., and Elliott-Engel, J. (eds.) (2022). *Teaching in the University: Learning from Graduate Students and Early-Career Faculty*. Blacksburg: Virginia

Tech Publishing. <https://doi.org/10.21061/universityteaching> License: CC BY-NC 4.0.
(available for free download)

Selected readings will be incorporated into class discussions.

Technology:

To succeed in this course, you must have access to the following technology:

- Desktop Computer or Laptop
 - Audio Capabilities
 - Webcam and Microphone for synchronous sessions
- Microsoft TEAMS - [Microsoft 365 basics video training](#)
- Adobe Reader - [Acrobat tutorials](#)
- **Web Browser - Chrome** is the preferred browser for Canvas. If you do not have Chrome, you can [download it](#).
- University of Florida Email
 - Students are expected to check their my.ufl emails daily. View the [Student Computing Requirements](#) page for information on technology requirements and expectations.

Prerequisite Knowledge:

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

Minimum Technical Skills:

Minimum technical skills required:

- Competence in using email for communication purposes, including sending and receiving messages and managing attachments.
- Familiarity with commonly used word processing applications (such as Microsoft Word or Google Docs), including the ability to create, edit, and format documents.
- Basic computer skills, including understanding fundamental operations like file management, using menus and toolbars, and navigating between different applications.
- Ability to perform online research using a variety of search engines and library databases.

Instructor Response & Feedback

The instructor is committed to responding to your TEAMS and email messages **within 24 hours** when feasible during the work week, Monday through Friday, *except holidays*. The major assignments will be graded, with *meaningful feedback* provided, **within one week of their submission**.

Assignments

Grant Materials

1. Complete the template documents for a potential grant program.
 1. Conflict of Interest form
 2. Current and Pending form
 3. Biosketch

4. Project Summary (for possible grant idea)
2. Prior to the class meeting on the assigned day, upload your documents into the [Grant Materials Documents](#) folder in MS TEAMS.

Interview Discussion

1. Interview a faculty member about his/her experiences through the tenure &/or promotion process.
2. Draft a one-page list of “strategies for success” gained from your interview. Prior to the class meeting on the assigned day, upload your synopsis into the [Interview Discussion Documents](#) folder in MS TEAMS.
3. Lead a 10-minute discussion with your colleagues about your reflections on the interview.

Application Materials

1. Develop the materials that are commonly requested for an application for a faculty position.
 - a. Curriculum Vitae
 - b. Cover letter (no more than 3 pages)– Does it tell your “story”? Is it action-oriented (not passive)? Does it illuminate important items/experiences listed on your CV? Does it tell your vision for the position? Does it sound like you want the position?
 - c. Research Conceptual Model and narrative (no more than 2 pages) – is it clear? Does it address important research questions? Does it describe your potential outcomes and impact? Does it provide guidance for at least 5 years?
 - d. Teaching and learning philosophy (no more than 2 pages) – Is it clear? Does it adequately explain to the reader how you teach and why to design your teaching in that manner? As appropriate, does it address formal & non-formal teaching? Does it address advising/mentoring?
2. Bring draft versions of these documents to class on the assigned day. Draft and final versions should be emailed to bmyers@ufl.edu by the deadline.

Journal Article Review

1. Complete a review of a research manuscript submitted for publication in a peer-reviewed journal. The manuscript, review form, and guidelines for the journal will be provided to you via email.
2. Bring a copy of your completed review form and any additional notes you may have made on the manuscript to class on the assigned day.
3. Participate in a discussion on the review of this manuscript and the overall journal review process.

Assignment Points & Explanation:

A contract grading strategy will be used for the course.

Course Grading:

Grading Scale

A = 93-100%	C+ = 76 – 79.99%	F = Below 60%
A- = 90 – 92.99%	C = 73 – 75.99%	
B+ = 86 – 89.99%	C- = 70 – 72.99%	
B = 83 – 85.99%	D+ = 66 – 69.99%	
B- = 80 – 82.99%	D = 63 – 65.99%	
	D- = 60 – 62.99%	

Further information about UF grading policies can be found here:

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

Reading & Assignment Schedule:

Session	Topic	Assignment
Aug 26	Course Overview Preliminary discussion of course topics and the faculty role Deconstructing Position Announcements	
Sept 2	Labor Day Holiday – No Class	
Sept 9	Guest Speaker: Dr. Sadie Hundemer The first year as a faculty member Drafting Cover Letters	
Sept 16	Guest Speaker: Dr. Tre Easterly The faculty role: Teaching & Mentoring Articulating your teaching and learning philosophy	
Sept 23	Guest Speaker: Dr. Laura Warner The faculty role: Research Research conceptual Model: A guide for your research program	
Sept 30	Guest Speakers: Dr. Grady Roberts, Dr. Sebastian Galindo & Richard Chamblin Securing and Managing Grants	
Oct 7	Guest Speaker: Dr. Matt Bengé The faculty role: Extension and Outreach	
Oct 14	Guest Speaker: Dean Elaine Turner Planning for Tenure and/or Promotion Feedback on cover letters and CVs	Cover Letter Curriculum Vitae
Oct 21	Guest Speaker: Dr. J.C. Bunch Planning for Tenure and/or Promotion Feedback on teaching and learning philosophy statements	Teaching and Learning Philosophy Statement
Oct 28	Guest Speaker: Dr. Ricky Telg Managing Time and Priorities Feedback on research conceptual models	Research conceptual model and narrative
Nov 4	Guest Speaker: Dr. Lauri Baker Building relationships and collaboration Serving as a manuscript reviewer	Manuscript Review
Nov 11	Veteran's Day Holiday – No Class	

Nov 18	Guest Speaker: Dr. Lisa Lundy The faculty role: Service and faculty leadership Insights from your interviews	Interview Reports
Nov 25	Thanksgiving Break – No Class	
Dec 2	Insights from the profession	Final version of application materials

Academic Integrity

UF's Academic Honesty Statement:

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: ***"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."*** You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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."***

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g., assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates dishonesty to the instructor, department chair, college dean or Student Honor Court. **It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code.** Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: [UF Student Code of Conduct Webpage](#).

Plagiarism:

Plagiarism includes taking **verbatim phrases of just a few words** without permission or full attribution. It includes **quoting too much** from your sources, thereby substituting their expression for your own, or quoting too much from one source, effectively taking more than a *fair use* of their work. **Over quoting (direct quotes)** comprising more than 10% of any assignment will be considered plagiarism. Plagiarism includes **unique expression**, which can be a phrase of a few words or a simple moniker. Our writing is mostly *our own expression*. When writing for science and business, we base our work on **facts** obtained from a variety of **credible sources**. We give credit where it is due. We **cite our sources** so others can access the information we present. When appropriate, we very carefully, ethically, and lawfully use others' expression of that information. We obtain permission to use our sources' expression or give full credit for a *limited, fair use*, including direct quotes.

Attendance Policies

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: [UF Attendance Policies](#).

Institutional Policies

Recording Statement

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session. Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code. [UF IN-CLASS RECORDING](#)

Software Use

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate. [UF ACCEPTABLE USE POLICY](#)

Course Evaluations

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at: <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email, they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at: <https://gatorevals.aa.ufl.edu/public-results/>

Student Services

Health & Wellness

- U Matter, We Care
 - If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center
 - Visit the [Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
 - Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students.
- Student Health Care Center
 - Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center website](#).
- University Police Department
 - Visit [UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- GatorWell Health Promotion Services
 - For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

Academic Resources

- E-learning technical support
 - Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- [Career Connections Center](#)
 - Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- [Library Support](#)
 - Various ways to receive assistance with respect to using the libraries or finding resources.
- [Teaching Center](#)
 - Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.
- [Writing Studio](#)
 - 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- Student Complaints On-Campus
 - Visit the [Student Honor Code and Student Conduct Code webpage](#) for more information.
- On-Line Students Complaints
 - View the [Distance Learning Student Complaint Process](#).

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations

within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, [UF Disability Resource Center](#).

[Canvas Accessibility Standards](#)

[Zoom Accessibility Information](#)