

Strategies for Success for New University Faculty Members

AEC6932

Fall 2025 - 2 credit hours}

# Instructor

Brian E. Myers, Ph.D.

Professor and Chair

Email: bmyers@ufl.edu

Office location: 305 Rolfs Hall

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

# Class Times Location

Monday 12:50 – 2:45 p.m. 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:

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
* Microsoft Word - [Microsoft 365 basics video training](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.microsoft.com%2Fen-us%2Foffice%2Fmicrosoft-365-basics-video-training-396b8d9e-e118-42d0-8a0d-87d1f2f055fb&data=05%7C01%7Cbrooke.brammer%40ufl.edu%7Cfa687a99f8814d9457ff08db03a74f10%7C0d4da0f84a314d76ace60a62331e1b84%7C0%7C0%7C638107789339169026%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=TLW6NUAxqahJlebtSJzmI6gGZFi5bvKksQmj7nOsgPA%3D&reserved=0)
* Adobe Reader - [Acrobat tutorials](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhelpx.adobe.com%2Facrobat%2Ftutorials.html&data=05%7C01%7Cbrooke.brammer%40ufl.edu%7Cfa687a99f8814d9457ff08db03a74f10%7C0d4da0f84a314d76ace60a62331e1b84%7C0%7C0%7C638107789339169026%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hZA7%2FIKCV%2BzbSPu2MjomDnxCbI5usbBdV2%2FMV9lzRso%3D&reserved=0)
* **Web Browser - Chrome** is the preferred browser for Canvas. If you do not have Chrome, you can [download it.](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.google.com%2Furl%3Fsa%3Dt%26rct%3Dj%26q%3D%26esrc%3Ds%26source%3Dweb%26cd%3D2%26cad%3Drja%26uact%3D8%26sqi%3D2%26ved%3D0CDYQjBAwAQ%26url%3Dhttps%253A%252F%252Fsupport.google.com%252Fchrome%252Fanswer%252F95346%253Fhl%253Den%26ei%3D16T0U_61AZWAygT1vYHoAQ%26usg%3DAFQjCNHFiowHAaPSkTUo-EyAOIeZWDPSCw%26sig2%3DulcujkhFWJawLyO6J0SvpA%26bvm%3Dbv.73231344%2Cd.aWw&data=05%7C01%7Cbrooke.brammer%40ufl.edu%7Cfa687a99f8814d9457ff08db03a74f10%7C0d4da0f84a314d76ace60a62331e1b84%7C0%7C0%7C638107789339325259%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=NJn3IJOjWwtZLgxmHrwwCiuh0EKyquERtWcT9Vs%2FKus%3D&reserved=0)
* University of Florida Email
* Students are expected to check their my.ufl emails daily. View the [Student Computing Requirements](https://it.ufl.edu/policies/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.
2. Conflict of Interest form
3. Current and Pending form
4. Biosketch
5. Project Summary (for possible grant idea)
6. Prior to the class meeting on the assigned day, upload your documents into the [Grant Materials Documents](https://uflorida.sharepoint.com/%3Af%3A/t/AEC6932StrategiesforSuccessforNewUniversityFacultyMembers/EoH5K3lY4cVNieoWsCBDWggBX7t-08PGJjs3rewJ8k9Rzw?e=5T7Or5) 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](https://uflorida.sharepoint.com/%3Af%3A/t/AEC6932StrategiesforSuccessforNewUniversityFacultyMembers/EnbpbZ4V1s1MpE4gU9Dhr5QBA7i0CoMV61Au3NCoXrHYzA?e=bXXS3G) 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.
2. Curriculum Vitae
3. 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?
4. 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?
5. 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?
6. 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 25  | Course Overview Preliminary discussion of course topics Deconstructing Position Announcements |   |
| Sept 1 | Labor Day Holiday – No Class  |   |
| Sept 8  | *Guest Speaker:* Dr. Maddison Dyment*Interviewing for a faculty position* |  |
| Sept 15  | *Guest Speaker:* Becky Raulerson*Non-tenure track faculty positions**Drafting Cover Letters* |   |
| Sept 22  | *Guest Speakers:* Dr. Grady Roberts & Dr. Tre Easterly*The faculty role: Teaching & Mentoring**Articulating your teaching and learning philosophy* |   |
| Sept 29  | *Guest Speaker:* Dr. Matt Benge*The faculty role: Extension and Outreach* |   |
| Oct 6 | *Guest Speakers: Dr. Lauri Baker* & Richard Chamblin*Securing and Managing Grants* |   |
| Oct 13 | *Guest Speaker*: Dr. Sadie Hundemer & Dr. Laura Warner*The faculty role: Research**Research conceptual Model: A guide for your program* |   |
| Oct 20  | *Guest Speaker:* Dean Rob Gilbert*Planning for Tenure and/or Promotion* |  |
| Oct 27  | *Guest Speaker:* Dr. Lisa Lundy*Planning for Tenure and/or Promotion* |  |
| Nov 3 | *Feedback on application materials – group review* | Application materials DRAFT |
| Nov 10  | *Guest Speaker:* Dr. J.C. Bunch*The faculty role: University and Professional Service**Serving as a manuscript reviewer* | Manuscript Review  |
| Nov 17  | *Guest Speaker*: Dr. Deb Barry*Faculty positions at RECs* |  |
| Nov 24  | Thanksgiving Break – No Class  |   |
| Dec 1 | Insights from the profession  | Interview Reports Application materials  |

# University-Wide Policies and Student Support Services

Students are expected to visit and review the centralized UF Syllabus Policy page at: [UF Syllabus Policy Link](https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/). Throughout the term, students are strongly encouraged to return to this page regularly to stay updated on important university expectations and explore available resources. The page includes information on topics such as:

**Academic Policies**

* Attendance requirements and make-up work procedures
* Academic accommodations for students with disabilities
* Grading standards and grade point policies
* Course evaluation instructions and portals
* Student Honor Code and University Honesty Policy
* Guidelines governing the recording and use of class lectures

**Academic Resources**

* E-learning support and technology assistance
* Career and counseling services (Career Connections Center)
* Library access and help services
* Study skills support and tutoring (Teaching Center)
* Writing support (Writing Studio)
* Complaint procedures and academic grievance resources
* UF Student Success Initiative resources

**Campus Health & Wellness**

* Physical, mental, and emotional health services
* Safety and support programs
* UF Whole Gator wellness tools