

Survival Guide for New Faculty Members

Jeffrey P. Bakken and
Cynthia G. Simpson

Agenda

- What do I consider when choosing an institution?
- What can I expect in regard to teaching? Are there different options? Schedules?
- How important is research? How do I make time to do it?
- How important is service? Does it matter whether it's at the university, another organization or in my community?
- How do I document my progress?
- How do I find balance among the work requirements, personal expectations, and family?

What do I consider when choosing an institution?

- Environment of the department, college, and institution. Is it a place where you would want to work every day?
- What is the culture of the department - - supportive, nurturing, helpful or competitive and cut throat?
- What are the faculty like - - would you want them as your colleagues?

What do I consider when choosing an institution?

- Are there ample opportunities for you to grow and develop?
- What kind of internal support is provided to help you grow and develop?
- What is the relationship between teaching and research?

What do I consider when choosing an institution?

- What is the community like and are there family things to do there or nearby?
- What will they offer you?
- Besides a contract with salary you should request an offer letter that states everything you will get, from a new computer and screen or screens, to a hard drive, software, moving expenses, books, start-up costs, memberships, travel to conferences, graduate assistantships, etc.
- Ask about mentoring and professional development opportunities.

What can I expect in regard to teaching?

- Are there different options? Schedules?
- Depends on where you go.
- Research 1: 1-2 courses a semester. Teaching University: 3-4 courses per semester.
- Need to ask questions before taking a job about this. Course load?

What can I expect in regard to teaching?

- Course load?
- Courses you will teach –the same courses over a year from semester to semester to totally different courses each semester.
- When you will teach is also a factor.
- This can impact other areas of your life, mainly research.

What can I expect in regard to teaching?

- As a Department Chair I always tried to schedule the same courses (1 section of one and 2 sections of another) each semester for a couple of years for faculty to get their bearings.
- I also tried to schedule 2 days or 3 at most to create time for research and writing.
- The first semester is especially tough teaching and not much else gets done.
- You need to ask questions, advocate for yourself, get things in writing. Protect yourself.

How important is research?

- How do I make time to do it?
- Research is very important and something you should start on right away.
- Find out what internal supports there are for research.
- Internal grant opportunities, writing groups, professional development?
- Document what you do.

How important is research?

- You should always have multiple things going.
- Something submitted, something in process, some ideas of new projects.
- Collaboration is key: are there others at your institution you can collaborate with, other doctoral students or friends, go to conferences and meet people, join organizations.
- Today most publications are published by more than one author.

How important is research?

- Find out how research at the institution is evaluated - - points for certain journal, authorship, tiers?
- Very important to your success.
- From your first year to tenure year you should be taking more leadership roles and have more products and projects going.
- You should ask current faculty what their perception of research is?
- How are faculty supported?

How important is service?

- Does it matter whether it's at the university, another organization or in my community?
- Service is important, but in my opinion not as much as teaching and research.
- I used to tell new faculty not to really worry about it there first year.
- Get teaching and research going first.

How important is service?

- Usually a faculty member should be very versed in service and over time it should be at the university as well as in the community (schools) and in professional organizations.
- At the university it could be at the department, college, or university levels.
- Depending on the size the higher up you go the less opportunities there will be, but that really depends on where you are and the size of everything.

How important is service?

- During your interview you would want to ask about this.
- How important is service?
- What counts?
- What is mandatory?
- What is suggested?

How do I document my progress?

- Keep track of everything you do.
- Keep everything current.
- As soon as you do something - - present, submit, publish, write it down and update your vita.
- This will help you so you don't forget anything when you do your yearly report.
- Even events you attend, guest lectures, consults, absolutely everything.

How do I find balance?

- How do I find balance among the work requirements, personal expectations, and family?
- Very good question.
- You need to make time for yourself.
- Maybe every Saturday spend with your wife, family, or friends.

How do I find balance?

- Attend family functions at school.
- Don't become a workaholic.
- Balance is very important.
- Find a stress reliever - - running, reading (non-school books or journals), lifting, etc.



A SURVIVAL GUIDE FOR
**NEW FACULTY
MEMBERS**

OUTLINING THE KEYS TO SUCCESS
FOR PROMOTION AND TENURE

JEFFREY P. BAKKEN

CYNTHIA G. SIMPSON

Questions/Answers

Jeff Bakken: jpbakken@fsmail.bradley.edu

Cindy Simpson: csimpson@hbu.edu