



Monthly Mentoring Memos

October 2018

Time Management & Organization

New faculty often struggle with balancing time effectively.

Boice (2000) found new faculty tend to spend most of their time on teaching, often to the detriment of their research and writing.

Here are some tips and ideas to discuss together as mentor and new faculty member:

- Spend at least 3 hours per week on scholarly writing or 30-60 minutes per day - even if you're not feeling ready to write (Boice, 2000)
- Carve out time to network with colleagues and discuss teaching and research - the most productive new faculty members did this on average of 4 hours per week (Boice, 2000)
- Block-out times in your schedule for teaching prep and scholarship and hold these sacrosanct - during what time of day do you best write?
- Consider limiting email correspondence to certain hours in a given day rather than responding at all times - keep it closed until that time comes

Keep your Review & Reappointment Materials Organized

It's easy to get overwhelmed by all the details. Here are some other tips to discuss related to organization:

- Use the Faculty Profile Database as a place to keep details organized and update regularly instead of using it only at the end of the year.
- Have a separate file for teaching, advising, research, and service and put in items such as teaching evaluations, unsolicited emails/notes from students and advisees, papers published/accepted, grants submitted, etc.
- Begin using the Promotion/Tenure form required by the System as soon as possible.

- Update your CV semesterly using these files or every time you submit, revise/resubmit, get accepted, etc. update your CV

Keep your Teaching Organized

- Consider a 3-ring binder (or equivalent electronic version) for each class that includes sections for (a) syllabus and class agendas/notes, (b) readings, (c) attendance/student information, (d) handouts or materials distributed in class, and (e) a section for future ideas when teaching the class (what worked, what to do differently, etc.)
- If you use Blackboard, you can recycle the course each new semester to save yourself time in the future.
- Give each class agenda/lecture notes a specific meeting number (Class 1, Class 2, etc.) and save them as such on your computer. Makes for easy recall when re-teaching the class.
- Take the time at the end of each semester to jot down ideas from teaching evaluations and update your syllabus while your memory is fresh.

Keep your Scholarship Organized

- Plot out your monthly, semesterly, and annual goals for scholarship and post them near where you work
- What are the “typical” expectations for scholarly output in your unit based upon your teaching load?
 - For example, if expected to produce 2 refereed publications per year consider the 2/2/2/2 rule:
 - Two in conceptualization
 - Two in data collection/analysis
 - Two in draft/writing
 - Two under review
- Keep an updated table of scholarship submitted including title, where sent, when, outcome and post near where you work - keep updated on CV too

Don't Forget Your Self

- Take care of yourself: Eat well, get enough sleep, exercise
- Take care of your family & friends: Put life first before work
- Celebrate accomplishments: Take time to celebrate little and big wins in career and in personal life

Resources

Boice, R. (2000). *Advice for new faculty members*. Boston, MA: Allyn & Bacon.

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