

Launching Your Academic Career at Mines

(all classes in Berthoud 204)

Workshop 1 (August 24, 12-1:30): Expectations for Promotion and/or Tenure: Publishing Your Research

- Research expectations at Mines for teaching and tenure lines
- Data on what makes a “quick starter”
- Tips for writing
- Writing for the right audience

Workshop 2 (Sept 7, 12-1:30): Setting Up Your Research Group & Developing Its Brand

- Developing a “powerful group”: mentoring and advising students
- Tips for working with graduate students: what is/is not your job
- Setting guidelines for students
- Working on an a national/international reputation and a “brand identity”
- Representing yourself outward: web presence and the good, bad and ugly of social media

Workshop 3 (Sept 21, 12-1:30): Grant Writing Tips and University Finances for Faculty

- Setting research objectives and writing compelling proposals
- Tips for getting federal and industry funding
- Should you meet your program officer?
- The Mines budget: where does money come from and go to?
- Types of university funds
- What are indirect costs and how they are used at universities



Workshop 4 (Oct 5, 12-1:30): The Sustainable Professor

- Service work — how it helps and how it fits into your effort
- Time management and saying no gracefully
- The Want-To-Do, Need-To-Do Conundrum
- Realistic goal setting
- Finding time for yourself by establishing your absence
- Thinking of yourself in multidimensional space

Workshop 5 (Oct 19, 12-1:30): Networking, Finding Mentors, and Managing Personalities

- How to identify (multiple) mentors
- Figuring out expectations of others
- Managing up
- The principles of shared governance
- Effective listening and communication
- Dealing with bullies or difficult colleagues
- People you need to know: the Board of Trustees; the President and Provost; Faculty Senate

Workshop 6 (Nov 2, 12-1:30): Working on Your Dossier (Start Now!)

- The tenure and/or promotion process timeline
- What goes into your dossier
- How to write your statements
- Promotion letters — how they are selected, how to cultivate writers, what to avoid
- Intangibles
- Promotion myths and FAQs

Lunch will be provided, and each week is somewhat independent such that folks can attend as they are able. If you need to arrive late/leave early for teaching, etc. that is no problem also.

Questions/comments? Contact Kamini - ksingha@mines.edu

Learning objectives below...



Overall course goal: Increase retention rates and promotion and/or tenure success rates for new faculty at Mines.

This will be accomplished by working with faculty to:

1. Develop a strong promotion packages:

- explain Handbook/Procedures manuals
- identify characteristics of successful candidates
- summarize characteristics of good external letter writers
- start working on dossier materials

2. Enhance research, teaching and professional productivity:

- develop a professional growth plan
- schedule time to write
- identify growth areas for your teaching
- describe what gets grants funded
- develop an elevator pitch for your research
- identify service expectations
- develop a mechanism for saying 'no' that resonates
- set guidelines for working with students
- develop tools to more effectively with others
- find ways to build support networks/cohorts

3. Identify procedures, supports, and structures at Mines that can help advance your career:

- identify campus resources & where to go for help
- identify characteristics of mentors that might work for you
- identify who makes decisions on campus
- describe the basics of money at a university
- “demystify” academia
- put a value on your personal time

