

Get your Semester Back on Track

Lessons from the NCFDD Faculty Success Program

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Overview of Today's Workshop

- What is NCFDD?
- Discuss semester planning, weekly planning, and daily writing
- Overview of semester planning process: what, how, when
- Identify goals, turn them into SMART goals, and map them onto weeks

National Center for Faculty Development & Diversity

- 12-week Faculty Success Program
- Grants to offset the majority of costs from the UNM Vice President of Diversity, Equity, & Inclusion
- Free alumni support



NCFDD Faculty Success Program

1) Strategic planning each semester



2) Weekly planning meetings



3) Daily writing

Semester Planning

- Create a semester plan/strategic plan for the semester that will help you identify up to three major work-related goals and up to three major personal goals.
- Be sure to make these goals SMART goals (more on that soon!)
- Your semester plan will have 16 (or however many correspond to your semester) weeks.
- Map your SMART goals onto weeks of the semester

Weekly Planning

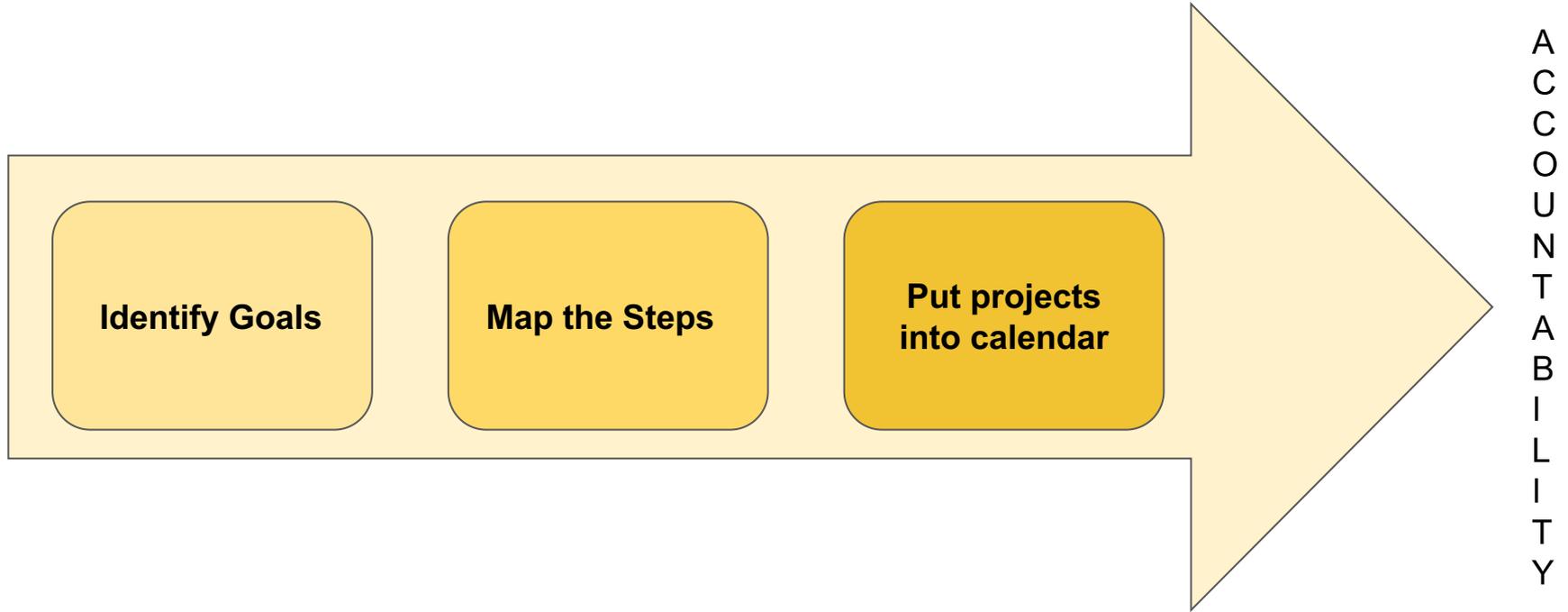
- **Schedule a Sunday Planning Meeting**
 - My weekly planning meeting typically takes place on Monday mornings. In addition to entering all of my meetings and obligations for the week, I also write down my: celebrations, carryovers, primary goals, support, and rewards
- **Write your weekly obligations in a spreadsheet, planner, and/or calendar**
 - I like paper planners. (These are typically advised against, but it works for me! I use a Passion Planner. There are many options out there that abide by the quarter.) I color code my obligations based on teaching, research, and service. I have a separate color for personal tasks. I block out my writing time each day.

Daily Writing

- Block 30 minutes PER DAY for writing Monday-Friday
- Do NOT sacrifice your writing time
- Join a writing group or start one yourself
- Log your writing time daily
- Establish a habit and track your data
- See Advance workshop on Developing a Sustainable Writing Practice here:
<https://advance.unm.edu/2021/09/21/developing-a-sustainable-and-reality-based-writing-practice/>

Support Structure	Need It Meets
Write-On-Site	Physical companionship
Online Writing Groups	Daily contact and support
Accountability Groups	Problem-solving and support
Mentor	Individual attention and support
Writing Buddy	Help getting started each day
ADVANCE	Community, support, and accountability

Creating your strategic plan



Identify Goals

Research goals for Fall 2021

1) _____

1) _____

1) _____

Personal goals for Fall 2021

1) _____

1) _____

1) _____

Make goals SMART

Specific

Measurable

Atttractive

Realistic

Time-Framed

Make goals SMART

Specific

- 1) Write NSF proposal
- 2) Write book review.

Measurable

Atttractive

Realistic

Time-Framed

- 1) Finish full draft of NSF proposal by August 15 so I can submit it September 3.
- 2) Submit book review of *A Revolution in Fragments* by June 5.

Mapping out the steps

- Goal is known. But **how** are you actually going to achieve it?
- What needs to happen, what are the steps you need to complete?
- Reverse-engineer your goals, break into:
 - Projects
 - Specific tasks

Goals	Projects	Tasks
Smart Goal #1		
Smart Goal #2		
Smart Goal #3		

Introduce these projects/tasks to your calendar

Week	Projects/Tasks
Week 9, October 18-22	
Week 10, October 25-29	
Week 11, November 1-5	
Week 12, November 8-12	
Week 13, November 15-19	
Week 14, November 22-26	
Week 15, Nov 29 – Dec 3	
Week 16, December 6-10	
Week 17, December 13-17	

Example of a Strategic Plan

(but make your strategic plan your own)

When



What and how



Goal	Projects
Goal: Submit Double Burden manuscript to <i>Educational Researcher</i> by June 4	<ol style="list-style-type: none"> 1) Code focus groups + integrate quotes 2) Revise manuscript 3) Bibliography 4) Format for journal 5) Submit
Goal: Produce the Qualitative Report to submit to the team by July 15	<ol style="list-style-type: none"> 1) Code focus groups 2) Identify themes/outline report 3) Display quotes by themes 4) Select quotes 5) Write intro/methods 6) Write sections 7) Revise
Goal: Complete my revisions of the Weedy Relations manuscript by June 30.	<ol style="list-style-type: none"> 1) Reorganize manuscript 2) Read feminist political ecology/relevant theory 3) Write theory sections 4) Revise/edit overall 5) Add citations to bibliography
Goal: Identify Fulbright opportunities, contact host institutions, and draft	<ol style="list-style-type: none"> 1) Look at website and find opportunities 2) Figure out application requirements 3) Develop ideas for project 4) Contact potential hosts/partners 5) Draft statements

Week	Big Picture + Deadlines + Goals	Project
1 May 24 – May 28	Goal: Double Burden Paper Goal: Weedy Relations Paper	Project: Coding interviews Project: Identify and order texts to read when I am in California.
2 May 30 - June 4	Goal: Double Burden Paper, submit June 4 Goal: Fulbright	Projects: Revise manuscript, bibliography, format for journal, submit Project: Look on website for opportunities and understand application requirements.
3 June 7 – June 11	California Goal: Weedy Relations Paper Goal: Global Countryside syllabus	Project: Have fun with family Project: Read feminist political ecology, read global countryside texts
4 June 14 – June 18	California Goal: Weedy Relations Paper	Project: Have fun with family

Accountability

- Share your strategic plan with a mentor, colleague, writing group, etc.
- Sign-up for NCFDD. UNM has an institutional membership.
 - o <https://www.facultydiversity.org/>
- NCFDD has 2-week writing boot camps you can join for free

Questions and Discussion

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