OFA Programming Updates

Faculty affairs offers faculty development programs for faculty, academic leaders and search committees. Please contact Susanna Calvert (Susanna.Calvert@uga.edu) for consultations, questions, or requests for training for your department or school. Register for most workshops at www.hr.uga.edu/training.

- **Faculty Learning Series** - Workshops and informal meetings for new and established faculty as well as academic leaders. Go to t.uga.edu/2Rj for a complete program description.
- **Creating a Sustainable Writing Program** – Designed for faculty to develop and maintain a daily writing practice through learning best practices for time/stress management and daily writing, and by providing daily and bi-weekly accountability. The Spring program starts December 19. See our website and register by emailing Susanna.Calvert@uga.edu.
- **New Department Head Orientation** – Helps new and existing academic leaders learn the basics of management at UGA during the Fall semester. Please email Susanna.Calvert@uga.edu for more information.
- **Faculty Search Committee Training** – OFA provides faculty search committee training to units upon request. This 2-hour training includes a summary of faculty employment trends at UGA, review of the literature related to faculty evaluation, and best practices for faculty searches.
- **National Center for Faculty Diversity and Development (NCFDD.org)** - UGA continues our subscription to this valuable resource for faculty success which includes free webinars on writing, research and teaching. Go to NCFDD.org to create your account and access their materials on your time line!
- **OFA website** – Our website offers an array of resources for faculty including UGA policies and procedures, and learning opportunities, including a time/stress management resource list.
- **Promotion and Tenure workshop dates** - Tenure-track P&T procedures workshops on October 18, 2-4 pm or November 21, 10-12 pm, both in Training and Development Building.

Center for Teaching and Learning

**One Button Studio and CTL Fall 2017 Workshop Series**

The Center for Teaching and Learning now has a studio available to faculty, instructors and graduate teaching assistants for creating videos for online instruction, documenting small-group discussions, recording presentations, practicing presentation skills, and a variety of other uses. The studio, which also includes a green/blue screen for creating visual effects, is a great tool to create engaging content for students. For more information, visit http://ctl.uga.edu/one-button/

This year, the Center for Teaching and Learning (CTL) is offering several new exciting workshops, including “Moderating Classroom Discussions” on September 7, where attendees will contrast different instructional purposes for discussion and engage with a panel of award winning faculty, who will describe common pitfalls, tips, and strategies for moderating classroom discussions. The Fall 2017 Workshop Series will also feature several workshops on the development and assessment of student learning outcomes (SLOs). The Assessment workshop series continues with the next workshop, “Identifying and Collecting Evidence of Student Learning” on September 13. If you have questions about SLO assessment, please contact our Assistant Director of Assessment, Madeline Smith (madeline.smith@uga.edu).
Programming News

- **Aspire Fellows Program** – Welcome and congratulations to the 10 Aspire Fellows that enrolled in this year-long program starting Fall 2017. Stay tuned to learn more about how they are pursuing their high impact projects together.

- **Leadership Institute** - Congratulations to the participants of the inaugural UGA Leadership Institute, held July 15-19 at the Georgia State Botanical Gardens! General topics covered include self-awareness, self-management, managing others and leading change. Nine emerging and established campus leaders participated, including Suzanne Birch, Ben Brainard, Alexander Bucksch, Melinda Camus, Andreas Handel, Sudhagar Mani, Ramaraja Ramasamy, Anne Schaffer and Belinda Southard. Many thanks to Kiz Adams, Patty Riehm, Allie Cox and Aliki Nicolaides for making the Institute a big success!

Human Resources Professional Development Services

UGA’s Human Resources offers many programs for faculty, including the

- **UGA Work/Life Balance Program** – including the Employee Assistance Program
- Numerous **workshops** on a variety of topics, including management and leadership
- **Fall Professional Development Book Club**, discussing **Mindset** – November 3, 1:00 – 2:00 pm

In *Mindset*, Stanford University psychologist Carol Dweck explores her groundbreaking research in motivation and explains why it’s not just our abilities and talents that bring about success, but whether we approach our goals with a fixed or growth mindset.

The Professional Development Book Club meets quarterly at Training & Development, and book selections focus on relevant and research-based topics that help professionals meet the challenges of their work and lives. The book club is open to all UGA faculty and staff and fosters interdisciplinary conversation and networking across the university. For more information, email facilitator Allie Cox at alliecox@uga.edu.

Productive Writing Resources

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<tr>
<th>Topic</th>
<th>Resources</th>
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<tr>
<td>UGA</td>
<td><strong>Write@UGA</strong> – Write@UGA lists the main programs available to enhance student and faculty writing and support the teaching of writing at UGA.</td>
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<tr>
<td>Resources</td>
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<td>• <strong>UGA Writing Center</strong> - Offers a variety of writing resources for UGA graduate and undergraduate students, including face-to-face and online consultations.</td>
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<td>• <strong>Writing Intensive Program</strong> – WIP trains TAs to serve as writing coaches in discipline-specific courses. The call for course proposals for 2018-2019 will be announced in early 2018. Visit WIP online to learn more.</td>
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<td>• <strong>Writing Fellows</strong> – CTL’s Writing Fellows focus on teaching and responding to student writing. Applications for the next cohort will be announced next Spring.</td>
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<td>• Faculty Writing Retreat – Please contact Lindsey Harding or Elizabeth Davis for information about the Fall writing retreats, tentatively scheduled for Fall Break Day and during finals week.</td>
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- **Writing Certificate Program** - The WCP gives undergraduates the opportunity to take a writing intensive program of coursework tailored to their field and interests. More information and program application are online at write.uga.edu.

**Creating a Sustainable Writing Practice** – See newsletter item above and our [website](#). Register by emailing Susanna.Calvert@uga.edu.

### NCFDD.org

NCFDD.org – Writing challenge options
- 14 Day Writing Challenge – get into the habit of writing every day for 30 minutes. (Next challenge is October 30, 2017).
- Forum – Writing challenges also occur monthly; go into Forums to see the current month's writing challenge prompt and discussion forum.
- Core curriculum – 12 webinars related to productive writing. Pick and choose or do them all!

NCFDD.org – Webinar Courses and Webinars
- **Courses** –
  - Working with a Literary Agent
  - Building a publishing pipeline
  - Prepare for a stress-free semester
  - How to craft and submit a winning book proposal
  - How to work with academic editors
  - Writing science: How to write papers that get cited and proposals that get funded
  - How to win an NIH grant
  - How to craft and submit a winning book proposal in 4 weeks
  - Everything you need to know about grant writing
  - Developing the resilient writing spirit: How to overcome shame and imposter feelings
  - How to seek (and get!) foundation funding
  - Scholarly journal writing: An editor’s perspective
  - How to write grants and win fellowships for academics in the humanities
  - How to write a grant proposal: STEM & SBES
- **Webinars** -
  - 5 Secrets for a super-productive semester
  - Embracing rejection: De-stigmatizing submissions and purifying your writing process
  - How to develop a daily writing practice (see Core Curriculum)
  - Moving from resistance to writing (see Core Curriculum)

### Other resources

- **My Top 10 academic productivity tips, or how I submitted 5 pieces in 3 weeks**
- **Write No Matter What** – book review from Inside Higher Ed
- **Becoming a Productive Faculty Writer — A Summary of Best Practices** – 12 tips, plus additional resources
- **Pomodoro timer** – Use the Pomodoro method (write for 25 minutes, rest for 5 minutes) to improve your productivity.

*To access NCFDD resources:
- Go to ncfdd.org
- Click on Become A Member, and select Claim Your Institutional Membership
- Click on University of Georgia
- Log on using your UGA username and password