



National Center for Faculty Development & Diversity

EVERY SEMESTER NEEDS A PLAN

Kerry Ann Rockquomore, PhD
President, National Center for Faculty Development & Diversity
www.FacultyDiversity.org



Today's Facilitator:

Kerry Ann Rockquemore, PhD



Kerry Ann Rockquemore, PhD is President of the *National Center for Faculty Development & Diversity*. Her scholarship has focused on interracial families, biracial identity, and the politics of racial categorization. She is author of two books: *Beyond Black* and *Raising Biracial Children*, as well as over two dozen articles and book chapters on multiracial youth. After Dr. Rockquemore became a tenured professor (at the University of Illinois at Chicago), her focus shifted to improving conditions for pre-tenure faculty by creating supportive communities for professional development, research productivity, and work/life balance. Her award-winning work with under-represented faculty led to the publication of her most recent book: *The Black Academic's Guide to Winning Tenure Without Losing Your Soul*. Through the NCFDD, Dr. Rockquemore provides workshops for new faculty at colleges across the U.S., writes a weekly advice column for *Inside Higher Education*, and facilitates an online discussion forum for faculty, post-docs and graduate students at www.FacultyDiversity.org



TODAY'S WORKSHOP

- PART I: Challenges of the “Semester Slam”
- PART II: Keys to a Successful Semester
- PART III: 5-Steps to Creating Your *Semester Plan*
- PART IV: Moving Forward



I. The “Semester Slam”

The challenges of the “Semester Slam” are:

- ❑ Un-structured time
- ❑ Varied and time-consuming commitments
- ❑ The tendency to *unconsciously* prioritize seemingly urgent, unimportant tasks and others needs while neglecting our own health, well being, relationships and long-term success
- ❑ Lack of clarity about how much time research and writing tasks *actually* take
- ❑ Institutional cultures where everyone works *all the time*



II. Keys to A Successful Semester

The keys to a successful semester are:

1. Knowing what you need as a *human being* and what you need to accomplish as a *researcher* and *writer*
2. Creating a *realistic plan* to meet ALL of your needs
3. Building and/or connecting with the type of *support* and *accountability* that will sustain and motivate you through the ups and downs of the semester



III. Your Semester Plan

There are five steps to creating and implementing a semester plan:

1. Identify your goals
2. Map out the steps to accomplish your goals
3. Introduce your projects to your semester calendar
4. Choose an appropriate accountability mechanism and support system
5. Work the plan

It requires knowing WHAT, HOW, AND WHEN



III. The Planning Process



It requires knowing **WHAT**, **HOW** & **WHEN**



IV. Your Semester Plan

Step #1: Identify Your Goals

Semester Writing Goals:

1.

2.

3.

Semester Personal Goals:

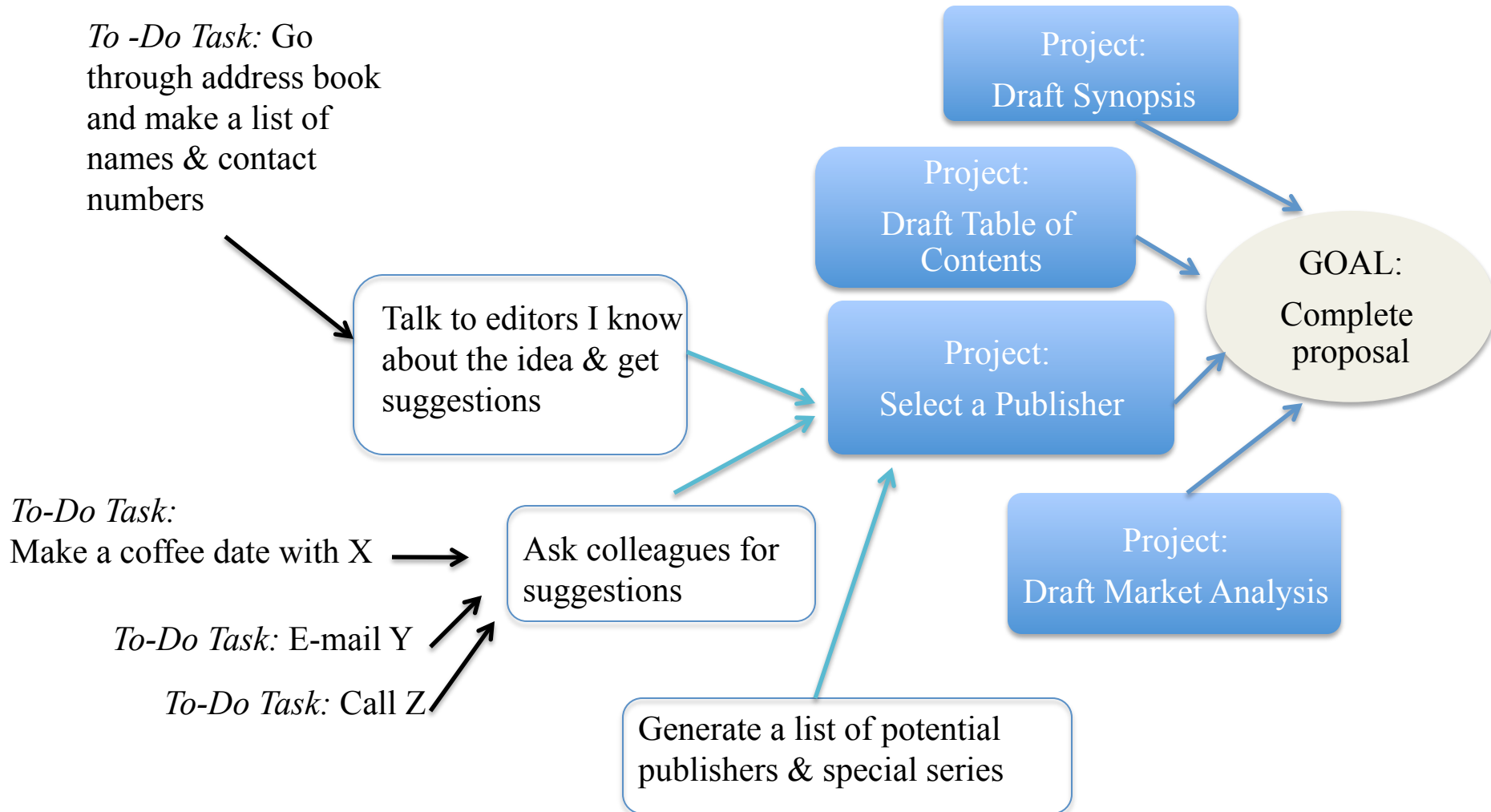
1.

2.

3.

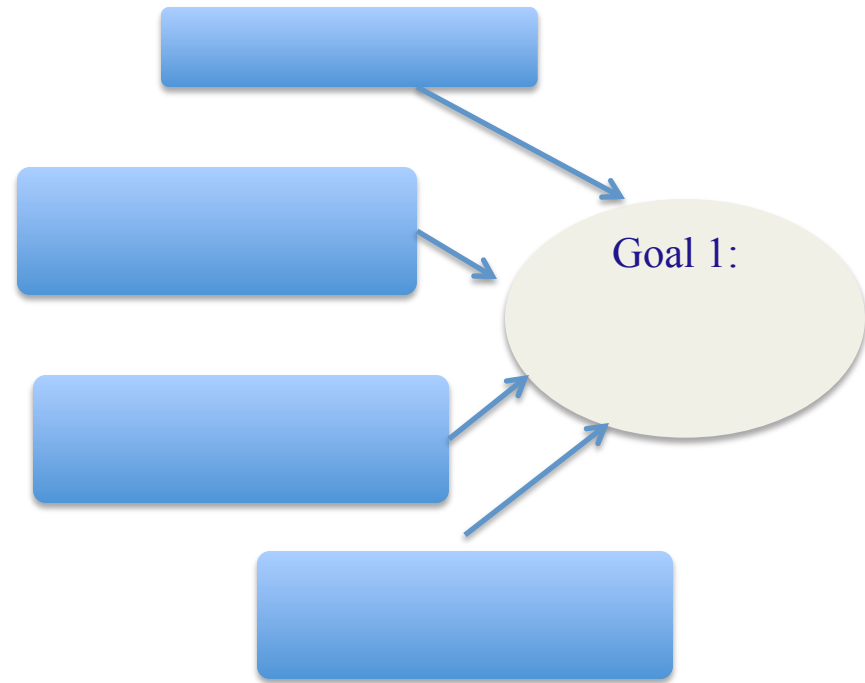
Step #2: Map out the steps [example]

Goal #1: Complete a book proposal for my next book project



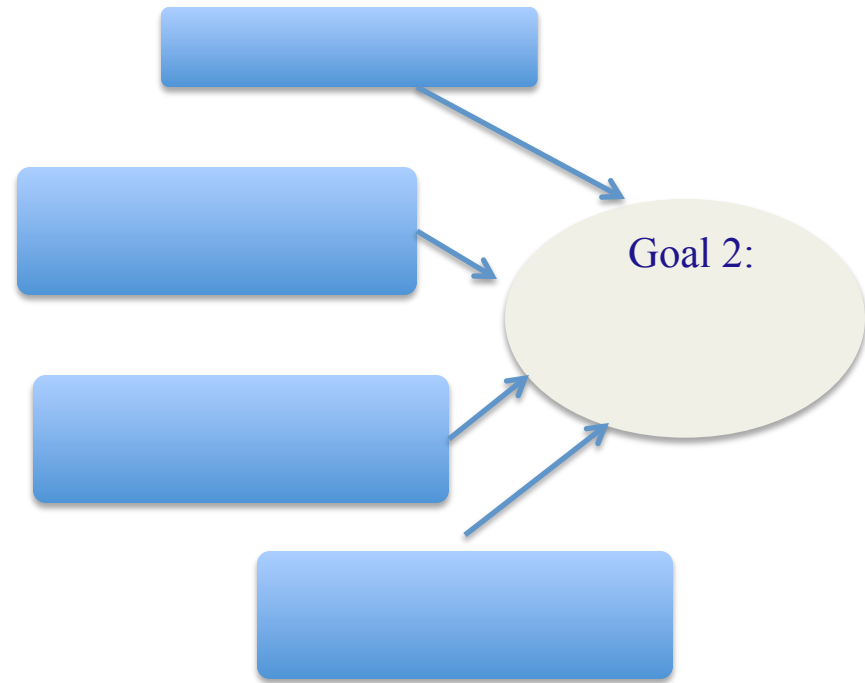
Step #2: Map out the steps – It's Your Turn

Goal #1: _____



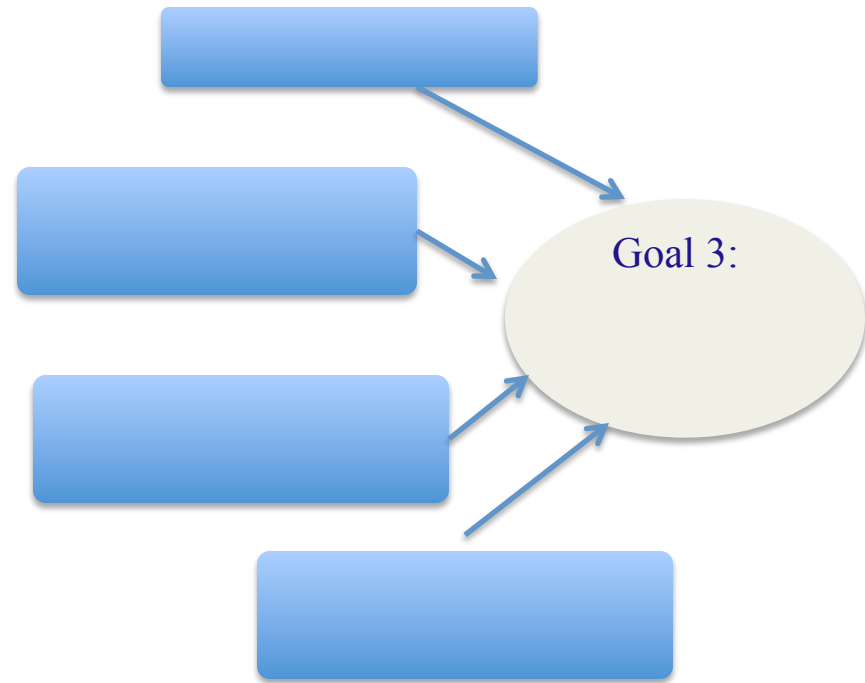
Step #2: Map out the steps – It's Your Turn

Goal #2: _____



Step #2: Map out the steps – It's Your Turn

Goal #3: _____



Step #3: Introduce your PROJECTS to your calendar [example]

MONTH	DATE	WRITING/RESEARCH TASKS	PERSONAL TASKS
Aug	8/27 – 8/31	Write Synopsis [project 1]	3 workouts
Sept	9/3 – 9/7	Draft Table of Contents [project 2]	3 workouts
	9/10 – 9/14	Research Publishers [project 3]	3 workouts
	9/17 – 9/21	Draft Market Analysis [project 4]	3 workouts
	9/24 – 9/28		3 workouts
Oct	10/1 – 10/5		3 workouts
	10/15 – 10/19		3 workouts
	10/22 – 10/26	MID-TERM GRADING	3 workouts
	10/29 – 11/2		3 workouts
Nov	11/5 – 11/9		3 workouts
	11/12 – 11/16		3 workouts
	11/19 - 11/23	THANKSGIVING	3 workouts
	11/26 – 11/30		3 workouts
Dec	12/3 – 12/7		3 workouts
	12/10 – 12/14	FINAL EXAMS	3 workouts

Step #3: Introduce your PROJECTS to your calendar -- Your Turn!

MONTH	DATE	WRITING/RESEARCH	PERSONAL
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SEPT	9/3 – 9/7		
	9/10 – 9/14		
	9/17 – 9/21		
	9/24 – 9/28		
OCT	10/1 – 10/5		

Step #3: Introduce your PROJECTS to your calendar -- Your Turn!

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Step #3: Introduce your PROJECTS to your calendar -- Your Turn!

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DEC	12/3 – 12/7		
	12/10 – 12/14		
	12/17– 12/21		



Step #4: Find the Support and Accountability YOU Need!

SUPPORT STRUCTURE	NEED IT MEETS
Write-on-Site	Physical companionship
Online Writing Groups	Daily contact & support
Accountability Groups	Problem solving and support
Writing Coach	Individual attention and externally imposed weekly meeting
Writing Buddy	Help getting started each day
Boot Camp	Community, support & accountability facilitated by a professional mentor



Step #5: Work The Plan

1. Finish your *Semester Plan* and post it in the discussion forum (if you are an NCFDD Community Member) for accountability
2. Contact a mentor *this week* to schedule a meeting
3. If you don't have a mentor, that's a problem to resolve ASAP
4. Consciously decide what you want to share with your mentor:
Your goals, your monthly overview, or your detailed plan?
5. Determine beforehand what you need advice and feedback on:
Know the difference between mentor meetings that are a performance to re-shape perceptions v. meetings to solicit advice and feedback. Then share appropriately...

OPTIONAL BUT HIGHLY RECOMMENDED:

In February's training workshop, I taught a 30-minute strategy for implementing your plan each week.



National Center for Faculty Development & Diversity

MONTH	MONTHLY TRAINING WORKSHOPS
January	Every Semester Needs A Plan
February	Aligning Your Time With Your Priorities
March	How to Develop A Daily Writing Practice
April	Mastering Academic Time Management
May	Every Summer Needs A Plan
June	Moving Around Resistance to Writing
July	Cultivating Your Network of Mentors & Sponsors
August	The Art of Saying “No”
September	Overcoming Academic Perfectionism
October	Engaging in Healthy Conflict
November	Dealing with Stress, Rejection, and Negative Energy



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CHANGE



The **National Center for Faculty Development and Diversity** is a professional development, training, and mentoring community. We work with colleges, universities, organizations, and individuals towards one goal: helping new faculty members make a successful transition from graduate student to professor. We offer online and on-site training workshops, leadership development programs, individual coaching, and institutional consulting.

Become a member of our community today! Then share, connect, exchange, and grow -- that's why we're here and we hope you are too. You can engage this community's resources anytime, from anywhere there's a web connection.

All are welcome and we're glad you're here.

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FEATURED MEMBERS

Cherise Harris



The Faculty Success Program and it's curriculum have single-handedly changed my academic career!

Chi-Fang Wu



I got tenure! I could not have done it without your Faculty Success Program!

www.FacultyDiversity.org