

## Planning Your Career – Early Career Development for Junior Faculty

	Before You Begin	First Month/Semester	First Year	First Three/Four Years	Next Three/Four Years
<b>Teaching</b>	<ul style="list-style-type: none"> <li>Learn about ICON (Iowa Courses on Line) <a href="http://ICON.UIOWA.EDU">ICON.UIOWA.EDU</a></li> <li>Review teaching resources at the Office of Teaching, Learning and Technology <a href="http://TEACH.UIOWA.EDU/KEEP-TEACHING-IOWA">TEACH.UIOWA.EDU/KEEP-TEACHING-IOWA</a></li> <li>Understand the expectations for serving a variety of learners</li> </ul>	<ul style="list-style-type: none"> <li>Review the Center for Teaching website</li> <li>Develop a schedule for office hours and advising</li> <li>Seek informal feedback regarding teaching</li> <li>Be aware of campus services to support students <a href="http://STUDENTLIFE.UIOWA.EDU">STUDENTLIFE.UIOWA.EDU</a></li> <li>Volunteer for simple clinical teaching opportunities as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a teaching portfolio of syllabi, evaluations, and other materials</li> <li>Ensure your teaching load reflects your offer letter</li> <li>Learn where teaching evaluations are stored</li> <li>Begin to collect/review teaching evaluations</li> </ul>	<ul style="list-style-type: none"> <li>Continue to get peer review feedback regarding teaching</li> <li>Attend at least one teaching support/education seminar</li> <li>Try a new teaching technique</li> <li>Review student feedback with an eye towards change</li> <li>Increase teaching exposure depending on portfolio</li> </ul>	<ul style="list-style-type: none"> <li>Continue to build on teaching successes</li> <li>Ensure you have adequate peer review as you prepare for promotion</li> <li>Maintain your teaching portfolio to have it ready for promotion</li> </ul>
<b>Scholarship/ Professional Productivity</b>	<ul style="list-style-type: none"> <li>Begin to identify mentors</li> <li>Ensure plans for space/hardware/software/protocols are in process</li> <li>Review resources on the Division of Sponsored Programs website <a href="http://DSP.RESEARCH.UIOWA.EDU">DSP.RESEARCH.UIOWA.EDU</a></li> <li>Review resources from the Vice President for Research <a href="http://RESEARCH.UIOWA.EDU">RESEARCH.UIOWA.EDU</a></li> <li>Make plans to transfer grants</li> <li>Begin to engage with IRB and animal care as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the conditions of your offer letter regarding research resources have been met.</li> <li>Set up meetings with mentors</li> <li>Begin to develop plan for graduate/professional student mentoring</li> <li>Develop a writing plan</li> <li>Consider a grant writing course <a href="http://RESEARCH.UIOWA.EDU">RESEARCH.UIOWA.EDU</a></li> <li><a href="#">Identify areas of clinical interest for possible investigation</a></li> </ul>	<ul style="list-style-type: none"> <li>Ensure you are meeting your writing goals</li> <li>Continue your mentoring meetings</li> <li>Search for your first graduate/professional student</li> <li>Learn about and apply for internal granting opportunities as appropriate</li> <li>Identify and plan for external agency deadlines as appropriate</li> <li>Partner with other faculty to develop research ideas</li> </ul>	<ul style="list-style-type: none"> <li>Continue productivity (minimum 1-2 papers/year) depending on track</li> <li>If in a grant discipline, ensure getting feedback on grants</li> <li>Submit grants often as data allows</li> <li>Attend grant writing seminar</li> <li>Apply for fellowships for your students</li> <li>Assess ability to be involved in interdisciplinary work</li> <li>Use your clinical skills to contribute to scholarship</li> </ul>	<ul style="list-style-type: none"> <li>Bring projects to closure for publication</li> <li>Get articles submitted</li> <li>Wrap up book submission</li> <li>Work with graduate students to get them post comp or moving towards degree completion</li> <li>Identify and apply for fellowships for students/post docs</li> </ul>

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<b>Service</b>	<ul style="list-style-type: none"> <li>Begin to identify areas of interest for service activities</li> <li>Prepare yourself to say no</li> </ul>	<ul style="list-style-type: none"> <li>Continue to identify service areas of interest but do not commit</li> </ul>	<ul style="list-style-type: none"> <li>Consider one service option for the coming year</li> <li>Continue to limit your early involvement</li> <li>Identify other service options that support your career interests</li> </ul>	<ul style="list-style-type: none"> <li>Start to build your service portfolio</li> <li>Identify service opportunities that dovetail with your teaching and research interests</li> <li>Find things you are passionate about</li> <li>Use your mentors to identify leadership opportunities outside the institution</li> </ul>	<ul style="list-style-type: none"> <li>Further enhance your service commitments, but still keep your footprint small</li> <li>Use your mentors to identify leadership opportunities outside the institution</li> </ul>
<b>WorkLife</b>	<ul style="list-style-type: none"> <li>Identify resources for spouse/partner <a href="https://hr.uiowa.edu/careers/dual-career-services">HR.UIOWA.EDU/CAREERS/DUAL-CAREER-SERVICES</a></li> <li>Identify school activities for children <a href="https://www.iowacityschools.org/">https://www.iowacityschools.org/</a></li> <li>Learn about your community <a href="https://tourismcedarrapids.com/directory/iowa-city-coralville-area-convention-visitors-bureau">TOURISMCEDARRAPIDS.COM/DIRECTORY/IOWA-CITY-CORALVILLE-AREA-CONVENTION-VISITORS-BUREAU</a>; <a href="https://tourismcedarrapids.com/directory/iowa-city-coralville-area-convention-visitors-bureau">TOURISMCEDARRAPIDS.COM/DIRECTORY/IOWA-CITY-CORALVILLE-AREA-CONVENTION-VISITORS-BUREAU</a></li> <li>Learn about your institution <a href="https://worklife.uiowa.edu/sites/worklife.uiowa.edu/files/build_a_career_build_a_life_document.pdf">WORKLIFE.UIOWA.EDU/SITES/WORKLIFE.UIOWA.EDU/FILES/BUILD_A_CAREER_BUILD_A_LIFE_DOCUMENT.PDF</a></li> <li>Develop a plan for personal health and wellness <a href="https://hr.uiowa.edu/well-being/livewell">HR.UIOWA.EDU/WELL-BEING/LIVEWELL</a></li> </ul>	<ul style="list-style-type: none"> <li>Familiarize yourself with faculty support services <a href="https://provost.uiowa.edu/faculty-resources">PROVOST.UIOWA.EDU/FACULTY-RESOURCES</a></li> <li>If you are an international faculty member learn more about the international programs <a href="https://international.uiowa.edu">INTERNATIONAL.UIOWA.EDU</a></li> </ul>	<ul style="list-style-type: none"> <li>Make exercise a priority</li> <li>Make sure to have external activities as a distraction</li> <li>Fill out your LiveWell survey on a yearly basis</li> </ul>	<ul style="list-style-type: none"> <li>Continue to allow integration between home and work</li> <li>Take care of yourself and those around you</li> </ul>	<ul style="list-style-type: none"> <li>Integration</li> <li>Find a new outlet</li> </ul>

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<b>Career Development</b>	<ul style="list-style-type: none"> <li>Obtain HAWKID</li> <li>Sign in to Employee self service <a href="https://hris.uiowa.edu/portal18/auth/login.php?response_type=code&amp;scope=workflow.api.hris">LOGIN.UIOWA.EDU/UIP/AUTH.PAGE?TYPE=WEB_SERVER&amp;CLIENT_ID=HRIS&amp;REDIRECT_URI=HTTPS://HRIS.UIOWA.EDU/PORTAL18/AUTH/LOGIN.PHP&amp;RESPONSE_TYPE=CODE&amp;SCOPE=WORKFLOW.API.HRIS</a></li> <li>Review and complete mandatory training: FERPA; Harassment Prevention Training</li> <li>Familiarize yourself with faculty related policies <a href="https://hris.uiowa.edu/portal18/auth/login.php?response_type=code&amp;scope=workflow.api.hris">OPSMANUAL.UIOWA.EDU/HUMAN-RESOURCES/FACULTY</a>; <a href="https://hris.uiowa.edu/portal18/auth/login.php?response_type=code&amp;scope=workflow.api.hris">PROVOST.UIOWA.EDU/POLICIES-PROCEDURES</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Create a Career Development Plan <a href="https://hris.uiowa.edu/portal18/auth/login.php?response_type=code&amp;scope=workflow.api.hris">TALENTTEAM.COM/BLOG/HOW-TO-WRITE-CAREER-DEVELOPMENT-PLAN</a></li> <li>Review development options as a member of NFCDD <a href="https://hris.uiowa.edu/portal18/auth/login.php?response_type=code&amp;scope=workflow.api.hris">FACULTYDIVERSITY.ORG/ABOUT-US</a></li> <li>Attend new faculty orientation and faculty related workshops <a href="https://hris.uiowa.edu/portal18/auth/login.php?response_type=code&amp;scope=workflow.api.hris">https://provost.uiowa.edu/faculty-development-general-faculty-programs</a></li> <li>Make the rounds in your department and introduce yourself</li> <li>Consider increasing your mentoring skills <a href="https://hris.uiowa.edu/portal18/auth/login.php?response_type=code&amp;scope=workflow.api.hris">NRMNET.NET/#UNDERGRADPOPOP</a></li> <li>Reach out to other resources on campus <a href="https://hris.uiowa.edu/portal18/auth/login.php?response_type=code&amp;scope=workflow.api.hris">MEDICINE.UIOWA.EDU/OCRME</a></li> <li>Start to build your development network</li> </ul>	<ul style="list-style-type: none"> <li>Begin to assemble material for your annual review</li> <li>Start a personal statement that can be changed early as opposed to created yearly</li> <li>Take advantage of on and off campus resources to support your career development</li> <li>Review the promotion requirements for your department/college</li> <li>Attend development seminars</li> <li>Set aside time on a monthly basis to update CV and review progress</li> </ul>	<ul style="list-style-type: none"> <li>Begin to assemble your materials for your mid-career review</li> <li>Review your teaching evaluations and reflect on your strength and challenges; make a plan to address the latter</li> <li>With each review ensure you are “on track” for promotion</li> <li>Continue to work with mentors to identify areas for skill development</li> <li>Build on your personal statement to include recent progress</li> <li>Invite a prominent figure in your discipline to campus</li> <li>Continue to build your professional network</li> <li>Take advantage of opportunities at meeting to identify the leaders in the field</li> <li>Revisit development plan yearly and refine as needed</li> </ul>	<ul style="list-style-type: none"> <li>Put the pieces of your promotion portfolio together</li> <li>Enhance your professional development networks</li> <li>Begin to identify promotion letter writers</li> <li>Reach out to leaders in the field for speed dating mentoring</li> <li>Participate in meetings as platform speaker, panelist or meeting planner</li> <li>Further development your personal statement as you prepare for promotion</li> <li>Work with DEO/supervisor to ensure you remain on track for promotion, fill in gaps in your dossier</li> <li>Continue to refine development plan</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Reflect on strengths and challenges to prepare yourself to take advantage of learning opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Identify a mentor with skills you would like to attain and reach out for advice</li> <li>Identify ways in which you can enhance the diversity, equity and inclusion efforts on campus <a href="https://hris.uiowa.edu/portal18/auth/login.php?response_type=code&amp;scope=workflow.api.hris">DIVERSITY.UIOWA.EDU</a></li> <li>Identify ways to engage with the community in your research, your classroom <a href="https://hris.uiowa.edu/portal18/auth/login.php?response_type=code&amp;scope=workflow.api.hris">ENGAGEMENT.UIOWA.EDU</a></li> </ul>	<ul style="list-style-type: none"> <li>Begin to identify areas that fit your skill set</li> <li>Start to introduce yourself to leaders</li> <li>Consider a small leadership opportunity that may be time limited (but not time limiting)</li> </ul>	<ul style="list-style-type: none"> <li>Start to develop your leadership style</li> <li>Consider involvement in leadership courses</li> <li>Continue to focus on DEI and engagement</li> </ul>	<ul style="list-style-type: none"> <li>Start to identify career changers</li> <li>Identify career derailers</li> </ul>

## University of Iowa Resources of Interest to New Faculty

- [Center for Teaching](#), 4039 Main Library. Phone: 319.335.6048.
- [Division of Sponsored Programs](#), 2 Gilmore Hall. Phone: 319.335.2123.
- [Dual Career Services](#), 102-21 University Services Building (USB). Phone: 319.335.2662
- [Faculty and Staff Disability Services](#), 121-20 University Services Building (USB). Phone: 319.335.2660; TTY 319.335.3495.
- [Faculty and Staff Services/Employee Assistance Program](#), 121 University Services Building (USB). Phone: 319.335.2085.
- [Faculty Senate](#), Phone: 319.335.0617.
- [Family Services](#), 121 University Services Building (USB). Phone: 319.335.1371.
- [ITS Instructional Services](#), 2800 University Capitol Centre (UCC). Phone: 319.335.5194.
- [Office of Consultation and Research in Medical Education](#), (OCRME), 1204 Medical Education Building, Phone: (319) 335-8901. E-mail: [ocrme@uiowa.edu](mailto:ocrme@uiowa.edu)
- [Office of Equal Opportunity and Diversity](#), 202 Jessup Hall. Phone: 319.335.0705 (voice); 319.335.0697 (text).
- [Office of International Students and Scholars](#) (OISS), 1111 University Capitol Center (UCC). Phone: 319.335.0335.
- [Office of the Executive Vice President and Provost](#), 111 Jessup Hall. Phone: 319.335.3565.
- [Office of the Ombudsperson](#), C108 Seashore Hall. Phone: 319.335.3608.
- [Office of the Vice President for Research](#), 201 Gilmore Hall, 319.335.2131
- [Women's Resource and Action Center](#) (WRAC), 130 N. Madison. Phone: 319.335.1486.

This document is a work in progress. Please offer your suggestions and strategies for early career faculty success to:

The University of Iowa Office of the Provost  
111 Jessup Hall  
Iowa City, Iowa 52242-1316

## Additional Resources and Suggestions for Supporting Early Career Faculty

- Academic Ladder (The): Get Help with the Climb. Dissertation Coaching, Academic Career and Tenure Coaching: [WWW.ACADEMICLADDER.COM](http://WWW.ACADEMICLADDER.COM)
- ADVANCE at the University of Michigan (2007). *How to help new faculty settle In: Common problems and alternative solutions*. ADVANCE Program, Office of the Vice President for Research, University of Michigan: [ADVANCE.UMICH.EDU/WP-CONTENT/UPLOADS/2018/09/HELPNEWFACULTYSETTLEIN.PDF](http://ADVANCE.UMICH.EDU/WP-CONTENT/UPLOADS/2018/09/HELPNEWFACULTYSETTLEIN.PDF)
- ADVANCE at the University of Michigan (2007, November). *Giving and getting career advice: A guide for junior and senior research faculty*. ADVANCE Program, Office of the Vice President for Research, University of Michigan: [RESEARCH.UMICH.EDU/SITES/DEFAULT/FILES/RESOURCE-DOWNLOAD/RESEARCHFACULTYCAREERGUIDE.PDF](http://RESEARCH.UMICH.EDU/SITES/DEFAULT/FILES/RESOURCE-DOWNLOAD/RESEARCHFACULTYCAREERGUIDE.PDF)
- ADVANCE at the University of Michigan (2007, November). *Giving and getting career advice: A guide for junior and senior faculty*. ADVANCE Program, Office of the Vice President for Research, University of Michigan. [ADAA.ENGIN.UMICH.EDU/WP-CONTENT/UPLOADS/SITES/22/2019/03/GIVING-AND-GETTING-CAREER-ADVICE.PDF](http://ADAA.ENGIN.UMICH.EDU/WP-CONTENT/UPLOADS/SITES/22/2019/03/GIVING-AND-GETTING-CAREER-ADVICE.PDF)
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- Brent, R., Felder, R.M. (2000). *Helping new faculty get off to a good start*. Retrieved June 15, 2008, from: [WWW4.NCSU.EDU/UNITY/LOCKERS/USERS/F/FELDER/PUBLIC/PAPERS/HELPING\\_NEW\\_FACULTY.PDF](http://WWW4.NCSU.EDU/UNITY/LOCKERS/USERS/F/FELDER/PUBLIC/PAPERS/HELPING_NEW_FACULTY.PDF)
- COACHE: The Collaborative on Academic Careers in Higher Education: [COACHE.GSE.HARVARD.EDU](http://COACHE.GSE.HARVARD.EDU)
- Gappa, J.M., Austin, A.E., Trice, A.G. (2007). *Rethinking faculty work: Higher education's strategic imperative*. San Francisco, CA: John Wiley & Sons, Inc.
- Gender Equity Project, Hunter College-CUNY, Professional and Skills Development Resources: [HUNTER.CUNY.EDU/GENDEREQUITY](http://HUNTER.CUNY.EDU/GENDEREQUITY)
- Mama PhD: "Mothers attempting to balance parenthood and academics" blog. *Inside Higher Ed*: [INSIDEHIGHERED.COM/VIEWS/BLOGS/MAMA\\_PHD](http://INSIDEHIGHERED.COM/VIEWS/BLOGS/MAMA_PHD)
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- Moreno, J.F., et al. (2006, April). *The revolving door for underrepresented minority faculty in higher education: An analysis of the Campus Diversity Initiative*. A research brief from The James Irvine Foundation Campus Diversity Initiative Evaluation Project. Retrieved October 27, 2020, from: [FOLIO.IUPUI.EDU/BITSTREAM/HANDLE/10244/50/INSIGHT\\_REVOLVING\\_DOOR.PDF?SEQUENCE=1](http://FOLIO.IUPUI.EDU/BITSTREAM/HANDLE/10244/50/INSIGHT_REVOLVING_DOOR.PDF?SEQUENCE=1)
- National Teaching and Learning Forum, The (NT&LF): [WILEY.COM/EN-US/THE+NATIONAL+TEACHING+%26+LEARNING+FORUM-P-9780JRNL74869](http://WILEY.COM/EN-US/THE+NATIONAL+TEACHING+%26+LEARNING+FORUM-P-9780JRNL74869)
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- Successful Academic.com website: [SUCCESSFULACADEMIC.COM](http://SUCCESSFULACADEMIC.COM)
- TOMORROW'S PROFESSOR<sup>SM</sup>. Sponsored by the Stanford Center for Teaching and Learning: [TOMPROF.STANFORD.EDU](http://TOMPROF.STANFORD.EDU)
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- University of Washington Center for Institutional Change. *Faculty retention toolkit*. Retrieved January 20, 2012, from: [ENGR.WASHINGTON.EDU/LEAD/POSTEDMATERIALS/FACRECRUITMENTANDRETENTION/2009UNIVERSITY%20OF%20WASHINGTON%20FACULTY%20RETENTION%20TOOLKIT%201-PAGER.PDF](http://ENGR.WASHINGTON.EDU/LEAD/POSTEDMATERIALS/FACRECRUITMENTANDRETENTION/2009UNIVERSITY%20OF%20WASHINGTON%20FACULTY%20RETENTION%20TOOLKIT%201-PAGER.PDF)
- University of Washington. *Mentoring junior faculty*. Retrieved May 1, 2008, from: [FACULTY.WASHINGTON.EDU/OLMSTD/RESEARCH/MENTORING.HTML](http://FACULTY.WASHINGTON.EDU/OLMSTD/RESEARCH/MENTORING.HTML)