Seminar: Preparing for the Professoriate (0-1 credits)  Spring 2012  ED 0021  
ACAS 602/ RPAD 591 / RPOS 612/ EEDU 887


Instructors:
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Course Objectives: Students will develop a working knowledge of the American system of higher education, an understanding of what it means to be a professional academic, and the processes common to tenure-track academic positions. Students will gain an understanding of the academic job search process as well as the challenges that typically face new faculty members, and learn the skills that will help them succeed in their first faculty position.

Texts: Readings will be made available on Blackboard

Assignments/Evaluations: This course is graded S/U, and there are five components to your grade in this course. In order to pass, each element must be completed to the satisfaction of the course instructors.

1) Participation/homework: Students will be asked to complete short writing assignments during class sessions, so attendance will be necessary. Short responses to readings and online discussions will also be an important component of this course.

2) Cover letter: Students will be expected to identify a job ad from the last year that they think would be an ideal position for them. They will be expected to draft a cover letter directed at that position. Related homework will require the student to research the institution and department.

3) Curriculum vitae: Students will prepare a CV for the same job.

4) Research tenure requirements: Students will prepare a document summarizing the tenure requirements of either the same institution (if possible) or of a comparable institution.

5) Attendance at two departmental or institutional meetings: You will need to attend one senate meeting, and at least one other meeting having to do with departmental, school or university-wide management (this can be at UAlbany or another institution). You will be expected to write a short piece detailing your experience. UA Senate meetings will be held on 2/6, 3/5, 4/2, and 4/30 at 3:30 in the Campus Center Assembly hall. Council meetings can
be found here: http://www.albany.edu/senate/councils_committees.htm. The chair of the committee would need to be contacted in advance of the date you plan to attend (CPCA will not likely admit guests). Please confer with Steven if you are having trouble finding a meeting to attend.

**Bi-Weekly Meetings:** (Reading assignments are tentative)

**Meeting one (1/26):** Introduction to the Course, Transitioning from Student to Professional  

**Meeting two (2/9):** The Academic Job Market  
*Reading*: Lang, *Life on the Tenure Track*, “January (and a bit of Feb): Hiring”.  
*Assignment*: Identify and submit a job ad from the last year that fits your “dream job”

**Meeting three (2/23):** What Successful New Faculty Know  
*Reading*: Boice, *The New Faculty Member*, Ch. 7, “Encouraging Scholarly Productivity”  
Boice, *The New Faculty Member*, Ch. 8, “Helping New Faculty Help Themselves”

**Meeting four (3/8):** Understanding Institution Types  
*Reading*: AH Ch. 2, Gaff, “Faculty in the Variety of American Colleges and Universities”  
AH Ch. 3, Schuman, “Small is…Different: A Guide for Newcomers to Small Colleges.”  
*Assignment*: Identify the kind of institution from your ad, and assess the nature of the department and institution

**Meeting five (3/22):** Understanding and Managing Typical College and University Power Structures  
*Reading*: Penner, et. al., “Managing the Department Chair and Navigating the Department Power Structure” (handout)  
Capaldi, “Power, Politics, and Survival in Academia” (handout)  
*Assignment*: Write a cover letter and CV for the position.

**Meeting six (4/5):** Understanding the Tenure Process  
*Reading*: MM Ch. 3, “Grasping Generic Institutional Expectations”  
AH Ch. 15 Goodwin, “Some Tips on Getting Tenure”  
*Optional*: MM Ch. 4, “Appreciating the Practical Politics of Getting Promoted”  
*Assignment*: Report on the tenure requirements for the institution you have been researching, or an equivalent institution.

**Meeting seven (4/19):** Balancing Faculty Commitments: Research, Teaching and Service  
*Reading*: MM Ch. 9, “The Service Syndrome”  
Filene, *The Joy of Teaching*, Ch. 10, “Teaching and Not Perishing” (Handout)

**Meeting eight (5/3):** Department and Institutional Assessment [OR, Students’ choice of topics]  
Middle States Commission on Higher Education Website: Mission, FAQ