

Readings and Resources for Academics

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Career-Related Websites:

*Chronicle of Higher Education Careers website. ²

A comprehensive website that includes all of the week's advertised job listings from the newspaper. The "online career hub" section is called "Vitae." Vitae is home to excellent advice columns, such as "The Professor is In," and "Career Talk," as well as the job listing service.

*Inside Higher Education. www.insidehighered.com

An on-line newspaper, a competitor to the Chronicle of Higher Education. Free daily emails describe a few news stories, a good way to begin to see the span of American higher education. Also has job postings.

Science Magazine career information web site. <www.sciencemag.org/careers>

Aimed at science graduate students, post docs, new Ph.D.-holders and new faculty, this web site has lots of information and, like a magazine, adds content weekly. Some sections are available only if your university has subscribed.

*Tomorrow's Professor. <https://tomprof.stanford.edu/>

100 times a year, an article of interest, culled from the vast higher education literature, is sent from a listserv to all subscribers, of which there are tens of thousands around the world. The articles cover all aspects of faculty life, and all articles are archived.

Securing Faculty Positions:

Boufis, Christina and Victoria C. Olsen, eds. (1997). On the market. Surviving the academic job search Riverhead Books.

This is a series of essays from those in the trenches of the job search. The focus is largely in the humanities; emphasizing the difficulties of searching for many years and being unsuccessful. A good reality check and still timely.

Formo, Dawn M. and Cheryl Reed (2011). Job Search in Academe. How to get the position you deserve. Stylus Press. Second Edition.

This book focuses on the various rhetorical elements - spoken and written - of the job search. There is a strong emphasis on the various interviews, such as conference and on campus.

Golde, Chris M. (Jan/ Feb,1999). "After the Offer, Before the Deal: Negotiating a First Academic Job," *Academe: Bulletin of the American Association of University Professors*, January / February 1999, Vol. 85, no. 1, pp. 44-49. Available via JSTOR.

Article about how to negotiate for a faculty position.

¹ This list is compiled from multiple sources including the Women in Color Conference (2017) at Stanford University and Prof Organizer LLC

² *These are the best of this "best of" collection.

Golde, Chris M. (24 August,2001) "Be Honorable and Strategic," Science Next Wave Career Development Web Site. <http://www.sciencemag.org/careers/2001/08/be-honorable-and-strategic>
Article about how to negotiate for a faculty position. Condensed from talk given to science postdocs.

Hume, Kathryn (2010) Surviving your Academic Job Hunt. Advice for Humanities PhDs Palgrave Macmillan. Second Edition.
This book is particularly good, and not just for humanists, because it has many examples of CVs and cover letters. There are good chapters on interviewing, both preliminary and on-campus, and a chapter on "politics" aimed at new faculty.

*Kelsky, Karen (2015) The Professor is In. The essential guide to turning your PhD into a job Three Rivers Press.³
A former faculty member with a popular blog, the author dispenses no-nonsense practical advice about all aspects of the job search.

*Newport, C. (2007) How to Become a Straight-A Student; (2012) So Good They Can't Ignore You (2016) Deep Work
This book reveals for the first time the proven study secrets of real straight-A students across the country and weaves them into a simple, practical system that anyone can master.

Smith, Daryl G., Lisa E. Wolf and Bonnie Busenberg (1996). Achieving Faculty Diversity. Debunking the Myths Association of American Colleges and Universities.
Report of a study of the job market experiences of several hundred recent PhDs. Explored the experiences of students of color and majority students. Provides recommendations to universities seeking to diversify their faculty.

* Vick, Julia M., Jennifer Furlong and Rosanne Lurie (2016). The Academic Job Search Handbook. University of Pennsylvania Press. Fifth edition.
One of the first books on the market that directly tackles this process, and still the gold standard. Vick and her colleagues pioneered career services on university campuses aimed at graduate students. They also write a regular column for the Chronicle of Higher Education Vitae.

Being an Effective Faculty Member:

There are a number of books on the market offering advice for new faculty members. Each book takes a somewhat different slant - in intended audience, material on which it draws, and stance of the author. Most complement each other well. I have listed them alphabetically by author. Those that focus on a specific aspect of faculty life, such as teaching or advising, are listed under those categories.

Surviving, Thriving, and Getting Tenure:

Academic Complete <https://www.proquest.com/products-services/Academic-Complete.html>

Allen, D. (2015) Getting Things Done. Penguin Books
David Allen's Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks

³ *These are the best of this "best of" collection.

Bane, R. (2012) Around the Writer's Block: Using Brain Science to Solve Writer's Resistance. TarcherPerigee

A creativity coach and writing teacher for more than 20 years-- uses the most recent breakthroughs in brain science to help us understand, in simple, clear language, where writing resistance comes from: a fight-or-flight response hard-wired into our brain, which can make us desperate to flee the sources of our anxieties by any means possible.

Barker, Kathy (2002). At the Helm. A Laboratory Navigator. Cold Spring Harbor Laboratory Press. *Recognizing that many scientists become faculty members and suddenly must become lab managers, this book offers practical advice on many aspects of lab management. It includes chapters on hiring and group communication.*

Barros, Luiz (2016) Academic phrasebook CreateSpace Independent Publishing Platform
This is a short, no-nonsense, reader-friendly bank of academic sentence templates.

*Belcher, W. (2009) Writing Your Journal Article In 12 Weeks⁴
This is the only reference to combine expert guidance with a step-by-step workbook. Each week, readers learn a feature of strong articles and work on revising theirs accordingly. Every day is mapped out, taking the guesswork and worry out of writing.

*Benson, J. and T. Barry (2011) Personal Kanban: Mapping Work, Navigating Life
Machines need to be productive. People need to be effective. Productivity books focus on doing more, Jim and Tonianne want you to focus on doing better. Personal Kanban is about choosing the right work at the right time.

*Boice, Robert (2000). Advice for New Faculty Members. Nihil Nimus. Allyn and Bacon.
Nice book based on his years of research of advice to new faculty members. The subtitle, everything in moderation, sums up the advice. This is about how to do enough without killing yourself.

*Brown, B. (2010) The Gifts of Imperfection Hazelden Publishing
In this book we find courage to overcome paralyzing fear and self-consciousness, strengthening our connection to the world.

*Carter, C. (2015) The Sweet Spot: How to Find Your Groove at Home and Work Ballantine Books
Learn how to achieve more by doing less! Live in that zone you've glimpsed but can't seem to hold on to—the sweet spot where you have the greatest strength, but also the greatest ease.

Cirillo, F., <http://pomodorotechnique.com/>
For many people, time is an enemy. We race against the clock to finish assignments and meet deadlines. The Pomodoro Technique teaches you to work with time, instead of struggling against it. A revolutionary time management system, it is at once deceptively simple to learn and life-changing to use.

Cuddy, A. (2015) Presence: Bringing your Boldest Self to your Biggest Challenges Little, Brown Spark
By accessing our personal power, we can achieve "presence," the state in which we stop worrying about the impression we're making on others and instead adjust the impression we've been making on ourselves.

*Davidson, R. (2012) The Emotional Life of Your Brain Independently published

⁴ *These are the best of this “best of” collection.

If you want to live a simple life, you have to declutter unnecessary items from every part of your life – be it the unnecessary objects in your house or those unnecessary thoughts in your mind.

*Deneef, A. Leigh and Craufurd D. Goodwin, eds. (2007). The Academic's Handbook. Duke University Press. Third edition.⁵

Stemming from their work at Duke, this book has chapters on everything from grant writing to getting tenure, and focuses on how higher education organizations work. There are also sections on ethics and free speech, topics not covered in other books.

*Email triage: http://content.reviveyourinbox.com/revive_your_inbox_congratulations.html

Emerson, R. Fretz & L. Shaw (1995). Fieldnotes in ethnographic research, Chapter 1, In the field: Participating, observing and jotting notes, Chapter 2 and Writing up fieldnotes, Chapter 3 in Writing Ethnographic Fieldnotes: 1-65.

The authors present a series of guidelines, suggestions, and practical advice for creating useful fieldnotes in a variety of settings, demystifying a process that is often assumed to be intuitive and impossible to teach.

Feak, Chris (2012) Academic Writing for Graduate Students University of Michigan

Explains understanding the intended audience, the purpose of the paper, and academic genres; includes the use of task-based methodology, analytic group discussion, and genre consciousness-raising; shows how to write summaries and critiques; features "language focus" sections that address linguistic elements as they affect the wider rhetorical objectives; and helps students position themselves as junior scholars in their academic communities.

Feibelman, Peter J. (2011). A Ph.D. is Not Enough. A guide to survival in the sciences. Cambridge, MA. Perseus Books. Second edition.

This is a book that helps young scientists be more strategic in their choices and in how they approach their work. Includes advice on how to give effective talks, write papers, and select a post-doctoral appointment. Also has information on career paths, in and out of academia.

Feldman, Martha (1994) Strategies for Interpreting Qualitative Data SAGE

Martha S Feldman's invaluable text outlines four key strategies for interpreting qualitative data: ethnomethodology, semiotics, dramaturgy and deconstruction. The author examines the strengths and weaknesses of each strategy and identifies when to use them.

Fiore, N. (2007) The Now Habit: A Strategic Program for Overcoming Procrastination and Enjoying Guilt-Free Play TarcherPerigee

Dr. Fiore's techniques will help any busy person start tasks sooner and accomplish them more quickly, without the anxiety brought on by the negative habits of procrastination and perfectionism.

Flowers, B. (1981) Madman, Architect, Carpenter, Judge: Roles and the Writing Process. Language Arts 58(7), 834-836. http://www.ut-ie.com/b/b_flowers.html

And the trick to not getting stuck involves separating the energies. If you let the judge with his intimidating carping come too close to the madman and his playful, creative energies, the ideas which form the basis for your writing will never have a chance to surface. But you can't simply throw out the judge.

Frost, Peter (1996) Rhythms of Academic Life Sage

⁵ *These are the best of this "best of" collection.

This is a comprehensive manual that surveys important topics relevant to the world of academia, such as publishing, research, teaching, pedagogy, teamwork, sabbaticals, and tenure.

Gaff, Jerry, Anne Pruitt Logan and Richard Weibl (2000). Building the Faculty We Need: Colleges and Universities Working Together. American Association of Colleges and Universities.

This report is a call to change the ways we educate the next generation of college faculty and a guide for developing the programs that do it. The volume indicates what has been done and what has been learned from six years of experience with new faculty preparation programs – Preparing Future Faculty (PFF).

Goldsmith, John A., John Komlos, and Penny Schine Gold (2001). The Chicago Guide to Your Academic Career: A Portable Mentor for Scholars from Graduate School Through Tenure. University of Chicago Press.

Written by three humanities and social science faculty members whose paths all cross at the University of Chicago, this book covers advice from graduate school through tenure. It is written as an extended conversation, rather like the transcript of a very well-run panel. A question is posed and each of the authors responds in turn, and often responds to the comments of the others. The advice is sound and helpful, without being patronizing.

Gustafson, Melanie (2003). Becoming a Historian. A Survival Manual. The Committee on Women Historians and the American Historical Association.

This slim volume packs a lot of information into a short space. It is particularly aimed at historians, so advice about choosing graduate school, writing a dissertation, and how to get on the program at the national meetings, are particularly tailored to the lives of historians. This book covers matters others do not, such as filing grievances, daily life in the department, policies on family leave, and leaving the profession.

*Hayes, S. (2005) Get Out of Your Mind and Into Your Life: The New Acceptance & Commitment Therapy New Harbinger Publications⁶

Acceptance and commitment therapy (ACT) is a new, scientifically based psychotherapy that takes a fresh look at why we suffer and even what it means to be mentally healthy.

Hostetler, Karl D., R. McLaran Sawyer, and Keith W. Prichard, eds. (2001). The Art and Politics of College Teaching: A Practical Guide for the Beginning Professor. Peter Lang Publishing.

Despite the title, this edited volume covers the professorial life, not just teaching. The first section has essays about faculty life at different institution types. Part two, stages of a faculty career, with an emphasis on responsibilities of early career faculty. Part three covers some common legal and ethical issues.

Huberman, M., & Miles, M. B. (2002). The qualitative researcher's companion Sage

This book seeks to introduce—to reintroduce—readers to selections that provide a solid intellectual grounding in the area of qualitative research.

Iding, Marie and R. Murray Thomas (2015). Becoming a Professor: A Guide to a Career in Higher Education. Rowman and Littlefield.

⁶ *These are the best of this “best of” collection.

Aimed at graduate students who are considering faculty careers, this book covers how to prepare and how to succeed in teaching, research, and service. The chapter on Professorial Politics is especially helpful.

J. Van Maanen (2011). Tales of the Field: On Writing Ethnography (Second Edition), Epilogue, 145-182 University of Chicago Press

This is a book about the deskwork of fieldwork and the various ways culture is put forth in print. The core of the work is an extended discussion and illustration of three forms or genres of cultural representation.

Kamler, Barbara (2014) Helping Doctoral Students Write Routledge

By treating research as writing and writing as research, the authors offer pedagogical strategies for doctoral supervisors that will assist the production of well-argued and lively dissertations.

Kelsky, Karen, The Professor is in: the Guide from Turning your Phd into a Job. A Winning Grant Template. Part VIII Three Rivers Press

Karen Kelsky has made it her mission to help readers join the select few who get the most out of their Ph.D. As a former tenured professor and department head who oversaw numerous academic job searches, she knows from experience exactly what gets an academic applicant a job.

Lamott, Anne (1995) Bird by Bird Anchor

Advice that begins with the simple words of wisdom passed down from Anne's father—also a writer—in the iconic passage that gives the book its title.

*Lang, James (2005). Life on the Tenure Track: Lessons from the First Year. Johns Hopkins University Press⁷

A short and highly readable memoir, organized by month of the year. Lang looks back on his first year on the tenure track and how he managed his time and responsibilities.

Lewis, P. (2013) The Secret World of Sleep: The Surprising Science of the Mind at Rest St. Martin's Griffin

Neuroscientist Penny Lewis explores the latest research into the nighttime brain to understand the real benefits of sleep. She shows how, while our body rests, the brain practices tasks it learned during the day, replays traumatic events to mollify them, and forges connections between distant concepts.

Locke, Lawrence F., Waneen Wyrick Spirduso, and Stephen J. Silverman. Proposals That Work: A Guide for Planning Dissertation and Grant Proposal, 4th ed., Chapters 1, 3, and 5 Sage

This book offers clear advice backed up with excellent examples. In the fifth edition, the authors have included a discussion of the effects of new technologies and the Internet on the proposal process, with URLs listed where appropriate.

Lofland, Snow, Anderson and Lofland. (2005) Chapters 1-5 in Analyzing Social Settings: A Guide to Qualitative Observation and Analysis: 7-117. Skim.

This comprehensive guide takes a 'how-to' approach to qualitative data collection and analysis.

Lucas, Christopher J. and John W. Murry (2007). New Faculty: A Practical Guide for Academic Beginners. Palgrave Macmillan

Offers a useful compendium of "survival " advice for the faculty newcomer on a variety of subjects: practical tips on classroom teaching, student performance evaluation, detailed advice on grant-writing, student advising, professional service, and publishing.

⁷ *These are the best of this "best of" collection.

Miller, A. (2009) Finish Your Dissertation Once And For All American Psychological Association
Combining psychological support with a project management approach that breaks tasks into small, manageable chunks, experienced dissertation coach Alison Miller shows you how to overcome negativity and succeed in completing your dissertation beyond your own expectations.

*Morgenstern, J. (1998) Organizing from the Inside Out Holt Paperbacks
Drawing on her years of experience as a professional organizer, Morgenstern outlines a simple organizing plan that starts with understanding your individual goals, natural habits, and psychological needs, so that you can work with your priorities and personality rather than against them.

Pinker, Steven (2015) Sense of Style Penguin Books
Using examples of great and gruesome modern prose while avoiding the scolding tone and Spartan tastes of the classic manuals, he shows how the art of writing can be a form of pleasurable mastery and a fascinating intellectual topic in its own right.

Satter, E. (2008) Secrets of Feeding a Healthy Family: How to Eat, How to Raise Good Eaters, How to Cook Kelcy Press
The book demonstrates Satter's dictum that "your positive feelings about food and eating will do more for your health than adhering to a set of rules about what to eat and what not to eat.

Segar, M. (2015) No Sweat: How the Simple Science of Motivation Can Bring You A Lifetime of Fitness AMACOM
No Sweat translates years of research on exercise and motivation into a simple four-point program that will empower you to break the cycle of exercise failure once and for all.

Silverman, D. and A. Marvasti (2008) Chapter 6: Selecting a topic, Doing Qualitative Research: A Comprehensive Guide, Sage Publications: 103-127.
This includes just about everything there is to know about the graduate student experience with a focus on qualitative research, dissertations, and even the qualifying exam and publishing forum.

Silvia, Paul (2018) How to write a lot APA LifeTools
Paul Silvia offers fresh advice to help you overcome barriers to writing and use your time more productively.

Single, P. (2010) Demystifying Dissertation Writing: A Streamlined Process from Choice of Topic to Final Text* Stylus Publishing
This book is for anyone who needs help in preparing for, organizing, planning, scheduling, and writing the longest sustained writing project they have encountered, particularly if he or she is not receiving sufficient guidance about the process, but also for anyone looking to boost his or her writing productivity.

Smith, Ken and Hitt, Michael (2007) Great Minds in Managements Oxford University Press
The authors have brought together some of the most influential and original thinkers in management. Their contributions to this volume not only outline their landmark contributions to management theory, but also reflect on the process of theory development, presenting their own personal accounts of the gestation of these theories.

Spradley, J. P. (1979) The Ethnographic Interview Waveland Press, Inc.

This is a practical, self-teaching handbook that guides readers step-by-step through interview techniques commonly used to research ethnography and culture.

Sword, Helen. (2017) *Air & Light & Time & Space: How Successful Academics* Harvard University Press

An essential new guide for writers aspiring to become more productive and take greater pleasure in their craft. Helen Sword interviewed one hundred academics worldwide about their writing background and practices.

Sword, Helen (2012) *Stylish Academic Writing* Harvard University Press

This book showcases a range of scholars from the sciences, humanities, and social sciences who write with vividness and panache.

Thomson, P., and B. Kamler (2016) *Detox Your Writing: Strategies for Doctoral Researchers* Routledge

The book addresses the problems that most doctoral researchers experience at some time during their candidature – being unclear about their contribution, feeling lost in the literature, feeling like an imposter, not knowing how to write with authority, wanting to edit rather than revise.

Vick, Julia (2016) *The Academic Job Search Handbook* University of Pennsylvania

This is a comprehensive guide to finding a faculty position in any discipline.

Waddock, Sandra (2015) *Intellectual Shamans* Cambridge University Press

Today in the management academy, some individuals use their intellectual gifts to perform a similar role - mediating between various disciplines, ideas and theories, as well as making sense of ideas, insights, and research for others. This book, based on the work and lives of 28 very well-known management academics, describes what it means - and what it takes - to be an intellectual shaman.

*Warren, E. and A.W. Tyagi (2005) *All Your Worth: The Ultimate Lifetime Money Plan* Free Press ⁸

Warren and Tyagi show you how to balance your money into three essential parts: the Must-Haves (the bills you have to pay every month), the Wants (some fun money for right now), and your Savings (to build a better tomorrow). No complicated budgets, no keeping track of every penny.

Weiss, Robert S. (1994) Chapters 3-5 in *Learning from Strangers: The Art and Method of Qualitative Interview Studies*, New York, NY: The Free Press: 39-150.

The definitive work on qualitative research interviewing.

Jensen, Joli (2017) *Write No Matter What* University of Chicago Press

Cut down the academic sword of Damocles, Jensen advises. Learn how to write often and effectively, without pressure or shame. With her encouragement, writers of all levels will find ways to create the writing support they need and deserve.

Teaching:

Alford, Robert 1998. *Designing a Research Project. The Craft of Inquiry* (Chapter 2, p. 21-31).

The text is intended to show students how research emerges from, and interacts with, theory. It is designed to help students formulate, reformulate, and pursue their own theoretically informed research, as well as provide them with the tools necessary for critically reading the research of others.

⁸ *These are the best of this “best of” collection.

Bain, Ken. (2004). What the Best College Teachers Do. Harvard University Press.
Organized into seven chapters answering a series of questions, such as "What do they know about how we learn?," "What do they expect of their students?," and "How do they evaluate their students and themselves?," this book is helpful, thoughtful and extremely well written. The author is the director of the Center for Teaching Excellence at New York University.

Barnes, Louis (1994) Teaching and the Case Method Harvard Business Review
This book delves into the special role of teacher and students in the case method learning process. Schools that want to use the case method more effectively can use this book to teach groups of faculties how to apply case method techniques.

Brinkley, Alan, E. El-Fakahany, et al. (2011). The Chicago Handbook for Teachers. A practical guide to the college classroom. Chicago, IL, Chicago University Press. Second edition.
A nice guide to teaching, from sections to lectures, from evaluation to diverse classroom.

Castaneda, Mari and Kirsten Isgro, eds. (2015) Mothers in Academia. Columbia University Press.
Edited collection of first-person accounts, as well as essays on creating more parent-friendly universities.

Cooper, Joanne and Dannelle Stevens, eds. (2002) Tenure in the Sacred Grove: Issues and Strategies for Women and Minority Faculty. SUNY Press.
Includes both chapters of advice on the road to tenure, and the particular challenges for women and faculty of color, as well as a number of first-person accounts.

Cross, K. Patricia and Mimi Harris Steadman (1996). Classroom Research. Implementing the Scholarship of Teaching. Jossey-Bass.
Excellent guide to conducting research on one's own teaching, with lots of examples.

Davis, Barbara Gross (2009). Tools for Teaching. Second edition.
A thick reference book is a comprehensive compendium of specific tasks and strategies. It is organized into 12 parts, which tackle the term chronologically.

Evans, Elrena and Caroline Grant, eds. (2009) Mama PhD. Women write about motherhood and academic life. Rutgers University Press.
Collection of first-person accounts from women academics who are also parents. Very well written and enjoyable pieces that cover a wide range of experiences and advice.

Filene, Peter (2005). The Joy of Teaching. A practical guide for new college instructors.
This book is particularly aimed at new College instructors. The author lays out the advantages and disadvantages of various pedagogical strategies show the instructors can make informed choices. Includes many concrete examples.

Garcia, Mildred, ed. (2000) Succeeding in an Academic Career. A Guide for Faculty of Color. Greenwood Press.
Edited chapters by different scholars, mostly from the field of education. Includes useful chapters on departmental politics, networking, and understanding different types of institutions.

*Guitierrez y Muhs, Barbialle, Yolanda Flores Niemann, et. al., eds. (2012) Presumed Incompetent: The Intersections of Race and Class for Women in Academia. University Press of Colorado.⁹

This collection of essays is a sobering and realistic view on the lives of faculty women of color.

Hooks, Bell (1994) Teacher to Transgress Routledge

Bell hooks--writer, teacher, and insurgent black intellectual--writes about a new kind of education, education as the practice of freedom. Teaching students to "transgress" against racial, sexual, and class boundaries in order to achieve the gift of freedom is, for hooks, the teacher's most important goal.

Lang, James M. (2008). On Course. A week-by-week guide to your first semester. Harvard University Press.

Written by the author of "On the Tenure Track," with a similarly personal style, this book provides lots of practical advice, interlaced with the theories of teaching.

Lieberg, Carolyn. (2008) Teaching Your First College Class. Stylus.

Aimed at new faculty and graduate TAs, this book includes chapters on the first day, group projects, discussions and grading.

Luker, Kristin. 2008. Salsa Dancing into the Social Sciences. Cambridge: Harvard University Press, 51-75.

Savvy, witty, and sensible, this unique book is both a handbook for defining and completing a research project, and an astute introduction to the neglected history and changeable philosophy of modern social science.

*McKeachie, Wilbert J. and Marila Svinicki (2013). McKeachie's Teaching Tips: Strategies, Research, and Theory for College and University Teachers. 14th edition, Cengage Learning.¹⁰

A classic book, it is in its 14th edition. An excellent set of tips and strategies.

McKinney, Kathleen (2007). Enhancing Learning through the Scholarship of Teaching and Learning. Jossey-Bass.

Practical guide to help faculty consider their teaching in a scholarly way. By trying to understand a problem in their teaching, faculty learn how students learn and thus improve their teaching.

Palmer, Parker (2017) Courage to Teach Jossey-Bass

The book builds on a simple premise: good teaching can never be reduced to technique. Good teaching comes from the identity and integrity of the teacher, that core of self where intellect, emotion, and spirit converge--enabling 'live encounters' between teachers, students, and subjects that are the key to deep and lasting learning.

Robison, Susan (2013) The Peak Performing Professor Jossey-Bass

Drawing on research from the fields of neuroscience, faculty development, work productivity, positive psychology, and resilience, The Peak Performing Professor is filled with techniques, strategies, and practical tools for managing the complexities of academic life while maximizing professional potential.

Advising and Mentoring:

⁹ *These are the best of this "best of" collection.

¹⁰ *These are the best of this "best of" collection.

Adviser, Teacher, Role Model, Friend: On Being a Mentor to Students in Science and Engineering.
National Academy of Sciences (1997)

This book focuses exclusively on the mentoring and advising roles of faculty members, with particular emphasis on mentoring graduate students.

Handelsman, Jo, Christine Pfund, Sarah Miller Lauffer and Christine Pribbenow (2005) Entering Mentoring. The Wisconsin Program for Scientific Teaching.
http://www.hhmi.org/sites/default/files/Educational%20Materials/Lab%20Management/entering_mentoring.pdf

The workbook for a structured seminar to teach science grad students and postdocs to be good research mentors.

Nyquist, Jody and Donald Wulff (1996). Working Effectively with Graduate Assistants. Sage Publications.

This is an excellent book that covers the variety of challenges inherent in supervising graduate teaching and research assistants. It takes a developmental approach, viewing students as people who are growing into their professional roles via their assistantships. Gives advice about how to prepare and evaluate RAs and TAs. Includes a chapter on working with international students.

Seltzer, Rena (2015) Coach's guide for Academic Women Stylus Publishing

This is a practical guide for women in academe – whether adjuncts, professors or administrators – who often encounter barriers and hostility, especially women of color, and generally carry a heavier load of service, as well as household and care responsibilities, than their male colleagues.

*Shore, Bruce M. (2014). The Graduate Advisor Handbook. A student-centered approach. University of Chicago Press.¹¹

This book focuses particularly on how to advise graduate students, from the initial stages through the career search stages. The author is pragmatic and direct in his advice, which puts the student's success always at the center.

Grant Writing:

Verba, Cynthia (1997). Scholarly Pursuits: A Practical Guide to Academe. Cambridge, Mass.: Graduate School of Arts and Sciences, Office of Student Affairs.

This booklet, published by Harvard, is a practical guide with sections on grant writing and applying for teaching positions and postdoctoral fellowships.

Advice for Women & People of Color:

See also books by Toth, Mack et. al., Rockquemore & Lazloff, and Seltzer listed above.

Anzaldúa, Gloria and AnaLouise Keating, eds. (2002) this bridge we call home; radical visions for transformation Routledge.

Called upon feminists to envision new forms of communities and practices, Gloria E. Anzaldúa and AnaLouise Keating have painstakingly assembled a new collection of over eighty original writings that offers a bold new vision of women-of-color consciousness for the twenty-first century.

¹¹ *These are the best of this “best of” collection.

Anzaldúa, Gloria and Cherrie Moraga, eds. (2015) This Bridge Called My Back: Writings by Radical Women of Color SUNY press, 4th edition.

This continues to reflect an evolving definition of feminism, one that can effectively adapt to, and help inform an understanding of the changing economic and social conditions of women of color in the United States and throughout the world.

Bonner II, Fred A., aretha faye marbley, et. al., eds. (2015) Black Faculty in the Academy: Narratives for Negotiating Identity and Achieving Career Success. Routledge, Taylor and Francis.

Personal narratives using Critical Race Theory, nearly all from the field of education.

Rockquemore, K.A., and T. Laszloffy (2008) The Black Academic's Guide to Winning Tenure Lynne Rienner Publishers

Addressing head-on how power and the thorny politics of race converge in the academy, The Black Academics Guide is full of invaluable tips and hard-earned wisdom.

Seltzer, R. (2015) The Coach's Guide for Women Professors Who Want a Successful Career and a Balanced Life.

This is a practical guide for women in academe – whether adjuncts, professors or administrators – who often encounter barriers and hostility, especially women of color, and generally carry a heavier load of service, as well as household and care responsibilities, than their male colleagues.

Vanderkam, L. (2015) I Know How She Does It: How Successful Women Make the Most of their Time Portfolio

With examples from hundreds of real women, Vanderkam proves that you don't have to give up on the things you really want. I Know How She Does It will inspire you to build a life that works, one hour at a time.

Organizational and Professional Service Supports Including Qual Methods:

All But Dissertation

Coaching services and programs that provide PhD candidates with the support and accountability they need to implement their doctoral research/ project plans, complete their dissertations and finally finish their doctoral degrees.

CARMA

CARMA, the Consortium for the Advancement of Research Methods and Analysis, is an interdisciplinary consortium devoted to helping faculty, graduate students and professionals learn of current developments in various areas of research methods and statistics. Our focus in research methods is relevant to the management and organizational sciences.

InkWell

Think of me as your productivity coach who's here to help you live focused on your priorities; to help you cut through the noise and achieve your goals; to give you the tools and training to live your best life.

Melanie Sobocinski, Professional Organizer

Then take time for rest, relaxation, recreation, and “real life” — all those things that recharge us. All the things that make work and creativity sustainable over the long haul. All the things that make life truly satisfying.

[Melissa Valentine’s Interviews w/ Management Qualitative Researchers](#)

Excellent!

[National Council for Faculty Diversity](#)

Provides professional development, training, and mentorship opportunities to more than 83,000 members representing colleges and universities in the United States. Many universities sponsor memberships.

[Professor Is In](#)

I work with you, one-on-one, with complete confidentiality, on the writing, speaking, and interview skills you need to move closer to your professional goals. I focus on your particular strengths and challenges, and outline the steps you need to take to be successful in each of your specific applications and projects.

[Qualitative Research Conferences](#)

More than simply serving as a list of programmatic or even field-based bits of information, it is our hope that this website helps to facilitate a growing community of scholars interested in qualitative inquiry.

[Qualitative Research Summer Institute](#)

The Odum Institute supports social science teaching and research at UNC. We actively seek out partnerships with other scholars, research teams, and Centers and Institutes to pursue research grants consistent with our mission.

[Rena Selzer](#)

*Rena Seltzer has over a decade of experience coaching professors, physicians, and academic leaders to reach their personal and professional goals. She is the author of *The Coach’s Guide for Women Professors: Who Want a Successful Career and a Well-Balanced Life*, and a popular speaker at universities including Yale and the University of Michigan.*

[Sisters in the Academy](#)

The mission of Sisters of the Academy (SOTA) Institute is to facilitate the success of Black women in the Academy

[Women of OB Facebook group](#)

Contact Katy Decelles (Toronto) to join, usually restricted to faculty.

Sample Process and Product Goals:¹²

Literature review (notetaking & incubation) stage

Process Goals: Extract relevant info from articles. Use timer for pacing. Stretch every 30 minutes.	Product Goals: <ul style="list-style-type: none">● 4 x 1 page QECV outlines● Citable notes (see Single pp. 55-85)● List of references to pursue● Ideas for Weds meeting with Prof. P
Driving question: How can I stay awake & plow through the lit ASAP? Hypothesis: I can extract a Question-Evidence-Conclusion outline with Venn diagram / paragraph exploring the connections between this source and my work in 30 min or less. Data needed: Actual time to analyze each article using this method. Self-evaluation of alertness. (Wondering: will I get faster with practice?)	

Brain dump (rough draft) stage

Process Goals: Use word processor to capture my current thinking about X. NO STOPPING TO EDIT!!! Use spreadsheet to classify my ideas and uncover gaps.	Product Goals: <ul style="list-style-type: none">● A typed rough draft, ca. 1500 words● Spreadsheet of ideas● An empty working memory● A list of research tasks● Questions for Tues meeting with Prof. Z
Driving question: How can I avoid getting stuck looking for the perfect point of entry here? Hypothesis 1: If I get everything out of my head, new ideas will start to emerge. Hypothesis 2: I can tolerate the anxiety of waiting to edit my sentences. Data needed: A list of fresh insights from the brain dump session. Tally marks to count times I got stuck in “perfect sentence” mode.	

Structural revision (argument adjustment) stage

Process Goals: Using white board, draw and redraw mind maps until I settle on a feasible topic structure. Use mind map to create draft topic outline for 2 nd half of chapter 3	Product Goals: <ul style="list-style-type: none">● A mind map● New outline to discuss with Prof. N● List of research tasks
Driving question: How can I make tangible progress during the messy middle of writing? Hypothesis: Mind mapping will help me discover a more compelling structure for the material. Data needed: compare before / after outline.	

Sentence editing (polishing) stage

Process Goals: Use Belcher’s diagnostic test (pp. 235-65) to markup chapter 4 for revision.	Product Goals: <ul style="list-style-type: none">● Marked-up chapter ready for revision● Estimated time for revisions
Driving question: How can I gain a fresh view of my work without ignoring it for a week? Hypothesis: My writing is pretty good. I don’t think I’ll need to do much editing. Data needed: # of red flags per page	

¹² From Prof Organizer LLC <https://proforganizer.com/>

<p>Non-Linear, Focused (getting unstuck)</p> <ul style="list-style-type: none"> • Graphic analysis <ul style="list-style-type: none"> - Mind mapping - Venn diagram • Freewriting (“brain dump”) <ul style="list-style-type: none"> - In a spreadsheet (2-D or 3-D) - On sticky notes • Creativity exercises • Walking while pondering 	<p>Linear, Focused (traditional writing tasks)</p> <ul style="list-style-type: none"> • “Reading” • “Writing” • Sticking to outline / list • Feedback “whack-a-mole” • Implementing structural revision • Sentence-level editing • Formatting <p>Trap: avoiding other quadrants</p>
<p>Non-linear, Unfocused (insight arises)</p> <ul style="list-style-type: none"> • Incubation • Harness Zeigarnik effect • Seeing the invisible / gap spotting <p>Insight is always an accident. Deliberately working the other quadrants and letting yourself rest and relax between work sessions makes you accident-prone.</p>	<p>Linear, Unfocused (rabbit holes)</p> <ul style="list-style-type: none"> • “serendipity” (strive to moderate) <ul style="list-style-type: none"> - Browsing - Staying current - Networking • Over-doing (minimize) <ul style="list-style-type: none"> - Excessive reading / data collection - Premature sentence polishing - Circular revisions <p>Trap: fear of seeming ignorant / FOMO</p>

Goal Setting & Time Management:

Principles:

- Only & always 168 hours / week. Manage choices and actions, not time.
- Pareto principle (80/20 rule: 80% of results come from 20% of effort).
- Knowledge is easy. Doing is hard. How will you remind yourself about these ideas?

Strategies:

- Map success in your field.
- In the face on infinity, define your own vision of enough. Fail at email and social media (no media boundaries = “technology-induced ADHD”).
- Three variables to work with: the amount of TIME spent, the type of PROCESS used, and the statement of the PROBLEM to be solved.
- Use SMART for both process (work habits) and product (publication) goals:
 - Specific
 - Measurable
 - Attainable
 - Results-oriented, Relevant
 - Time-bound (deadlines, whether self-imposed or institutional)
- Apply the scientific method to your SMART goals:
 - Planning = prediction
 - Observe what you actually do

- Evaluate the results. Which actions are most effective?
- Repeat for improvement.
- Time blocking & estimating
 - 5 year plan (<http://theprofessorisin.com/2014/05/02/why-you-need-a-5-year-plan/>)
 - Semester
 - Newport's fixed productivity schedule (<https://www.calnewport.com/blog/2008/02/15/fixed-schedule-productivity-how-i-accomplish-a-large-amount-of-work-in-a-small-number-of-work-hours/>)
 - the "Unschedule"-schedule play / self-care first (Fiore 2007)
 - Week (how much time do I really have for upcoming projects?)
 - Daily (Newport's time-blocking plan for today: <https://www.calnewport.com/blog/2013/12/21/deep-habits-the-importance-of-planning-every-minute-of-your-work-day/>)
 - In the moment:
 - One Thing ("What's the ONE Thing I can do such that by doing it everything else will be easier or unnecessary?") aka applied Pareto)
 - Franklin-Covey (important / urgent quadrants)
 - Pomodoro technique (timer for interval work: 25 min work / 5 min break, repeat)
 - Allen, 2015 Getting Things Done (next steps; 2 minute rule)

Tools:

- Routines (aka "good habits:" reduces # of decisions made daily, boosts willpower)
- Calendar (<http://proforganizer.com/time-management/calendars/>)
- Wide margins (<http://proforganizer.com/time-management/wide-margins/>)
- Lists (things to remember; get them out of your head; evaluate before doing)
- WOOP (Wish, Outcome, Obstacle, Plan: <http://woopmylife.org/new-page-3/>)
- Timers (my favs: <https://www.pinterest.com/proforganizerll/timers/>)
- Gantt charts from Google Calendar: <https://www.gantt-chart.com/>