



# National Center for Faculty Development & Diversity

## **EVERY SUMMER NEEDS A PLAN**

Kerry Ann Rockquemore, PhD  
President and CEO,  
National Center for Faculty Development & Diversity  
[www.FacultyDiversity.org](http://www.FacultyDiversity.org)



# Today's Facilitator:

## Kerry Ann Rockquemore, PhD



Kerry Ann Rockquemore, PhD is Executive Director 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](http://www.FacultyDiversity.org)



# TODAY'S WORKSHOP

- PART I: Summer Writing Challenges
- PART II: Keys to a Successful Summer
- PART III: 5-Steps to Creating Your *Summer Plan*
- PART IV: Moving Forward



# I. Summer Writing Challenges

The specific time challenges we will address today:

1. Un-structured time
2. Exhaustion from the intensity of the academic year
3. The need to address neglected areas of life, health and relationships
4. (if you aren't a daily writer) heightened expectations that you must complete a year's worth of research in 3 months



## II: Keys to a Successful Summer

The keys to a successful summer 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* that will sustain and motivate you through the ups and downs of the semester



# III. How to 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**



# STEP #1: Identify Your Goals

## Summer Writing Goals:

1.

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2.

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3.

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## Summer Personal Goals:

1.

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2.

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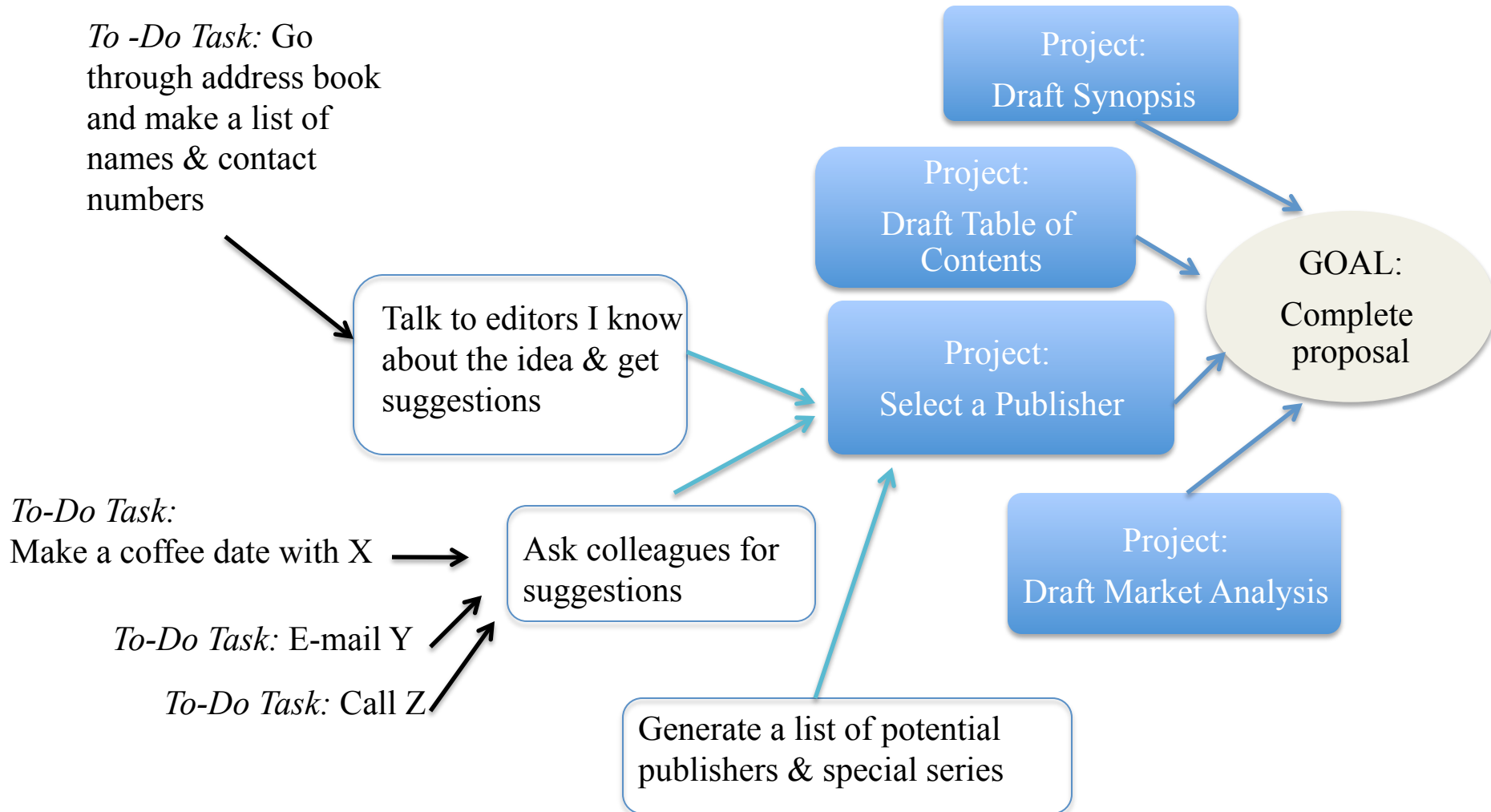
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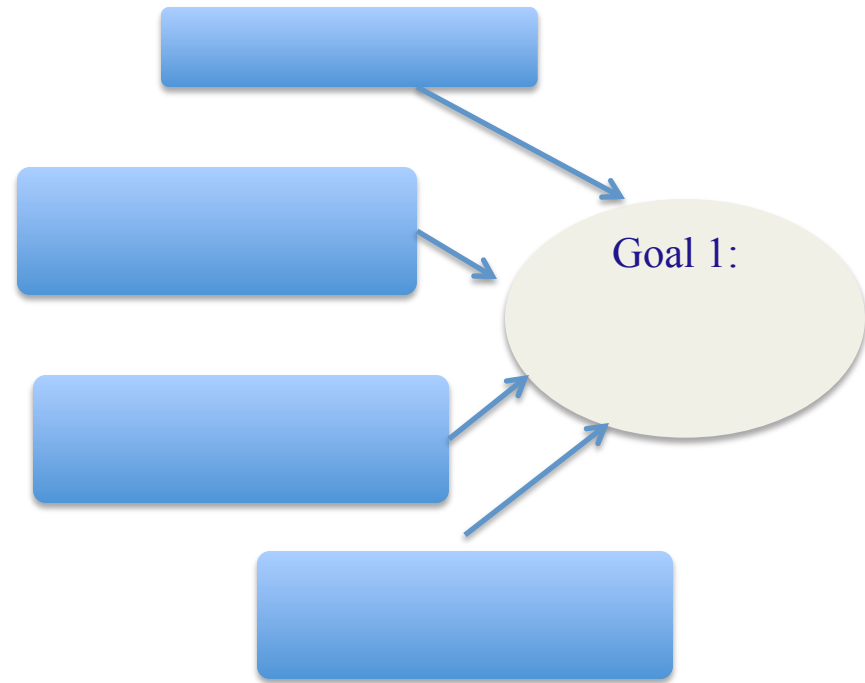
## Step #2: Map out the steps [example]

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



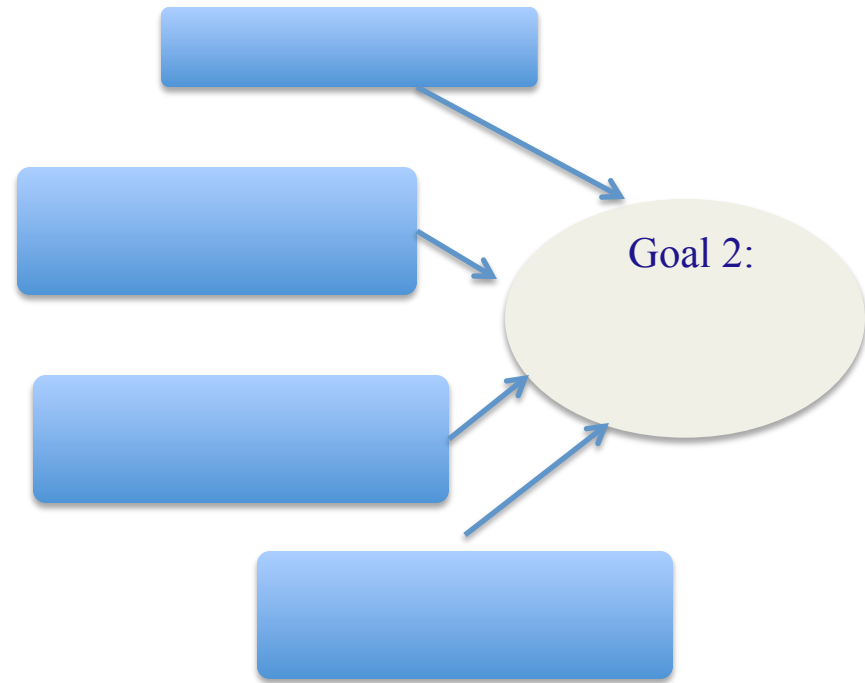
## Step #2: Map out the steps – It's Your Turn

Goal #1: \_\_\_\_\_



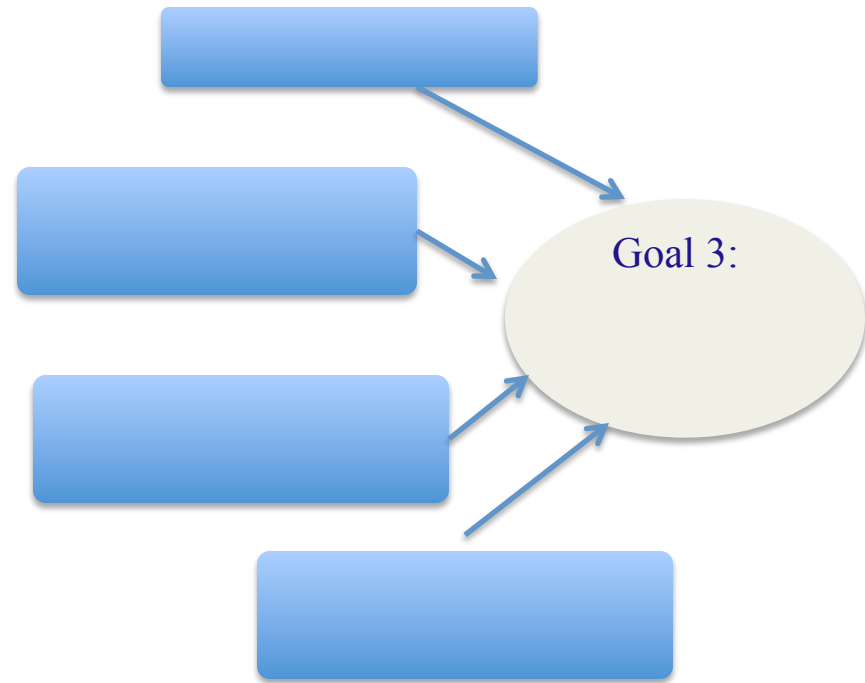
## Step #2: Map out the steps – It's Your Turn

Goal #2: \_\_\_\_\_



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

Goal #3: \_\_\_\_\_



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

<b>MAY</b>	5/7 – 5/11	<b>TRAVELING</b>	<b>3 workouts, date night</b>
	5/14 – 5/18	<b>Write Synopsis [Project 1]</b>	<b>3 workouts, date night</b>
	5/21 – 5/25	<b>Draft Table of Contents [Project 2]</b>	<b>3 workouts</b>
<b>JUNE</b>	5/28 – 6/1	<b>Research Publishers [Project 3]</b>	<b>date night</b>
	6/4 – 6/8	<b>ESWN RETREAT</b>	<b>3 workouts</b>
	6/11 - 6/15	<b>Draft Market Analysis [Project 4]</b>	<b>3 workouts, date night</b>
	6/18 – 6/22	<b>TRAVELING</b>	<b>3 workouts, date night</b>
	6/25 – 6/29		<b>3 workouts, date night</b>
<b>JULY</b>	7/2 – 7/6		<b>3 workouts, date night</b>
	7/9 – 7/13		<b>3 workouts, date night</b>
	7/16 – 7/20		<b>3 workouts, date night</b>
	7/23 – 7/27		<b>3 workouts, date night</b>
<b>AUG</b>	7/30 – 8/3		<b>3 workouts, date night</b>
	8/6 -8/10		<b>3 workouts, date night</b>
	8/13 – 8/17	<b>TRAVELING</b>	<b>3 workouts</b>

## Step #3: Introduce YOUR projects to your calendar

<b>MAY</b>	5/7 – 5/11		
	5/14 – 5/18		
	5/21 – 5/25		
<b>JUNE</b>	5/28 – 6/1		
	6/4 – 6/8		
	6/11 - 6/15		
	6/18 – 6/22		
	6/25 – 6/29		
<b>JULY</b>	7/2 – 7/6		
	7/9 – 7/13		
	7/16 – 7/20		
	7/23 – 7/27		
<b>AUG</b>	7/30 – 8/3		
	8/6 -8/10		
	8/13 – 8/17		



# STEP #4: Choose An Accountability and Support Mechanism

## ACCOUNTABILITY STRUCTURE

## NEED IT MEETS

1. Write-on-Site	Physical companionship
2. Online Writing Groups	Daily contact & peer support
3. Accountability Groups	Problem solving and support
4. Writing Coach	Individual attention and externally imposed weekly meeting
5. Professional Nag or Buddy	Help getting started each day & daily accountability
6. Boot-camp	Structure, Community <i>and</i> Support



# STEP #5: Work the Plan EVERY Week Using **The Sunday Meeting**

The weekly planning meeting is a 30-minute, once a week time for you to consciously and intentionally choose **WHAT** needs to get done, determine **HOW** it will get it done, and designate **WHEN** you will work on each of your tasks.

## THREE STEPS:

### **Step 1: Set up the Skeleton** (5 minutes)

Block all of your time commitments out of your calendar for the week (classes, meetings, writing time, etc...)

### **Step 2: Brain Dump** (10 minutes)

Create your list of to-do tasks (use project maps to figure out what long term items need to get done)

### **Step 3: Tasks Meet Time** (15 minutes)

Assign each task a specific block of time and decide what to do with the tasks that don't fit into your calendar





## **IV. MOVING FORWARD:**

# **The Faculty Success Program**

**Our Summer Boot-Camp  
is designed to ensure you:**

- ✓ Implement your summer plan
- ✓ Develop a daily writing routine
- ✓ Belong to a tight-knit community of scholars that continues beyond the summer program
- ✓ Have a break-through summer!



# IV. MOVING FORWARD: The Faculty Success Program

## HOW DOES IT WORK?

1. You create a **summer work plan**
2. Every week begins with a **community call** where you learn a new skill to implement
3. Every week you meet with a professionally facilitated **small accountability group** for structure, support, and problem solving
4. You receive **daily support** through our electronic discussion forum



# **IV. MOVING FORWARD:**

## **The Faculty Success Program**

**Program Dates:**

**May 13 – August 10**



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# CHANGE



## Welcome!

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.

Welcome. We're glad you're here.

## [www.FacultyDiversity.org](http://www.FacultyDiversity.org)

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## CALENDAR

[MORE](#)

- 9/16/2010  
University of Utah Workshop
- 9/17/2010  
University of Utah Workshop
- 9/19/2010  
Faculty Success Program  
Community Meeting
- 9/23/2010  
Rutgers ADVANCE Board  
Meeting
- 9/26/2010  
Faculty Success Program  
Community Meeting