

New Faculty Development Workshop

Total number of sessions: 9

Maximum Number of Attendees: 20

Attendees are placed in groups of 3 or 4 and each group has a mentor (Distinguished Professor, Master Teacher, etc.).

Each session has typically three time slots.

Slot-1: Interactive Talk

Slot-2: Brainstorming/Mentoring (Round Table: 3 - 4 attendees and one mentor)

Slot-3: Case-Study Presentations

The workshop has three themes; each theme runs for 3 weeks (3 sessions)

Effective Teaching

Successful Grant Funding

Professional Service & Tenure

Week-1:

Theme: Effective Teaching: Student Engagement

Interactive Talk Topical Coverage

Student Engagement in Class

Avoiding Stereotypes

Interactive Conversation

Student Groups and their Formation

Student Responsiveness

Oral Communication Styles

On the Go Assessment

Adjusting the Classroom Delivery

Brainstorming:

Case Study: Individual Issues

Discussion with Mentors

Formulation of Solutions and Best Practices

Case Study Presentations

Group Presentations

Discussion on Solutions and Best Practices

Speakers:

Master Teachers

Distinguished Professors who are also Master Teachers

Week-2:

Theme: Effective Teaching: Classroom Material

Interactive Talk Topical Coverage

 Setting up Learning Goals

 Material/Notes Distribution Before the Class

 Reading Assignments

 Interactive Discussion

 Demo Material in the Class: Working through examples

 In-Class Assessment

 Cooperative and Peer-Learning

Brainstorming:

 Case Study: Individual Issues

 Discussion with Mentors

 Formulation of Solutions and Best Practices

Case Study Presentations

 Group Presentations

 Discussion on Solutions and Best Practices

Speakers:

 Master Teachers

 Distinguished Professors who are also Master Teachers

Week-3:

Theme: Effective Teaching: Assignments, Assessment and Outside Classroom Activities

Interactive Talk Topical Coverage

 In-Class Assignments

 Discussion on Assignments and Solutions

 Assessment of Learning Goals

 Outside Classroom Follow-ups

 Group Projects and Individual Responsibility

 Final Exams

 Grading and Learning Goals

Brainstorming:

 Case Study: Individual Issues

 Discussion with Mentors

 Formulation of Solutions and Best Practices

Case Study Presentations

 Group Presentations

 Discussion on Solutions and Best Practices

Speakers:

 Master Teachers

Distinguished Professors who are also Master Teachers

Week-4:

Theme: Successful Grant Funding: Proposal Preparation

Interactive Talk Topical Coverage

Federal Funding Resources

Federal Proposal Format Requirements

Different Proposal Formats: NSF/NIH/DoD/ONR/NASA

Special Programs/RFP/BAA

Main Proposal Preparation

Most Common Mistakes and Errors

Available Resources in the Office of Research

Brainstorming:

Case Study: Sample Proposal

Discussion with Mentors

Formulation of Solutions and Best Practices

Case Study Presentations

Group Presentations

Discussion on Solutions and Best Practices

Speakers:

Distinguished Professors

Researchers/Directors

Week-5:

Theme: Successful Grant Funding: Budget Preparation and Submission

Interactive Talk Topical Coverage

Federal Budget Templates

Budget Preparation Format and Requirements

NJIT and Agency Policies

Budget Adjustments at Award

Most Common Mistakes and Errors

Final Submission: Guidelines and Error Check

Brainstorming:

Case Study: Sample Budget and Proposal

Discussion with Mentors

Formulation of Solutions and Best Practices

Case Study Presentations

Group Presentations

Discussion on Solutions and Best Practices

Speakers:

Distinguished Professors
Researchers/Directors

Week-6:

Theme: Successful Grant Funding: Proposal Review and Funding

Interactive Talk Topical Coverage

Review Protocol and Proposal Format
Review Processes: Different Agencies
Review Criterion: Different Agencies
Funding Processes: Different Agencies
Most Common Mistakes and Errors
Sample Proposal Review Formats and Scores

Brainstorming:

Case Study: Sample Proposal and Reviews
Discussion with Mentors
Formulation of Solutions and Best Practices

Case Study Presentations

Group Presentations
Discussion on Solutions and Best Practices

Speakers:

Distinguished Professors
Researchers/Directors

Week-7:

Theme: Professional Service & Tenure: Professional Societies

Interactive Talk Topical Coverage

Professional Service Opportunities and Protocols
Reviewers for Journal and Editorial Board
Conference Organization
Review Panels for Federal Funding Agencies
Most Common Perceptions

Brainstorming:

Case Study: Sample Opportunities
Discussion with Mentors
Formulation of Solutions and Best Practices

Case Study Presentations

Group Presentations

Discussion on Solutions and Best Practices

Speakers:

Distinguished Professors

Senior Professors/Editors/Conference Chairs

Week-8:

Theme: Professional Service & Tenure: Scholarly Publications

Interactive Talk Topical Coverage

Publishing Papers in Journals vs Conferences

Where to Publish? Impact Factor

Citation Index

Systematic Tracking of the Impact of One's Work (**Presentation by Liaison Librarians**)

Emerging as an Expert in the Field

What is important for Tenure Consideration?

Most Common Perceptions

Brainstorming:

Case Study: Sample Tenure Guidelines

Discussion with Mentors

Formulation of Solutions and Best Practices

Case Study Presentations

Group Presentations

Discussion on Solutions and Best Practices

Speakers:

Distinguished Professors

Senior Professors/Editors/Conference Chairs

Week-9:

Theme: Professional Service & Tenure: Tenure Considerations

Interactive Talk Topical Coverage

Tenure Process

Resume Preparation

Emerging as an Expert in the Field for Tenure Consideration

Reference Network

Grants and Collaborative Funding

Publications and Citation Index

Sample Dossiers

Most Common Perceptions

Brainstorming:

Case Study: Sample Dossiers and Tenure Consideration

Discussion with Mentors

Formulation of Solutions and Best Practices

Case Study Presentations

Group Presentations

Discussion on Solutions and Best Practices

Speakers:

Distinguished Professors

Senior Professors/Prior University P&T Committee Members