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 Finding
  - Professional Service & Tenure

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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

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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
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
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
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