

Junior Faculty Manuscript Workshop Program For Applicants

2017-2018

UCLA Faculty Development – Academic Personnel Office (APO)

The Faculty Development Office within APO, with support from the Provost, has established a Junior Faculty Manuscript Workshop Program for junior faculty in departments that require a single-authored book for tenure. Such manuscript workshops, here and at various other universities, have proven tremendously successful in supporting participants' promotion to tenure. The workshops can ensure stronger and more rigorous manuscripts from first-time authors, increase the junior faculty members' scholarly network and visibility on and off campus, and promote an interdisciplinary exchange of knowledge and collegiality. A total of up to eight book awards will be given in the coming year, with deans and/or departments sharing the cost 50% with the Provost's office.

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Overview of Workshops

The Junior Faculty Manuscript Workshops will bring two senior faculty experts in the candidate's field, both external to UCLA, to campus to lead an engaged and critically supportive discussion of the candidate's completed manuscript. The workshop also includes a small group of UCLA senior and junior faculty, typically across disciplines, with expertise in the candidate's area of study. In consultation with a designated faculty mentor, the candidate generates a short list of optimal external and internal readers. The faculty mentor and the external readers convene the workshop with assistance from Faculty Development. Prior to the external mentors' campus visit, they read and evaluate the manuscript in its entirety, providing extensive and constructive feedback in writing and then during the workshop. UCLA would provide the external experts with honoraria, travel costs, lodging, and food, with costs up to \$5,000 to be shared equally by the Provost's Office and the candidate's dean/department. A total of up to 15 participants in each workshop would be typical.

**** Application is attached to the end of this document.**

Workshop Organization and Best Practices

Scheduling: Ideally, the workshop would take place in the third or fourth year following appointment, and no later than early in the fifth year. As soon as the junior faculty member can reasonably determine a date when the manuscript will be completed, s/he can fill out an Application to Schedule a Junior Faculty Manuscript Workshop available from the UCLA Faculty Development Office. This application will be submitted to the faculty member's department chair and assigned departmental faculty mentor.

(Application attached).

In this application, junior faculty will provide:

- 1) The date the manuscript will be finished and a proposal with possible blocks of time for the manuscript workshop. As readers are given at least a month to review the manuscript, it MUST be finished 35-40 days prior to a scheduled workshop date. The junior faculty member will also propose a date that they will submit or re-submit their manuscript to a university press. This is typically anywhere from 6 to 8 months after the workshop.
- 2) Four to five names of external readers, together with their rank, location, area of expertise, and a brief two to three sentence statement of why they would be an expert reader for the candidate's project.
- 3) Four to eight names of senior UCLA faculty whose area of expertise would make them good internal readers of the candidate's manuscript. These can be from inside or outside the candidate's department and should be a mixture of both.
- 4) Names of one or two junior faculty, and one or two ABD graduate students who could benefit from observing and participating in this process.
- 5) A 150-250 word description of the manuscript.
- 6) Current curriculum vitae.
- 7) Budget and cost breakdown. (See page 5 for Sample Budget).

This application must be signed and submitted to the **Faculty Development Office** to be officially sponsored and funded. The Faculty Development Office will provide up to half of the request of up to \$5,000 for each approved workshop.

Workshop Organization through Collaboration with Faculty Mentor

When junior faculty are completing the application form, they should consult with their

campus mentors about the timeline they will propose to make sure the manuscript will be completed on time. The mentors also review the list of external candidates with the junior faculty member, considering and ranking these external readers who would ideally provide complementary feedback. They also review the list of internal UCLA readers, suggesting names of faculty the junior person might not know.

After approval by the Faculty Development Office, the mentors and/or department chair will send an invitation letter to the first two external readers selected. If either of these two decline, they move to the next name. After securing a date with the external readers, the mentors and/or department chair invite the internal UCLA faculty readers.

Workshop Format

The prototype is a three-hour morning workshop, with a break in the middle, followed immediately by lunch and then a dinner that evening. The lunch provides a more relaxed environment to continue the workshop discussion and to strengthen academic connections in a social environment. Re-convening at dinner several hours later gives the candidate time to reflect on the workshop feedback and to raise any questions or pursue further discussion, particularly with the external readers. Candidates and participants have found this arrangement to allow for sustained dialogue and connection in both formal and more informal settings. The size of the group will vary with no more than 15 typically at the workshop and no more than 8 at the dinner in total.

It is suggested that the organizers schedule a meeting, either electronic or actual, between the two external readers prior to the workshop so they can organize and coordinate their feedback. This meeting enables the readers to give the maximum possible feedback and avoid redundancy, without overwhelming the candidate. The external readers provide their written feedback to the candidate **AFTER** the workshop. This feedback resembles a formal manuscript review from a university press and might include comments and suggestions embedded in the manuscript itself.

The faculty mentor or another designated person would take notes during the workshop and meet with the junior faculty member to review the workshop within a month.

Sample Budget and Costs

Junior Faculty Manuscript Workshop	Amount
<i>External Reader 1 (International)</i>	
Airfare	850.00
Accommodations (3 nights at Guest House)	531.00
Honorarium	750.00
Meals/Incidentals	75.00
Ground Transportation	100.00
<i>External Reader 2 (Domestic)</i>	
Airfare	435.00
Accommodations (2 nights at Guest House)	354.00
Honorarium	750.00
Meals/Incidentals	75.00
Ground Transportation	100.00
<i>Meals for 12 Participants</i>	
Breakfast (UCLA Catering)	105.00
Lunch (UCLA Faculty Center)	325.00
Dinner (local restaurant)	550.00
Total	5,000.00

Budget Details:

1. **EXTERNAL READERS:** Two outside readers are paid \$750 for their honorariums, with hotel and flights paid for. Meals and incidental expenses are reimbursed up to \$100.
2. **HOTEL:** One night accommodations for west coast travel (no flight connections), two for east coast, three for international.
3. **TRANSPORTATION:** Generally we ask if the invited grad student readers can assist with the outside readers' transportation to and from the airport, and also to dinner, but if this isn't an option, the traveler should take a cab or shuttle.
4. **MEALS:** Confirm if there will be other attendants (staff, donors, etc.). On campus luncheons are preferred so discussion will take place directly after the workshop.

III. Possible Internal Readers

Four to eight names of full or associate professor rank UCLA faculty whose areas of expertise would make them good internal readers of the candidate's manuscript. These can be from inside or outside the candidate's department and should be a mixture of both.

Name/Rank	UCLA Dept/School	Research specialization

IV. Junior Faculty Readers

Names of one or two junior faculty, and one or two ABD graduate students who could benefit from observing and participating in this process. These faculty need not be doing research in the same area.

Name/Rank Faculty	UCLA Dept/School	Research specialization

Name/Rank Grad Student	UCLA Dept/School	Research specialization

V. A paragraph long summary of the book project

Please provide a 150-250 word abstract of the project. This project description will be included in the invitations to all the workshop participants.

VI. Budget

Candidate Signature: _____

Dept. Chair Signature: _____