

CRA-W Early Career/Pre-Tenure

Teaching, Advising, Service at a small Liberal Arts College

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Background

- Ph.D. University of Minnesota (AI, Cog Sci) '94
- Associate Prof, UW – La Crosse '94-'99
 - Tenured 1996
- Associate Prof, Augsburg College, Mpls. '99-present
 - Tenured 2003

Teaching

#1 in importance

- Be current and well prepared for class
- Set reasonable office hours and be there
- Answer email questions promptly
- Choose courses wisely
 - Time slot
 - Fewer preps
 - Upper division elective in your area
 - Research recruitment

Teaching Logistics

- Course evaluations
- Absentees
- Academic alarms
- Plagiarism

Advising

- High institutional expectation
- Large number of advisees
 - 5 FT faculty for ~200 majors

Advising Knowledge Base

- Know Gen Ed, Math, ESL requirements
- Gather info on transfer institutions
- Keep file on each advisee
 - Transcript
 - Internships/research
 - Volunteer projects
 - Leadership roles

Advising Communications

- Keep in touch with new students
- Congrats for Dean's List, improving GPA, etc.
- Ask colleagues to keep you informed

Advising Time Savers

- Make advising appointments wisely
- Meet in groups (breakfast?)
- Advisee email list
- Match up mentor/mentee pairs
- Control high maintenance individuals

Advisee Perks

- Notify of campus jobs
- Inform of upcoming talks
- Match for volunteer skills
- Give them unwanted books
- Provide access to community events

Service

Gear to help reach other goals

- Department
 - Ex: ACM Club, Programming Team
- College
 - Ex: Faculty Development, Admissions
- Local Level
 - Ex: IEEE Computer Society
- National Level
 - Ex: NSF Panels