Fall 2019
Workshop Schedule
SF 121 has HDMI only

RSVP for workshops in Baysync https://orgsync.com/166960/events?view=upcoming

Tenure Dossier Preparation Workshop
Tuesday August 27, 2019 11:00-12:30pm
SA 4600A
This workshop is designed for those faculty applying for tenure on October 1st. We'll review the RTP policy with tenure in mind and answer questions and also talk e-dossiers for anyone new to the format and interested in submitting electronically. Presenter: Jessica Weiss, Faculty Development https://orgsync.com/166960/events/2756587/occurrences/6632567

Tenure Dossier Preparation Workshop
Wednesday, August 28, 2019 12:30 - 2:00pm
SF 234
This workshop is designed for those faculty applying for tenure on October 1st. We'll review the RTP policy with tenure in mind and answer questions and also talk e-dossiers for anyone new to the format and interested in submitting electronically. Presenter: Jessica Weiss, Faculty Development https://orgsync.com/166960/events/2756590/occurrences/6632570

Tenure Dossier Preparation Workshop
Tuesday, September 3, 2019 12:15-1:15 pm
SF 328
This workshop is designed for those faculty applying for tenure on October 1st. We'll review the RTP policy with tenure in mind and answer questions and also talk e-dossiers for anyone new to the format and interested in submitting electronically. Presenter: Jessica Weiss, Faculty Development

Responding to Learner Resistance
Wednesday, September 4, 2019 11:00-12:00 pm
SF 328
If you’ve ever excitedly introduced a new activity or wonder why your efforts meet student apathy or even antipathy, this workshop is for you. We’ll look at recent research on learner resistance and models to help students overcome it. Presenter: Jessica Weiss
Tenure Dossier Preparation Workshop  
Friday, September 6, 2019 12:00-2:00 pm  
SF 328  
This workshop is designed for those faculty applying for tenure on October 1st. We'll review the RTP policy with tenure in mind and answer questions and also talk e-dossiers for anyone new to the format and interested in submitting electronically. **Presenter: Jessica Weiss, Faculty Development**

What Makes a Good Discussion Facilitator?  
Wednesday, September 11, 2019 1:00-2:00 pm  
SF 329  
Want more or better class discussion in your classes? Using a self-reflection tool, we’ll go over five identified skills that make for an effective class discussion facilitator, discuss using the instrument for feedback from our students and talk about ways to improve our skills. An article about the instrument appears here: https://www.facultyfocus.com/articles/teaching-professor-blog/good-discussion-facilitation-skills/  
**Presenter: Jessica Weiss, Faculty Development**

The WriteTime  
Wednesday, September 11, 2019 2:00-4:00 pm  
SF 234  
Faculty are invited to participate in “The Write Time,” a time each week for scholarship and making progress toward publishing. The purpose is to assist faculty in scheduling and privileging writing time each week and to provide quiet community and accountability. To be offered the second and fourth Wednesday of each month until 12/11/2018 in SF 328.  
**Facilitator: Elizabeth Ellis-Marino, Liberal Studies**

Tenure Dossier Preparation Workshop  
Thursday, September 12, 2019 9-11 am  
SF 328  
This workshop is designed for those faculty applying for tenure on October 1st. We'll review the RTP policy with tenure in mind and answer questions and also talk e-dossiers for anyone new to the format and interested in submitting electronically. **Presenter: Jessica Weiss, Faculty Development**

Tenure and Promotion Dossier Pizza Party  
Monday, September 23, 2019 SF 328  
Thursday, September 26, 2019 SF 523  
11:00-1:00 pm (All workshops)  
Applying for tenure or promotion? Swing by this drop-in workshop for consultation. We'll answer your questions, provide supplies for paper dossiers and answer questions about e-dossiers. We’ll also have model dossiers, and Jessica will be available for one-on-one consultations until
the deadline. We'll provide pizza and beverages. Stop by for a slice and advice! Dossiers are due Tuesday, October 1st. **Presenter: Jessica Weiss, Faculty Development**

**FYFE: Retention Dossiers: 1st & 2nd year**  
**Tuesday, September 24, 2019 1:30pm - 3:00pm**  
**SF 523**  
This workshop, for 1st & 2nd year faculty, and anyone looking for a review of RTP policies and procedures, provides an overview of the retention process and tips for preparing your first year submission and second year dossiers. We'll discuss how to compile appropriate materials for your first year submission/retention dossier and how to write your narratives in the areas of instructional achievement, professional achievement, university service and community service. We'll talk about how the retention process provides a feedback loop. We will also discuss digital dossiers! Dossiers due to your department chair on November 12th. This workshop repeats several times in October. **Presenter: Jessica Weiss, Faculty Development**

**The WriteTime**  
**Wednesday September 25th, 2019 2:00-4:00 pm - confirm with facilitators**  
**SF 234**  
Faculty are invited to participate in “The Write Time,” a time each week for scholarship and making progress toward publishing. The purpose is to assist faculty in scheduling and privileging writing time each week and to provide quiet community and accountability. To be offered the second and fourth Wednesday of each month until 12/11/2018 in SF 328. **Facilitator: Elizabeth Ellis-Marino, Liberal Studies**

**Teach Students How To Learn**  
**Wednesday, September 25, 2019 12:00-1:30 pm**  
**SF 466**  
According to Saundra Yancy McGuire in *Teach Students How to Learn*, faculty have a role to play in designing coursework, assignments, and activities that not only teach disciplinary content and assess student learning, but also teach students the skills they need to be successful in college and beyond. We'll discuss how assignments and activities can teach content and program/disciplinary skills and build learning/study skills. **Presenter: Jessica Weiss, Faculty Development**

**Generating Good Discussions in Online Classes**  
**Thursday, Sept 26, 2019**  
**10.00AM - 11.00AM**  
**SF 328**  
The Office of Faculty Development and the Online Campus are teaming up to bring you a workshop will provide an overview of Discussion Boards in Blackboard Classic/Ultra and Voice and highlight strategies for crafting questions for online discussions and fostering student engagement threads and forums. **Presenters: Jessica Weiss, Faculty Development, Monica Munoz, Online Campus**
Electronic Dossier Training: Retention Candidates
Tuesday, October 1, 2019, 12:15-1:15 pm
SF 329
Please come to Faculty Development for a brief introduction to and supportive workspace for your digital dossier. You’ll find it simple and easy to use and have your questions about the Blackboard Organizations format answered whether you are a candidate for RTP or a reviewer. Reviewers welcome. Bring a laptop for some hands on practice. Presenters: Cheryl Saelee, Lacey Garza, Online Campus, Jessica Weiss, Faculty Development

FYFE: Retention Workshop: 1st & 2nd Year
Wednesday, October 2, 2019, 10:00-11:30
SF 328
Join us for a workshop that provides an overview of the retention process and tips for preparing your first year submission and second year dossiers. We’ll discuss how to compile appropriate materials for your retention dossier and how to write your narratives in the areas of instructional achievement, professional achievement, university service and community service. We’ll talk about how the retention process provides a feedback loop. We will also discuss digital dossiers! Dossiers due to your department chair on November 12th. This workshop repeats several times in October. Presenter: Jessica Weiss, Faculty Development

FLC Kick off
Friday, October 4 2019 12:00-2:00 pm
UU 1001 MPR B
Join members of the 2019-20 Faculty Learning Communities, meet Faculty-in-Residence, and get started on the FLC experience. Lunch will be served.

In-Class Discussion: Strategies that Work
Monday, October 7th, 2019 10:00-11:30 pm
SF 328
This workshop will provide tips for stimulating, guiding, and evaluating student discussions in the classroom. We’ll try out a few techniques together so that you feel ready to experiment in your next class meeting. Presenter: Jessica Weiss, Faculty Development

FYFE Promoting Academic Integrity
Tuesday, October 8, 2019 12:15-1:15 pm
SF 329
Student plagiarism and cheating are a concern on campuses throughout the country and CSU East Bay is no exception. Improper use of another’s work and cheating on tests, quizzes, and
exams is easier than it has ever been. What do our students think about the nature and seriousness of plagiarism and cheating? More importantly, what can we do to discourage plagiarism and cheating, and what should we do if we suspect it? This session will examine these questions, provide preventative suggestions and explore our own efforts to create an intellectual community that promotes ethical standards and values academic integrity.

**Presenters:** James Carroll, Student Conduct, Sara Schupack, SCAA*, Diana Wakimoto, Library

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**Range Elevation Portfolio Preparation**

**Tuesday, October 8, 2019 1:30-2:30 pm**

**SF 328**

This practical workshop provides an overview of the range elevation process for lecturers and attempts to answer your questions about organization of portfolios, materials to include, and how to relate the materials to evaluation criteria. All are welcome; however, this workshop is designed for those submitting range elevation portfolios for the November 15th deadline. **Presenter: Jessica Weiss, Faculty Development**

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**The WriteTime**

**Wednesday October 9, 2019, 2019 2:00-4:00 pm**

**SF 234**

Faculty are invited to participate in “The Write Time,” a time each week for scholarship and making progress toward publishing. The purpose is to assist faculty in scheduling and privileging writing time each week and to provide quiet community and accountability. To be offered the second and fourth Wednesday of each month until 12/11/2018 in SF 328. **Facilitators: Anna Alexander, History, Elizabeth Ellis-Marino, Liberal Studies**

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**FYFE: 1st and 2nd year Retention Dossier Workshop**

**Monday, October 14, 2019 11:00-1:00 pm**

**SF 328**

Join us for a workshop that provides an overview of the retention process and tips for preparing your dossier. We'll discuss how to compile appropriate materials for your retention dossier and how to write or refine your narratives in the areas of instructional achievement, professional achievement, university service and community service. We'll talk about how the retention process provides a feedback loop. Dossiers due to your department chair on November 13th. **Presenter: Jessica Weiss, Faculty Development**

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**Electronic Dossier Training**

**Tuesday, October 15, 2019 11:00-12:00 pm**

**SF 329**
Please come to Faculty Development for a brief introduction to the digital dossier, no matter which level of review you will submit for. You'll find it simple and easy to use and have your questions about the Blackboard format answered whether you are a candidate for RTP or a reviewer. Bring a laptop for some hands on practice. **Presenters:** Lacey Garza, Cheryl Saelee, Online Campus; Jessica Weiss, Faculty Development

**Getting Good Student- Generated Questions**
Thursday, October 17, 2019 1:00-2:00 pm
SF 121
If we are frustrated by the quality of questions that student ask in class or by the fact that many don't ask questions at all, it may be that students don't know how to craft good questions. Drawing on the “Right Question Institute” and the book *Make Just One Change: Teach Students to Ask Their Own Questions* by Dan Rothstein and Luz Santana, this workshop will explore the three-steps to formulating questions and ways you might use the process of crafting questions as a discussion and discussion -improving activity in your classes. **Presenter:** Jessica Weiss, Faculty Development

**CSU Chancellor’s Office “Graduation Initiative Symposium”**
**Livestream Insightful Breakout Sessions**
Thursday, October 18, 2019
SF 523
9:30am - 10:30am
Session I: “ALEXA. How Will Artificial Intelligence Transform Education?”
10:30am - 11:30am
Session II: “Student Success From a Student’s Point of View”

SF 234
9:30am - 10:30am
Session 1: Student Success From a Student’s Point of View

If you would like to see other panels, please let us know and we will make arrangements. The description of the full program can be found here: https://www2.calstate.edu/csu-system/why-the-csu-matters/graduation-initiative-2025/symposium/Pages/Breakout-Sessions.aspx

**FYFE: 1st and 2nd year Retention Dossier Workshop**
Friday, October 18, 2019, 12:00-1:30 pm
SF 328
Join us for a workshop that provides an overview of the retention process and tips for preparing your first year submission and second year dossiers. We’ll discuss how to compile appropriate materials for your retention dossier and how to write your narratives in the areas of instructional
achievement, professional achievement, university service and community service. We’ll talk about how the retention process provides a feedback loop. We will also discuss digital dossiers! Dossiers due to your department chair on November 12th. This workshop repeats several times in October. **Presenter: Jessica Weiss, Faculty Development**

**The Seven Ways of Learning**  
**Tuesday, October 22, 2019 2:00-3:00 pm**  
**SF 328**  
Based on the book, Facilitating the [Seven Ways of Learning](#), this workshop provides a brief overview of the 7 ways of learning categories and time to brainstorm and reflect on integrating these ways of learning into our course and assignment designs and classroom activities.  
**Presenter: Jessica Weiss, Faculty Development**

**The Write Time**  
**Wednesday October 23, 2019 2:00-4:00 pm**  
**SF 523**  
Faculty are invited to participate in “The Write Time,” a time each week for scholarship and making progress toward publishing. The purpose is to assist faculty in scheduling and privileging writing time each week and to provide quiet community and accountability. To be offered the second and fourth Wednesday through the Fall semester in SF 328. **Facilitators: Elizabeth Ellis-Marino, Liberal Studies**

**Serving on RTP Committees/Writing Letters: Your Roles and Responsibilities**  
**Wednesday, October 23, 2019 12:00 - 1:00pm**  
**SF 466**  
This important session about our responsibilities when serving on faculty review committees or writing RTP letters as Department Chair will be useful to both new and seasoned reviewers. The panelists have years of experience advising faculty and reviewing portfolios for lecturers’ range elevation and dossiers for retention, tenure, and promotion. We will provide an overview of the process, give tips on the do's and don’ts of letter writing, and use some case studies to facilitate a discussion and answer questions. Join us for this opportunity to review the relevant documents, to clarify our responsibilities when writing evaluation letters, and to understand the roles of the various levels of review. **Presenters: Kinesiology, Penny McCullagh, Kinesiology**
Range Elevation Portfolio Preparation
Wednesday, October 23, 2019  1:30-2:30 pm
SA 4600A
This practical workshop provides an overview of the range elevation process for lecturers and attempts to answer your questions about organization of portfolios, materials to include, and how to relate the materials to evaluation criteria. All are welcome; however, this workshop is designed for those submitting range elevation portfolios for the November 15th deadline. Presenter: Jessica Weiss, Faculty Development

Range Elevation Portfolio Preparation
Thursday, October 24, 2019 11:00-12:30 pm
SF 328
This practical workshop provides an overview of the range elevation process for lecturers and attempts to answer your questions about organization of portfolios, materials to include, and how to relate the materials to evaluation criteria. All are welcome; however, this workshop is designed for those submitting range elevation portfolios for the November 15th deadline. Presenter: Jessica Weiss, Faculty Development

Friday October 25, 2019  9:00-1:00 pm
TBD
This workshop will provide a deeper dive into incorporating meaningful service-learning into your class by sharing some best practices and discussing student-learning and course outcomes. Participants in this workshop will have an opportunity to interact with our partners through a panel of representatives from different community-based organizations. Light breakfast and lunch provided! Organizer: The Center for Community Engagement

Cancelled - Responding to Learner Resistance
Monday, October 28, 2019 10:00-11:00
SF 121
If you’ve ever excitedly introduced a new activity or wonder why your efforts meet student apathy or even antipathy, this workshop is for you. We’ll look at recent research on learner resistance and models to help students overcome it. Presenter: Jessica Weiss

Dossier Pizza Party, 1st and 2nd Year Retention
Tuesday, October 29, 2019 11:30-1:30
SF 127
Join in for slice and advice at an informal, hands-on gathering where we comment on narratives, answer questions, and provide last minute tips along with lunch. the Online Campus Instructional Designers will be available to answer technical questions. Dossiers are due on Nov. 13th to your department chair. Facilitated by Jessica Weiss, Faculty Development
Professional Leave Workshop  
Tuesday, Oct. 29, 2019 3pm - 4pm pm  
SF 466  
Interested in hearing from colleagues about their accomplishments during sabbatical leave? Looking for help with the sabbatical proposal you are preparing? Curious about the difference between a sabbatical and a difference in pay leave? Wondering about all aspects of our professional leave program? Thinking about how to plan ahead for your professional leaves? Looking for help with the sabbatical proposal you are preparing? These questions and more answered! Applications are due Tuesday, November 20th, 2018. Presenter: Jessica Weiss, Faculty Development

Onsite Webinar - Manage Difficult & Disruptive Classroom Behaviors:  
ADA Considerations, Prevention Referral  
Wednesday, October 30, 2019 11:00am - 1:30pm  
SF 328  
Join us to learn ways to utilize a syllabus as a behavior contract; emerging trends on managing disruptive students; and the essential communication and partnership needed between academic and student affairs professionals to maintain community standards.

Dossier Pizza Party, 1st and 2nd Year Retention  
Monday November 4, 2019 11:00-1:00  
SF 328  
Join in for slice and advice at an informal, hands-on gathering where we comment on narratives, answer questions, and provide last minute tips along with lunch. the Online Campus Instructional Designers will be available to answer technical questions. Dossiers are due on Nov. 13th to your department chair. Facilitated by Jessica Weiss, Faculty Development

FYFE: 1st and 2nd year Retention Dossier Workshop (repeat)  
Tuesday, November 5, 2019 11:00am - 12:00pm  
SF 121  
Join us for a workshop that provides an overview of the retention process and tips for preparing your first year submission and second year dossiers. We’ll discuss how to compile appropriate materials for your retention dossier and how to write your narratives in the areas of instructional achievement, professional achievement, university service and community service. We’ll talk about how the retention process provides a feedback loop. We will also discuss digital dossiers! Dossiers due to your department chair on November 12th. This workshop repeats several times in October. Presenter: Jessica Weiss, Faculty Development
Dossier Pizza Party, 1st and 2nd Year Retention
Wednesday, November 6, 2019, 11:00-1:00
SA 4350
Join in for slice and advice at an informal, hands-on gathering where we comment on narratives, answer questions, and provide last minute tips along with lunch. the Online Campus Instructional Designers will be available to answer technical questions. Dossiers are due on Nov. 13th to your department chair. Facilitated by Jessica Weiss, Faculty Development

Teaching High Potential Students
Tuesday, November 12, 2019, 10:00am - 11:00am
SF 328
Thinking ahead to next quarter, this workshop introduces some foundational faculty practices that are linked to student retention and student success. The workshop draws on the strategies in Teaching Unprepared Students by Kathleen F. Gabriel but is informed by asset-based models for inclusive teaching. Presenter: Jessica Weiss

Range Elevation for Lecturers Portfolio Pizza Party
Tuesday, November 12, 2019, 11:00-12:30 pm
SA 2200A
Lecturers who are applying for range elevation are invited to join us for slice and advice at our pizza party, which is an informal, hands-on gathering where we comment on narratives, answer questions, and provide last minute tips. Portfolios are due November 15th. Presenter: Jessica Weiss, Faculty Development

Supplemental Instruction Faculty Brown Bag Lunch
Tuesday, November 12, 2019 12:15-1:15 pm
SA 4600A
Come to learn more about Supplemental Instruction, how it works at CSUEB, what's involved to set it up for a course in your department, and see data from CSUEB courses that demonstrates SI's impact on students' grades and success. SI is a key ingredient in student retention: Consider bringing it to your courses! Co-hosted with the Student Center for Academic Achievement (SCAA). Presenter: Waffaa Hanna, Supplemental Instruction Coordinator

The Write Time
Wednesday, November 13, 2019 2:00-4:00 pm
SF 523
Faculty are invited to participate in “The Write Time,” a time each week for scholarship and making progress toward publishing. The purpose is to assist faculty in scheduling and privileging writing time each week and to provide quiet community and
accountability. To be offered the second and fourth Wednesday through the Fall semester in SF 328. **Facilitators: Elizabeth Ellis-Marino, Liberal Studies**

**Eliciting Better Student Writing and Research**  
**Wednesday, November 13, 2019 12:00-1:50 pm**  
**SF 329**  
Looking for some easy to implement ideas and strategies to fine-tune a writing or research assignment to more clearly connect with course learning? Come to this workshop for some practical approaches to designing assignments that will engage writing and research in any discipline or genre. Bring your assignment to receive specific tips for improvement and leave with helpful written communication and information literacy assignment guides and a variety of campus resources. **Presenters: Stephanie Alexander, Library, Mary D'Alleva, Center for Community Engagement/English, Sharon Radcliff, Library**

**In-Class Discussion: Strategies that Work**  
**Thursday, November 14, 2019 11:00-1:00**  
**SA 4600A**  
This workshop will provide tips for stimulating, guiding, and evaluating student discussions in the classroom. We'll try out a few techniques together so that you feel ready to experiment in your next class meeting. **Presenter: Jessica Weiss, Faculty Development**

**Grading Papers Efficiently**  
**Tuesday, November 19th, 2019, 10:00-11:00pm SF 328**  
**Monday, December 2, 1:00-2:00 pm (Repeats) SF 121**  
Although there are no scantrons to help grade papers, there are some strategies that can make grading efficient and still provide feedback. In this workshop we will discuss how to make ding papers less arduous, more effective, and more conducive to the improvement of student writing. We'll learn how to read holistically and grade fairly. We'll appreciate pencils and post-its. We'll discuss how to use students' self-evaluations and how to develop assignment specific grading rubrics and use Blackboard to assess learning via rubrics. Come with your concerns and some of your papers! **Presenter: Jessica Weiss, Faculty Development**

**Electronic Dossier Training: Reviewers**  
**Tuesday, November 19, 2019, 12:15-1:15 pm SF 328**  
**Wednesday, November 20, 2019, 2-3:00 pm SF 328(repeats)**  
All CEAS faculty prepare and review E-dossiers. And increasingly, retention, tenure, promotion & post-tenure review candidates in the other colleges have exercised the option of creating a digital dossier instead of the traditional binder. Review committee members, please join us for a brief introduction to the digital dossier. You'll find it simple and easy to use and have your questions about the new format answered. Candidates welcome, too! **Presenters: Lacey Garza, The Online Campus, Jessica Weiss, Faculty Development**
Responding to Learner Resistance
Thursday, November 21st, 11:00-12:00 pm
SF 466
Check Baysync for zoom url!
If you’ve ever excitedly introduced a new activity or wonder why your efforts meet student apathy or even antipathy, this workshop is for you. We’ll look at recent research on learner resistance and models to help students overcome it. **Presenter: Jessica Weiss**

Faculty Lounge: Research! Attend ORSP’s Faculty Research Seminar
Thursday, November 21, 2019 12:00 - 2:00
SF 329
Research Lounge participants, please consider attending ORSP’s monthly Research Seminar!
Here are the details: Faculty Research Seminar: The Faculty Research Seminar is a monthly opportunity to learn more about your colleagues’ research and scholarship. The event will feature two faculty who will present their research. There will be opportunity to network with students and faculty. Lunch will be served. Please RSVP to Anne Wing anne.wing@csueastbay.edu The Seminar and networking lunch will be Nov. 21, noon-2:00 in SF 329. Research Lounge participants: we can gather after the seminar to discuss continuing the informal sharing of ideas and sticky problems with our research and set some Spring 2020 dates. Meet in SF 314 @ 2pm no RSVP necessary.

Grading Papers Efficiently
Tuesday, November 19th, 2019, 10:00-11:00pm SF 328
**Monday, December 2, 1:00-2:00 pm SF 121**
Although there are no scantrons to help grade papers, there are some strategies that can make grading efficient and still provide feedback. In this workshop we will discuss how to make ding papers less arduous, more effective, and more conducive to the improvement of student writing. We’ll learn how to read holistically and grade fairly. We’ll appreciate pencils and post-its. We’ll discuss how to use students’ self-evaluations and how to develop assignment specific grading rubrics and use Blackboard to assess learning via rubrics. Come with your concerns and some of your papers! **Presenter: Jessica Weiss, Faculty Development**

Syllabus Shake Up
Tuesday, December 3, 2019 12:15-1:15 pm SF 121
**Wednesday, December 4, 2019 1:00-2:30 pm (repeats) SA 2200A**
Does your syllabus look much like the one you received when you were in college? What role does the syllabus play in your course? What role could it play? Before you sigh, click, and buy the “It’s in the syllabus!” t-shirt, come to this workshop and get some tips for shaking up the format and role of the syllabus in your courses. We’ll talk about design tweaks and tools, and the knowledge- construction versus the knowledge- transfer syllabus and ideas to make your syllabus more welcoming and inclusive. Examples will be shared. Just in time for Spring Semester. **Presenter: Jessica Weiss, Faculty Development**
Retention Dossier Refresher Workshop (3rd-5th year)
Tuesday, December 10, 2019 1:00pm - 2:00pm
SF 523
In BaySync
This ‘refresher’ workshop will assist faculty in shaping their 3rd-5th year career retention dossiers, due Wednesday, January 22nd. We’ll check in on the criteria, discuss ideas for evidence of meeting the criteria, and brainstorm about revising narrative statements with an eye on the approach of review for tenure. We will discuss the new submission form for e-dossiers. Faculty are encouraged to read previous years’ retention memos prior to the workshop in order to use the workshop to ensure the dossier addresses those reviews. Presenter: Jessica Weiss, Faculty Development

Retention Dossier Refresher Workshop (3rd-5th year)
Wednesday, December 11, 2019 1:00pm - 2:00pm
SF 523
In BaySync
This ‘refresher’ workshop will assist faculty in shaping their 3rd-5th year career retention dossiers, due Wednesday, January 22nd. We’ll check in on the criteria, discuss ideas for evidence of meeting the criteria, and brainstorm about revising narrative statements with an eye on the approach of review for tenure. We will discuss the new submission form for e-dossiers. Faculty are encouraged to read previous years’ retention memos prior to the workshop in order to use the workshop to ensure the dossier addresses those reviews. Presenter: Jessica Weiss, Faculty Development

Quiet Space for Grading Papers
Exam Week
December 10th-12th, 11:00-3:00 pm
SF 314
We’ll provide coffee and snacks. Grading with others can help get you through the stacks of papers, so invite a colleague and get productive in SF 314. Come early, stay late!
Retention Dossier Refresher Workshop (3rd-5th year)
Monday, December 16, 2019 11:00am - 12:00pm
SF 523
In BaySync
This ‘refresher’ workshop will assist faculty in shaping their 3rd-5th year career retention dossiers, due Wednesday, January 22nd. We’ll check in on the criteria, discuss ideas for evidence of meeting the criteria, and brainstorm about revising narrative statements with an eye on the approach of review for tenure. We will discuss the new submission form *for e-dossiers*. Faculty are encouraged to read previous years’ retention memos prior to the workshop in order to use the workshop to ensure the dossier addresses those reviews. **Presenter: Jessica Weiss, Faculty Development**

Writers at Work Writing Retreat
Wednesday, December 18th, 2019
8:30-4:30
SF 329
Join in a one-day community of writer-scholars to kick start your 2020 writing projects. We’ll begin by sharing goals for the day and then organize into breakout groups to write. Faculty will have the option of receiving feedback and or consultation about their writing by prior arrangement, and to think about and draft an ‘elevator talk’ for their current project. We’ll conclude with planning and reflection. A few laptops will be available to loan by prior arrangement, but faculty should arrive with a charged laptop and power cord or charged power pack. A recent retreat participant wrote that they accomplished “A big step forward towards finishing a manuscript.” Refreshments and lunch will be served.

**RSVP for Office of Faculty Development/Faculty Center for Excellence in Teaching workshops** [here](#).