



2008

## Summer Institute for Preparing Future Faculty

Graduate Division

University of California, Berkeley

May 28 – July 2

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The Graduate Division is pleased to announce its sixth annual *Summer Institute for Preparing Future Faculty*. Offered jointly by Academic Services and the GSI Teaching and Resource Center, this program enables graduate students to excel in all aspects of academic life as they pursue an advanced degree at Berkeley and transition from graduate school to future academic careers. Graduate students who are nearing completion of their graduate programs and beginning to prepare for the academic job market are encouraged to apply. For this year's program, approximately forty graduate students will be selected to be *Institute Fellows*.

The 2008 *Summer Institute* will take place over a six-week period (May 28 - July 2, 2008). All Institute Fellows will be required to take the core course (*From Graduate Student to Faculty Member*) offered on Wednesdays from 1-5 p.m. and a second course (either *Editing, Academic Writing, and Academic Publishing* or *Developing a Teaching Portfolio*) which will take place on Mondays and Thursdays from 2-4 p.m. (See attached course descriptions for more information.)

Institute Fellows will be invited to an opening and closing reception. Upon successful completion of the *Summer Institute*, certificates of completion will be awarded.

### Application Procedures

To apply for the 2008 *Summer Institute for Preparing Future Faculty*, please complete and submit the attached application form along with a current curriculum vitae and a one-page statement that addresses the following:

- your career goals
- your research and teaching interests
- why you would like to participate in the *Summer Institute for Preparing Future Faculty*
- what you hope to get out of the program and the specific courses being offered this year.

Candidates must solicit one confidential letter of recommendation from a UC Berkeley faculty member. The letter should be written by a faculty member who can address your work to date in your graduate program, your commitment to a future career in higher education, and how participation in the *Summer Institute for Preparing Future Faculty* will be of benefit to you. The letter of recommendation must be submitted by the faculty member under separate cover to the address below.

**Submit application materials to:** *Summer Institute for Preparing Future Faculty*  
c/o GSI Teaching and Resource Center  
Graduate Division  
University of California  
301 Sproul Hall #5900  
Berkeley, CA 94720-5900

**Application Deadline:** March 3, 2008, 4 p.m.

For further information, please contact the GSI Teaching and Resource Center at 642-4456 or [gsi@berkeley.edu](mailto:gsi@berkeley.edu).



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### COURSE DESCRIPTIONS

#### Core Course

Wednesdays, May 28 - July 2, 1 - 5 p.m.

*This course is required of all Institute Fellows.*

#### *From Graduate Student to Faculty Member*

Cotaught by Linda von Hoene, Director of the GSI Teaching and Resource Center, and Sabrina Soracco, Director of Graduate Division Academic Services. This course will focus on the history and structure of higher education in the United States, how faculty roles and responsibilities are defined at various types of institutions, the challenges that face a new faculty member, what is required to get tenure at different types of institutions, and how to prepare for the academic job search. The course will include guest presentations by faculty and staff from the Berkeley campus and from faculty and administrators from other types of colleges and universities where graduate students might be employed upon degree completion.

#### Electives

Mondays and Thursdays, May 29 - June 30, 2 - 4 p.m.

*Institute Fellows choose one of the following courses:*

#### *Editing, Academic Writing, and Academic Publishing*

**Instructor:** Sabrina Soracco, Director, Graduate Division Academic Services

In this course graduate students will learn the skills of professional editing and work intensively on a piece of their own academic writing. By the end of the course, students will have substantially revised a major piece of their work (e.g., a dissertation chapter or a scholarly article); will be better able to self-edit and analyze the strengths and weaknesses of their own writing; and will know how to edit scholarly prose and work with editors and authors.

#### *Developing a Teaching Portfolio*

**Instructor:** Linda von Hoene, Director, GSI Teaching and Resource Center

This course will introduce Institute Fellows to the teaching portfolio as a means to improve teaching and as a vehicle to present one's teaching in the academic job search. In the process of creating their own portfolios, Institute Fellows will have the opportunity to deepen their teaching skills in such areas as how to develop a syllabus and design a course; how to assess teaching and learning; and how to utilize specific strategies to improve teaching and learning. Fellows will have a completed teaching portfolio by the end of the course.



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- your career goals
- your research and teaching interests
- why you would like to participate in the *Summer Institute for Preparing Future Faculty*
- what you hope to get out of the *Summer Institute* and the specific courses being offered this year

Candidates must solicit one confidential letter of recommendation from a UC Berkeley faculty member. The letter should be written by a faculty member who can address your work to date in your graduate program, your commitment to a future career in higher education, and how participation in the *Summer Institute for Preparing Future Faculty* will be of benefit to you. The confidential letter of recommendation must be submitted by the faculty member under separate cover to the address below.

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**Application Deadline:** March 3, 2008, 4 p.m.

Name: \_\_\_\_\_  
(Please print or type.) Last First M.I.

Mailing address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Department: \_\_\_\_\_ Date admitted (*semester/year*): \_\_\_\_\_

SID # \_\_\_\_\_ Current degree goal: \_\_\_\_\_ Final degree goal: \_\_\_\_\_

- Have you been advanced to candidacy for the Ph.D.? \_\_\_\_\_ If not, when do you expect to be? \_\_\_\_\_
- Summer Institute Fellows will take one core course (*From Graduate Student to Faculty Member*) and one of two elective courses (*Editing, Academic Writing, and Academic Publishing* or *Developing a Teaching Portfolio*). Using the numbers 1 (*first choice*) and 2 (*second choice*), please indicate which elective course you would like to take:  
*Editing, Academic Writing, and Academic Publishing* \_\_\_\_\_ *Developing a Teaching Portfolio* \_\_\_\_\_
- If we are unable to place you in your preferred course, would you be willing to take the other? \_\_\_\_\_
- *Institute Fellows are required to attend all course meetings and sessions.* Will you be able to attend all course meetings and sessions of the *Summer Institute for Preparing Future Faculty*, May 28 - July 2, 2008? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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### LETTER OF RECOMMENDATION COVER SHEET

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*Name of Applicant*

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*Department*

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*Name and Title of Faculty Member*

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*Department*

#### INSTRUCTIONS FOR THE RECOMMENDER:

Please address the following:

- the applicant's work to date in the graduate program and potential contribution to the field
- the applicant's commitment to a future career in higher education
- how participation in the *Summer Institute for Preparing Future Faculty* will benefit the applicant.

Please send the confidential letter of recommendation along with this cover sheet directly to:

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Graduate Division  
University of California  
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