



Preparing Future Faculty (PFF) Specialized Studies for Postdoctoral Scholars

FACULTY READINESS DEVELOPMENT PLAN

Postdoctoral scholars who wish to be considered PFF Fellows or wish to receive PFF Recognition of Completion must submit a signed Faculty Readiness Development Plan electronically to the Graduate School (jdevine@fsu.edu) when the PFF requirements have been met. The PFF requirements are included in the *Faculty Readiness Development Plan* below:

Postdoc Information:

Name: _____

Date of this Plan: _____

Ph.D. academic area: _____

Academic Program or Department: _____

Campus Mail Address: _____

Campus Phone: _____

Alternate Phone: _____

FSU Email: _____

Current Postdoc Position:

Number of years as an FSU postdoc: _____

Current job description includes:

___ Research

___ Teaching

Career Intentions:

Desired Type of Institution: _____

Desired Type of Appointment: _____

Desired Work Setting (geography, environment, etc.): _____

Long-term Career Goals:

What is your future discipline/profession?

What activities do you see as most central to your future work? (teaching, research, performance, etc.)

What do you wish to be able to cite as your most important accomplishments?

Self-Assessment:

What are the important knowledge and skill areas and personal attributes essential to your intended career?

What do you see as the strong points in your current level of preparation and/or ability?

What are your weaknesses in preparation and/or ability?

How do you prioritize your needs in overcoming these weaknesses?

Advisor Information:

Name: _____

Academic Program or Department: _____

Campus Mail Address: _____

Phone: _____

Alternate Phone: _____

FSU Email: _____

Preparing Future Faculty Specialized Studies Requirements

Category I: Research/Creative Endeavors Preparation

- a) Complete the responsible conduct of research/creative endeavor training determined by your funding agency and/or your advisor.

Include completion verification in your Portfolio.

- b) Complete one (1) of the following certifications:
- 1) Complete the Human Subjects training required by FSU.
 - 2) Complete the Vertebrate Animal training required by FSU.
 - 3) Complete a research-based certification that is specific for your field of research/creativity.
 - 4) Complete an Environmental Health & Safety training required by FSU (e.g., Chemical Safety Training, Medical Monitoring Program for Vertebrate Animal Users).
 - 5) Prepare a state/federal field permit (e.g., permit to capture sharks in the wild and college DNA from them).

Include completion verification in your Portfolio.

- c) Complete an Individual Development Plan (IDP).
Include the IDP in your Portfolio.
- d) Attend at least five (5) workshops/seminars/colloquia on research/creative agenda preparation, writing, publishing, plagiarism and/or other topics offered by units such as the Graduate School, Career Center, University Libraries, and/or an academic department.

Workshops/Seminars/Colloquia in Research/Creative Endeavors

<i>Date Attended</i>	<i>Name of Workshop/Seminar/Colloquia</i>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Category II: Teaching Preparation

- a) Supervise an undergraduate researcher for six (6) credit hours or the time equivalent (270 hours). The researcher can be taking a directed individual study (DIS), conducting honors thesis research, fulfilling an internship or senior project in the

home laboratory of the PI, or any other formal research experience. A high school researcher is also acceptable through the Florida Scholars Program. The supervision can be for one student across an academic year for example, two students for a one semester each, or one student across an intensive summer experience, so long as the time equivalent is met.

- b) Attend at least five (5) professional development workshops/seminars/colloquia on instructional methods conducted by The Graduate School and/or an academic department. **NOTE: Completion of PIE’s “Basics of Teaching @ FSU Online Training Series” may be substituted for the five (5) professional development workshops/seminars/colloquia on instructional methods requirement.**

OR

Complete the two-day *Program for Instructional Excellence* (PIE) training for Teaching Assistants conducted each Fall by the Program for Instructional Excellence. The PIE contact person is Dr. Lisa Liseno, lliseno@fsu.edu or 645-7318.

OR

Successfully complete the FSU Office of Distance Learning’s *Online Instructor Training Level 1* (five modules) **AND** attend one professional development workshop/seminar/colloquia offered by the Graduate School and/or another FSU unit (e.g., Career Center, your department). The contact person for the online instructor training is Liying Miao, lmia@campus.fsu.edu or 644-7536.

Workshops/Seminars/Colloquia in Teaching

<i>Date Attended</i>	<i>Name of Workshop/Seminar/Colloquia</i>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

OR

Two-Day Program for Instructional Excellence (PIE) Conference & Certificate

Dates Attended: _____

Date of PIE Certificate Completion (include certificate in PFF

Portfolio): _____

OR

ODL's ONLINE INSTRUCTOR TRAINING LEVEL 1 (FIVE MODULES = FOUR WORKSHOPS)

Date completed (include completion materials in the PFF Portfolio): _____

AND

One (1) Workshop/Seminar/Colloquia in Teaching

 Date Attended Name of Workshop/Seminar/Colloquia

1. _____

Category III: Career Development

- a. Complete Grant Writing Training through your department, mock study section and/or professional society.
Include completion verification in your Faculty Readiness Plan.
- b. **AND** Attend at least two (2) job interview-related presentations by candidates for faculty positions at FSU or elsewhere;
- c. **AND** complete at least three (3) workshops/seminars/colloquia on career development issues and/or the academic job search process offered by the Graduate School, the Career Center, the University Libraries, and/or an academic department or college.

Job-Interview Related Presentations

1. *Date:* _____

Name of Job Candidate: _____

Title of Presentation: _____

Description: _____

2. *Date:* _____

Name of Job Candidate: _____

Title of Presentation: _____

Description: _____

Workshops/Seminars/Colloquia in Career Development

<i>Date Attended</i>	<i>Name of Workshop/Seminar/Colloquia</i>
1. _____	_____
2. _____	_____
3. _____	_____

Category IV: Mentoring

- a) Submit a completed *Faculty Readiness Development Plan* endorsed (signed) by your advisor. The Graduate School must give final approval of the *Faculty Readiness Plan*. With the exception of the Portfolio requirement (the capstone experience), the *Faculty Readiness Plan* will be the record of all efforts completed toward earning the PFF Specialized Studies for Postdoctoral Scholars (e.g., workshops, PIE training, interviews).
- b) **AND** interview (telephone interview or email exchange are acceptable) at least two faculty members from different institutions about the development of their own careers. **For example interview questions, contact Dr. Judith Devine, jdevine@fsu.edu , or 644-3501.**

Submit the completed Faculty Readiness Plan as part of your portfolio (described in Category V) to Dr. Judith Devine, Senior Associate Dean, The Graduate School, Florida State University, at jdevine@fsu.edu or 314 Westcott, MC 1410 .

Faculty Members Interviewed

Faculty Member Name: _____

Date Interviewed: _____

Academic Program/ Department: _____

Institution: _____

Email: _____

Notes from interview:

Faculty Member Name: _____

Date Interviewed: _____

Academic Program/ Department: _____

Institution: _____

Email: _____

Notes from interview:

Category V: Portfolio (Capstone Activity)

Prepare a portfolio outlining readiness for faculty work and career objectives, endorsed by your advisor. The portfolio typically includes at a minimum a statement of research/creativity objectives, a statement of teaching philosophy and the curriculum vitae. Also include in the portfolio, the *Faculty Readiness Plan*. PFF participants may choose to prepare and submit their portfolios electronically or as hard copies. **Submit the portfolio to Dr. Judith Devine, Senior Associate Dean, The Graduate School, Florida State University, at jdevine@fsu.edu or 314 Westcott, MC 1410.**

ENDORSEMENTS:

Postdoctoral Scholar (Signature)

Date

Postdoctoral Scholar (Printed Name)

Faculty Advisor (Signature)

Date

Faculty Advisor (Printed Name)

Resources useful to thinking through and completing a Faculty Readiness Development Plan may be found on the FSU Preparing Future Faculty organizational Blackboard site at <http://campus.fsu.edu>.

Questions may be directed to:

Dr. Judith Devine, Senior Associate Dean
FSU Graduate School
314 Westcott Building
(850) 644-3501 or jdevine@fsu.edu

PFF POSTDOCTORA SCHOLAR PORTFOLIO RUBRIC

	Very good	Poor	Fair	Acceptable	Good	Very good	Excellent
Cover page							
Table of contents							
Personal profile/cover letter							
Signed & completed PFF Readiness Plan							
Research statement							
Teaching philosophy							
Curriculum Vitae (CV)							
Reference letters (2)							
Certifications (see #9 below)							
Artifacts (IDP & work samples)							
Presentation, grammar, punctuation							

PORTFOLIO INSTRUCTIONS:

The PFF Portfolio is the capstone assignment for the PFF Specialized Studies. Whether electronic, web-based or print, the portfolio should have a tab or divider for each section. The contents are as follows:

1. Cover page
2. Table of Contents
3. Personal profile or cover letter (indicates the purpose of the portfolio, your career goals, and your skills such as communication, creativity, critical thinking, leadership)
4. Signed *Faculty Readiness Plan*
5. Research statement
6. Teaching philosophy
7. Curriculum Vitae (CV)
8. Reference letters (minimum of two)
9. Responsible conduct of research completion verification and one additional certification (see Category I)
10. Artifacts (IDP and work samples such as verification of undergraduate student supervision, teaching evaluations, syllabi)

PPF POSTDOCTORA SCHOLAR PORTFOLIO RUBRIC

The presentation, grammar and punctuation of the PFF Portfolio will also be evaluated. The PFF Specialized Studies will be completed when 80% of the required portfolio contents earn Good, Very Good, or Excellent using the preceding scoring rubric.