New Faculty Brown Bag Lunches

New Faculty Brown Bag Lunches are designed to support your appointment duties and responsibilities during the academic year through discussions, presentations, and explorations of topics that matter the most to new faculty members, such as accessing, interpreting, and reporting the student evaluations of your courses and how to prepare your dossier for contract renewal, promotion, and tenure. The New Faculty Brown Bag Lunches are held on the first Wednesday of each month, typically in UCB 127 (although other locations may be announced), between 12 noon and 1 pm. So load them into your digital calendar ASAP!

Fall 2014

During the Fall 2014 term, there will be three New Faculty Brown Bag Lunches as follows.

1. **On Becoming an Outstanding STAR Advisor**
   STAR is the UH Hilo online advising system. (STAR is integrated with Banner, the UH Hilo student information system.) In this New Faculty Brown Bag Lunch, you will explore more advanced features of the STAR system, making advising more enjoyable and powerful for you and your students.
   
   **When:** Wednesday, September 3, 2014
   
   **Where:** UCB 104

2. **What? My Students Grade Me? Everything You Ever Wanted to Know about UH Hilo Course Evaluations**
   Yes, near the end of the term, your students will evaluate your courses and your teaching expertise. In this New Faculty Brown Bag Lunch, we will examine the course evaluation forms and discuss the course evaluation process. We will also demonstrate how to access your course evaluations, download them, and present the data in an acceptable reporting format for your dossier (for upcoming contract renewal).
   
   **When:** Wednesday, October 1, 2014, from 12 noon – 1 pm
   
   **Where:** UCB 127

3. **The Grant Writing Process, Resources and Procedures**
   Does your research and/or service agenda include funding through grants? In this New Faculty Brown Bag Lunch, you will learn about intramural research funding in the form of travel awards, seed money grants, and research relation funds through the UH Research Council, as well as extramural funding through the UH Hilo Research Office and RAPD (Research Administration and Project Development) Office. Come meet and greet the folks who will support your grant efforts. (They are all pretty amazing!)
   
   **When:** Wednesday, November 5, 2014

For more information about Academic Professional Development at UH Hilo, please visit the website at [http://hilo.hawaii.edu/pro_development/academics/](http://hilo.hawaii.edu/pro_development/academics/) or contact Dr. Jan Ray, Professional Development Liaison at janetray@hawaii.edu.
Spring 2015
During the Spring 2015 term, there will be three New Faculty Brown Bag Lunches as follows.

4. One Down! One to Go! A Time to Debrief, Share, and Look Ahead
   Your first academic semester is now under your belt. How did the term go? What went well? What was most challenging? During this New Faculty Brown Bag Lunch, these and other reflective questions will be addressed (and shared with colleagues), as we try to understand how things are going for you and what we can do to support your endeavors in teaching, research, and service over the course of the next term and beyond. So, please come and share with your colleagues and us!

   When: Wednesday, February 4, 2015
   Where: UCB 127

5. How to Prepare Your Dossier for Contract Renewal
   As the first year of your two-year contract comes to a close, it’s time to look ahead to the Fall term when you apply for Contract Renewal. In this New Faculty Brown Bag Lunch, we will examine the contract renewal process and how to create your dossier for submission and review. We will also talk about how contract renewal leads to promotion and tenure.

   When: Wednesday, March 4, 2014
   Where: UCB 127

6. Contract Renewal CV Workshop—BYOCV!
   One of the most important components of your contract renewal dossier is your CV. In this New Faculty Brown Bag Lunch, we will focus on what reviewers expect when they examine and evaluate your CV. Sample CVs will be provided. Plus, BYOCV (bring your own CV), as we will be happy to examine yours and provide you with constructive feedback.

   When: Wednesday, April 1, 2014
   Where: UCB 127

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