

**Gender Equity Project Sponsorship Program**  
Spring 2004 Workshop # 6

**Self-promotion and Building a National Reputation**  
May 5, 2004

**Agenda**

- 1:05 – 1:25 pm**      **Program Administration**
1. End-of-the-year workshop evaluation
  2. Spring 2004 Teaching and Service checklist
  3. Georgia Tech ADVANCE meeting
- 1:25 – 3:00 pm**      **Self-promotion and building a national reputation**
- 1:25 – 1:45**      Activity 1: Break into groups of 2
- Work with your partner to construct a concrete plan to increase or improve your standing based on the ideas you collected from your successful colleague's CV. Your plan should include at least one goal that is both tangible and feasible, with enough detail so that you could actually make significant progress toward the goal over the next 6 months.
- See Topic Discussion and Activities handout for additional details.
- 1:45 – 2:30**      Report back to the main group: Lessons learned from Activity 1
- 2:30 – 2:45**      Activity 2: Break into groups of 2
- Work with your partner to revise your evaluation letter so that it maximizes your accomplishments. Ask your partner to assess how well the letter describes your research, teaching, and service and if there are any areas where you should be promoting yourself more.
- Remember that the letter should cover progress you have made in your research, recent or forthcoming publications, advances in your teaching or course development, and service to your department, the college, and your field. The evaluation should present an accurate and favorable assessment of your career over the past academic year. Keep the following questions in mind as you work to revise the letter.
- Does the letter highlight your most important or noteworthy accomplishments?
  - Does it demonstrate the progress of your research?
  - Does it show your teaching skill and commitment?
  - Does it display your value to your department? To the college? To your field?
  - Does it contribute to a positive image of you as a successful researcher, teacher, and academic citizen?
- 2:45 – 2:55**      Report back to the main group: Lessons learned from Activity 2
- 2:55 – 3:00**      Workshop Evaluation: Complete part I before leaving