

Balancing Academic Careers and Life Demands

Facilitated by:

Laila Guessous, Kathy Moore, Leanne DeVreugd
and the WISE@OU Program



WISE@OU and CETL



Introductions



WHO
ARE
YOU?

About WISE@OU

The goal of the Women in Science and Engineering Program at Oakland University (WISE@OU) is to create a comprehensive program in recruitment, retention, and career development of women and under-represented populations in the disciplines of science, technology, engineering, and math (STEM).

Funded by the National Science Foundation ADVANCE program through a Partnerships for Adaptation, Implementation, and Dissemination (PAID) Grant (#1107072).



About WISE@OU

Activities include:

- Climate survey and focus group meetings
- Workshops (AHR, Tenure, Grants, etc.)
- Assistance to new STEM faculty
- Review of university policies and procedures
- Lab equipment inventory
- Family friendly policies

Leadership team: Kathy Moore (PI), Brad Roth, Laila Guessous, Joi Cunningham, Julie Walters, Jo Reger

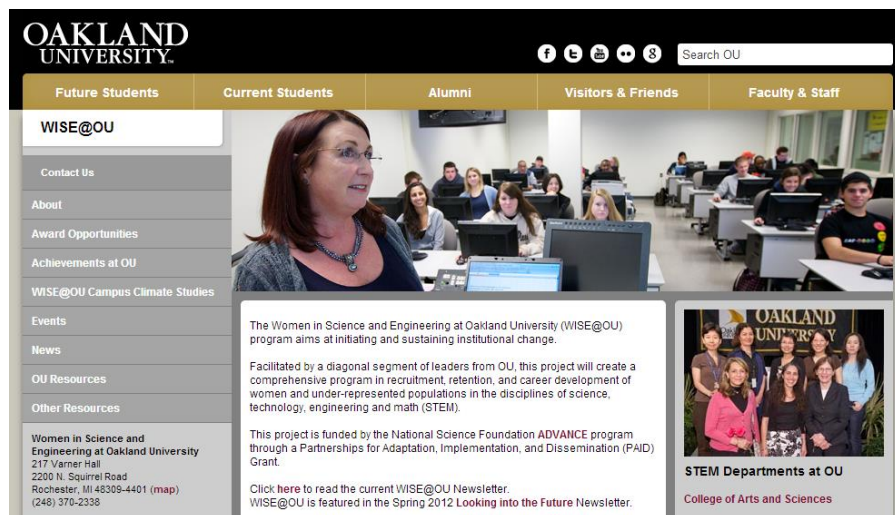
Program Assistant: Leanne DeVreugd



WISE@OU and CETL



WISE@OU Resources



WISE@OU is an advocate for faculty. Here are some of the resources that we offer:

- Informative [workshops and lunches](#) on an array of topics.
- [Tips](#) for STEM faculty and for preparing grant applications.
- Information on available [grants and awards](#).

Visit the WISE@OU website at www.oakland.edu/advance.



WISE@OU and CETL



Question for Discussion

Who feels that they manage to balance their work and life demands?



Good News!

Don't feel that you have a balance?

YOU ARE NOT ALONE!

Poll:

Which side do you have a
harder time managing:
work or home life?



A National Issue

WORKLIFE LAW

UC Hastings College of the Law

WOMEN'S LEADERSHIP FAMILY RESPONSIBILITIES DISCRIMINATION WORK LIFE ABOUT DONATE

Work-Life



Pregnancy Accommodation
WLL's Pregnancy Accommodation Working Group brings together attorneys, social scientists, and physicians. The group will develop models for doctors' notes to employers to protect pregnant workers.



Flexibility Stigma
For close to thirty years, studies have consistently documented actual use of workplace flexibility policies often suffer from stigma. WorkLife Law formed the Flexibility Stigma Working Group, new studies in a special issue of the *Journal of Social Issues*.



Other Contributions
WorkLife Law has been a thought leader on work-family issues. It has been the first law school center focused on work-family conflict, work organizations, including a better balance, and scholars in Japan, Israel, Hungary, and South Africa.



- Home
- About MSU
- WorkLife Wellness
- Policies
- Benefits
- Dual Career
- WorkLife Resources
- Capital Region Community
- Research Resources

WorkLife Resources

Home



Michigan State University address the needs of our community members. Family Resource Center provides resources available following department to a balance of WorkLife Resources.

- Health and Wellness
- Families with Children
- Family Life
- Professional Support Services

HUMAN RESOURCES
UNIVERSITY OF MICHIGAN

HR A-Z Search

WORK/LIFE HOME

FAMILY FRIENDLY FOR FACULTY

PARENTING & LACTATION RESOURCES

CHILD CARE & KIDS KARE AT HOME

ELDER CARE

FLEXIBLE WORK ARRANGEMENTS

U-M FAMILY HELPERS

WORK/LIFE CHAMPION SUPERVISORS AWARD

EDUCATIONAL PROGRAMS & CONFERENCE

LEAVE OF ABSENCE INFORMATION

CONTACT US

UNIVERSITY HR HOME

sitemap kids kare at home u-m early childhood programs uhr home um gateway

WORK/LIFE RESOURCE CENTER

CELEBRATING 20 YEARS OF WORK/LIFE BALANCE

WELCOME TO THE WORK/LIFE RESOURCE CENTER

The Work/Life Resource Center is a starting point for the community to learn about resources and tools to promote work-life balance and resources, educational programs, and scheduling.

A newer program is our U-M Family Helpers -- a listing of U-M available for child/elder care, yard work, tutoring, housework, and more.

If you are a current U-M affiliate -- full- or part-time faculty -- can help guide you to resources and programs including:

- PARENTING & LACTATION INFORMATION
- CHILD CARE & KIDS KARE AT HOME
- ELDER CARE
- FLEXIBLE WORK ARRANGEMENTS
- U-M FAMILY HELPERS
- EDUCATIONAL PROGRAMS & ANNUAL WORK/LIFE CONFERENCE

CLICK for a PDF filer of Work/Life Resource Center resources.

Our Mission: The Work/Life Resource Center is committed to the success of our community members.

Balancing the Scale:
NSF's Career-Life Balance Initiative

National Science Foundation (NSF) Policies Aim to Bolster Development of STEM Workforce



WISE@OU and CETL



Work Demands



Time Management – At Work

Finding the time to accomplish all your tasks:

- Block out times in your calendar for specific tasks.
 - Set aside time for writing a publication or working on an application.
 - If your calendar is visible to others, utilize these blocks to remind others you are unavailable at that time.
- Schedule appointments for meeting with graduate students to remain on track with your research agenda and project goals.
 - Limit your availability (and distractions) by scheduling office hours for advising other students.



Time Management – At Work

Focusing on a project:

- Try to find a place to work without interruption.
 - This may include locking your office door, working in a cafe, utilizing a library study room, or working from home.



- Learn to delegate.
 - Distribute tasks to your students or collaborators on your project or publication.
 - Supervise the work but allow others to help you.

Time Management – At Work

Dealing with last minute changes:

- Expect the unexpected.
 - Be as proactive as you can be while working with your schedule, but know that some things may come up at the last minute.
- Have flexibility with your list of priorities.
 - Create a list of realistic goals and a long-range plan for what you want to accomplish.
 - Indicate the tasks that absolutely must be done.
 - Make note of “wish list” tasks that can be done only if you have time.
 - If a last minute project comes up, temporarily put aside your current tasks to fulfill that obligation.
- Ask for help!
 - Know your limitations. Don't be afraid to utilize others to help you get the project done on time.

Time Management – At Work

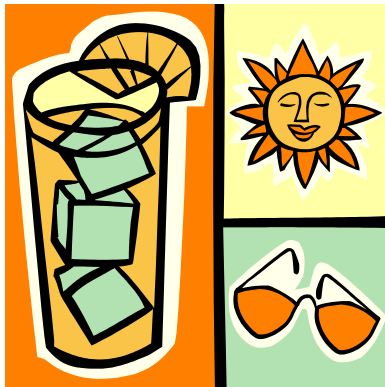
Teaching tips:

- Avoid scheduling tests the same week for each of your courses.
 - Spread out assignments so you are not overwhelmed with grading all projects at the same time.
- Make use of the CETL resources to help you find a way to streamline your teaching.
 - Visit the CETL website:
www.oakland.edu/cetl
 - Explore the Faculty Resources page.
 - Sign up for weekly e-mail teaching tips.
 - Attend CETL workshops and events.



Time Management – Summer

Make the most of your summer!



Set goals for your summer.

- Focus on teaching, research, service, AND non-work activities.

Take time off.

- Schedule time away from work to relax and enjoy time with family, friends, or on your own.

Workload and Division of Service

For many faculty, service demands of the department may create a challenge. When asked to serve on a committee consider the following:

- Select the committees that will best serve your interests and tenure/promotion record.
- Pre-tenure faculty should be careful about most commitments – ask others before committing and do not assume that all service is seen as valuable.
- Post-tenure faculty should construct a 5-year plan for going up for full professor – consider the research agenda, teaching focus, and service wanted.
- Learn when to say “No.”

Workload and Division of Service

Working with your department chair:

- Encourage your chair to have a transparent service discussion.
 - Transparency creates the opportunity to clearly see what the service loads are like for faculty members in your department.
 - A discussion may allow service obligations to be delegated more evenly throughout your department, allowing more time in your schedule for teaching and research.

Ask for a review each year with your chair on how you are doing with teaching, research, and service.

- Utilize this meeting to set goals and clarify expectations.

Building a Support Network – At Work

Find a variety of colleagues to give you support.

- When building a network, include multiple mentors.
 - You may have a different mentor for research, for university policy and culture, for your department, and for your life outside of work.
 - Consider departmental climate issues.
 - Don't be afraid to ask for assistance outside your department.
- Discuss questions or concerns with colleagues.
 - Let your colleagues know what your limitations are, with both work demands and life demands.

Question for Discussion

Think about some of the ways that OU could create or support an environment that is conducive to work-life balance.

- In your group, generate an idea for at least one concrete change at the institutional level that would help OU faculty achieve greater balance between their personal lives and work.



(Adapted from Hunter College Gender Equity Project: Balancing Work and Personal Lives)

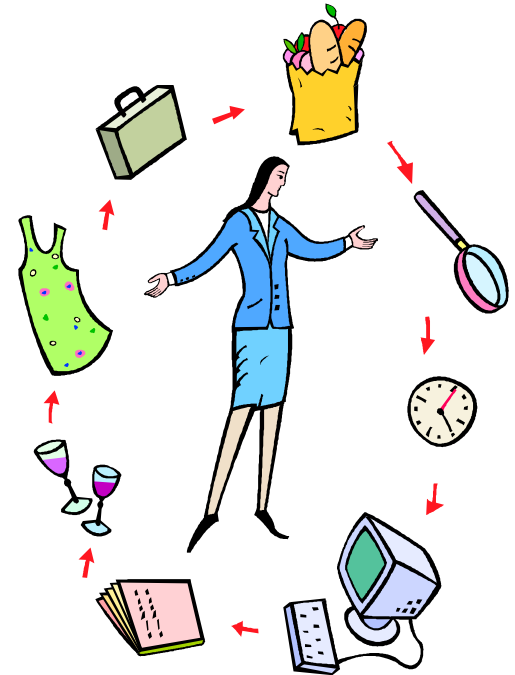
Life Demands



Time Management – At Home

Divide the responsibilities in the home.

- Work with your spouse, partner, family, etc. to distribute tasks.
- Pay for services if you can, such as child care or home cleaning.
 - The [Lowry Center](#) on campus offers early childhood education programming to children from 18 months to five years of age.
- Share responsibilities and coordinate with colleagues or neighbors to arrange carpools or play dates for your children.



Time Management – At Home

Be mindful of the moment.

Disconnect from technology.

- Take time away from your e-mail, phone, computer, etc.
 - Use this time to focus on time for yourself or activities with your family or friends.
- Enjoy not being distracted!

Set firm boundaries on your work life.

- Avoid work during prime hours at home.
- If you must do work at home, try to schedule it during the early morning or late evening.



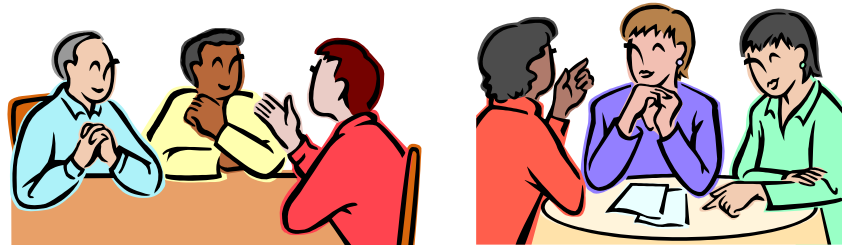
Time Management – Leaves

If you need to take time off from work for a medical reason, family situation, or other reasons, consider your eligibility for certain types of leaves.

- Benefits and leave options are detailed on the Academic Human Resources (AHR) website: www.oakland.edu/ahr.

Let your chair, colleagues, and/or AHR know about your situation.

- Too often people try to solve the problem individually and their work and home life suffers needlessly.



Building a Support Network – At Home

When building a support network for your life outside of work, find others in the same life stage (with small children, caring for elderly parents) for support.

- It helps to have someone who understands what is happening in your life.

Check out community resources to find groups for support as well as fun activities to participate in.

Question for Discussion

Working in your small group, identify some activities that are wastes of time.

- Generate concrete actions to avoid them.

Here are some starters: web-surfing, e-mail, television, excessive news watching, video games, housework, laundry...

(Adapted from Hunter College Gender Equity Project: Balancing Work and Personal Lives)



Handling Stress

Everyone handles stress differently.

- Take advantage of the flexibility of your schedule.
 - You may find that you are more productive (and less stressed) if you take a break during the day and focus on something other than work.
- Find the activity that best suits your interests and schedule.
 - Exercise, meditation, prayer, reading, journaling, and gardening are only a few examples of activities that might help you feel less stressed.

Handling Stress

It's all about YOU.

- Your health and wellbeing is especially important as you integrate work and life demands. Taking care of yourself benefits you as well as your family, friends, and colleagues.
- Write a list of positive things in your life and career.
 - Review the list to inspire yourself, provide motivation when you are feeling discouraged, and remind yourself about your passions as a professor!

Handling Stress

Resources on campus:

- The [Graham Health Center](#) offers [iPause workshops](#) to determine stressors in your life, as well as how to combat them.
 - iPause workshops focus on time management, relationships, health, and motivation.
- The [OU Rec Center](#) gives special attention to the needs of faculty through the [Employee Wellness](#) page.
 - Employee Wellness programs include Lunch & Learn, Weight Watchers, and Walking Club, plus personal fitness and nutrition consultations.

Take Home Exercise

Identify one concrete action or activity that would add more satisfaction to your life (e.g. regular exercise, more cultural activities).

Think about how you can make this happen.

- Who in your life can help you achieve this goal?
- How can you engage their help?
- Be specific about the what and how.



(Adapted from Hunter College Gender Equity Project: Balancing Work and Personal Lives)

In Conclusion

The integration of work and life demands is challenging and constantly changing. Your success will vary based on your stage in life; some days you will handle things better than others.

Faculty life is rewarding – consider the low level of retirement! Draw support from your colleagues, family, and friends as you face challenges.

Keep things in perspective.
Everyone goes through it!



Any Questions?



Thank you
CETL for
hosting this
workshop!