



*GEORGETOWN UNIVERSITY*

# Operational Management

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## Three types of support for faculty publishing:

1. **Groups.** Faculty scholarly publishing groups meet once per week for one hour. 5-6 people per group.
2. **Writing together.** *Scriptorium* meetings are a way for us to write together quietly on a schedule, using a meeting room.
3. **Individual.** I meet individuals for one-on-one private consultations.

## **FIRST TYPE: GROUPS**

Group meetings are a popular style for American professors. Japanese scholars may prefer a different way to work, but many Americans are comfortable meeting together in groups to discuss progress.

We meet once a week for an hour or less (short!). Groups start the week after classes begin. They end the week before finals. We meet together for between eight and ten weeks each semester.

## **GROUP PRACTICES: CONFIDENTIALITY**

I do not let department colleagues work together in the same groups. People need to be able to speak honestly. Also, faculty members love to meet new professors from other parts of the university. Many friendships are formed that last for years.

# GROUP PRACTICES: CHECK-INS

Each member checks in for five minutes without being interrupted by anyone, including me. Then I ask if the person wants advice. Some do, and some do not.

1. We say it subjectively (“If it were me, I would...”) rather than telling people what to do.
2. We keep advice brief and on-topic, following core principles.
3. We sometimes assume that people know what to do and just want encouragement.

# **SECOND TYPE: SCRIPTORIUM**

## **(Meeting to write quietly together)**

1. Professors are so busy. This gives them a quiet place to work for an hour or two each day.
2. It is easier to say “I have a meeting” than to say “I want to write.”
3. When someone is expecting you, you will keep the commitment.
4. Writing together is friendly and encouraging.
5. We set an intention at the beginning and end of each session.
6. We greet each other and thank each other. Scriptorium is very friendly!



## **THIRD TYPE: INDIVIDUAL MEETINGS**

Some faculty members prefer private consultations, especially when the question can be answered quickly.

Others want to discuss something that should not be mentioned in a larger group, such as uncertainty about the future of a job.

Because of time I cannot meet with all faculty members privately, but I offer each person at least one private meeting, and then more if it is appropriate.

Some meetings happen over Skype, when the faculty member is on research leave.

## **TOOLS: Pomodoro Method**

Faculty members love this little timer. It helps them write for shorter, more focused periods, and more often. The whole family may want to use it.

There are Pomodoro apps for your phone! You can try *Be Focused Pro* (iPhone), or *Pomodroido* (Android). There are many others.

[www.pomodorotechnique.com](http://www.pomodorotechnique.com)

# Pomodoro



# Technique



*Planning*



*Tracking*



*Recording*



*Processing*



*Visualization*

## **TOOLS: We Love These Books**

***Writing Your Journal Article in 12 Weeks*** by Wendy Laura Belcher, PhD, gives you a helpful formula for publishing in English in American academic journals. It is especially useful for second-language speakers of English, and it has a whole chapter on editing your work in English (very useful). Dr. Belcher has tenure at Princeton, publishes in top journals and with Oxford, and was a journal editor for 11 years.

***How to Write a Lot*** helps you plan your time and set goals. Author Paul Silvia, PhD, is a psychologist at the University of North Carolina at Greensboro who has published in many top academic journals, and with Cambridge University Press.

## Additional tools

1. Grid from the Association of American University Presses. Lists all member presses and their publishing interests.  
<http://www.aaupnet.org/resources/for-authors-a-faculty/finding-a-publisher>
2. My book prospectus model, based on specific requests from university press editors about what they need to see.
3. *Nature* Masterclasses online. Helpful for all academic fields, not just science. Humanities, Education, Social Sciences, etc. Excellent mentoring on all topics of scholarly publishing in high-impact journals. <https://masterclasses.nature.com/>

# CHALLENGES

These are some of the challenges we have encountered in our work:

1. Changes in scholarly publishing.
2. Heavy faculty administrative duties.
3. Growing families! New children.
4. Traditional faculty mentors can be uneven.

# ORGANIZATION

I report to the Vice Provost for Research. This role reports to the Provost, who is the Chief Academic Officer of our main campus. The Provost reports to the President of the University.

Some universities place this role within a faculty development office. This can work, too, as long as a university research administrator oversees the role.

# Qualifications for this job

1. PhD in a writing-related field is helpful. However, some very good directors come from the editing and publishing world and do not have doctorates.
2. Specific experience with the process of scholarly publishing.  
Former editors at journals can also do the job well.
3. Publications. The director should publish his or her own research, or else should be an experienced academic editor who has published the work of others.



# Further Responsibilities of this Job

1. Help faculty try for high-impact journals.
2. Negotiate university press book contracts.
3. Although I do not personally edit faculty work, I help them find qualified editors and indexers.
4. Organize symposiums, give conference papers.

# How We Attract Faculty Participants

This work is very popular with faculty. I ask each participant to agree to specific goals for writing and publishing to the highest university standard.

- a. We send email each semester inviting all faculty to participate.
- b. This could be required for all new faculty, although we don't currently require it.
- c. Public events help, such as bringing university press editors to campus.
- d. Workshops and roundtables on specific issues are great.

# Important Collaborations

- a. **Departments.** Department chairs feel comfortable sending faculty members to me, and this gives the department confidence that the advice will be consistent.
- b. **Deans.** When a faculty member is asked to produce more work, then the Dean may send that person to me for further conversation.
- c. **School of Foreign Service.** Besides faculty, I often work with ambassadors, military leaders, and others who are not familiar with scholarly publishing.
- d. **Programs For Global Scholars.** Georgetown is international, and scholars from around the world come to me to learn how to publish in the United States.

## Other Collaborations

- Georgetown University in Qatar, via Skype and once-yearly visit.
- Georgetown Law School (on the other side of the city, near the U.S. Capitol and the Supreme Court).
- Georgetown Medical Center.
- McDonough School of Business.