

**Promotion to-professor and work/life balance session tip sheet
Compiled during workshop facilitated by Dr. Harriette McCaul
January 17, 2012**

Work/life balance is:

- personal satisfaction and professional achievement.
- maximum joy, sense of achievement, and satisfaction and minimum stress in all areas of work and life.
- keeping one's sanity.
- working to live, not living to work.
- the flexibility to have quality time with family, work, and outside interests.
- contributing meaningfully to your profession and society while maintaining a sense of personal well-being.

Barriers to work/life balance:

- Academic culture based on an antiquated model.
 - In the past, many faculty had stay-at-home partners.
- Social norms.
- Lack of institutional policies and procedures to deal with unexpected personal and family obligations (e.g. illness).
- Unclear institutional processes and procedures.
- Lack of diversity in types of families. Expectations are based on traditional family model.
- Job creep: work fills all time available.
- Being a perfectionist.
- Unclear expectations, both internal and external.
- Heavy teaching, research, and service workload.
- Too many opportunities—don't want to miss or turn down.

Strategies for developing and maintaining work/life balance:

- **Individual:**
 - Self-advocate, and ask for resources, support, and recognition effectively.
 - "To be successful, I need _____."
 - Find a mentor, role model, or life coach.
 - Manage by objective: create concrete objectives and goals in work and personal life.
 - Be "present" in whatever you are doing, wherever you are, through mindfulness and compartmentalization. When you are at home, be at home.
 - Build professional relationships through collaboration and other opportunities to know others. Meet people outside the department.
 - Build a personal support system. Seek friends outside of academia.
 - Seek feedback from colleagues, including department head.
 - Seek clarity on promotion criteria, incentives, and rewards.
 - Seek clarity of expectations with family and friends through communication.

- Be reasonable with your expectations of others.
 - Use humor as a coping mechanism.
 - Prioritize, delegate, say no.
 - Do hobbies and recreational activities.
 - Take technology breaks. For example, designate a weekly no-email day.
- **Institutional:**
 - Create clear procedures and policies (e.g. SROIs).
 - Maintain FORWARD initiatives after grant ends.
 - Make developmental leave policy more faculty friendly.
 - Faculty senate should continue to develop new policies and best practices.
 - Hold meetings between 8:30 and 5:00 on days when school is in session.

Resources

Ackelsberg, M., Binion, G., Duerst-Lahti, G., Junn, J., Assendelft Van, L., & Bang-Soon, Y. (2004). Remember the "life" in academic life: Finding balance between work and personal responsibilities in the academy. *Political Science and Politics*, 37(4), 879-883.

Baird, J. (2006, August). *Work life balance: Doing it right and avoiding the pitfalls*. Retrieved from <http://www.worklifebalance.com/assets/pdfs/article3.pdf>

Bradley, G. (2005, May/June). Recommendations issued on work-life balance. *Academe*, 91(3), 15-16.

Cariaga-Lo, L., Dawkins, P., Enger, R., Schotter, A., & Spence, C. (2010). Supporting the development of the professoriate. *Peer Review*, 12(3), 19-22.

Helping faculty achieve work/life balance. (2004, June). *Academic Leader*, 20(6), 5-7.

Joshi, S., Leichne, J., Melanson, K., LaPrunast, C., Sager, N., Story, C. J., & Williams, K. (2002). *Work life balance: A case of social responsibility or competitive disadvantage?*. Retrieved from <http://www.worklifebalance.com/assets/pdfs/casestudy.pdf>

Wilson, R. (2010). The ivory sweatshop: Academe is no longer a convivial refuge. *Chronicle in Higher Education*, 56(41), B28-B32.

Work life balance defined. (n.d.). Retrieved from <http://www.worklifebalance.com/worklifebalancedefined.html>