

**Early Career Faculty Development**
Writing Accountability Groups (WAG)

# WAGs have a high degree of peer accountability in order to incentivize you to protect your most valuable academic resource – writing time!

**Expectations of WAG members:**

* If you anticipate being absent, please contact your group leader via email to let them know.
* Roll will be taken at the beginning of each meeting – please be on time to maximize your productivity.
* You should not sign up for a WAG if you cannot commit to at least 10 of the 12 meetings.
* Members should not make phone calls, text, check email, or otherwise distract themselves/peers from writing.

# Expectations of WAG leaders:

* The WAG leader will be present for at least 10 of the 12 meetings; s/he will arrange for an appropriate alternate (either a member of the WAG or the Early Career Development Council) in case of absence.
* The WAG leader will arrive 5 min early in order to be prepared to facilitate the meeting.
* The WAG leader will take roll at each meeting and reach out to any members who do not contact him/her in advance of an absence, in order to maintain communication and accountability.
* The WAG leader will help a member find a different group if his/her schedule becomes incompatible.
* The WAG leader will uphold expectations of the group and support members in identifying goals.

# WAG Meeting Format:

* Log in
* WAG leader asks each member his/her goals for the session (5-10 min)
	+ If you have difficulty identifying a goal for the session, send your WAG leader an email in advance or come a few minutes early to discuss…we are here to help!
	+ Try to set a SMART goal (Specific, Measurable, Actionable, Reasonable, Time- Delimited) that can be accomplished in 45 minutes (e.g., draft a response to a manuscript review, revise a section of a particular manuscript, draft an abstract for a specific conference, edit a specific aim page of a grant)
* WAG leader starts timer and members write! (45 minutes)
	+ Spend 45 minutes working on a writing product, keeping your goal for the session in mind. **TIP**: Stay on track, don’t try to tackle other goals that pop up!

Just make a note of them and keep moving…you’ll feel a greater sense of accomplishment if you complete 1 small task than if you start 5 others.

* WAG leader notifies the group when time is up and asks each member for progress and pitfalls. (5-10 min)
	+ If you didn’t meet your goal, think critically about what you could have done more effectively, and how you can plan/prepare for success next week.
	+ If you met your goal, this is a good time to think about what additional work you’ll do during the coming days, and what new goal you’ll set for next week.

You will be asked to complete a pre- and post-WAG survey at the beginning and end of WAG. This helps us to evaluate whether WAGs are an effective resource for our UNTHSC early career faculty members, and what we can do to improve them for the next round.

# Current WAG leader(s):

Stacey Griner Stacey.Griner@unthsc.edu

