

Introduction to UArctic

[University of the Arctic \(UArctic\)](#) is a network of universities, colleges, research institutes, and other organizations concerned with education and research in and about the North.



Tips for Capacity Building and Handling Burnout

1. Integrate UArctic Responsibilities into Existing Roles

- Align UArctic tasks with institutional priorities and communication strategies.
- Advocate for formal recognition of UArctic duties in job descriptions.
- Leverage UArctic benefits and staff to support responsibilities.

2. Delegate & Build Internal Support Networks

- Identify faculty, staff, or students who can assist with specific tasks (e.g., communications, event planning, reporting).
- Establish a UArctic working group within your institution to share the workload. This can be done through creating an internal list of Arctic researchers and academics and hosting monthly meetings to keep up-to-date on initiatives and benefit usage.
- Engage research assistants or administrative support for funding applications and reporting.

3. Prioritize & Streamline Workflows

- Use time-blocking techniques to schedule UArctic-related work without overwhelming core responsibilities.
- Focus on high-impact activities (e.g., funding applications, student exchanges) rather than trying to do everything.
- Develop templates for reports, emails, and use [one-pagers](#) and [promotional materials](#) developed by UArctic to reduce repetitive work.

4. Leverage UArctic Resources & Networks

- Attend UArctic Congress and Assemblies, [events](#), and [meetings](#) to stay informed without constantly researching updates.
- Sign up for UArctic [bulletin](#) and [newsletter](#) to stay up-to-date on the network and UArctic news.
- Use UArctic's existing promotional materials, tip sheets, and Succession Planning Guides to avoid duplicating efforts and losing UArctic engagement and knowledge because of turnovers.
- Reach out to other Assembly Representatives and [north2north Coordinators](#) for best practices and shared strategies.

5. Advocate for Institutional Support & Resources

- Request dedicated hours for UArctic-related duties.
- Highlight how UArctic involvement benefits the institution (e.g., [funding](#), [international visibility](#), research impact).
- Seek leadership support for succession planning to ensure continuity and prevent over-reliance on individuals.

6. Set Boundaries & Self-Care Practices

- Recognize what can and cannot be done within your capacity—prioritize and say no when necessary.
- Encourage a realistic workload division among colleagues.
- Take regular breaks and ensure UArctic duties do not overshadow core responsibilities.