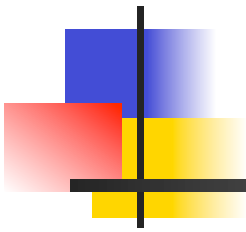


The Academic Job Search



Note on some great resources:

Career prep:

<http://serc.carleton.edu/NAGTWorkshops/careerprep/index.html>

The job search:

<http://serc.carleton.edu/NAGTWorkshops/careerprep/jobsearch/index.html>

More career resources (be sure to scroll all the way down-lots of stuff):

<http://www.disccrs.org/career.html>



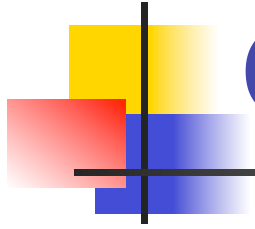
Finding out what's available

- Get on the mailing lists
- Bookmark job websites (e.g., for professional societies)
 - <http://www.aslo.org/employment/jobs.html>
- Don't just check ads, but ask friends/ colleagues
- Explore all potential options (you never know)
- OK to choose non-traditional career path- you need to do what makes you happy. No one wants to dislike their job.



Finding and Getting an Academic Position That's Right for You

- What departments look for in new faculty
 - Overall promise
 - General teaching ability, ability to teach courses needed by the department
 - Ability to do research, specific research area
 - “Compatibility” with department and institution
 - Potential for securing funding (depends on dept)
- What are **you** looking for in a department?



Generalized Timeline

Decide what you want

Search job ads
Submit application

Short interview

Campus interview

Negotiate

Department defines and advertises position

Search committee reviews applications, selects "short list"

Professional meeting or phone interviews

Campus interviews

Department decides

Job offer!

Negotiation



Applications

- Common components
 - Cover letter
 - Curriculum vitae
 - Some combination of the following
 - Teaching statement, teaching interests, teaching philosophy, evidence of teaching effectiveness, teaching portfolio
 - Research statement, research interests, publications
 - Letters of recommendation
- Follow the “instructions”
- Have others review all parts of your application, proofread everything



Interviews

- Professional meeting interviews
- Phone, teleconference, or Skype interviews
- Campus interview



The Campus Interview

- Events
 - Meetings
 - Individual faculty
 - Chair of search committee
 - Department Chair
 - Groups of faculty
 - Dean, Provost, and or other administrator
 - Students
 - Job talk (about your research)
 - Teaching demonstration, teaching a class
 - Have list of courses you could teach, with syllabi
 - Meals
- Be positive, interested, and professional
 - Go with the attitude- "This is the job I want"
 - Have fun- it is interesting to learn about an institution
- **Everything** is part of the interview
- Do you know someone there? Get some inside scoop
- Research ahead of time (The web makes it easy)
- Bring copies of your vita, papers, syllabi, to hand out if needed



The Job Talk

- It's about your research
 - Places your research in context, gives the importance of your research
 - Gives picture of your research, the methods and techniques you use, and a glimpse into your future work (in the setting of the host institution)
- It's also a demonstration of your ability to teach
- Consider the multiple audiences
- Keep to the time limits
- Anticipate questions
- Practice, practice, practice



One-on-One Interviews

- See if can get schedule ahead of time
- Do your homework on faculty in dept. (look up on web, read some of their papers)
- Ask the faculty about their research, think about ways you can help/collaborate, and mention them
- Have 'elevator talk' ready (short, 'cocktail length' summary of your research) - will be spouting it off multiple times
- Treat each interview as if it were your first, even though you will be repeating the many of the same things
- Have questions ready
- Remember to go to bathroom(!), and use breaks to your advantage



Some Common Interview Questions

- So why (insert name of school here)?
- What courses could/ would you teach?
- How do you characterize your research and where you expect it to go in the next 5 years?
- Who do you see yourself collaborating with?
- How are you going to fund your research?
- How will you involve undergraduate/ graduate students in your research?
- How many graduate students do you expect to have?
- What kinds of facilities would you need to conduct your research and teaching here?



Some things to ask them

- What is your tenure process?
- What is the typical/expected teaching load?
- What are the typical governance responsibilities for new faculty members?
- Is there any institutional support/fellowships for graduate students?
- ?



After the interview

- E-mail (separately) each person you spent a reasonable amt. of time with and thank them
- If not offered position, and have a colleague at institution or on committee, see if can get some helpful advice on how to improve
- Don't take rejection personally, it's often about the 'fit', and other things beyond your control



Negotiating

- Salary
- Start-up funds
 - Have an idea (get quotes before interview)
 - Consider research assistants too
- Lab space
- Teaching duties
 - Reduction in 1st yr?
- Job for spouse or partner?