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.discrcrs.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

1. Decide what you want
2. Search job ads
3. Submit application
4. Short interview
5. Campus interview
6. Department decides
7. Job offer!
8. Negotiation

- Search committee expectations
- Position defines and advertises
- Professional meeting or phone interviews
- Campus interviews
- Department selects finalists
- Search committee reviews applications
- Selects "short list"
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?