



Faculty Interviews: A View From Behind the Desk

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Early Preparation

- Publish, Publish, Publish!
- Establish relationships with potential references.
- Attend at least 2 national conferences as a presenter.
- Present your research results in a seminar format before an audience as many times as necessary for a smooth delivery.

Application Materials

- Complete resume is important. Provide all relevant information.
- List ALL honors.
- Carefully prepare statements of research and teaching interests.
 - Research university
 - Teaching college



Interview Invitation

- Invitation will come by phone call or email from the chair of the search committee or department chair.
- Choose the mid or later open date. To be the first person to interview is risky.
- Fit into the search committee's schedule if at all possible.



Setting the Agenda

- Review web pages of faculty at the university where you are visiting.
- Ask to meet with those faculty of interest in different departments.
- Ask to meet with other women faculty in engineering.

What to Wear

- Comfortable clothing.
- Step down from formal suit.
- High heels? Expect to walk distances.
- Expect the worst weather in spring and fall (in other words, take a coat and umbrella).



Agenda Participants

- Review and generally memorize agenda before you arrive.
- Investigate the background of everyone on the agenda.
 - Publications
 - Educational Background
- Arrive with questions for each person on the agenda.



Seminar Presentation

- Keep presentation on time.
- Use laser pointer sparingly.
- Make sure there is depth in presentation.
- Serious focus, not too informal.
- Allow questions to be stated completely, never interrupt.



Discussion with the Department Chair

- Tenure/Promotion Process and Requirements
- Mentoring Program?
- Faculty Views on Multidisciplinary vs. Traditional Research for Promotion
- Concern about other offers or interviews and timing



Start-Up

- Have a general idea about your start-up needs before your visit.
- As you tour facilities, take note of existing equipment that you could use.
- Ask to visit potential laboratory space for the new faculty member's use.
- Be sure to be able to list potential funding agencies during your interview.



Personal Situation Discussions?

- Timing for discussions about partners.
- Real estate tour
- Dinner with faculty spouse(s)
- Child care availability



Immediately After Interview

- Email messages of thanks to both search committee chair and department head.
- Relax. This step in the process may take a while.



Second Visit?

- Real estate tour
- Face to face negotiations
- Discussion and visit for partner
- Another look at the existing facilities

Negotiations

- Usually phone call from the Department Chair to talk about your needs.
- Ask for what you will need, but within limits of the university.
- Miscellaneous funds are very important for the first three years.
- Start date: Most universities are willing to wait.



Communication Before Official Start Date

- Submit early proposals
- Order equipment or office furniture
- Renovate laboratory space
- Review potential graduate student applications



Next Step

Show up and work hard!