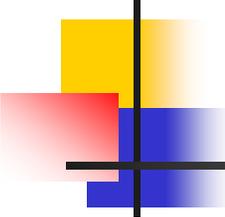


Preparing for an Academic Job Search

Nancy Ross, Associate Dean, College of Science

Janis Terpenney, Assoc. Professor, Dept. Engineering Education

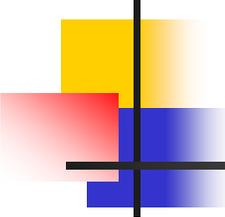
Advance VT Graduate Student Lunch Seminar 10/4/07



Academic Institutions

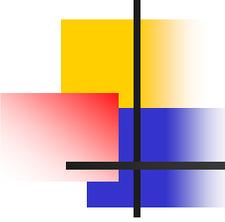
- Research (Ph.D.-granting)
- Comprehensive (Masters-Granting)
- Liberal Arts (Bachelors-granting)
- Community and Technical Colleges
- For a complete discussion of institution types and statistics, see Carnegie Foundation Classifications site:

<http://www.carnegiefoundation.org/classifications/>.



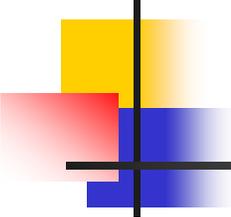
The Hiring Cycle

- Job calls are advertised in professional society journals and online – usually in early Fall
- Deadlines for submitting dossier materials occur in late Fall
- The first round of interviewing, sometimes at a national convention, occurs in December/ January
- On-campus interviews are extended to a small number of finalists in February or March
- Offers are made later in the spring, with the appointment to begin at the start of the following academic year in August (*but can be flexible*)



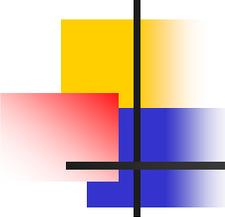
Steps in an Academic Search

- Hiring unit obtains authorization to hire from the appropriate key administrator
- Search Committee established
- Position description written
- Position Notice completed and forwarded to OAE
- Position advertised nationally, allowing at least 3 weeks to a month to apply
- Search Committee meets, reviews affirmative action goals and establishes selection criteria
- *Personal contacts made inviting women and minorities to apply*
- Letters of Acknowledgment and Equal Employment Opportunity Information Request forms sent to each applicant by hiring unit
- Committee evaluates pool of candidates for adequacy in qualifications, size and diversity
- Additional recruitment to achieve diverse pool (if necessary)
- Applicants evaluated by applying consistent selection criteria, determining pool of candidates who meet criteria and can be considered for interview
- Search Process Summary completed for approval by OAE before starting the interview process
- Search committee screens applicants and selects finalists for interview
- Hiring unit selects from among approved finalists and completes final selection paperwork for Academic Human Resources.
- Hiring unit forwards a copy of Search Process Summary to OAE checking the name of candidate hired for the position.



Evaluation of Candidates

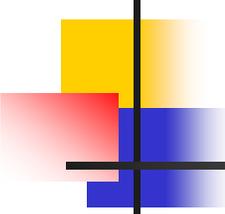
- Proven record of research (publications, journals where published, presentations, etc.) and/or teaching (courses taught, evaluations, etc.)
- Fellowships, awards
- Letters of Recommendation
- Candidate's research and teaching statement
- "Fit" with position



Overview of Academic Job Search

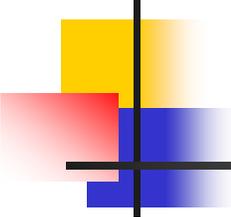
- Begin by determining personal and institutional "fit"
- Develop dossier (CV, cover letter, etc.) based on your chosen career path and institutional type
- Look over job ads in your field, making sure to research institutions thoroughly and tailor your materials to a specific institution
- Prepare for the academic job interview
- Consider how to negotiate if and when the job offer is made

<http://www1.umn.edu/ohr/teachlearn/tutorials/jobsearch/index.html>



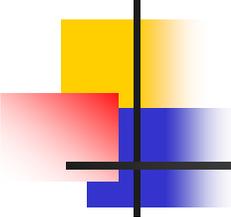
What is Your Ideal Position?

- What types of institution(s) will you work at? (Community/Technical College, Liberal Arts College, Comprehensive University, or Research (Ph.D.-granting) University?)
- What type of Department do you want to work in? (size, specialties, national ranking. . .)
- What type of colleagues and collegial support do you need?
- What type of students do you like to teach? (Grad, undergrad, or both?)
- What is your scholarship/research plan? What does it require? (Lab space, subjects, community organization collaboration, start-up funds, grants?)



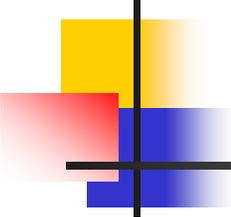
What is Your Ideal Position?

- What type of community environment will meet your personal and professional needs? (rural/urban, area of country, etc.)
- What are the faculty, administrative and/or academic leadership roles you would like to pursue? (Would you like to be chair? Dean? VP? Minister of Education?)
- What kind of service (additional concerns regarding campus and surrounding community) would you like to pursue?
- What family issues need to be considered? (Spouse, children, same-sex partners)
- What other personal needs/wants/concerns do you have?



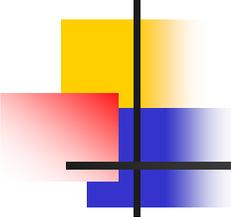
Preparation

- The academic job search starts years before you "go on the market"
- Establish a record of scholarship through research, presentations, and publications
- Try to get experience in proposal writing
- Try to secure funding (scholarships, seed grants, etc.)



Networking

- Be proactive!
- Start early developing networks of junior and senior scholars in your discipline at conferences, workshops, with seminar speakers, etc.
- Develop good relationships with faculty - they can write strong and compelling letters of recommendation
- Call people you know at institutions who are hiring



Are you ready?

- Ask a trusted advisor or other faculty member for candid advice
- Contact your director of graduate studies and ask for a list of recent graduates who have received faculty appointments. *What kind of publications and teaching experience did they have? What kind of institutions did they receive offers from? How do your credentials compare with theirs? Are you likely to be competitive for the kind of job you want?*
- **DON'T BE DISCOURAGED!** Build your CV so that you can enter the next hiring cycle with a head of steam