



Notes on Preparing Academic Job Search

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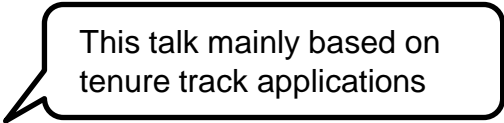
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Agenda

- Preparation
- Off-site
- Onsite
- Some Additional Comments

Preparation – Ask yourself

- Why academia?
- Tenure Track? Postdoc? Teaching faculty?



This talk mainly based on
tenure track applications

Key Notes

- Research
 - Publication (both quality and quantity)
 - Research area
 - Match the department requirements
- Teaching
 - Teaching experience
 - TAs
- Service
 - Student chapter

Preparation – Understand the timeline

- Start to prepare application packet as early as possible (at least 1 year before the expected job start day)
- Submit applications: September to December or a bit later
- Phone interviews: October to January or February
- Onsite: December to March, maybe April

- Might be a little different due to Covid 19 for some departments



Preparation – Find advertised job

- IEFac.listlistserv
 - <https://lists.clemson.edu/mailman/listinfo/iefac.list>
- INFORMS Career Center
 - <https://careercenter.informs.org/>
- Magazines: ISE Magazine
- Websites



HigherEdJobs®



- Network with your peers and faculty

Preparation – Application packet

- **Cover letter**: position, department, research interests, teaching highlights, fit, list enclosed materials (usually max 2 pg.)
- **CV Preparation**: research, teaching, service
- **Research statement**: qualifications and fit, future research goals (5-10yrs)
- **Teaching statement**: teaching philosophy, courses could teach
- **Sample publications**
- **Letters of recommendation**

Always highlight the information that most applies to the setting to which you are applying!

Off-site Interview (Phone Interview)

- If possible, schedule your 2nd choice schools early
- Basic questions:
 - Tell us about yourself.
 - Why do you want this position?
 - Why are you interested in our institution?
 - Tell us about your research – where will you take it next?
 - What is your teaching experience?
 - ...
- Ask about the timeline, research group that you are interested in, etc.

Onsite - Before the Visit

- Homework – Before the Visit
 - Where? Who? When? What?
 - Do they require a research seminar/presentation? How long?
 - Review the agenda
- Expect meetings
 - Meet graduate students
 - Dinner and lunch meetings
 - Meetings with Chair/Head
 - Meetings with Dean

Onsite

- You are evaluated immediately when you meet the first person who picks you up
- Always be professional
- Dinner. Relax, be yourself
 - Interests, life in the town, students expectation
- One-on-ones: 30 minutes meetings with each faculty member

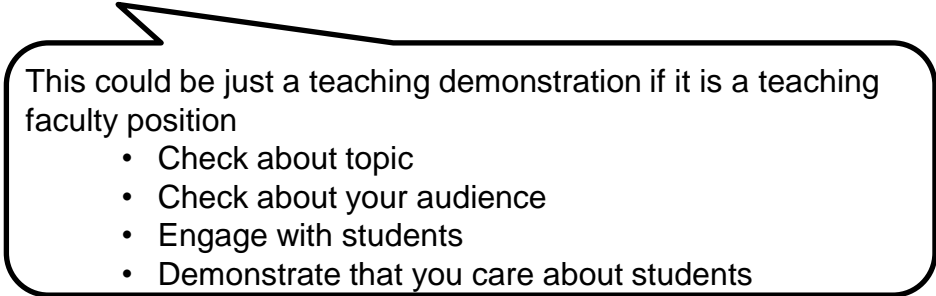
Example questions to ask

Chair/Head: When to come up for tenure; tenure expectations; teaching load; common summer salary setup; suggestions

Dean: Tenure expectations; suggestions

Onsite - Seminar

- Job talk
 - What you did of your research
 - Future research directions (fundable? who is going to fund it?)
 - Your teaching and research plans
 - Note: This is also a teaching demonstration



This could be just a teaching demonstration if it is a teaching faculty position

- Check about topic
- Check about your audience
- Engage with students
- Demonstrate that you care about students

Post Interview Follow-up

- Thanks the faculty for their invitation and time
- Take notes during your visit

Congrats!

- Offers: could be very late until June
- Negotiating. Almost everything is negotiable
 - Salary
 - Summer months
 - Graduate student support
 - Travel
 - Equipment
 - Teaching release
 - Moving expenses

Some Additional Comments

- How many opportunities should we submit?
 - As many as possible. Submitted applications minimum of one to a maximum of 250 (median: 15) (Fernandes et al., 2020)
- Every step and detail are very important from the time when you submit your packet until you get the offer
- Relax. Do your best, you are also selecting the department
- There should always a good fit for you if academia is your interest.
Keep trying!

Reference

- Rakesh Nagi, Preparing for Faculty Job Search: <http://publish.illinois.edu/engr-mavis/files/2014/09/Academic-Job-Search-2016.pdf>
- Dianne Hull, Preparing For Academic Interviews: Screening, Conference and On-campus: https://www.vpul.upenn.edu/careerservices/files/Preparing_for_Interviews_December_2017.pdf
- Academic Job Talks: <https://career.ucsf.edu/sites/g/files/tkssra2771/f/wysiwyg/ResearchersAcademicJobTalksUW.pdf>
- Jason Fernandes et al., A survey-based analysis of the academic job market, 2020: <https://elifesciences.org/articles/54097.pdf>