

Preparing for the Academic Job Market

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I. Preparing from the first day of graduate school

- A. Joining professional organizations
 - 1. Read their journals
 - 2. Run for office in these organizations
 - 3. Subscribe to their listservs
- B. Attending state, regional, and national conferences
- C. Presenting papers at conferences
- D. Writing for publication
- E. Making professional contacts (internal and external)
 - 1. Be assertive
 - 2. Consider social gatherings “part of the job”
 - 3. Get to know your professors as colleagues

II. Enhancing your marketability

- A. Research and publication
- B. Conference participation
- C. Committee work in department
- D. Memberships/service to professional organizations
- E. ABD status (anagram for “BAD”)

III. Overview of the process

- A. Establish dossier for letters (August)
- B. Prepare CV and letters (August, update thereafter)
- C. Read the job lists (usually August and thereafter)
- D. Send application materials (before deadline)
- E. Send additional materials if requested
- F. Conference interviews/phone interviews
- G. Campus visits/interviews (mostly December-February)
- H. Negotiating offers (weeks following campus interviews)
- I. Signing contract (within “reasonable” period)

IV. Setting up a dossier

- A. Career Services (mostly for jobs other than post-secondary faculty jobs)
- B. Department or college
- C. Online dossier services

V. Soliciting letters of recommendation

- A. Minimum of three
- B. Need comments on your research/creative activity, teaching, and service
- C. Coach your letter writers.
- D. Don't request letters at the last minute!
- E. Give letter writers due dates that are earlier than the real due dates

VI. Finding and using job lists

- A. Chronicle of Higher Education
 - Available online for free
 - Consider subscribing to it during your job year
 - Arranged by discipline (except for big ads)
 - Indexed by state
 - Lists jobs in universities, colleges, community colleges, state agencies
- B. Professional organizations' newsletters, listservs, and Web sites
- C. Placement/career services at any university for public school jobs in the state
- D. "Jobs" bulletin boards in department or college

VII. Preparing your vita (Categories vary; look at examples on the Web.)

- A. Education
- B. Research and/or creative activity
 1. Books
 2. Book chapters
 3. Refereed journal articles (These are important in most fields.)
 4. Other journal articles
 5. Reviews
 6. Conference papers
 7. Unpublished papers, reports, etc.
- C. Teaching
 1. Courses taught (how many times over which years)
 2. Teaching interests
- D. Service
 1. Committee work
 2. In-service workshops conducted
 3. Professional talks to community groups
 4. Service to professional organizations
 5. Consulting
- E. Awards and Honors
- F. References (List in priority order.)

VIII. Writing letters of application

- A. Source of knowledge of job (e.g., Chronicle)
- B. Your particular interest in this job

- C. Your particular qualifications for this job
- D. Willingness to interview at conferences, via phone, and on campus
- E. Dossier (letters of recommendation) is on the way (See what the ad requests.)
- F. Progress on dissertation and defense date
- G. Phone numbers, email addresses, times, dates
- H. Willingness to send whatever materials they want

IX. Preparing and gathering materials

- A. Transcripts
- B. Letters of recommendation
- C. Sample publications
- D. Sample dissertation chapter(s)
- E. Parts of teaching portfolio (teaching philosophy, teaching evaluations, syllabi, assignments, etc.

X. Interviewing

- A. Willingness to interview at conferences
- B. Honesty about strengths and weaknesses
- C. Confidence
- D. Conference interviews
- E. Campus visits
 1. One to three days
 2. Search committee
 3. Dean
 4. Department head
 5. Paper presentation (Ask about department's preferences.)
 6. Group dining
 7. Teaching demonstration
 8. Forbidden questions (affirmative action)
- F. Knowing the hiring institution
- G. Mock interviews

XI. Negotiating a contract

- A. Teaching assignments (including load)
- B. Salary (varies greatly)
- C. Support (e.g., personal computer, research assistant, travel)
- D. Moving expenses (policies vary)