THE ACADEMIC JOB SEARCH

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Session Overview

- Finding a Position
- Preparing an Academic Vitae
- Interviewing
- Negotiating the Contract

When should you begin?

Look early on to get sense of market.

Look seriously in the Fall of the academic year in which you will graduate.

Most positions posted mid Fall - early Spring (October to March).

Look for Positions that Fit Your Interests and Skill Set

Consider:

- Your Strengths
- Your Weaknesses
- Your Specialization

Consider position type:

- Primarily research,
- Primarily teaching
- Research, teaching, Service
- Post-docs

Type of institution

- Carnegie Classification
- Research Extensive
- Doctoral Degree granting
- Geographic location

Where to Look for Positions

Chronicle of Higher Education

- http://chronicle.com/
- Sort by State, Institution, or Date

Higher Education Jobs

- http://higheredjobs.com/

National Organization Websites

- AERA
- APA

University Human Resources Web Sites

- Peruse HR Web Sites

How to Prepare for the Process

Get Organized	• Develop a spreadsheet or filing system for organizing positions
Devote Adequate Time	• Plan on several hours a week
Set Aside Money	• Prepare for out-of-pocket expenses (air fare, new suit)
Be Ready to Go	• Have talk ready to go
Clean up On-line Profile	• Take down embarrassing FB pics

The Academic Résumé

What is a vita?	• Vitae mean "life." • Your academic profile. • Your academic identity.
Is it "Vita" or "Vitae"?	• Vita is plural. • Curriculum vitae.
Not like a résumé for a corporate position	• Not 1 page, not on colored paper, no fancy fonts.

What does the Vitae contain?

Your contact information:

- Your name
- Phone numbers (cell, office)
- Land and electronic addresses

Your educational history

- All degrees
- Licensures
- Include your dissertation title, chair's name, and defense date

Your employment history

- Only relevant employment
- Include paid assistantships

What does the Vitae contain?

Scholarship

- Journal Articles
- Book Chapters
- Presentations

Teaching

- Taught
- Prepared to Teach

Service

- Local
- Regional
- National

What else does it contain?

- Awards and/or honors you've received
- Associations you belong to (no acronyms)
- Grants or funding you've received
- Research interests
- Website link

What *DOESN'T* it contain?

- Personal information, birth date, SS#, family information, marital status
- Pictures or graphics of any kind
- Non-academic employment, teaching, or service
- Color print or background, interesting fonts, creative formatting. . .

Order of Categories?

1. Name, Address
2. Educational History
   - Honors and awards
3. Professional Affiliations
4. Employment History
5. Scholarly Publications and Activities
6. Teaching
   - Courses Taught
   - Courses Prepared to Teach
7. Service
8. References

Most Important: Your Scholarly Contributions!

List scholarly work in reverse chronological order (most recent first)

Separate items by category if you have > 1 in > 1 category

Listing Scholarly Work

Order:

1. In press or published journal articles
2. Book chapters, monographs, technical reports, etc.
3. Manuscripts currently under review (do name the journal)
4. Manuscripts in preparation (be careful!)
5. Presentations
    1. National
    2. Local

Format:

- List in current and correct APA format

What else?

References: On the last page, after the scholarly contributions, you should list your letter writers

- Give their full academic address, phone numbers, and e-mail addresses
- Make sure you've asked their permission before listing them

Before you apply:

Get to Know the Position

- Description
- Program

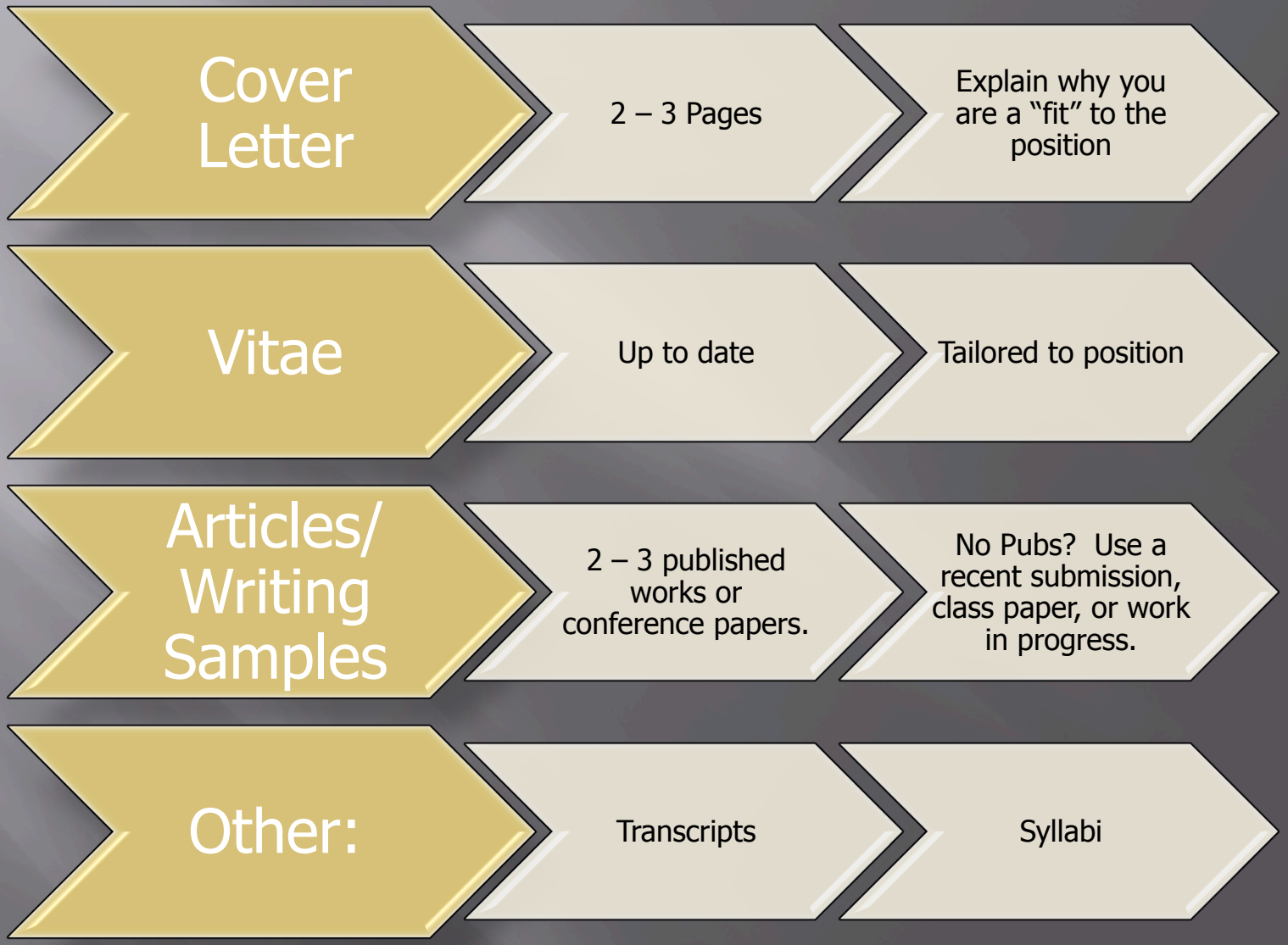
Get to Know the Institution

- Who are the faculty?
- What is their mission?

Prepare your Letter Writers

- Inform them you have applied
- Send them a copy of the job ad
- Ask for their letter to be sent (when requested)

Application Usually Consists of:



For Teaching Positions Include:

- Educational Philosophy Statement
- Teaching Evaluations
- Sample Syllabi

Oh, and Finish your Dissertation!

Congratulations! You made the short list! Now what?

Expect a telephone interview

- Don’t take these casually
- Will determine who gets on-site interview
- Don’t take these spur of moment
- Set up a quiet time

Be prepared

- Expect questions about your fit to the position
- Be positive, but honest
- Ask questions, but do not express doubts

Congratulations! You have an on-site interview.

Now what?

Typical Itinerary: Arrival and Day 1

Typical Itinerary: Day 2

The Job Talk

Find out expectations from search chair

- One talk or two?
- Research or teaching?

Time breakdown?

- Find out and stick to it!
- Does that include question period?

Technology availability?

- Need web access?
- Have a backup plan.

Audience?

- Practice, and then practice again!
- **Assume all questions have an agenda!**

Preparing For the Interview

Prepare! Get on-line and find out all you can about campus, college, department and faculty.

Be sure to familiarize yourself with the research of everyone on your schedule.

Tips for Surviving the Interview

1. Think hard about going on a interview for a job you don't want.
2. Go on an interview if you can imagine taking the job.
3. Want the offer, even if you don't want the job.
4. Every event is part of the interview, *especially* dinners, lunches, receptions, car rides.
5. Every person you meet is interviewing you.

   (The real estate agent could be the dean's wife.)
6. Dress appropriately and act professionally.
7. Don't act like a graduate student. Especially around other graduate students!
8. Ask same questions to different people.

Questions to Ask:

- Dean
  - Vision for College?
  - Expectations for Tenure?
  - Financial Health of University/College?
- Department Chair
  - Vision for the Department?
  - Teaching Load?
  - Research Expectations for Merit and Tenure?
  - Start Up Funds?
  - Research Space?
  - Internal Grant Programs?
  - Travel Funds?
  - Grant Support?

Questions to Ask:

- Search Committee
  - Expectations for Position?
  - Climate in Department?
  - Search Process and Timeline?
- Faculty
  - View of the Chair, Dean, College, Colleagues?
  - Satisfaction with Climate? Social Interaction?
  - Areas of Research?
  - Amount and Type of Research Common?
  - Tenure Process?
  - Teaching Load?
  - View of Graduate Students?
  - Collaboration Common?

Questions to Ask:

- Graduate Students
  - Satisfaction with Program?
  - Courses They Would Like Offered?
  - Areas of Research Interest?
  - Graduate Assistantships/Grants/Scholarships?
  - Research Collaborations?
  - Their Job Prospects?
- Staff
  - Satisfaction with Department?
  - Climate in Department?
  - Ratio of Staff to Faculty?
  - Does Staff Provide Support for Faculty?
  - Technical Support?

Follow Up

Send Thank You E-mails

Communicate with Search Chair about Process and Timeline

Follow up on Requests for Information

If you get a Competing Offer, Call Chair

Congratulations!
You have an offer!

Now what?

Ok, now *Really* Finish your Dissertation!

Request a Written Offer Before you Begin Negations

Verbal Offers are Non-Binding

Chairs, Deans don't want to give you a written offer first. Must go through layers of university approvals, HR, legal, etc.

Will want to negotiate "first draft" of the offer over the phone.

Be non-committal on phone, keep everything on the table.

Try to get it in written form (maybe an email).

Do any hard negotiating AFTER you have something in writing.

What is negotiable?

Hard versus Soft Dollars

Hard $$ Salary	• Negotiation is minimal and depends on:
	  • Quality of your record
	  • Whether or not you have any counter-offers
	  • Institutional factors

Soft $$ Discretionary	• Negotiable

Soft Dollar Items

1. Moving Expenses
2. Computer, Printer, and Software
3. Teaching Assignments and Course Reduction
4. Research Needs
5. Graduate Assistant
6. Start-up Funds
7. Travel Money
8. Tenure Clock
9. Partner Relocation & Job Search
10. Start date

Moving Expenses

Most institutions offer $5,000-$8,000

Get an estimate (or two) for your move as soon as you start negotiations (sooner if possible).

Make your needs known (i.e., Moving a house vs. typical grad apt.)

Computer/Printer/Software

Most institutions have a set amount ($3,000)

MAC or PC?

Ask for what you need. Be Specific!!!

Make the case for any specialized software you need to be productive.

Teaching Assignments and Course Reduction

Request load reduction

Ask for reduced load in at least Fall	Request reduction for first year	Request courses you are prepared to teach

Graduate Student Assistance

Request graduate student to work with you for the first year

Students can help you:

Collect research data.	Learn ins and outs (IRB).	Introduce you to the student culture.	Help you prepare for classes.

Travel Money

Ask for two funded trips a year, or . . .

Ask for one extra for first year.

Start-Up Funds

- Varies wildly depending on institution and budget constraints.
- In psychology can be $50K, in education as low a $2K as high as $20.
- Many institutions will offer one or two-year start up funds.
- Funds can be used for purchasing software, book, video camera, etc.

Partner's Relocation and Job Search

- Becoming more and more common.
- Many institutions offer spousal hire if partner is an academic.
- Or will help partner make contacts and uncover opportunities.
- Only for a spouse, not for significant other.

Position Start Date

- Most academic contracts begin July 1st.
- Often start date is not negotiable.
- Request an official date of July 1st.
- Begin salary and benefits as soon as possible.

Not Negotiable but Very Important

Health plans

- Vary GREATLY from excellent to miserable.
- These are just as important as salary – perhaps more so
- Choices – HMO or preferred provided.

Retirement plan

- Vary GREATLY.
- Want portable plan (faculty today relocate multiple times over career.
- Choices matter – get advice.

Thank You

Questions?

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