

THE GRADUATE TEACHING CENTER and GRADUATE CAREER SERVICES present:

Your COMPLETE guide to the

ACADEMIC JOB SEARCH

For Graduate Students in all Departments, Fall 2010

- 1 OVERVIEW: THE JOB SEARCH AND THE SESSIONS
Thursday, September 2
- 2 PREPARING YOUR ACADEMIC CV
Tuesday, September 7
- 3 PREPARING THE COVER LETTER
Wednesday, September 8
- 4 TEACHING PORTFOLIO I: STATEMENT AND STRUCTURE
Monday, September 13
- 5 WRITING THE RESEARCH STATEMENT
Wednesday, September 15
- 6 TEACHING PORTFOLIO II: SAMPLE SYLLABI AND OTHER EVIDENCE
Tuesday, September 21
- 7 ACADEMIC INTERVIEW: TALKING ABOUT TEACHING
Wednesday, September 22
- 8 USING INTERFOLIO ONLINE CREDENTIAL MANAGEMENT SYSTEM
Monday, September 27
- 9 TEACHING BEYOND YALE: A PANEL DISCUSSION
Thursday, September 30
- 10 ACADEMIC INTERVIEW II: THE ESSENTIAL QUESTIONS
Tuesday, October 5
- 11 THE JOB TALK AND THE INTERVIEW CLASS
Thursday, October 7

ALL SESSIONS HELD IN HGS 119, 5 P.M. FOR MORE INFORMATION, VISIT THE GTC AND GCS
ONLINE AT [HTTP://WWW.YALE.EDU/GRADUATESCHOOL/TEACHING](http://www.yale.edu/graduateschool/teaching)
AND [HTTP://WWW.YALE.EDU/GRADUATESCHOOL/CAREERS](http://www.yale.edu/graduateschool/careers)



Today's Goals

- What you should expect from the workshop series
- Overview of the AJS process
- Timelines for searches
- Materials to prepare
- Resources

OVERVIEW – AJS

- WORKSHOP SERIES OVERVIEW
 - SESSION EXPECTATIONS
 - DO I NEED TO GO TO THESE?
 - INDIVIDUAL APPOINTMENTS

THE ACADEMIC JOB SEARCH

- The market:
 - Replacing or increasing tenure track positions is more difficult than renewable positions
 - Budgets are unclear
 - Retirements are slowed
 - Global impact
 - For some schools this is an opportunity to compete differently than in the past – exploding offers

Academic Job Search Cont:

- What does that mean for you?
 - Broaden your search to include schools which you had not previously considered
 - Challenges you to demonstrate a full range of skills and experiences
 - Requires additional “research” of the institution to effectively demonstrate “fit”

Academic Job Search Cont:

- What should you expect:
 - Several stages to each job search
 - Job posting & Application requests – may be in stages
 - Phone interview? Video? Skype?
 - Conference interview?
 - Campus visit - at this point you are considered a viable candidate to hire!
 - Review of campus visits
 - Reference reviews
 - Offer
 - Time to review offer-decision

Academic Job Search Cont:

- Expectations of employer
 - Post available positions with needed caveats
 - Describe accurately, the scope of what they are seeking
 - Determine and post due dates
 - List accurately what is expected to be included in your application materials

Academic Job Search Cont:

- Expectations of Candidates
 - Attention to posted guidelines, deadlines etc.
 - Sufficient degree of research on the position, and institution
 - Careful consideration of materials
 - Genuine interest in the school and position
 - Appropriate responses

The Academic Job Search Cont:

- “ACADEMIC MARKET” IS VARIED –
- NOT ONE SEARCH FITS ALL SCHOOLS/POSTITIONS
 - RESEARCH
 - PRIVATE
 - 2 YEAR
 - STATE UNIVERSITIES
 - RELIGIOUS BASED COLLEGES/UNIVERSITY
 - FOR PROFIT/NFP
 - UNIONIZED FACULTY
 - PART-TIME FACULTY
 - Tenure track
 - Visiting
 - Instructorship
 - Lectureship
 - Teaching Postdoc

Academic Job Search Cont:

- Application Materials
 - Academic CV
 - Cover Letter (s)
 - Recommendation letters
 - (get these ASAP – give at LEAST 2-3 week lead time!)
 - Research Statement
 - Teaching Statement
 - Other Possibilities:
 - Teaching evaluations
 - Writing samples
 - Syllabi
 - Completed chapters
 - Dissertation Abstract

AJS - Timelines

- Fall – expect the bulk of job postings
- Deadlines – September onward
- Interviews – coincide with association meeting or you can estimate within a month of the deadlines
- Visits – generally in spring....
- New trends:
 - Fall visits and “exploding offers”
 - Motivated by competition
 - Motivated by budget constraints

AJS Resources

- Faculty Advisor
- Committee members
- New hires to your department
- Alums recently hired
- Graduate Teaching Office
- Graduate Career Office
- Postdoc Office
- Professional Associations
- Chronicle of Higher Education
- Inside Higher Ed (on-line)
- *The Academic Job Search Handbook* by Vick and Furlong
- *Surviving your Academic Job Hunt* by Kathryn Hume (Humanities)
- *Tomorrow's Professor – Preparing for Academic Careers in Science and Engineering* by Richard Reis