Faculty Positions: Applying & Entering Workshop

October 6, 2016

You’ve found a job you would like to apply for…

First, the job posting:

* Carefully read the job posting
* Note all the required qualifications and make sure you meet most of them
* Note the preferred qualifications that you meet
* Look for the contact person on the search committee (usually the chair)
* Note the timeline

Second, the research:

* Search the school, department, and/or program website
* Look for how the school is described (research I, research intensive, teaching-oriented research, teaching, etc.)
* Take note of the people whose role is most closely aligned with yours and note their scholarly interests and the courses they teach
* Determine the vision, strategic plan, or other such documents at the school, department, or program level
* Consider how you might fit

Third, the cover letter:

* Write the letter to the search chair and the committee (e.g., “Dear Dr. Smith and Members of the Search Committee…”)
* Indicate the title of the position for which you are applying
* State how you found out about the position and why you are interested in the position
* Add a brief introduction (doctoral institution, date of graduation, dissertation title)
* Detail how you meet each required qualification on the posting in the order they are listed (if you meet preferred qualifications, briefly indicate those as well)
* Provide insight into how you see yourself fitting into the existing scholarly culture
* Briefly indicate the courses you have taught/would be interested in teaching
* Exhibit confidence (not ego) and enthusiasm (not overzealousness!!!!!)
* **Keep it to 2 pages or less (single spaced)**
* **Tailor each cover letter to the specific job**

When applying for the position, other required documents might consist of:

* CV, research statement/agenda, teaching philosophy, writing samples, references

The Curriculum Vita

* The CV is different from a resume as it is specific to higher education positions
* Begin with your contact info (name, address, email, phone) at the top
* Write all degrees attained (or in process) with graduation dates (reverse chronology)
* For the PhD/EdD, include the title of your dissertation
* Pay attention to the required qualifications and the type of institution, place the following headings accordingly:
  + Teaching experience, research experience, publications, service, grants, conference presentations, memberships
  + If applicable, you can also include the following headings: certifications, leadership experience, awards, training/professional development
* Teaching experience
  + List all teaching experience including courses taught, co-taught, assisted, or guest speaking experiences
* Research
  + Include all research experience (GA, assistance with grants, lab experience, etc.)
* Publications
  + Include all published, accepted, and in press work in reverse chronology
  + When it comes to publications, try to have at least one published or accepted upon graduation. For research institutions, you will need at least 1, if not more.
  + Aim for relevant, peer-reviewed journals
  + These will comprise your writing samples (for other writing samples, remove indications the paper was written for a class assignment)
* Presentations
  + Aim for local presentations to begin and at least one refereed national or international (AERA, APA, ICQI) if you are applying for tenure track positions
* Service
  + Committees; service to department/college/university/field
* Grants
  + Any grants attained including the amount awarded
* Memberships
  + List all memberships of professional organizations
* Do NOT include references in the CV. Put on separate page.
* There is no length requirement, but include only relevant information

The Research Agenda

* Discuss a research problem that you have explored (dissertation, most likely)
* Indicate what you have done (studies; publications, presentations)
* Indicate where you want to go with your research; next steps
* List potential collaborators at the institution including centers or other scholars you could connect with there
* Create a “scholarly identity” and a “research trajectory”
* Keep it to 2 pages or less

The Teaching Statement/Philosophy

* Explain the importance of education to you
* Indicate your teaching experience
* Discuss pedagogical influences/approaches
* Evidence of teaching effectiveness (formal or informal evaluations)
* Discuss courses that are offered at the institution you could teach and new courses you would like to teach
* What specific and innovative strategies have you employed, would you employ?
* Describe how you see teaching relating to research
* Keep it to 2 pages or less

References

* Choose 3 people that you respect and that can speak to your strengths as a researcher and/or teacher. Kindly ask them to be references—don’t assume.
* Possible choices: advisor, professor, supervisor
* Choose people from different institutions if possible, or in different departments/colleges at the very least
* Seek at least one person who is senior—an associate or full professor
* List these individuals and their contact information on a separate document
* Make sure your references know when to expect contact from the school (keep them in the loop)

General Comments

* Avoid jargon- you are writing to people outside of your field/discipline
* Get feedback on all written documents from a trusted peer or friend
* Use an appropriate font and appropriate scholarly language
* Follow the proper format for your field (APA, Chicago, etc.)
* Spellcheck and re-check everything
* Educate them on yourself, don’t education them on themselves
* Don’t make them guess
* Focus on your skills and strengths
* Be yourself!