



Academic Job Process

Be sure to hover over the **note icon** in the **upper left hand corner** of each slide for additional info!



Timeline

- Openings Posted (Sept-Dec)
- Application Materials in (Oct-Dec)
- Interviewing Starts (Jan-March, sometimes as late as June)
- Offers? Rejections? (March- July; sometimes NEVER.)
- Job! (usually Aug/Sep)

THE PROCESS



Step 1

- Think
- What do you want to do?
- How do you think you'll get there?
- What do you think you'll need?
- What skills will you need to develop?
- Who can help?



Step 2 (assuming academic route)

- LEARN

TOMORROW'S PROFESSORSM MAILING LIST

DESK-TOP FACULTY DEVELOPMENT, ONE HUNDRED TIMES A YEAR



SPONSORED BY THE STANFORD CENTER FOR TEACHING AND LEARNING

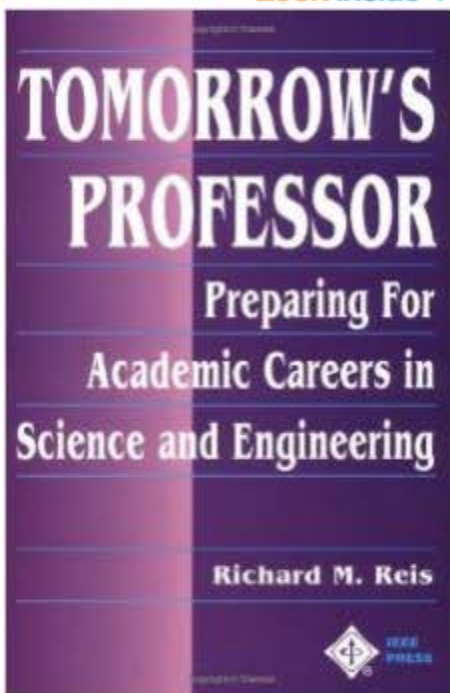
⇨ POSTINGS ⇨ STATISTICS ⇨ SUBSCRIBE ⇨ FEEDBACK ⇨ RICK REIS ⇨ THE BOOK ⇨ HELPFUL LINKS ⇨ CTL ⇨ SEARCH

Subscribe to Tomorrow's-Professor Mailing List

You may subscribe or unsubscribe to TP Mailing List by following this link :

<https://mailman.stanford.edu/mailman/listinfo/tomorrows-professor>

Look inside ↴



Tomorrow's Professor: Preparing for Careers in Science and Engineering Paperback – April 15, 1997

by Richard M. Reis (Author)

★★★★★ 17 customer reviews

ISBN-13: 978-0780311367 | ISBN-10: 0780311361 | Edition: 1st

Buy New

Price: \$68.40 

36 New from \$58.97 | 31 Used from \$33.12

	Amazon Price	New from	Used from
Kindle 	\$64.98	—	—
Paperback	\$68.40 	\$58.97	\$33.12

Get \$10 For Each Friend Who Joins Amazon Student

[Learn more >](#)

Job Search Best Practices

Sponsored By



Why job seekers should be prepared to tell stories about their skills

Job seekers should be ready to tell interviewers stories about how they overcame obstacles, handled conflict and solved problems, career consultant Amy Lindgren suggests. Lindgren advises job candidates to make their stories versatile, so they can be used to answer almost any interview question, and rehearse them until they sound natural.

[Pioneer Press \(St. Paul, Minn.\)](#) (10/5)

Share: [in](#) [t](#) [f](#) [+](#) [e](#)

Private investigator offers networking tips

Building a strong network isn't about the number of contacts you have but how relevant they are to your industry, writes Hal Humphreys, a private investigator from Tennessee. "The craft of building a network of clients and colleagues isn't about casting a wide net. It's about seeding real relationships," he writes. [Fast Company online](#) (10/6)

Share: [in](#) [t](#) [f](#) [+](#) [e](#)

FACULTY FOCUS

HIGHER ED TEACHING STRATEGIES FROM MAGNA PUBLICATIONS

[Browse Topics](#) [Faculty Focus Articles](#)

 CURRENT ARTICLE • OCTOBER 15TH, 2014

Could We Be Doing Better with Our Assignments?



SIG
FREE

First Na

NAME



Notes on these sites

- Not necessarily Engineering and Sustainability specific, so bear in mind
- Advice is different if you are in social sciences, medicine, pure physics, etc. so 'grain of salt'
- ALSO- good advice on PhD process, so its worth checking out for all stages!



Academic Route Thoughts

- What kind of university?
 - Teaching?
 - Research?
 - R1?
 - R4? (See Tomorrow's Professor book)
- Location isn't always an option...
- Talk to people!



Step 3

- Document(s)
 - CV
 - Cover Letter
 - Statements

Upload ▾

New... ▾

More ▾



SGD Journal papers · Owned by University of Pittsburgh
Updated Mar 27, 2014 by Bill Collinge 5



Endnote Library · Owned by University of Pittsburgh
Updated Mar 27, 2014 by Bill Collinge 5 [Link](#)



Professional Development · Owned by University of Pittsburgh
Updated Mar 27, 2014 by Bill Collinge 8



Samples of Conference Abstracts · Owned by University of Pittsburgh
Updated Mar 27, 2014 by Bill Collinge 5



Good paper examples · Owned by University of Pittsburgh
Updated Feb 4, 2014 by Bill Collinge 2



Samples of Coverletters · Owned by University of Pittsburgh
Updated Jan 16, 2014 by Bill Collinge 4



Samples of Thesis Proposals · Owned by University of Pittsburgh
Updated Jan 16, 2014 by Bill Collinge 7



Samples of Dissertations · Owned by University of Pittsburgh
Updated Jan 16, 2014 by Bill Collinge 7

Upload ▾

New... ▾

More ▾



Application Cover Letters · Owned by University of Pittsburgh
Updated Mar 27, 2014 by Bill Collinge 2



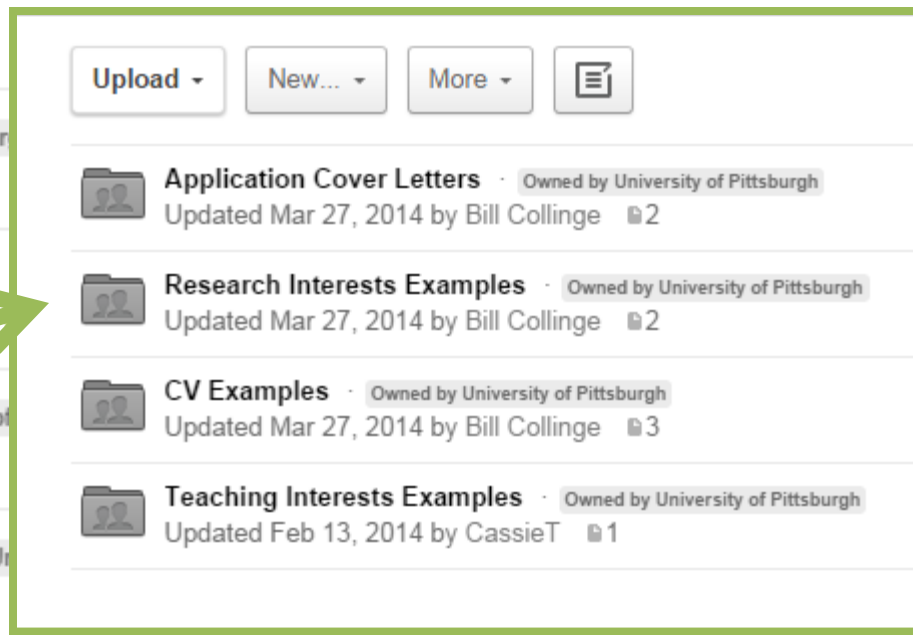
Research Interests Examples · Owned by University of Pittsburgh
Updated Mar 27, 2014 by Bill Collinge 2



CV Examples · Owned by University of Pittsburgh
Updated Mar 27, 2014 by Bill Collinge 3



Teaching Interests Examples · Owned by University of Pittsburgh
Updated Feb 13, 2014 by CassieT 1



BOX folders



CV

- Categories the same (in academics) but ORDER changes:
 - Education
 - Awards
 - Research Projects/Interests
 - Publications
 - Funding
 - Teaching Experience
 - Outreach/Mentoring
 - Professional Experience / Other



Notes on Professional CVs

- Tone down the research
- USE KEYWORDS from job description
- VERBS! ACTION!
- Numbers



Cover Letter

- 1-2p
- On university letter head
- Professional Salutation/Closing
- Name (number) of position in _ department at _ university
- Talk about your accomplishments (show them why you're awesome)
- Talk about what you hope to accomplish (show them why they want you)



Statement of Teaching

- 1-3p (depending)
- What are your teaching principles?
- What have you taught?
 - What methods did you use?
 - How successful were you? (classroom feedback is good)
- What can you teach?
 - That they already offer
 - That they don't yet offer
- Mentoring/Outreach that you have done/plan to do



Statement of Research

- 1-3p (depending)
- Background – what you've done/overarching research goals
- Present 2-5 research projects
 - Short- to mid-range (can finish before tenure)
 - Long-range
 - List potential funding sources
- Who can you partner with?
- How will it benefit the department/university

Search for Potential Funding

- NSF
- NIH
- DOE
- DOD
- Within the Uni/School
- Nonprofits
- Orgs
- Industry?



The infographic is a vertical stack of three blue rectangular sections, each with a white icon on the left and text on the right. The top section has a globe icon and is titled 'FUNDING OPPORTUNITIES'. The middle section has a silhouette of a head icon and is titled 'PRE-POPULATED SCHOLAR PROFILES'. The bottom section has an icon of three people and is titled 'COLLABORATIVE WORK FLOW'. To the right of the infographic is a photograph of a man in a white lab coat looking down.

Feature	Description
	FUNDING OPPORTUNITIES <ul style="list-style-type: none">• Comprehensive global source of funding opportunities• Billions of dollars in funding and growing
	PRE-POPULATED SCHOLAR PROFILES <ul style="list-style-type: none">• Your institution's profiles matched against funding opportunities• Find collaborators from among 3 million profiles worldwide
	COLLABORATIVE WORK FLOW <ul style="list-style-type: none">• Connects research development professionals and faculty• Cultivate essential partnerships and alliances



Step 4

- Find Job Openings
- Lists
- Network



Job Finding Resources

- PhDProject.org
 - PathwaysToScience.org
 - hercjobs.org
 - insidehighered
 - <http://www.igert.org/jobs>
 - <http://www.is4ie.org/jobs>
 - AcademicKeys
 - indeed.com
 - glassdoor.com
 - LinkedIn
 - Search for “employment” on University’s site
- Offers Guidance, some job listings
- Professional Org postings
(sometimes mix academic and industry)
- General Job Search Sites



Sorting through mountains of job openings

- Filter by what you want (research type, location)
- Filter by what they seem to be looking for (but be creative in stretching it – often they don't know)
- Identify key things
 - Key words
 - Statements



Tailoring Documents

- Lots of work
- Specific to school (I use MS Word's mail merge feature to HELP)
- Look up COURSES (what do they have that you could teach, what do they NOT have that you could teach)
- Look up other people in the department (how would your work overlap? Would you collaborate with them?)
- Look up other department/schools (same)

Tailoring Documents

- Typically CV stays the same
- Minor changes to Teaching and Research
 - Uni name throughout
 - Changes to potential collaborators
- New cover letter
 - Paragraph on yourself stays the same
 - Paragraph on symbiosis with you and dept is tailored to their RFP



Step 6: Networking and other advice

- You will need 3-5 references to say you're awesome
- To get tenure you will need even more
- You will have to collaborate to find funding and get schtuff done
- Think about your relationships LONG-TERM
 - Who was a good teacher (from even undergrad)
 - Who could or is mentoring you?
 - Who can be your ADVOCATE? (talk you up to their departments, etc.)

Letters of Rec

- Ask early
- Send out CV (potentially even help them write the letter)
- Keep them updated on where you've submitted your faculty applications
- Ask if they know anyone they can reach out to in each uni you've applied



Networking Tips

More on networking next time, but..

- NETWORK like CRAZY (at conferences, at church, in planes, etc. you can network EVERYWHERE!)
 - Attend social events at conferences, ask questions of the speakers, introduce yourself to them afterward
- Carry business cards
 - Secret system: write info on back after meeting, email later
- Update your social media (great procrastination task)
 - LinkedIn
 - ResearchGate
- Regular email updates
 - Can seem awkward, but good to keep people in the loop
- Be SINCERE. (Think about how you can benefit each other; think about just straight up friendships)

From the HERC article

“The craft of building a network of clients and colleagues isn’t about casting a wide net. It’s about seeding real relationships. It requires time and calculation. It can even seem a bit creepy at times.”



General Tips

- Start early
- Update CV continuously
- Remain excessively confident, yet oddly humble
 - You have some sweet skills – keep that in mind
 - You will meet others with sweet skills (don't let it diminish your sense of self-worth, but DO let it humble you.)
- Know what they're looking for!
 - Research route = publications and funding
 - Teaching route = experience and good reviews
 - Talking with various professors can help get insight into departments (that you can't find on websites)



IF YOU MAKE IT TO AN INTERVIEW



Interview Requirements

- Seminar
- Job Talk
- MEETINGS
 - Hiring committee
 - Other faculty
 - Other important people
 - Grad students
 - FOOD meetings



Prepare your talks

- Ask about the preferred format (2 separate talks?), timing, and expected audience
- Dissertation defense (pared to time and audience)
- Job talk – what you plan to do (think thesis proposal but with sweet new ideas)
 - Give short term projects
 - Long term projects
 - Potential collaborators
 - Methods and HOW you'll get the data
 - FUNDING!
 - Impact for school, and WORLD.



Prepare to Talk alllllll day

- Questions! Small chat! Details!
- Learn adjectives for great! Wonderful! Awesome! Sounds good! 😊
- Get your schedule ahead of time and study up on the people you'll meet with
- Be prepared with questions about the university, the department, student life, funding support, interdisciplinary research, etc. And maybe even questions about what it's like to live/work at this university location.

Know what they can and can't ask

- No family stuff (they can't ask you about it)
- Don't talk numbers (until you have an offer)
 - Salary
 - Financial benefits
 - Vacation and sabbatical policies
- Can mildly ask about student support, etc.
- Typically hold off on discussions of partners/spouse hiring until an offer is in hand