

The Academic Job Search

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Do you qualify beyond degree?

- Strong research profile
- Strong teaching skills
- Good communicator
- Collegial personality
- Team player
- Multitasker
- Ego



Where to look for ads?

- University Affairs (AUCC)
- CAUT Bulletin
- Relevant journals
- Conferences
- Word of mouth
- ask your advisor or graduate coordinator for suggestions



How to get short-listed

- ❑ Make sure your experience fits the job
- ❑ Carefully prepared CV, error-free (check with dept. for standard format in your discipline)
- ❑ **GOOD COVERING LETTER!!**



Example: Bad Covering Letter

□ Dear Sir:

Please accept this as my application for
the position you advertise.

Sincerely,
Jane Smith

Example: Better Covering Letter

□ Dear Professor Singh:

Please accept my CV (attached) as my application for the position of Assistant Professor in the Dept. of Apiculture Studies.

My research interests lie primarily in the area of... My teaching experience is diverse, comprising... etc.



Prepare for the interview!

- Read about the department!
 - visit the web site; read the mission statement
 - read faculty CVs, research interests, papers
 - look for existing and potential research collaboration



Prepare for the interview!

- Read about the department!
 - consider gaps in expertise, who is retiring (creating a gap), long term department plan
 - consider which courses you could teach

 - Choose referees wisely (senior, influential)
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Develop an interview strategy

- List your strengths and weaknesses
- List the courses you would be interested in teaching (grad and undergrad)



Develop an interview strategy

- Prepare a strong seminar
 - STICK TO THE TIME LIMIT
 - Give a brief general intro, then get technical
 - Practice it! This is a teaching test!
 - STICK TO THE TIME LIMIT!!!



At the interview

- ❑ Expect a team interview (usually 5-6)
- ❑ May be standardized questions
- ❑ Bring a folder with blank pad on right and crib sheet on left (in pocket)
- ❑ On the crib sheet write:
 - your strengths and weaknesses
 - key points you want to mention
 - details on department



Typical Questions

- What courses do you plan to teach?
 - Please describe your teaching style
 - What is your long-term research plan?
 - What short-term steps do you envision to accomplish your research objectives?
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Typical Questions, cont'd

- How do you plan to fund your research activities? Please provide details. What do you see as the main challenges facing [your discipline] over the next decade?
- How many graduate students do you intend to take, on average?
- How do you plan to fund them?



Typical Questions, cont'd

- Please give us an example of a time that you...

- **Also** – Be prepared to ask the Committee a question or two.



After the interview

- Don't nag - don't phone repeatedly
 - Be cool - don't try to persuade
 - The process may take some time
 - usually requires approval from dean and provost, in addition to chair
 - they need to check references, interview other candidates
 - If unsuccessful, you can ask why
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Keep Smiling

and Good Luck!

