

## THE ACADEMIC JOB SEARCH

Searching for a faculty or postdoctoral position takes time and energy. Tenure track positions usually start being posted in late August or early September, while postdoctoral positions usually start being posted shortly after. Visiting professor positions usually start being posted in late fall or early spring.

You should start preparing your materials in the spring and summer before you plan to go on the job market, and keep refining them as you apply.

Things to work on:

- Information about opportunities: Get connected to listservs, wikis, and groups through which you can learn about positions that open up. Learn the meanings of the different terms that get used in job postings (e.g. AOC=area of competence, AOS=area of specialty).

Even if you don't match a position's criteria 100%, you may still be a good fit. Don't rule yourself out from jobs where you may be a fit.

- Written materials: Most applications expect a cover letter, CV, and research and teaching statements. Some want sample syllabi; a teaching portfolio; a diversity statement; and/or a sample of your written work. Consider your online presence and reference letters. Although you will tailor materials for each position, get an early start on drafting them. Speak with those who will write your reference letters and consider creating an account with Interfolio or other free online services into which they can upload a general letter for you.

When preparing materials, pay attention to the different kinds of institutions that are posting positions (e.g. some are research-focused while others are teaching-focused; some are public while others are private) and tailor your materials accordingly.

- Spoken elements: Candidates who reach to the shortlist usually have a screening ("first round") interview by zoom, Skype, phone, or at conferences. Candidates who become finalists for a position after the first round generally give a presentation of their research ("job talk"), their research plans, and perhaps a teaching demonstration. They also meet with numerous stakeholders including search committees, department heads and faculty, students, Deans, and others. Set up mock interviews, practice talks and teaching demonstrations, and get feedback. Make sure you have tailored these elements to meet the needs of the kind of institution that is considering hiring you.
- Negotiation: Gain skills and practice so you can get the best possible offer.

Success at all stages is determined by professionalism, collegiality, and ability to present your qualifications effectively to a wide range of stakeholders.

#### RESOURCES TO HELP YOU:

Talk to your Advisor

GWS Professionalization Workshops: watch for the schedule and register for workshops that cover topics you need to know about

UA's "Preparing for Faculty Job Applications" Workshops that are co-sponsored by the Graduate Center, OIA, Think Tank, and Postdoctoral Affairs in Fall and Spring. The workshops include developing your teaching and research statements, creating an ePortfolio, preparing for academic job interviews, and reviews of materials for a faculty job application.

Materials from this series are available in a shared folder:

<https://gradcenter.arizona.edu/career-support/preparing-faculty-job-applications-series>

The Office of Instruction and Assessment (OIA): <https://www.oia.arizona.edu>.

They offer assistance with creating a teaching philosophy statement (Erin Dokter), creating a teaching portfolio, creating syllabi, and all matters related to teaching. They also offer a certificate in College Teaching.

The Graduate Center: <https://gradcenter.arizona.edu/home>.

Your favorite online search engine: thorough information and advice about each of these steps can be found online

Other universities such as Berkeley's Career Center:

<https://career.berkeley.edu/PhDs/PhDAcademic>

Handbooks: Julia Vick, Jennifer Furlong and Rosanne Lurie, *The Academic Job Search Handbook* (University of Pennsylvania Press, 2016)

Additional helpful information:

The WGSS Job Map (assuming it remains active): <https://wgssjobmap.wordpress.com>

The National Center for Faculty Development and Diversity (UA Offers a free membership through the Graduate Center

<https://gradcenter.arizona.edu/announcements/2017/09/new-free-and-online-mentoring-and-career-development-resource-ua-students>)

The Graduate and Professional Student Council's listserv: <https://gpsc.arizona.edu>

Possibly Postdoctoral Affairs (their job and postdoc information is at <https://postdoc.arizona.edu/professional-development/job-and-postdoc-searches>).

## **VISITING PROFESSOR/INSTRUCTOR POSITIONS**

The process for applying is similar to that for tenure track jobs. However, these positions are usually just for one year, though sometimes longer; and they are *not tenure-track*. They're generally teaching focused. Most people begin searching for their next, hopefully more permanent, position as soon as they begin their Visiting Professor position.

## **POSTDOCTORAL SEARCHES**

Understand how a postdoc application is different from a faculty application: Karen Kelsky, "The Postdoc App: How Its Different and Why," May 28, 2013, at theprofessorisin.com <http://theprofessorisin.com/2013/05/28/the-postdoc-app-how-its-different-and-why/>

The Graduate Center: <https://gradcenter.arizona.edu/home>, Dr. Shelley Hawthorne Smith offers feedback on grant/postdoc applications

SBSRI: can help you find grants and postdocs and advise on applications <https://sbsri.sbs.arizona.edu/finding-funding>.

Postdoctoral Affairs, though they may not have many options for GWS students (<https://postdoc.arizona.edu/professional-development/job-and-postdoc-searches>).

## **THE NON-ACADEMIC JOB SEARCH**

The Graduate Center: <https://gradcenter.arizona.edu/career-support>

Make an appointment with Dr. Shawn Nordell in the Graduate Center (at the link above; see also <https://gradcenter.arizona.edu/about#Nordells>) to learn about how your degree can lead you to employment in non-profit, government, independent school, administrative, and other sectors

Sign up for the Graduate Center's Career Forward Sprint series (at the link above)

Check sites like the NWSA Career Center: [https://www.nwsa.org/networking/opening\\_search.asp](https://www.nwsa.org/networking/opening_search.asp)