

Job Search and Junior Faculty Resources

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Questions you might encounter before and during your visit

- Learn about the search committee, faculty, courses taught in department, college, & institution
- Be prepared for small talk about your work and theirs, discussion about specific authors or theories in your field, and be able to *briefly* summarize your research and publications
- On campus visit, ask to meet with students (graduate and undergraduate) as well as cross-campus faculty/staff/administrators and special interest groups

Bob Belle's six categories for interview questions:

1. Education history
2. Employment history
3. Job skills
4. Attitudes about working conditions
5. Goals, philosophies, & accomplishments
6. Personal affairs

CABs: Condition...Action...Benefit - be prepared to discuss *specific* defining moments, your action, and a beneficial outcome that relates to the job you are applying for

Personal and professional philosophy - be clear on your philosophical, theoretical, and methodological approaches to ALL areas of your work and be prepared to state your *specific* strengths, weaknesses, challenges, goals, and past experiences

See DR. BOB BELLE and DR. KOFI LOMOTEY of SREB's Institute for Teaching and Mentoring:
<http://www.instituteonteachingandmentoring.org/Institute/Handouts07/>

Questions to prepare for your visit

Write down a list of questions that you have for folks you will visit. Think of each potential person or group you may encounter (ex. chair, faculty, graduate students, undergraduates, deans, program directors, etc.). Try to get a copy of your itinerary beforehand (understanding that it will probably change when you get there), so you can have an idea of who you will encounter.

Look through the university website. Are there any people who you would like to meet in other departments or programs (especially if you will be jointly appointed or if you anticipate working with a research center or office of community service-learning for example). If there is someone at the institution that you definitely want on your schedule, let your campus liaison know as soon as possible so s/he can make that connection. If the office manager is not on the schedule, consider

requesting to meet with this person--they will have valuable background and logistical information for you.

Research Questions

What funding support is available for the following areas:

Conference attendance?
Professional memberships?
Books & materials?
Printer and copy resources (will you have an individual printer?)?
Ongoing or new grants that may need additional collaborators?
Research assistant Funds?

What part of these fees is covered in your individual research package and what can be negotiated as a one-time or ongoing part of your annual package (beyond the 3 year start up)?

Teaching Questions

Get general departmental information about the following and get specific ideas of what teaching expectations/requirements you will be expected to meet. Cover (at least) the following areas:

Number of classes & enrollments taught in the department?
Teaching assistant availability?
One course release first semester and one course release before your 3rd year or tenure review (though some get one course release the first semester and a full year before tenure--be careful about asking for too much teaching release...you MUST have a solid teaching portfolio for your tenure review)
Which courses will you teach?
Average number of doctoral students/dissertations per faculty member?

Service Questions

Which committees will you be expected to serve on at the following levels?:

Department?
College/University?
Community partnerships?
Professional/review duties?

Also, (once you have established your scholarship...if you anticipate being interested), ask about potential administrative training opportunities.

Logistical Questions

When is the expected offer date (in writing)?
When is the answer deadline?
What is the position start date?
General sabbatical timeline?

Tenure & Promotion Questions

GET A COPY OF THE UNIVERSITY TENURE POLICY. EACH INSTITUTION IS DIFFERENT. FIND THE MOST UPDATED COPY AND UNDERSTAND THAT EACH LEVEL HAS ITS REVIEW POLICIES, SO GET A COPY OF THE REQUIREMENTS/EXPECTATIONS AT EACH LEVEL (i.e. department, college, provost, president, board of trustees, etc.).

Find out the tenure denial history of your department, college, university so you have some back story.

Find out the university requirements for Full Professor

Salary Questions

Is it a 9-month salary?

Is summer support available for the first 1, 2, or 3 years?

Calculate how much you need and include difference in cost of living, taxes, clothing, insurance.

There are online tables to help you figure these differences:

<http://www.bankrate.com/brm/movecalc.asp>

Transfer Needs and General Benefits

Consider the following:

Mortgage until your house sells?

Deposit and first two months for apartment?

General bills (closing, deposits, and start up feeds)?

Moving

Procedure for hiring company?

Spending limit?

Real estate agent appointment?

Housing deposit?

Housing assistance?

Health care (dental? Begin in summer?)

Practical Questions

Office location?

Computer & printer?

Desktop w/ software?

Laptop w/ software?

Email account?

Parking info?

Orientation date?

Conclusion

This list does not cover everything, but it is a good start. Be realistic about what you need versus what you want. Everything is negotiable, but if you do not get it IN WRITING--UP FRONT, you will not get it.

Be patient with the process and know what you want. RESEARCH! RESEARCH! RESEARCH!
Much of the information that will help you gauge what is an appropriate salary can be obtained

online or from public records. Online resources can also help you with relocation information such as finding housing (if you are clear what you want, this will help the department inform a realtor and save time). Each process will be different, some will be an all-in-one interview, some will be a series of interviews. Just like graduate programs, it is all about finding a good FIT.

There are many useful guides for getting a job. Once you have it, there are also useful resources to help you with the transition from grad student to junior faculty and from junior faculty to tenured senior faculty.

Below is a bibliography of resources that will be incredibly useful, especially for underrepresented populations. Other resources (sample syllabi, teaching philosophy etc.) can be found on my website: www.ProfessorEvans.com

Also consult:

<http://chronicle.com/>

<http://www.insidehighered.com/>

Happy trails!
SYE

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This handout available at: <http://www.professorevans.com/Job%20Search%20Jr%20Faculty.pdf>