The Academic Job Search
(An Overview)

Welcome! We will get started soon.

● Your mic is muted.
● Check your sound--make sure your speakers are working.
● This session will be recorded & posted.
● Presentation then Q&A. Use the Q&A box to post questions. Jeffrey Yeung is monitoring.
The Academic Job Search

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Our mission
To empower all Maryland students and postdocs to reach their full career potential

Our goal
To educate and motivate you to actively engage in career planning and professional development from DAY 1

How will you maximize your training to be ready for a career in academia, industry, government, non-profit organizations or entrepreneurial ventures?

15 Minute Overview of Services YouTube Video:
https://youtu.be/7lxDI5DbNDk
Today’s take-aways:

1. Some basic facts and what competitive candidate looks like
2. Gain a basic roadmap of the academic hiring cycle and interview process
3. Increased knowledge and resources for creating effective academic job search documents and finding job leads

Beyond today: Be challenged to carefully and critically examine your unique situation and come up with an action plan for the remainder of your studies and job search
Ask Yourself:

• What have you been hearing about the academic job market?

• What kind of jobs do graduates of your program accept after graduation? Where do other postdocs go?

• What kind of activities occur in your department and College/School related to preparing for and finding an academic job?

• How serious are you about pursuing an academic career?
Reality:

What is the faculty labor market and supply situation in:

Your discipline?

Your home country?

Other countries of interest?
Higher education and the faculty career path continues to evolve.

- % of state support continues to decline
- high cost of undergraduate attendance and impact on liberal arts colleges
- competitiveness for grant funding
- roles other than traditional tenure track
- increased emphasis on quality teaching and assessment of student learning
- prominence of community colleges as starting point-especially for first generation students
Profile of Highly Competitive Candidate

- Record of Research and Future Plans
- Publications, Reviewer
- Instructor of Record & Ability to Teach a set of courses
- Teaching Training & Assessment of Student Learning
- Experience with student and learner diversity and success
- Professional Organization Visibility
- Expanding Network
- Service- involvement in department, university
- Mentoring and advising
How can you make yourself as competitive as possible?

1. Refine your faculty identity. Have clarity about yourself-interests, skills, values, and goals (do self-assessment)
2. Understand the faculty job market and trends in your discipline. Actively learn more about the different types of faculty positions and institutions (watch job postings and do info interviews)
3. Fill in your skills and experience gaps (IDP)
4. Be visible and expand your network
5. Seek faculty mentorship
6. Learn the mechanics of the job search
Have **clarity** about yourself-interests, skills, values, and goals (do self-assessment)

Refine your faculty identity.
Where do you see yourself?

- research or teaching role?
- public or private?
- size?
- location?
- type of students?
- role/mix of duties?
Understand the faculty job market and trends in your discipline

Actively learn more about the different types of faculty positions and institutions (watch job postings and do info interviews)
Important information sources about the higher education sector
Fill in your **skills and experience gaps** (IDP)

**Build Your Network**

**Seek Mentorship**
IDP Template

● Create a plan for this year; and every year through graduation
● Start with academic milestones
● add career goals
● discuss with “mentors”
● review & update in December and June
Create an **Individual Development Plan**
(See *The Professor Is In*, the UMD Postdoc IDP, ImaginePhD):

- **Current Students**: Graduate program deadlines for exams, proposals and defense
- **Specific writing projects** with deadlines for completion, submission and revision
- **Conference deadlines** for proposals
- **Major funding deadlines** for small and large grants to support travel and dissertation research
- **Job market deadlines** including specific position deadlines
- **Networking goals** to get in touch or keep in touch
- **Submission dates** for awards and honors
- **Internationals**: OPT and other visa related deadlines
Use Resources Early and Often

1. The Graduate School Writing Center
2. Teaching and Learning Transformation Center (TLTC)  Dr. Marissa Stewart
   a. teaching portfolio and statement workshops
   b. assessment & pedagogy workshops

3. CIRTL Network; CIRTL@UMD
   a. free webinars and courses
   b. learning communities

4. National Center for Faculty Development & Diversity (NCFDD)
   a. Writing challenge
   b. advice about relationship building/mentoring
Develop Your Academic Job Search Competence

- **Clarity** about who you are as a scholar and researcher and your transferable skills
- **Discuss upcoming search** with mentors
- **Determine search strategy** (postings, target list of institutions, conferences, leveraging network of mentors to learn of upcoming opportunities)
- **Develop draft set of materials** ahead of time that can be tailored to specific positions
- **Practice typical interview questions**
- **Prepare for screening and onsite interviews**
- **Learn about negotiations**
Tenure Track Position Timeline: From “Line” to “Candidates” to “New Hire”

1. The Line—an authorization to hire in (X) is granted in the fall one year before the candidate will be hired.
2. Committee writes the ad and it is voted on in the spring and is posted in August/September in The Chronicle and other venues.
3. Review conducted after the deadline and a “long short list” is compiled.
4. “Short short list” (5 names) is finalized (Oct-December).
5. Campus visits in January/February (or earlier)
6. Candidates are ranked, faculty vote, decision is made
7. Offer, negotiation, contract…..NEW HIRE!
Documents to Perfect

• CV
• Cover letter
• Teaching Philosophy
• Teaching Portfolio (maybe)
• Research Statement
• Diversity & Inclusion Statement
• Website or e-portfoliio
• LinkedIn site to connect with other UMD alumni
Interview 1-Phone/Conference Interviews

• Phone & Conference Interviews are all about first impressions
• Prepare by asking who will be there and do your research about the department, faculty, courses, institution
• Make a one page summary/cheat sheet
• Practice typical questions
• Prepare a list of questions
• Prepare environment if this is an online video interview
Interview 2-The Campus Visit

• Deciding the date
• Email correspondence
• 30 minute visits with faculty in the department
• Visits to Library/Centers/other resources
• The Job Talk and/or the Teaching Demo
• Q&A after the job talk
• After talk reception
• The Search Committee Interview
• Meeting with the Dean/Provost
• Tour
• Meals with faculty and graduate students
• Meeting with the Department Head
• Thank You Notes (department head, search committee chair, other faculty and administrative assistant who made the arrangements)
Academic Job Search Advice

Explore professional association resources and conference sessions for students, postdocs, new faculty.

The Professor Is In: The Essential Guide To Turning Your Ph.D. Into a Job
Book by Karen Kelsky

The Academic Job Search Handbook
Fifth Edition
Julia Miller Vick, Jennifer S. Fueglo, Rosanne Lurie

Preparring Doctoral Students of Language and Literature for a Variety of Careers
Join the Connected Academics discussion group!

MLACOMMONS
Do you leverage associations & conferences?

American Institute of Physics
American Psychological Association
American Historical Association
Modern Language Association
American Chemical Association

What are your associations’ resources?
Your faculty mentors, other faculty and staff, peers, alumni, and associations are the best sources of information about the academic job search process in your discipline!
TRANSITION from PhD/Postdoc to Competitive Candidate for an Academic Position

New PhDs
As a result of Training
• Spend lots of time narrowly focused on dissertation
• Wait for permission
• Feel at the mercy of others
• Insecure and make excuses
• Submissive

Attributes of a Competitive Tenure Track Candidate (Professional Persona)
• Productively
• Professionalism
• Autonomy
• Confident; Self-promoting
• Collegiality
• Have YOUR plan
What are some next steps for you?

Complete the Steps for Building a Competitive Record for an Academic Career (with Webinar recordings)

Talk with students/alumni who are “ahead of you”

Read! Watch job postings.

Talk with mentors.
Q&A

- Take the Webinar Survey—provide feedback

- Access the Webinar Materials on the GS website

- **TAKE ACTION NOW!**
  - Follow up with career advisor and your faculty mentors
  - Build time into your weekly schedule

- Use the resources!