

## 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.

### GETTING READY FOR THE JOB SEARCH:

*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). U C Berkeley's "finding job announcements" offers a good starting place: <https://career.berkeley.edu/grad-students-postdocs/academic-job-search/finding-job-announcements/>

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 materials:* 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
- Get advice from friends, peers, and acquaintances who have recently been on the job market.
- UA's "Preparing for Faculty Job Applications" Workshops (check the Graduate Center's website under "career services" for this year's schedule).  
<https://gradcenter.arizona.edu/career-services/career-support-programs>

The workshops include developing your teaching and research statements, creating an ePortfolio, managing your online presence, and preparing for academic job interviews.

- The University Center for Assessment, Teaching, and Technology:  
<https://ucatt.arizona.edu>.

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

- The Graduate Center: <https://gradcenter.arizona.edu>
- Universities such as Berkeley's Career Center offer free, helpful information: <https://career.berkeley.edu/grad-students-postdocs/> including about "the hiring process from the other side," CVs, Cover Letters, Letters of Recommendations, and Teaching Portfolios.
- Handbooks: Julia Vick, Jennifer Furlong and Rosanne Lurie, *The Academic Job Search Handbook* (University of Pennsylvania Press, 2016)

### Additional helpful information:

- The National Center for Faculty Development and Diversity. UA Offers a free membership through the Graduate Center (under "professional development" select "mentoring," then scroll down). Or go directly to their website and select UA under "institutional members," then create an account:  
<https://www.ncfdd.org>
- The Graduate and Professional Student Council: <https://gpsc.arizona.edu>
- Possibly Postdoctoral Affairs (their job and postdoc information is at <https://postdoc.arizona.edu/research-resources/find-funding>)

## **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](https://theprofessorisin.com), <https://theprofessorisin.com/2013/05/28/the-postdoc-app-how-its-different-and-why/>
- The Graduate Center: <https://gradcenter.arizona.edu>. 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/find-funding>
- Postdoctoral Affairs (select the "find funding" tab), although they may not have many options for GWS students: <https://postdoc.arizona.edu>

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

- The Graduate Center: <https://gradcenter.arizona.edu/career-services>: access their resources, make an appointment, or sign up for their "Preparing for Business, Nonprofit, and Government Job Applications" series.
- Check sites like the NWSA Job Board: <https://www.nwsa.org/member-resources/job-board>