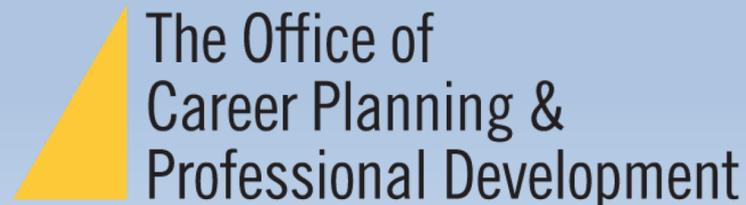


Searching in Uncertain Times: Preparing for the Academic Job Market

Office of Career Planning & Professional Development
careerplan@gc.cuny.edu

The Graduate Center, room 3300.08



Zoom Controls



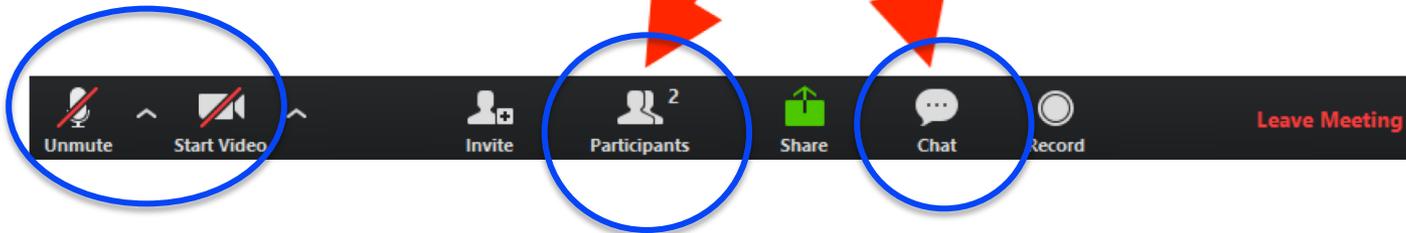
Join Audio
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Share



Invite Others



Recording!

- This presentation is being recorded
- We will send the recording, the presentation slides, handouts, and resources to everyone this afternoon
- The recording will be available for listening on our website



About the Office of Career Planning and Professional Development (OCP&PD)

We serve all students and alumni who are current students or have graduated from the CUNY Graduate Center; our services include:

- **One-on-one career advising sessions** (typically 50 minutes) focused on job search, career concerns, and career self-assessment
- **Workshops and webinars** highlighting career development and job search basics (e.g., writing a CV or resume, the nuts and bolts of the academic job search)
- **Career events** featuring alumni and others from various industries, such as big data, government, and community colleges, to name a few
- **Website** with information and blog posts on a variety of career-related topics, including faculty and non-academic job search advice, information on specific career fields, etc.

OCP&PD Career Resources

Recorded Webinars



A library of approximately 16 previous webinars available for listening – *examples include:*

- Preparing for the Academic Job Market
- How to Network and Build Your Connections
- Mastering the Job Interview

Alumni Aloud Podcast

Interviews with alumni in various fields who share their career journeys and tips for the job search – *examples include:*

- Art History at MoMA
- Economics and Sociology at IBM
- Biology at U.S. Fish and Wildlife

Find at: <https://careerplan.commonsgc.cuny.edu/services>



OCP&PD Career Resources

Versatile PhD

A popular online resource for students/graduates thinking about careers outside of academia – *includes:*

- PhD Career Finder
- Community Panel Discussions
- Membership Directory
- Job Listings



Vault Career Guides

An online resource featuring downloadable career guides on a variety of industries from investment banking to library careers



Find at: <https://careerplan.commonsgc.cuny.edu/tools>

OCP&PD Email Lists

Sign Up for Our Email Lists!

Get news about jobs, funding opportunities, upcoming events, and more directly from the GC Office of Career Planning and Professional Development

Email Lists

- Cluster: Humanities
- Cluster: Master's Students
- Cluster: Social Sciences
- Cluster: STEM
- Events
- Immediate Internships
- Immediate Job Openings

By submitting this form, you are consenting to receive marketing emails from: GC CP&PD, 365 Fifth Avenue, Suite 3300, New York, NY, 10016 United States, <http://careerplan.commons.gc.cuny.edu/>. You can revoke your consent to receive emails at any time by using the SafeUnsubscribe@link, found at the bottom of every email. Emails are serviced by Constant Contact.

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Your Fall Academic Job Checklist

- Today, our focus is on tenure-track assistant professorships and what to do to get one
- The Checklist:
 - I. Learn
 - II. Make Connections
 - III. Create Materials
 - IV. Begin to Search & Apply



I. Learn about the Market, the Job, and the Process

- You're doing this today! See the brief overviews that follow.
- Also consider:
 - **Making an appointment with us** (via [this link](#), from our website)
 - Reviewing the “Resources for PhD Students” [page](#) on our website
 - Attending our Fall events
 - These books:
 - *Academic Job Search Handbook*, Furlong/Vick/Lurie
 - *Professor is In* (blog and book)
 - *Graduate Study for the Twenty-First Century: How to Build an Academic Career in the Humanities*, Semenza
 - *A PhD Is Not Enough!: A Guide to Survival in Science*, Feibelman
 - These Websites:
 - *Chronicle of Higher Education* (Vitae and Advice)
 - *Inside Higher Ed*
 - *Professor is In*
 - *ScienceCareers.org*
 - *GradHacker.org*
 - Your professional association

I. Learn about:

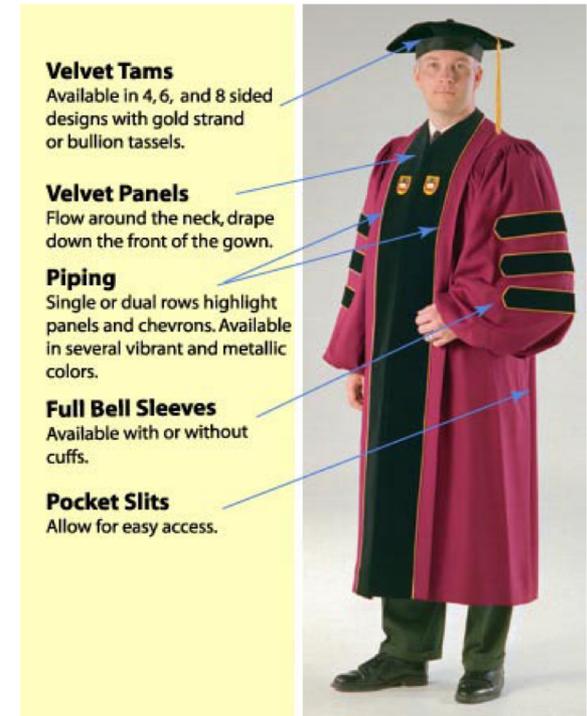
A. COVID Higher Education Context

- Financial constraints
 - threat of closure for some institutions
 - hiring freezes/additional layers to hiring process
- Dramatic changes in content delivery
 - why should I pay the same for online? why should I pay out of state tuition?
 - impact on international students.
- Increased scrutiny of outcomes
 - from legislatures and funding agencies.
 - from students and parents.
- Concerns and controversy around academic freedom/politically charged

I. Learn about:

B. The Job & What You'll Need to Get It

- Strong research and teaching
 - Publications
 - Grants
- Solid written materials
- Engagement in your field
 - To help build your reputation
 - To help you get information about what's out there
 - A presence (web and physical)
- A bit of luck (sometimes this is about making your own)



I. Learn about:

C. The Academic Job Search Process

- I. Learn (today)
- II. Make Connections (today)
- III. Create Materials (July - August)
- IV. Search & Apply (late Summer & Fall)
- V. Interview (late Fall through early Spring)
 - A. Preliminary (Fall & Winter)
 - B. On-campus (Winter & early Spring)

The Dream

Assistant Professor →

Associate Professor



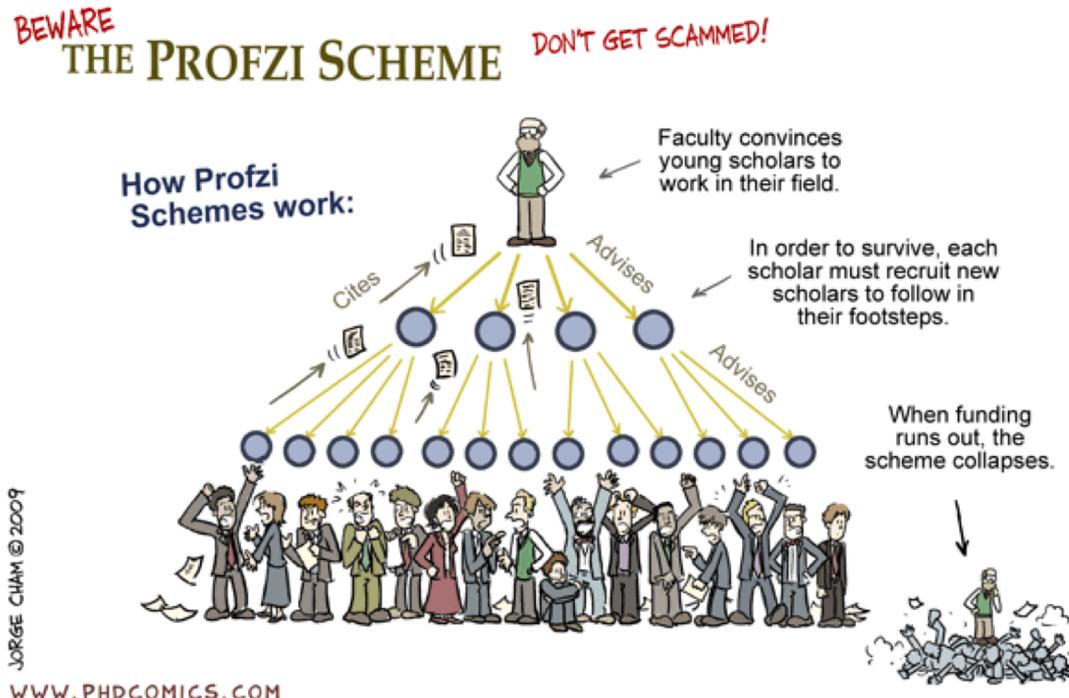
Full Professor



WWW.PHDCOMICS.COM

The Reality

- The academic job search is tough:
 - It will take up a good deal of your time.
 - It will stress you out.
 - You will likely have to do it more than once.
 - Results are not guaranteed.



II. Make Connections

- Think of yourself as a colleague, not a (lowly) graduate student.
- Take a proactive approach to your search.
- If others offer to help take them up on it but don't expect them to do it for you.
- Research each institution before you contact them and again before an interview.
- Meet people at conferences.
- Stay in touch and keep relationships alive.

III. Create Materials

- A. Understand the Requested Materials
- B. Find Sample Materials
- C. Create a CV
- D. Write a Cover Letter

III. Create Materials:

A. Understand Requested Materials

- Cover letters or letters of application/interest
 - What you say and how you write are important
 - Tailor each letter for the institution
- CV (curriculum vitae) or vita
- Statement of teaching philosophy
- Research statement
- “Evidence of excellence in teaching”
- Writing sample
- Teaching portfolio
- Transcripts
- Letters of recommendation
- (Online presence)

III. Create Materials:

B. Find Sample Materials

- In your department's collection (?)
- From friends and colleagues who've done a (successful) search recently
- On our [website](#)
- From books & websites (see earlier resources)

III. Create Materials:

C. Create a CV

1. Include Basic CV Categories

- Name and contact information
- Education
- Honors and Fellowships
- Teaching/Research Experience or Academic Appointments
- Grants
- Publications
- Presentations
- Professional Memberships (and Service)
- References

III. Create Materials:

C. Create a CV

2. Include Additional CV Categories
 - Professional Experience
 - Languages
 - (Technical) Skills
 - University Service
 - Research/Teaching Interests
 - Certifications/Professional Licensure
 - Media Coverage
 - Additional Information

III. Create Materials:

C. Create a CV

3. Consider these tips:

- It is OK if your CV is more than one page. It is not a business resume.
- Be consistent in the way you use formatting.
- Your name should be on each page of your CV. Beginning on the second page, include a page number next to your name.
- Don't feel that you need a lot of white space on your CV.
- One inch margins, common font 11- or 12-point
- Make sure your most significant accomplishments appear on the first and last pages of your CV.
- Avoid sloppiness. Check repeatedly for spelling mistakes, and use a consistent format and spacing.
- If you're not a detail-oriented, copy editor type, find someone who is to read your job-market materials.

III. Create Materials

D. Write a Cover Letter

1. Discuss Your Research

- You are the expert. Sound confident. Avoid homage to senior scholars (“I had the honor and pleasure of working with the esteemed Dr. Smith”).
- Make it clear what’s at stake and why it’s interesting. Otherwise, so what?
- Tell me about your methodology, but be succinct.
- Mention your publications.
- Be sensitive to the type of institution.
- Have a clear “research agenda.”

2. Discuss Your Teaching

- Tell us clearly what you can teach, and have taught. Target to job when possible.
- Give us an understanding of what makes you an innovative educator.
- Don’t spend time on chronology (in spring 2017 I was here, in fall 2016, here, etc.)
- What did your students gain?

3. Follow These Tips

- You are no longer just a graduate student.
- Be careful with over enthusiasms (exclamation marks, “love”, “be thrilled to”).
- 90% of letters I see say, “because of X, Y, and Z, I would be an excellent fit/well qualified/perfectly suited for your position.” Just letting you know.

IV. Search & Apply:

A. Identify Job Opportunities

- **On scholarly association web sites**
 - Online career information
 - Annual meeting
 - Email lists
- **Through national publications and websites**
 - *The Chronicle of Higher Education* www.chronicle.com
 - Higher Education Recruitment Consortium www.hercjobs.org
 - www.HigherEdJobs.com
 - HASTAC
 - H-net
- **On institutional and departmental websites**
- **Through your network**

IV. Search & Apply:

B. Apply for Job Openings

- Apply for positions that appear to be a good fit for you. Know the lingo:
 - “Open rank” “new line”
- Read the announcement carefully and send what they ask for.
- Show you understand what kind of institution you are applying to.
- After sending, check to make sure materials were received.



IV. Search & Apply:

C. Postdoctoral Fellowships

- Consider whether you need or desire one:
 - In some (mostly biomedical) fields you **MUST** do a postdoc in order to be a viable candidate for tenure-track faculty positions.
 - In other fields, a postdoc is not required, but is often a good option for those who do not secure a tenure-track position.
- If you do, find one:
 - Through your professional association, both in the fall and spring. (For some fields.)
 - On postdocjobs.com, h-net.org, and other websites
 - By making direct contact with a faculty member whose research is of interest to you. (Mostly for the sciences and engineering.)
 - Through your faculty members. They can suggest and forward any opportunities they receive. Make sure they know you're looking!

Prepare for Preliminary Interviews

- Phone interviews
- Video interviews (Zoom, etc.)
- Conference interviews
 - Your goal here: Being memorable (in a good way)
 - Develop a short version of your research.
 - Make sure you set up a time to talk that is convenient for you.
 - If you are not a native speaker of English, be aware that that a committee might be evaluating your English skills.
 - Practice (using the same medium as the interview).
 - Have a back-up plan.
 - Never panic.

Campus Interviews (In-Person??)

- Sometimes one day, sometimes two or three.
- You are likely one of three-five final candidates.
- What to expect:
 - The job talk (and the Q and A afterwards)
 - Meeting the department
 - Meeting administrators
 - Teaching a class
 - Meeting with graduate students and/or undergraduates
 - Social situations

Prepare for Campus Interviews

- Practice your job talk.
- Develop a cocktail party version of your research.
- Prepare to talk about your teaching, your research, your goals, and yourself.
- Know what you're going to wear.
- Think about how you'll stay at the top of your form.
- Before any interview, clarify all arrangements and research the institution and interviewers.

A Sample Interview Schedule

Day One

- 8:30-10--Breakfast meeting with search committee chair and department chair
- 10-11 -- Meet with faculty A
- 11-11:30 -- Campus tour
- 11:30-12:30 -- Lunch with faculty (multiple)
- 1-2:15 -- Teaching demonstration
- 2:30-3:30 -- Meet with faculty B
- 3:30-4:30 -- Meet with faculty C
- 4:30-5:30 -- Meet with undergraduate students
- 6 -- Dinner

Day Two

- 10-11 -- Meet with faculty D
- 11-12 -- Meet with faculty E
- 12-12:30 -- Tour of library and campus
- 12:30-1:30 -- Lunch with faculty (multiple)
- 1:30-2:30 -- Meet with dean of school
- 2:30-3 -- Break
- 3-4 -- Research presentation
- 4-4:30 -- Closing meeting with search committee chair

You Receive an Offer

- Probably by phone, though perhaps by email.
- You may be tempted to accept on the spot. You should resist this temptation.
- Thank the chair for the offer—with enthusiasm. Ask for a bit of time to reflect.
- Ask about the “offer process.”
- Set up a second time to talk.
- Reflect on your needs... *in the context of the institution.* Prepare for your next conversation.

What You Might Negotiate

- Decision date
- Salary
- Teaching load and teaching schedule
- Moving expenses/housing help
- Job-hunting help for partner or spouse
- Starting date
- Research assistants
- Computer resources
- Summer research funding
- Travel funds and conference expenses

Next Steps & Managing Stress

- Next Steps:
 - Make an appointment with us!
 - Attend our upcoming Zoom workshops, including one on interviewing for faculty positions.
- Managing Stress:
 - Be in touch with your advisors, actively seek their support (as much as they are willing/able to give), and develop a strategy for dealing with the difficult ones.
 - Cultivate your support network outside of academe.
 - Control your search. Set limits.
 - Will I go on the market again? How many times am I willing to do so?
 - How many times am I willing to move?
 - When will I look at other career possibilities? What might those be?
 - Give it your all, and if you really don't want to do this, don't.

Questions?