

Academic Job Search Boot Camp Part 1: Job Applications

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September 9 and 12, 2016

Today's Learning Objectives

By the end of this workshop you will be able to....

- 1) Implement a faculty job search strategy
- 2) Synthesize a 'short listed' CV
- 3) Develop Research, Teaching, and Diversity statements encompassing the basic tenets covered in this workshop
- 4) Compose a compelling and targeted cover letter

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Types of Positions/Institutes

- Tenure-track vs non tenure-track
- Lecturer vs Professor
- Extension vs Campus-based
- 9/10 month vs 12 month
- Soft vs Hard money position
- Teaching and Service vs No/little Teaching and Service



- Medical School/Research Center vs University
- PUI/SLAC vs Doctorate Degree granting University
- R1 vs R2/R3
- City/State College/University vs Private College/University
- Community College vs 4 year College



Identifying Position Openings

Science:	www.jobs.sciencecareers.com
Nature:	www.nature.com/naturejobs/science/
Chronicle of Higher Ed.:	https://chroniclevitae.com/job_search
H.E.R.C.:	http://www.hercjobs.org/
Inside Higher Ed:	https://careers.insidehighered.com/jobs/
HigherEdJobs:	https://www.higheredjobs.com/faculty/

Other Journals (Discipline-specific)

Professional Societies

School(HR)/Department websites

LinkedIn (CU Postdoc LinkedIn group, other groups)

Conferences

Faculty

Peers

Organize your search



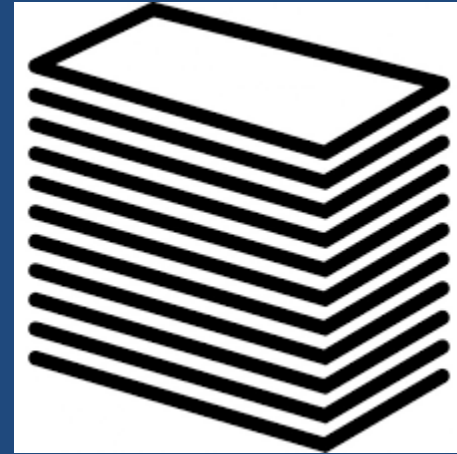
Create a spreadsheet

- Include all relevant openings
- Application due dates
- Application materials needed
- Apply through portal, submit PDFs, or by mail (need address)

Set up your own deadlines – integrate into spreadsheet

- CV
- Research and teaching statements, etc.
- Cover letter
- Review of materials (sent out and returned by)
- Reference letters (requests, self-drafts, reminders, submissions)
- Research on school/department
- Tailoring of cover letter, CV, research and teaching statements

Application Materials



- 1) Cover Letter
- 2) CV
- 3) Research Statement
- 4) Reference Letters or Reference list
- 5) Teaching Philosophy
- 6) Teaching Portfolio or Evidence of Teaching
- 7) Diversity Statement
- 8) Selected Articles or Professional Writing Samples
- 9) Graduate School Transcripts

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CV

- Purpose Document career history; secure interviews
- Audience Search committee; PI; peers
- Scope Broad but limited to relevant positions
- Content Education, Research, Teaching, Honors, Pubs...
- Structure Training, awards > experience; order matters
- Length As long as needed, but no filler
- Formatting Consistent, defined sections, leave space

“ An academic CV should be written about one’s dreams. It should convince others that these dreams should be followed.”

- Victoria Blodgett

Sections to include in a CV

- Contact info
- *Current Position*
- Education
- Honors/Awards
- Grants/Funding
- Research Experience
- Teaching Experience
- *Academic Appointments*
- Publications
- Patents
- Presentations
- References
- Research Interests
- Teaching Interests
- Professional Affiliations
- Service
- Skills
- Languages
- Certifications/Licensure
- Professional Development
- *Mentoring Experience*
- *Administrative Experience*
- *Leadership Experience*
- *Additional Information*

CV Best Practices

- Contact info under name on first page, name in large font
 - can include both personal and work email, website
 - list reliable mailing address and phone number to be reached
- Use same standard font, > size 11 throughout
- Pages numbered with last name listed
- Avoid awkward spill over sections
- If have spillover, utilize 'Continued'
- Consistent date format – right side
- 1-3 line bullets – NOT Narrative! Phrases best
- List mentors names under each mentored research position
- List section items in reverse chronological order (most recent first)
- Organize publications and presentations by type
- Format publications consistent with leading journals
- Use appropriate 'level' action verbs to describe your role



Action Verbs

Leadership

administer
allocate
appoint
centralize
challenge
co-author
conduct
contract
control
coordinate
decentralize
delegate
demonstrate
direct
distribute
employ
enforce
execute
govern
guide
handle
hire
initiate
instruct
interview
localize
manage
monitor
motivate
plan
preside
regulate
represent
resolve
schedule
stage
stimulate
strategize
supervise
train
tutor

Research

analyze
assess
calculate
chart

compile
compute
design
diagram
document
engineer
estimate
evaluate
examine
extract
find
identify
interpret
investigate
locate
pinpoint
present
produce
prove
recommend
relate
report
solve
study
test
trace

Administrative

analyze
arrange
assemble
chart
compile
compute
diagram
document
gather
handle
maintain
review
revise
schedule

Improvement

accelerate
adapt
affect
amend

amplify
appraise
arrange
augment
balance
broaden
centralize
clarify
consolidate
correct
decentralize
decrease
enhance
enlarge
enrich
extend
formalize
fortify
frame
improve
incorporate
increase
innovate
localize
minimize
modify
optimize
overhaul
pinpoint
redesign
refine
reorganize
replace
resolve
restore
restructure
revamp
revitalize
salvage
save
simplify
streamline
structure
systematize

Attainment

accomplish
acquire

attain
discover
earn
fulfill
gain
incur
obtain
procure

Creation

activate
author
conceptualize
create
cultivate
design
develop
devise
discover
draft
employ
engineer
establish
execute
explore
form
formulate
generate
implement
inaugurate
initiate
instill
institute
introduce
invent
launch
originate
pioneer
plan
produce
program
propose
replace
shape
structure
utilize

Marketing

advertise
distribute
motivate
promote
publicize
publish
recruit
report
represent
sell
strategize
survey

Assistance

assist
co-author
collaborate
contribute
demonstrate
explain
facilitate
guide
negotiate
preside
relate
review
revise
serve
stimulate
supply
support
train
tutor

Other

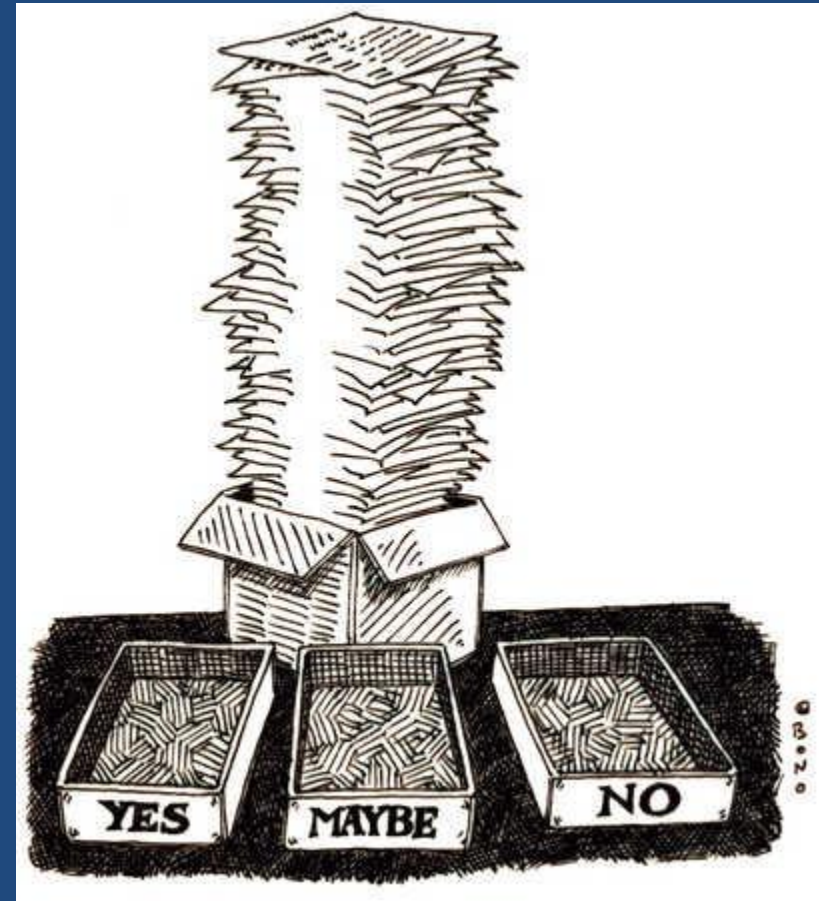
improvise
operate
prompt

A 'Short Listed' CV

- Exceptional credentials
- Uniquely qualified
- Aligns with institutional priorities/fits need

AND.....

- Section ordering in line with nature of position
- Conveys a connected story
- Faculty aura
- Flawlessly edited
- Clearly written, impact expressed
- Precise and accurate
- Consistent, crisp formatting
- Easy to read



CV Examples



Take the next several minutes to look over the CV examples

What do you like about each CV?

What do you not like about each CV

Between CVs 1 & 2, which is more effective?

What makes CV 3 particularly effective for a teaching faculty position?

CV Exercise

Take the next several minutes to work on the research interests and experience section of your CV

Write a research interests section with no more than 4 bullets or a short list of keywords

For your current position, write 1-2 bullets describing your research, accomplishments, and impact

After several minutes I will ask you to share what you have come up with a neighbor and receive/provide feedback

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Research Statement



- Typically 3 pages
- Be clear and concise
- Provide context and importance of proposed work
- Summary of postdoc research – expertise to conduct proposed work
- Consider inserting a model or schematic
- Proposal should not be an extension of your postdoc work
- Demonstrate own ideas (autonomy from mentor)
- Feasible and realistic plans
- Preliminary data
- Link ideas to secured (e.g. K99/R00) or potential funding – be specific
- Balance of short, medium, and long term goals (1, 3, 10 years)
- Considerations for personnel – undergrad, grad, postdoc, tech
- Recruitment, training, and mentoring – PUI/SLAC only

Teaching Philosophy



- Typically 2 pages
- What you do/would do in the classroom – teaching strategies
- Goals for your students – every student finishing your class should....
- How do your teaching strategies enable achievement of student goals
- Provide examples – show don't tell
- How will you create an inclusive classroom, meet diversity goals
- Teaching experience and training (pedagogy course, workshops)
- Teaching interests (subject areas, courses)
- Appreciation for education research (cite) – e.g. science education
- How do/will you integrate your research into your teaching
- Structured essay: introduction, supporting evidence, conclusion
- Make it personal – stories as teacher or student (shaped your view)
- Tailor to different type of schools (R1 vs City/State College vs SLAC)

Evidence of Teaching; Diversity Statement

Evidence of Teaching, Teaching Portfolios

- Teaching philosophy
- Student evaluations, course evaluations (quantitative and qualitative)
- Evaluations by faculty – observed and/or summary of evaluations
- Examples of exams, assignments, syllabus
- Video recording of teaching



Diversity Statement

- 1 page
- If not separate document, address in teaching philosophy
- Address how will carry out mission/diversity goals of college
- Inclusive classroom – teaching style, content, and environment
- Working with students not from the majority or own experience
- Mentoring and training
- Outreach and community service
- If it fits – your research itself

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Academic Cover Letters

- Purpose Convey fit- why you; tell your story; add to CV
- Audience Search committee; PI; hiring manager
- Scope focused on why you are best fit and unique
- Content Research/Teaching prowess and interests
- Structure Paragraphs; Intro > body > conclusion
- Length 1-2 pages, this is not a throw-away
- Formatting Resembles a formal letter

Effective Academic Cover Letters

Salutation – Dear Members of the Search Committee (use Columbia letterhead)

Strong opening/introduction paragraph:

- who you are, what position applying to, mention anyone who referred you
- why you're interested in this position at this school
- why you're an excellent candidate

Body is 2-4 paragraphs of evidence of excellence and being best fit:

- contributions to field(s), expertise, funding received, notable papers
- vision for future research program (*brief*), possible collaborations (*depends*)
- Interests that align with institutional/departmental needs
- Teaching experience/interest as well as mentoring experience (*depends*)

End with strong concluding paragraph:

- enthusiasm for position and opportunity to interview
- final 'best fit' statement
- thank search committee for considering application
- List items in application and provide best way to reach you

Cover Letter Examples



Take the next several minutes to look over the cover letter examples

What do you like about each letter?

What do you not like about each letter?

Between cover letters A & B, which is more effective?

What makes cover letter C particularly effective for a teaching faculty position?

Cover Letter Exercise

Take the next several minutes to work on the first paragraph of a template cover letter

Imagine you are applying to a tenure-track faculty position at the University of your dreams

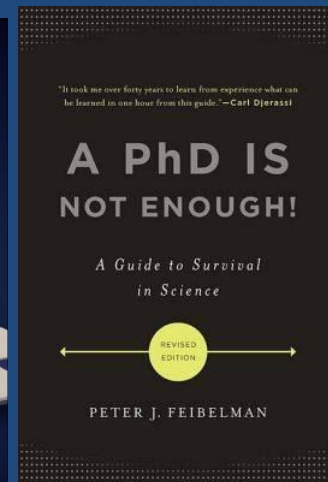
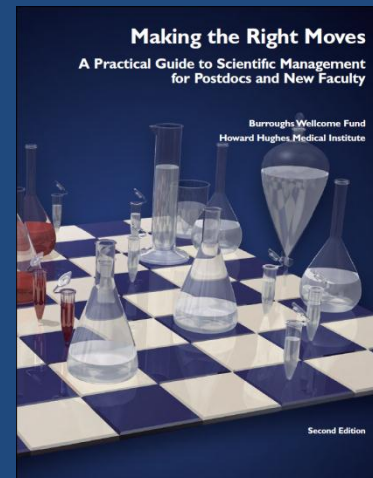
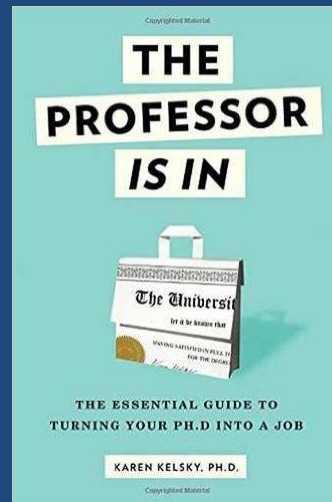
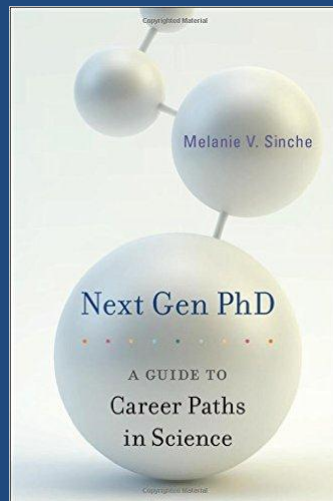
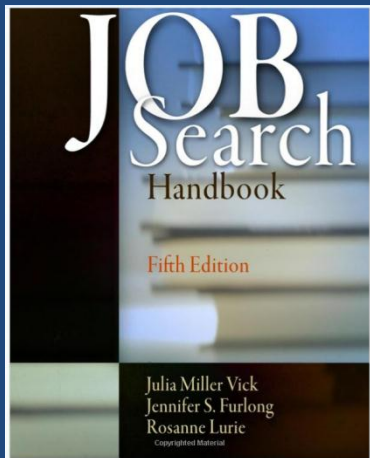
Write 4-5 sentences that states:

- who you are
- what position you're applying for and be sure to mention anyone who would refer you to this position
- why you're interested in this position at this school
- why you're an excellent candidate

Resources

CV/Resume/Cover Letter Feedback, Mock Interviews, or Career counseling appointments; weekly appointments on CUMC, Morningside, or done remotely: <https://cu-postdoc-career-counseling.acuityscheduling.com/>

Read articles on Science Careers, Chronicle, Inside Higher Ed, and check out your professional societies



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