

Academic Job Search Timeline



Two Years Before Start Date:

- Learn about conference dates/locations. Plan to attend and give a presentation.
- Learn about all job listings in your field. (job listings in professional journals, *Chronicle of Higher Education*)
- Explore Internet resources to uncover other leads.
- Identify relevant postdocs and their deadlines.

Summer, Fifteen Months Before:

- Make sure your dissertation will be completed no later than the summer before the job begins.
- Discuss your plans with your advisor and others in your department.
- Renew contacts with faculty members at other institutions and let them know about your progress/plans.
- Set up a Reference File with University Career Services. Get letters of recommendation now from those with whom you will no longer have contact.
- Prepare your vita. If you think that a homepage would strengthen your application, develop one.
- Begin to prepare additional written materials for your search, such as an abstract, a research paper, statement of your plans or teaching philosophy, and a sample syllabi. Make sure that you know how to order your transcript.
- Consider giving a presentation at a conference in your field or submitting an article to major journals in your field.
- Obtain and begin to prepare postdoc applications.

Fall, Twelve Months Before:

- Finalize your vita. Bring it to University Career Services for a final proof.
- Complete your Reference File with letters of recommendation from those who will support your search.
- Watch for job listings and apply for all that interest you. Develop a cover letter template and have it proofed by University Career Services or a faculty member.
- Continue to keep in close contact with your advisor.
- Consider contacting departments in other institutions that particularly interest you.
- Review literature in your field to prepare for interviews.
- Check to make sure that your applications to various departments have been received.
- Maintain perspective by exercising, having fun, supporting others going through the same process.

Eight Months Before:

- Attend professional conferences and take advantage of networking opportunities.
- Prepare carefully for each interview, and practice presentations. Remember to send thank-you notes after *each* interview.
- Take breaks for relaxing and fun activities.

Six Months Before:

- You may begin to receive offers from employers. Be honest with everyone, and when you do decide to accept a position, consider it a binding agreement.
- Keep watching for one-year appointments, which are often announced later than tenure-track appointments.
- When you have accepted a job, be sure to thank everyone who has been helpful in the process.