

FROM APPLICATION TO ACCEPTANCE

- I. The Application Process
 - A. Decide What Type of Job You Want
 1. Industry/Government
 2. Community College
 3. Private/Public College/University
 4. Liberal Arts/Technical/Business School
 5. B.A./M.A./Ph.D. Granting Institution
 6. Research/Teaching Institution
 - B. Find the Job Listings
 1. Chronicle of Higher Education
 2. Professional Publications (ASA Employment Bulletin)
 3. Online Announcements
 4. Personal Contacts
 5. Convention Placement Services (ASA Employment Service)
 - C. Check College and Community Guides
 1. Peterson's/Barron's
 2. U.S. News & World Report Rankings
 3. Various "Quality of Life" Rankings
 4. College and Community Websites
 - D. The Application Package
 1. The Cover Letter
 2. The Vita
 3. Letters of Recommendation
 4. Writing Samples, Teaching Philosophy, Research Statement, etc.
- II. After You Apply
 - A. Know Something about the School and Department in Case They Call
 1. Keep a log or spreadsheet of schools you apply for
 - a. Know the job ad and what they are looking for
 - b. List contacts, dates of correspondence, etc.
 - B. Know the Textbooks in Your Field
 1. Prepare sample syllabi
 2. Prepare a sample (generic) lecture
 3. Prepare a sample (generic) activity/discussion protocol
 4. Be ready to discuss your academic training and teaching areas
 5. Be ready to discuss your research and dissertation topic (2 sentence, paragraph, and 5 minute versions)
- III. Preparing for the Interview
 - A. The Phone Interview
 1. Learn names of faculty and teaching/research specialties off the web
 2. Find out who will be present for the phone interview
 3. If it is a conference call, don't let lag and confusion throw you off

4. The task is to get them to put you on the “short-short” list for an on-site interview
5. Learn from your mistakes so you can be polished for the job you really want.

B. The On-Campus Interview

1. Keep room on your credit card to pay for your trip (and then be reimbursed).
2. Take carry-on items in case your luggage is lost
 - a. Pack sensible clothes and shoes for walking around campus
 - b. Pack high energy snacks
3. Try to get an itinerary in advance
4. Interview will typically last 1-2 days.
 - a. Meet with search committee, Dept chair, dean/provost, faculty, and/or students
 - b. Tour campus facilities and town
 - c. Give a formal presentation and/or teach a class
5. Be flexible and adjustable to the needs of the department
 - a. Don't be someone whom you cannot sustain on a daily basis
6. You are always being interviewed, even at social occasions
 - a. Collegiality is gauged at meals, as are your general views of the world
 - b. Refrain from drinking alcohol
7. Be polite and use professional titles unless invited to be less formal.
8. Don't overlook the influence of secretaries and students
9. Be ready to answer the “ABD” question
10. Handle illegal questions gracefully
 - a. Search committees are not always skilled at interviewing. Assume their questions come from a spirit of goodwill.

IV. After the Interview

A. Don't Get Discouraged

1. The decision process can take a long time
2. Committee members may be busy and not able to meet
3. Others may be scheduled for interviews over the subsequent weeks

B. Check Prevailing Faculty Salaries

1. Try to determine the salary range of previous year new hires.
 - a. If it's a public institution, check for published salaries. The even numbers (ending in 3 zeros) usually indicate a previous year new hire.
 - b. Check the Chronicle of Higher Education for aggregate wage information

C. Counter-Offer

1. Ask if there is any negotiating room in the offer. Mention

- the previous year's new-hire salary range.
 - 2. Time is as important as money.
 - a. Negotiate for a first-year course reduction
 - b. Ask for release time in the future
 - 3. Ask about moving expenses and a new computer
- D. Honor Your Contractual Obligation
- 1. The Academy is a smaller community than you might think. Don't burn any bridges.