

Process	Timeline
Prepare your application packet	The earlier the better!
Typical submission deadlines	Early Fall
Attend meetings in your field	Fall semester
Interviews & Visits	Dec-March
Job offer, negotiation, acceptance	March – May
Position Starts	Aug – Sept

WHERE ARE ACADEMIC JOBS POSTED?

- o http://www.academickeys.com
- o www.indeed.com
- o www.higheredjobs.com
- o https://careers.insidehighered.com
- o Emails to Department Chair/ Advisors
- Department websites
- o Conferences/Symposiums/Meetings
- Journals, newsletters and websites in your respective fields
- o Network!!!

WHAT'S INCLUDED IN AN APPLICATION PACKAGE?

- o Cover Letter (1-2 pages)
- o Full CV
- o Research Plans (3-5 pages)
- o Teaching Statement (1-2 pages)
- o Any portfolio of achievements (if requested)
- o List of References (typically 3-5)
- Ask your mentor, friends, family, peers, etc. to review your package and solicit feedback

6

HOW TO STAND OUT AMONG HUNDREDS OF APPLICANTS?

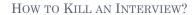
- o Does your research plan fit with the department needs?
- What is your Productivity?
 - · Excellent, high-impact publications in your field
 - · High-quality presentations at major conferences
 - Ability to raise funds for your work (previous grants, fellowships, etc.)
 - · Recognition in the field (awards, honors, etc.)
 - · Diversified portfolio of work
- o Can you teach core curriculum?
- o Can you work in multiple areas (\$\$\$)?
- Excellent recommendation letters!!!

INTERVIEW PROCEDURE

- o 1-2 days long
- o Typically involves an open-to-all seminar
- o Separate interactions with students only
- o Individual meetings with faculty in the department
- o Chalk talk?
- Meet administration (Dean, Director, VP for Research, etc.)
- o Meet with Department Chair

TIPS FOR INTERVIEW DAY

- o Look smart and professional!
- o Don't sweat!
- o Ask questions to show you are prepared!
- Be positive!
- o Drink lots of water, and take restroom breaks!
- o Turn off your cell phone!
- Demonstrate that you have vision, breadth & depth of your field!
- o Drop in names (not too many though)!
- Prepare as if it is your only ticket to glory!
- Be on guard!
- Take copies of your resume, business cards, a pen and a notepad, and copies of your work



- o Numerous ways, really!!
- o Lack of enthusiasm
- o Criticize your current advisor or department
- o Jokes or sarcasm
- o Lack of preparedness
- o Interrupt people or finish off their sentences
- o Stage fear or nervousness
- o Self-indulgence
- o Downplaying other research fields or universities
- o Lack of proper communication skills
- o Lack of focus or originality of thought

POST-INTERVIEW

- Send an email to search committee thanking them for their time
 - · Follow up on any promises you made to any individual
- o Search committee meets to rank their selections
 - Usually, rest of the department also discusses and votes
 - "Shortlist" enters the Chain of Command for approval • Search Committee \rightarrow Chair \rightarrow Dean \rightarrow Provost
- Selections are based on many factors, not purely on merit alone!!!!
- o Don't call or email search committee too many times
- Be patient!

IF YOU ARE SELECTED.....

- Usually Department Chair or Dean calls to make sure you are still available for this position
 - Makes verbal offer!
- Don't say YES to anything on phone (rookie mistake)
- ${\color{blue} \circ}$ Wait for the formal document to arrive



WHAT'S IN AN OFFER LETTER?

Typically:

- o 9-month salary
- o Start-up Package
 - Support for following (varies widely)
 - o Graduate student support
 - o Equipment & Supplies support
 - o Lab & Office space (in sq. ft.)
 - Travel to conferences, etc.
 - · Relocation package
 - · Teaching load
 - Assigned Mentor
 - Etc.
- Get EVERYTHING in writing!

MOST THINGS ARE NEGOTIABLE

- o Ok, at least some are negotiable!
- O Do your homework!!!!
 - Talk to your peers, advisor, mentor & any other faculty you trust
 - · Solicit advice actively!
 - o Time is ticking!!
- If you lowball yourself, you are setting yourself up for failure
- Once things are set in stone, you have ZERO degrees of freedom!
- o Don't have moving goal posts!
- o Bottom Line: What do I need to succeed? Am I receiving that?



SOME THOUGHTS ON OFFER NEGOTIATIONS

- You won't lose the job offer if you negotiate!
- Be honest to yourself on what you need to succeed!
- o Present your requests in writing
- Once you accept an offer, DON'T RETRACT!
 - · Don't negotiate if you don't want the job
 - · Negotiate before you accept the job
- Other forms of compensation?

ACTIVELY SEEK ANSWERS TO THESE QUESTIONS

- What does the tenure process involve?
- What is your expected teaching load?
- o Check the lab space to be allotted to you

WHAT IF YOU HAVE MULTIPLE OFFERS?

- Rare, but possible!
- Be honest with all parties involved!
- o Ask reasonable extensions
- o Don't miss deadlines!
- Accept at least one offer in writing, before declining others!
- What if you haven't made the final cut?

MY CONTACT INFO

- o Room 460, Fenn Hall
- o Tel: 216-687-2562
- o Email: c.kothapalli@csuohio.edu
- o Set up an appointment before your drop in!

18