

LIFE AFTER GRADUATE SCHOOL: CAREER TIPS FOR GRADUATE STUDENTS

My Perspective as
Psychology Applicant &
Search Committee chair and member

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What Does an Academic Position Entail?

- ▣ Research
 - Productivity publishing articles and books
 - Obtaining extramural funding

- ▣ Teaching
 - Organized courses offered with enthusiasm
 - Effective mentoring of research scholars

- ▣ Service and Consulting
 - Departmental and university committees
 - Leadership in professional groups
 - Reviews and editorial boards

Elements of an Applicant Package

- ▣ Cover Letter
- ▣ Curriculum Vitae
- ▣ Statement of Research Interests
- ▣ Statement of Teaching Philosophy
- ▣ Portfolio
- ▣ Letters or names of references
- ▣ Published articles, samples of writing, abstract of dissertation, teaching evaluations

The Cover Letter

- ▣ Committee members may not read beyond the cover letter
- ▣ Use elements of the job ad in your letter
- ▣ Brief list of highlights
- ▣ Any unique situations?

Curriculum Vitae

- ▣ Academic resume
- ▣ Includes all items listed below:
 - Publications
 - Presentations
 - Committee members
 - Awards
 - Society memberships
 - Teaching experience
- ▣ Update frequently

Research Statement

- ▣ Demonstrate you have a program of research
- ▣ Highlight key research findings and funding
- ▣ Discuss your future research plan
 - Make sure it is possible to conduct research at institution of interest
 - Sources of funding
 - Collaborations
- ▣ No more than 3 pages

Teaching Statement

- ▣ Highlight experience but focus on any independent teaching experience first
- ▣ Briefly discuss philosophy
- ▣ Student mentoring experience
- ▣ What can you teach at their institution?
 - Use the job ad and their course names
 - Be realistic!
- ▣ 2 pages maximum

Portfolio

- ▣ Only include if asked
- ▣ Teaching
 - Syllabi
 - Sample assignments
 - Sample tests
- ▣ Other fields?
 - Qualifications or experience to teach in other disciplines

The Interview Process

- ▣ The Phone Interview:
 - A very good sign
 - Screening of top applicants to find out more information or ensure you are a good fit
 - Do your homework before the call!
 - Have questions prepared

The Interview Process

- ▣ The Campus Interview:
 - An even better sign!
 - Intensive process
 - Do your homework prior to the interview
 - Practice your talks
 - It starts from the moment you are picked up from the airport
 - You are always being evaluated, even when you are with the students and staff

The Interview Process

- ▣ The Campus Interview:
 - Be prepared to discuss your research with diverse group of people
 - ▣ Adjust your communication to fit the audience
 - Have brief research summary statement prepared (2-3 minutes)
 - Ask same questions to multiple people (faculty and students)
 - Ask the assistant professors about
 - ▣ Tenure process
 - ▣ Transition
 - ▣ Mentoring provided
 - Ask people about themselves
 - Smile

The Interview Process

- ▣ The Campus Interview
 - Be prepared to discuss salary and start-up
 - Pay attention to the demographics of the department
 - Anything you say can be used in your evaluation
 - Follow-up with a thank you email
 - Sadly, even if you do a great job, you may not be selected for the position
 - ▣ Use it as a learning experience