Advice related to an Academic Job Search

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- Reference Letters - plan ahead
- Have a faculty member watch you teach, who will write a detailed letter.
- Give your letter writers information to help them with the letters. Tell them some possible points to emphasize. Sort the job ads in different groups for the letter writers.
- Make personal contacts if you (or your advisor and collaborators) know someone there.
Prepare

- Practice for telephone interviews.
- Prepare for your interview. Find out with whom you are meeting.
- Study the department’s website and become knowledgeable.
- Ask to be sent degree requirements and curriculum information (if not on website).
YOUR TALK: Find out about the type of talk and the audience.

Practice your talk and get input.

Include: outline, background, motivation, place your results in context.

Prepare to answer possible questions in the interview. Prepare questions to ask.

Ask faculty and students to tell you about their interests.
Teaching and Research Statements

- Teaching Statement - about 2 pages
  - Tell how you would organize a typical course.
  - Include comments about homework and examples.
  - Mention your particular interests, like working with undergraduates.
- Tell about your teaching experiences.
- Look at other teaching statements and get someone to edit your statement.
- Research Statement - about 3 pages
  - Consider a different statement for colleges with teaching emphasis.
  - Explain recent work and future plans.
  - Mention possible interdisciplinary collaborations.