



## Preparing for the Academic Job Market IV: Interviewing, the Job Talk, and the Teaching Pitch

Cindy S. Bergeman, Ph.D.

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### Commonly Asked Questions during Academic Job Interviews

- Describe your research. What are you currently working on? What is your five year plan?
- What are your plans for publishing?
- How do you plan to support your research?
- How will you seek funding to support your research?
- In what journals do you plan to submit your research?
- What is your teaching philosophy?
- Describe how you'd teach an introductory survey course in your discipline (or an advanced seminar)?
- What courses would you like to teach?
- What course, not currently in our catalogue, would you like to develop?
- How does your research inform your teaching?
- What are your plans for integrating students into your research?
- Why do you want to work here?
- What textbook would you use in a particular course?
- What classes have you taught?
- How do you structure your courses?

## Questions you should ask

- How is the university organized? What are the major units and administrators of the school and what are their responsibilities? What does the organizational flow chart look like? (Note that you should do your homework beforehand and be somewhat familiar with the university; ask additional questions to clarify your understanding.)
- How are departmental decisions made?
- How often are departmental meetings held? Are decisions made in departmental meetings? Who is eligible to vote on departmental decisions (e.g., all faculty or only tenured faculty)?
- May I have a copy of the departmental annual report?
- What's the relative importance of teaching, research and service for promotion and tenure?
- What is the average time that faculty spend in each academic rank? How long is it before assistant professors are reviewed for promotion and tenure?
- What is the nature of the tenure review process?
- About what percent of faculty receive tenure?
- Can grants be used to supplement salary?
- What type of retirement program is there? What percentage of the salary goes to retirement? What does the school contribute?
- What type of health program exists? What are the costs and benefits?
- How many undergraduate and graduate students are presently in the department? How are their numbers changing?
- Tell me about your student population.
- Where do the undergraduate students go after graduation?
- What kinds of technology are available in the classroom?
- How well does the library meet departmental needs? Are the reserves adequate?
- What courses are you looking to fill?

- How does the department and university support the improvement of teaching?
- What are the department's research strengths and weaknesses?
- What are the department's plans for growth and hiring?
- What resources for research are available within the department (e.g., computer facilities, equipment)
- Is there a research office on campus to help faculty write grants?
- How important is research in determining tenure and promotion?
- Is outside grant support essential for promotion and tenure?
- How are graduate students supported?
- How do graduate students select research advisors?
- What kinds of financial support are available for research and supplies?
- Is this a new position? If not, why did the faculty member leave?

# Graduate School Professional Development Activities Checklist

	Department and Discipline	Research	Teaching	Career	Ethics
<b>Early Stage</b> (coursework; pre-doctoral)	<input type="checkbox"/> Learn about programs and resources <input type="checkbox"/> Synch to the professional development calendar <input type="checkbox"/> Develop a strategic plan with your academic adviser <input type="checkbox"/> Meet with your subject librarian	<input type="checkbox"/> Explore resources for internal and external grants and fellowships <input type="checkbox"/> Sign up for COS and register professional profile <input type="checkbox"/> Apply for grants and fellowships	<input type="checkbox"/> Explore Kaneb Center programs and resources <input type="checkbox"/> Attend TA Orientation <input type="checkbox"/> Begin working toward teaching certificates	<input type="checkbox"/> Explore Career Center programs and resources <input type="checkbox"/> Complete a self-assessment <input type="checkbox"/> Build your campus network <input type="checkbox"/> Build your CV <input type="checkbox"/> Attend job talks in your department	<input type="checkbox"/> Explore Office of Research, Riley Center, and Center for Ethics and Culture <input type="checkbox"/> Complete Responsible Conduct of Research (RCR) training <input type="checkbox"/> Complete the required ethics workshop
<b>Mid Stage</b> (master's research; candidacy exams)	<input type="checkbox"/> Assess your strategic plan <input type="checkbox"/> Meet departmental milestones <input type="checkbox"/> Develop a network within your department <input type="checkbox"/> Pursue leadership and service options <input type="checkbox"/> Join professional organizations and build your external network	<input type="checkbox"/> Participate in academic writing workshops <input type="checkbox"/> Attend and present at conferences <input type="checkbox"/> Apply for grants and fellowships <input type="checkbox"/> Volunteer as a journal reviewer	<input type="checkbox"/> Complete a mentored teaching experience <input type="checkbox"/> Take a summer teaching course <input type="checkbox"/> Arrange for teaching observation/consultation <input type="checkbox"/> Start building portfolio	<input type="checkbox"/> Explore career opportunities for your field <input type="checkbox"/> Identify your transferable skills <input type="checkbox"/> Draft application materials <input type="checkbox"/> Seek internship opportunities <input type="checkbox"/> Attend job talks in your department	<input type="checkbox"/> Reflect on the ethical dimensions related to your research <input type="checkbox"/> Attend ethics and compliance lectures
<b>Late Stage</b> (dissertation; job search)	<input type="checkbox"/> Request references and identify job opportunities <input type="checkbox"/> Mentor junior students <input type="checkbox"/> Meet all deadlines <input type="checkbox"/> Write and practice your job talk <input type="checkbox"/> Attend a dissertation defense <input type="checkbox"/> Report placement to Graduate School	<input type="checkbox"/> Form a dissertation reading/writing group <input type="checkbox"/> Build international and interdisciplinary network <input type="checkbox"/> Publish your research <input type="checkbox"/> Devise a 5-year research plan <input type="checkbox"/> Apply for dissertation fellowships <input type="checkbox"/> Identify funding sources for continued research	<input type="checkbox"/> Apply for advanced teaching certificate <input type="checkbox"/> Pursue "Instructor of Record" opportunities <input type="checkbox"/> Finalize portfolio <input type="checkbox"/> Develop teaching demonstration for academic interview	<input type="checkbox"/> Finalize job application materials <input type="checkbox"/> Tap into your professional network for job opportunities <input type="checkbox"/> Learn how to interview and negotiate <input type="checkbox"/> Attend job talks in your department	<input type="checkbox"/> Participate in an ethics class <input type="checkbox"/> Serve as a role model for junior graduate students on negotiating ethical issues in your research <input type="checkbox"/> Attend ethics and compliance lectures