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

- **Early Stage** (coursework: pre-doctoral)
  - Learn about programs and resources
  - Synchrony to the professional development calendar
  - Develop a strategic plan with your academic adviser
  - Meet with your subject librarian

- **Mid Stage** (master’s research: candidacy exams)
  - Assess your strategic plan
  - Meet departmental milestones
  - Develop a network within your department
  - Pursue leadership and service options
  - Join professional organizations and build your external network

- **Late Stage** (dissertation: job search)
  - Request references and identify job opportunities
  - Mentor junior students
  - Meet all deadlines
  - Write and practice your job talk
  - Attend dissertation defense
  - Report placement to Graduate School

## Research

- **Early Stage**
  - Explore resources for internal and external grants and fellowships
  - Sign up for COS and register professional profile
  - Apply for grants and fellowships

- **Mid Stage**
  - Participate in academic writing workshops
  - Attend and present at conferences
  - Apply for grants and fellowships
  - Volunteer as a journal reviewer

- **Late Stage**
  - Form a dissertation reading/writing group
  - Build international and interdisciplinary network
  - Publish your research
  - Devise a 5-year research plan

## Teaching

- **Early Stage**
  - Attend TA Orientation
  - Begin working toward teaching certificates

- **Mid Stage**
  - Complete a mentor teaching experience
  - Take a summer teaching course
  - Arrange for teaching observation/consultation
  - Start building portfolio

- **Late Stage**
  - Apply for advanced teaching certificate
  - Develop teaching demonstration for academic interview

## Career

- **Early Stage**
  - Explore Career Center programs and resources
  - Attend job talks in your department

- **Mid Stage**
  - Complete a self-assessment
  - Build your campus network
  - Build your CV

- **Late Stage**
  - Explore career opportunities for your field
  - Identify your transferrable skills
  - Draft application materials
  - Seek internship opportunities
  - Attend job talks in your department

## Ethics

- **Early Stage**
  - Explore Office of Research, Riley Center, and Center for Ethics and Culture

- **Mid Stage**
  - Complete Responsible Conduct of Research (RCR) training

- **Late Stage**
  - Reflect on the ethical dimensions related to your research
  - Attend ethics and compliance lectures

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