

ACADEMIC JOB SEARCH TIME TABLE

The academic job search has a relatively predictable recruitment season, but with different fields of study launching their openings at slightly different times. Some post as early as summer of the year before they seek to have the position filled, whereas others post as opportunities become available. Suggested action items for your job search beginning two years prior to the position and going forward are outlined below.

1

2 Years Before Your Position Would Begin

- Research the specifics of the job search timeline for your field by connecting with your faculty.
- Think about the kind of institution(s) that would be your best fit.
- Consider where in the country you would be willing to move.
- Research other career options that are viable with your skills and training, identifying steps to move forward.
- Search online to get an idea of what types of positions are posted, making note of:
 - When you find them (i.e., when the application cycle typically starts)
 - Where you find them (e.g., professional associations, higher education publications, university employment sites, etc.)
 - What application materials are typically required
- Set professional development goals to address areas that the hiring market values, such as:
 - Pedagogy and/or andragogy
 - Teaching and instruction
 - Evaluation and data analysis
 - Technology in the classroom
 - Budget management
 - Grant writing
 - Universal design
- Volunteer for a leadership role within a professional association or student group to which you belong.
- Identify opportunities to attend and present at future conferences.
- Determine publications and discipline-specific journals to pursue when seeking publication.
- Explore whether you can sit in on departmental hiring committees to broaden your understanding of the process.

2

18 Months Before Your Position Would Begin

- Update or write your curriculum vitae (CV).
- Set a date to complete your dissertation - hiring committees may not be willing to consider candidates who do not yet have a conferred doctoral degree.
- Join others who are undertaking an academic job search as there are benefits to working side-by-side with those who are going through a similar experience.
- Begin to identify specific institutions that are of interest to you in the geographic areas to which you are willing to move.
- Determine whether there are any specific steps to request letters of reference from those whom you desire to provide them.
- Continuously collect and organize all materials you expect to need when you prepare your application materials.
- Ask your advisor and other faculty about their honest impressions of your readiness to enter the academic job market.
- Inform your contacts about your progress and seek input from those you respect.
- Think about yourself as faculty and reserve time to explore areas of future research and possible funding opportunities.
- Continue involvement with conferences and consistently seek opportunities to get published. Make it a point to present and/or network at conferences in your discipline.
- Concentrate on the academic job search and continue to take action steps on your other plans.

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3 1 Year Before Your Position Would Begin

- Create a near-final version of your curriculum vitae (CV).
- Arrange for letters of reference to be written, including arranging a meeting with each individual to share any specific details that you would like them to highlight in their reference.
- Identify specific application materials that you need to create. Create a draft and share with faculty or advisors for edits.
- Determine if you need a portfolio and begin preparing one, getting input from those who have experience.
- Identify and choose a credential service to help organize and facilitate your job search.
- Attend academic job search programs offered at your institution, professional associations, and/or department.
- Continue to work on your dissertation and research.
- Attend conferences, as you never know who you will meet or if they can be a resource to uncover emerging positions.
- Keep current with research and emerging topics in your discipline - interviewers will ask questions about this, as well as your future research plans as a faculty member.
- Develop ideas about the presentations and/or teaching demonstrations that you might give as part of a campus interview.
- Practice your delivery of presentation(s) and teaching demonstrations in front of knowledgeable peers and faculty.
- Engage others to help you practice your interview skills aloud in various formats (phone, Skype, conference, campus).

4 The Summer Before You Apply for a Position

- Prepare your application materials and seek feedback. It is common to make 5-10 revisions of your written materials.
- Provide the writers of your letters of recommendation with any content that will help them to write the best letter possible.
- Research institutions and departments for which you would like to work. Make note of how they describe their culture, the learning environment, expectations for students, etc.
- Look at faculty profiles within departments for which you would like to work to get a feel for the work being done.
- Develop one or two syllabi for courses you would like to teach. One course might be introductory and another advanced.
- Make sure your digital footprint (Academia.edu, ResearchGate, LinkedIn, etc.) is up-to-date with strong content.
- Ask faculty if there are any new hires in the department with whom you can speak about their academic job search.
- Keep everyone in your support network informed of your progress, readiness, and next steps.
- Plan what you are going to wear and be sure it is something in which you feel comfortable, and meets professional expectations for the environment in which you will be interviewing.

5 During The Fall Application Cycle & Beyond

- Actively seek out job listings and apply for any in your geographic area(s) of preference for which you are a fit.
- Ask people in your support network to keep their eyes open to possibilities.
- Confirm that your dossier is complete.
- Commit to staying organized. The jobs to which you apply will require different application materials and you want to be sure that you provide exactly what they request. Tweak your application materials for each job to which you apply.
- Continue to practice your interviewing and presentation skills.
- Develop questions to ask during your interviews and make sure that answers cannot be found on their website.
- Make note of your strengths and weaknesses during interviews, making adjustments to your approach going forward.
- Send thank-you notes to those you encounter during interviews. While one institution may not hire you, a committee member may have a colleague at another institution and recommend you as a possible fit. Remember – everyone is a future colleague at this point through either future employment or professional association involvement.
- Consistently thank those in your network and/or seek additional advice as the application cycle unfolds.
- Continue to engage with steps toward your other career options.
- Think strategically about what you might do to benefit your future candidacy in next year's hiring cycle.
- Read about faculty job negotiations and involve those you respect in conversations about strategies.
- If you accept an academic position, consider ways that you can share your experience with others in your department.

Resources

**Academic Job Search
Webpage**

<https://career.uconn.edu/graduate-students/academic-job-search-2/>

CCD Career Coaching

<https://career.uconn.edu/career-coaching/>