

Applying and Interviewing for Faculty Positions

I. Preparing for the application process

- A. Selecting type of institution (research institution, 4-yr. teaching or community college)
- B. Finding vacancy listings
Professional journals, job bulletins from professional organizations, faculty contacts, Internet searches, college homepages, The Chronicle of Higher Education, ICC Graduate Student and Postdoc website: <http://icc.ucdavis.edu/iccdocs/gradpost.htm>
- C. Selecting references
- D. Attending professional association meetings and conferences

II. Applying for positions

- A. Cover letter (content, appearance, length—attend ICC workshop)
- B. Curriculum vitae (content, appearance, length—attend ICC workshop)
- C. Providing support documents (teaching philosophy, statement of research goals)

III. The interview

- A. Gathering information (department offerings, personnel, strengths)
- B. Organizing materials (research goals, research budget, teaching philosophy, areas of teaching competence)
- C. Knowing what to expect (schedule of events, teaching demonstration, scholarly presentation, audience, interview format, tours, receptions, etc.)
- D. Making a good impression (appropriate attire, collegial manner, professional image)
- E. Anticipating questions (to answer, to ask)
 - 1. Professionally-motivated questions (clerical support, lab facilities, class size, committee responsibilities, etc.) appropriate for actual interview
 - 2. Personally-motivated questions (cost of homes, rent, quality of public schools, lifestyle, etc.) more appropriate for social situations such as lunch or dinner
- F. Dealing with illegal or awkward questions (childcare, marital status, where else have you interviewed, etc.)
- G. The trip to the airport (still an “interview,” chance to gather more information)
- H. What to do if you decide you do not want the job

IV. Follow-up

- A. Evaluating interview performance (list positive and negative impressions, consider resolutions to problems for next time)
- B. Follow through (thank you letter, additional documents requested, publication updates)
- C. Decision-making timeline (departmental process)