

## PANEL II: WHERE TO LOOK & HOW TO APPLY

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### Finding Vacancy Listings:

- MLA Job list / *professional organization*
- Chronicle of Higher Education Job listings (chronicle.com/jobs) } \*
- Academic Careers ([www.academiccareers.com](http://www.academiccareers.com))
- University Jobs (jobsuniversity.com)
- Yahoo Hot Jobs

### CV & Cover letter: ← *crucial!*

- make your CV clear and well organized - headings, impersonal
- it should include your job history, your achievement, your skills
- include name, address, local address, email address, phone number
- categories should include degrees and issuing institutions; title and brief description of dissertation; honors, awards, grants; publications; conference presentations; classes taught; teaching experience w/ titles, institutions, years of service
- for more CV info visit <http://jobsearch.about.com/od/cvsamples/a/blsamplecv.htm>
- letter should offer a sense of voice; that is, it should give some reflection of you rather than a canned response
  - be careful and don't get cute, chatty, annoying - *they need to work with you*
- the cover letter represents an expansion of the brief info in the CV; try to personalize the impersonal material of the CV
- no spelling or grammatical lapses—here the so-called “little” things matter big
- research the institution and look for courses offered in your area of expertise and suggest how you could contribute to this particular curriculum - *show that you know about their institution*
- give a sense of who you are, what you've done, what you bring to the job beyond simple qualifications

### Appropriate References:

- obvious, but professors who clearly know you, and know you well - *get people who like you.*
- dissertation committee
- TA supervisor
- dean or supervisor at part-time teaching position
  - build your resume by getting other teaching jobs—apply to local community college districts—Los Rios, Solano, Sierra College
- not the manager at the bookstore where you worked, etc.

### Teaching Philosophy Statement: - *Big these days*

- whether you recognize or acknowledge it, each of you has a teaching philosophy
- to determine yours, ask yourself who inspired you, why; what did you like about certain professors and their methods, what did you not like; if you were to emulate someone, who would it be, why, etc.
- determine what the university/department's mission statement is and see if your approach will work

- for instance, if you are applying to a religious institution and find the whole notion of faith absurd, rethink your ap
  - however, if you are an agnostic or even an atheist but accept the notion that faith is important to others you may do fine in certain religious colleges

Be honest with yourself.  
 Can you be there and survive happily.  
 Don't convince yourself.

→ don't insist on being a research if you are applying to a comprehensive university or liberal arts college

→ check individual faculty web pages to see if they have teaching philosophy statements and see if there is any commonality.

- find out about typical class sizes in that program and gear your remarks to that
- don't rehash your vita
- don't list all the classes you've taught
- stress how you go about teaching what you teach and why, why, why
- get out of the ether and down to specifics—broad generalizations finally mean little
  - for instance if you work collaboratively or encourage critical thinking, tell how exactly
  - if you encourage a “student-centered” classroom, explain what that means—this is now a horrible cliché that simply exasperates those reading the statement
- keep it to a page, certainly no more than two
- for more information see <http://chronicle.com/jobs/2003/03/2003032702c.htm>

← can you do it?  
 Be honest with yourself.

*Information about Institution:*

- obvious but sometimes overlooked—go to the university's web site and the web site for the department
- read the university mission statement and if they have one the mission statement for the department
- talk to friends, colleagues, or professors and learn as much about the place as you can
  - try to determine how many classes faculty teach
  - what is the emphasis of the department: research, teaching, even mix, etc.
  - visit the Carnegie Classification page on the web to learn some info (<http://www.carnegiefoundation.org/classifications/sub.asp?key=782>)
    - pay attention to these descriptions, thus don't expect to be a researcher at a comprehensive or liberal arts college

*Qualifications Sought:*

- obvious—don't apply for a job you don't want
- don't apply for a job outside your areas of preparation or interest
- read job description carefully and dispassionately assess your suitability for the position

— meet the criteria listed.