WRITTEN MATERIALS FOR THE ACADEMIC JOB SEARCH
HUMANITIES, SOCIAL SCIENCES

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What we’re going to cover

• Introduction to written materials for the job search
• Finding and applying
• Reading job announcements effectively
• Thinking about your message
• C.V. development
• Additional application materials
• Resources
• Questions

PDF of PPT will be available ASAP after workshop
= you don’t have to take notes if you don’t want to
• C.V. – comprehensive list of academic achievements

• Research statement - Complete narrative of what big questions you’ve asked, how you’ve gained answers, why this is important to your field, and where you will go next

• Statement of teaching philosophy and “Evidence of excellence in teaching” – Demonstration of your approach to teaching, and your ability to teach by giving actual examples

• Cover letter – Responds to request in job posting; highlights of the key points of all your other materials (not just repeating the information). Makes the case for why that particular institution is a good fit

• Letters of Recommendation - Specific evidence of your scholarly abilities and potential, written by advisors who know your work (should complement your materials)
OTHER ITEMS that might be included or requested:

- Writing sample
- Transcripts
- Teaching portfolio
  - Syllabi
  - Summary of evaluations
- Website
- Diversity Statement
- Statement of Faith
Identifying job opportunities

- Your scholarly association
  - Job listing bulletin or listserv
  - Job listing website or database
  - Job placement at conferences/conventions

- National publications and website
  - [www.Academic360.com](http://www.Academic360.com)
  - [www.higheredjobs.com](http://www.higheredjobs.com)
  - Higher Education Recruitment Consortium (HERC) [www.hercjobs.org](http://www.hercjobs.org)

- Institutional and departmental websites

- Your network, including your department
Assistant Professor, Tenure Track, in Communication, Stanford University

The Department of Communication at Stanford University invites applications for a tenure-track faculty appointment in Communication focusing on the study of media and culture. We are interested in a range of possible subfields, including but not limited to new media's relationship to the representation of individual and collective identity; media and globalization; algorithm and platform studies; and the analysis of media institutions as cultural forces. The ideal candidate will also bring strong methodological skills in areas that might include ethnography, critical theory, and textual/discourse analysis, or the digital humanities. The appointment will be made at the Assistant Professor rank. The successful applicant must hold a PhD in Communication or another relevant discipline by September 1, 2016. The successful candidate will be expected to teach courses in Communication at both the graduate and undergraduate levels.

Applicants should apply online through Academic Jobs Online at: https://academicjobsonline.org/ajo/jobs/5863 For full consideration, please submit a curriculum vitae, a cover letter outlining your qualifications and research interests, a teaching statement of up to three pages along with teaching evaluations, an article-length writing sample, and three letters of recommendation. Review of applications will begin on November 15, 2015. The term of the appointment will begin on September 1, 2016. For inquiries, please contact Fred Turner, Professor and Chair of the Department of Communication, at fturner@stanford.edu.

Stanford University is an equal opportunity employer and is committed to increasing the diversity of its faculty. It welcomes nominations of, and applications from, women, members of minority groups, protected veterans and individuals with disabilities, as well as others who would bring additional dimensions to the university's research, teaching, and clinical missions.
Tenure-Track Assistant Professor, Global Social Justice, Binghamton University in New York

The department is seeking to recruit a tenure-track assistant professor beginning in Fall 2016 whose work centers upon global social (in)justice, broadly defined. Areas of particular interest could include urban problems and social justice; environmental justice; resource and land justice; migration and refugees; and state power and imprisonment. Applicants with degrees from any related discipline who can complement our research and teaching interests are encouraged to apply.

The Sociology Department at Binghamton has been distinguished by our emphasis on world-historical studies that cut across disciplinary boundaries. The successful applicant would contribute to that tradition and to our undergraduate concentrations in global sociology and in law and social justice, as well as our internationally recognized graduate program.

Applicants should send a letter of application, curriculum vitae, three letters of reference, and samples of written work. Send all application materials to the sociology folder at http://binghamton.interviewexchange.com/. Screening of applications will begin on October 28, 2015 and continue until the position is filled. Binghamton University is an Affirmative Action, Equal Opportunity Employer.
Modern Languages and Literatures Assistant Professor in Chinese Language & Literature, Lehigh University

The Department of Modern Languages and Literatures invites applications for a tenure-track position as Assistant Professor of Chinese. Candidates with a Ph.D. in the field of Chinese modern literature and culture, including popular, new media, cinema, and/or visual cultural studies are encouraged to apply. Of particular interest are candidates who can develop and teach new courses in English and Chinese on modern Chinese culture using new media and other traditional and non-traditional literary and cultural materials. Commitment to Chinese language instruction at all levels is required. The successful candidate will be expected to contribute to a growing Chinese major and an interdisciplinary Asian Studies program. Native or near-native proficiency in both Chinese and English is required. We seek applicants of broad scholarly promise who can contribute to the intellectual life on campus. Lehigh University is a private, research-extensive institution in southeastern Pennsylvania. The College of Arts and Sciences at Lehigh University is committed to increasing the diversity of the college community and curriculum. Candidates who can contribute to that goal are encouraged to apply and identify their strengths or experiences in this area. Lehigh University is an equal opportunity/affirmative action employer. Lehigh offers excellent benefits including domestic partner benefits. http://www.lehigh.edu/~inprv/work_life_balance.html. Review of Applications - Send CV, and three letters of reference to Academicjobsonline (https://academicjobsonline.org/ajo/jobs/6045) For first consideration, materials should be received by November 21. On-Line Application - https://academicjobsonline.org/ajo/jobs/6045
KEYWORDS

Research each school and department, and the job announcement, to find relevant keywords to integrate into your materials as appropriate.

Interdisciplinary

Diversity

New media

Commitment

Advise

Complement

Collaborative
Applying for positions

• Apply for positions that appear to be a good fit for you
• Send what the announcement specifically requests, unless you have a very good reason to do otherwise
• Think of your application materials as a coherent package – each document highlights different aspects of your accomplishments and potential.
• Show that you understand the unique qualities of each department/institution to which you are applying
• After sending, you can try to ensure materials were received
• Let your recommenders know where you have applied
One size?
Tailoring your materials

Showing your knowledge of the department and institution:
- What research are they doing?
- What courses do they have?
- What courses might they need?
- Who are their students?
- What resources could you use?

By:
- Having right sections in CV
- Prioritizing sections
- Using the right language for the school/department
- Emphasizing the relevant aspects of your experience
- Making use of cover letters, research and teaching statements to demonstrate or provide examples

University of Pennsylvania Career Services
C.V. (Curriculum vitae)

• C.V. organization may vary depending on where/what it is being used for
  – Academic jobs (teaching vs. research focused institutions)
  – Funding (grants, postdocs or fellowships)

• C.V.’s will vary from discipline to discipline
  – Make use of faculty in your department to get advice. See if you can look at versions of their CV used for applications (esp. junior faculty)
  – General CVs associated with bios may not be so helpful
CV Categories

Standard
- Name and contact information
- Education
- Honors and Fellowships
- Teaching/Research Experience
- Publications
- Presentations
- Professional Memberships
- References

Additional categories
- Professional Experience
- Grants
- Languages
- Technical Skills
- University/Professional Service
- Research Interests
- Teaching Interests
- Additional Information
Some formatting suggestions

• Keep format simple and be consistent in the way you use formatting
  – Balance print and white space
• Your name should be on each page of your C.V.
• Don’t list dates on the left side – they are often the least important piece of information
• Use formatting techniques such as indenting, uppercase, bold and italics, consistently
  – Bolding highlights key information (degree, institution, subject, name)
  – Italics often makes text harder to read
• Avoid font sizes under 11 point
• Reverse chronological order throughout
TOO MUCH TEXT
Name and contact information

- Don’t make “Curriculum Vitae” the most prominent part of your first page.
- You can list either your department address or your personal address (or both)
- Give one email address to avoid confusion
- Give the phone number which you would like the institution to contact you – and will expect to be contacted
- List a professional website if appropriate
- Don’t include personal information (unlike int’l CVs)

Jane Doe
3718 Locust Walk, Philadelphia, PA 19104
215-898-7530
jdoe@upenn.edu
Education

- Most Ph.D. candidates will want to have this as their first category
  - Make it clear when your degree is expected

- Some postdocs might want to have “Current Position” as a first category, then list the education section

- Give some detail: field of concentration, name of dissertation, name of advisor
  - You can include a very succinct summary of your research that focuses on questions asked, methods used, findings, and relevance
Sample education listing

EDUCATION

University of Pennsylvania, Philadelphia, PA
• Ph.D. in Reading, Writing, and Literacy. Degree expected May, 2016
• Dissertation Title: “Exploring Critical Literacy Through Ethnodrama in a High School Classroom.”
• Dissertation Chair: Dr. Susan Lytle Dissertation Committee: Dr. Kathy Schultz, Dr. Betsy Rymes

Middlebury College, Bread Loaf School of English, Middlebury, VT
• Master’s degree in English, 2009

Dartmouth College, Hanover NH
• Bachelor’s degree in English (major) and French (minor), 2003
• Massachusetts and New Hampshire Teaching Certification in English grades 7-12, 2000
Honors and Awards

• You can make this a separate category, or include honors and awards under the relevant degree.

• You might use the heading “Selected Honors & Awards” if you have quite a few.

• If you are an international student, you may need to explain some of the honors:
  – Were they given for academic excellence?
  – Were they competitive?
  – Find a way to describe the award that will help it to make sense to anyone who reads this section.
FELLOWSHIPS AND AWARDS

- National Security Education Program David L. Boren Graduate Fellowship for dissertation research in Gansu, China, 2012
- Foreign Language Area Studies Fellowship for the study of Mandarin Chinese, 2010-2012
- University of Pennsylvania Nominee for AIEA's 2011 Harold Josephson Award for Professional Promise in International Education
- National Science Foundation award to attend Graduate Webshop for the scientific study of the impact of social media on societies, Sociology Department, University of Maryland, College Park, June 1-June 15, 2010
Research Interests

• A brief answer to the questions, “what have you been doing” and “what’s next?”
  – Must be credible; you should be able to elaborate

• Use keywords associated with your specific research interests and expertise
  – Job description may provide clues on relevant terms

Sample Research Interests

RESEARCH INTERESTS
Health communications campaigns, health disparities, mass communication, media effects, HIV risk reduction
Teaching Interests

• Also called Teaching Competencies
• A chance to briefly describe courses you are qualified to teach even if you have not had the chance to teach those courses
• You can list topic areas or proposed course titles
Sample teaching interests listing

TEACHING INTERESTS

- French History
  - Eighteenth-Century France
  - French Revolution
  - Jansenism and Religious History
  - Women and Gender in the French Revolution
  - Directorial and Napoleonic France

European History

- The Enlightenment
- Reformation and Counter-Reformation
- History of Reading
- Industrialization
- Women and Gender in European history
- Economic History
- Revolutionary Europe, 1789 - 1917
Experience (research and teaching)

- Depending on the type of job, and the degree of experience you have, you should consider whether to split this into two sections:

  - Research experience [more usual in social sciences]:
    - Projects you have worked on
    - Collaborations with which you have been involved
    - Findings associated with your work
    - How you do you research, not just what you do

  - Teaching experience [common in SS and Hum]:
    - Classes you have taught (might include number and type of students, and how you taught/interacted with them)
    - Mentoring and other formal/informal teaching experiences
Sample experience listings

Research Experience: (for PhD in Communication)
- Dissertation field work in the U.S. and England 2007 - 2009
- Graduate Research Assistant to Barbie Zelizer, Joe Turow, Klaus Krippendorff 2005 – 2007
- Research Assistant: Annenberg Public Policy Center, with Dan Romer Summer 2006

***** **** *** ** *

Teaching Assistant, University of Pennsylvania, 2014-2015 (for PhD in Political Science)
- Taught Introduction to American Politics, with a special focus on topics X, Y, and Z
- Delivered lecture on election analysis, using case study drawn from current research as discussion topic
- Evaluated student work through one-on-one discussions, and provided clear feedback on potential to improve
- Drafted syllabus and prepared teaching materials for 14-class course
- Created online teaching component on Blackboard (and later transferred content to Canvas) to allow online discussions of lecture content after the class
Professional Experience

• You might have this section if you have relevant professional experience outside academia, including:
  – Industry or non-profit experience
  – University work in administrative role (e.g. student advising)

PROFESSIONAL EXPERIENCE

Summer Intern, World Bank, Development Research Group

• Estimate impacts on nutritional status of children <3 years of large-scaled nutrition program in Madagascar using data from administrative sources, poverty maps and community census

• Consultant for RAND Corp., Population and Labor Program. Performed statistical and econometric analyses

• Constructed price indexes using price (BPS) and consumption data (SUSENAS)
Publications/Presentations

• If you have a long list, divide and then subdivide by topics (peer reviewed papers, conference presentations, invited talks)

• If you have short list, you might make this one section

• You can list a few articles that are in preparation and will (realistically) be published
  – This helps to show that your work is on-going, and that you will have research you can build on in your new role
  – Clearly mark “in preparation” or “submitted” manuscripts
  – Manuscripts “in press/print” can be listed with other published papers
Publications

Translations

Book Reviews
Sanja Perovic, The Calendar in Revolutionary France, for H-France
Peter McPhee, Robespierre: A Revolutionary Life, for H-France
Jed Buchwald and Greco Josefowicz, The Zodiac of Paris, for French History
Brian Joseph Martin, Napoleonic Friendship: Military Fraternity, Intimacy, and Sexuality in Nineteenth-Century France, for H-War
Laurent Turcot, ed., L'Ordinaire parisien des lumières, for H-France
Bernadette Bensaude-Vincent and Christine Blondel, eds., Science and Spectacle in the European Enlightenment, for H-France
Stuart Semmel, Napoleon and the British, for H-War
Additional information/sections

Skills
Broken down based on what is appropriate for your discipline
  – Ensure that most important keywords come first in any lists

• Skills can include:
  – Languages; Computer Programming; Statistical software; Course content management systems (e.g., Canvas)

Scholarly/Professional Memberships
• List your memberships (MLA, AHA) – very discipline specific
• Also include activity within the scholarly community
  – Panel moderation would be a good example of something that might fit under this heading
References

• Give the contact information and titles of the individuals who will be writing letters of recommendation for you
  – Provide number of references the employer requests

• Provide the contact information for the people who may have already submitted letters on your behalf
  – Provide same contacts than those submitting letters

REFERENCES
Dr. James L. Doe, Assistant Professor, Department of Economics, University of Pennsylvania
215-898-1000, levy@upenn.edu

Dr. Christine Smith, Stanley M. Zimmerman Professor of Economics and Finance, Department of Economics, UCLA
314-898-1000, Csmith@ucla.edu
Those who have brought draft versions of CVs, find someone else with a draft and swap

Write down any positive feedback and constructive criticism on the back

Also, write an answer to this question:
“if you had to briefly describe the person you are reading about to someone else, what would you say?”

For those of you who did not bring a draft CV, please take a moment to check your emails, contemplate the material we have covered, or just relax. We’ll get back to the workshop in a few minutes…
Additional materials for the job search

• Cover letters or letters of application
• Research statement
• Statement of teaching philosophy
• “Evidence of excellence in teaching”
• Writing sample
• Diversity Statement, Statement of Faith
• References
CV and application materials

Must convince some/all members of the search committee

NOTE: not all members of the search committee understand all of your research

Must show your research leads to publications and is of interest to funding orgs

AND/OR

Ability to engage and support students through teaching/research

Must demonstrate your ability to lead your own research or develop your own curriculum as an independent faculty member (you won’t be a student/postdoc)
Let’s take a moment…

Why is your research publishable and/or fundable? What makes you an effective teacher?
Cover letter

- Highlights your experience and expertise relevant to the specific position and institution
  - Length of cover letter can be dictated by what other materials are asked for

- Elements of a cover letter
  - **Salutation**: Dear Prof. Huntsman and members of the Search Committee
  - **First paragraph**: mention how you learned about the job and summarize your key qualifications
  - **Body**: use the structure of the job ad to guide you in the more detailed discussion of your qualifications. Mention the “so what” of your research, and teaching competencies
  - **Final paragraph**: Explain why this position and this institution are a good fit, offer to provide additional information upon request.
Don't send form letters - they are easily identifiable
- About as appealing as junk mail

Concentrate on probable perspectives of those who will read the letter and try to address their interests as you write
- Keep end user in mind at all times

Be honest about your interests – write in simple, clear, professional style, and say only what you’re comfortable with and relatively sincere in saying

But this could have been written for any job
Research statement

• Use the language to guide you—do they want a
  – “Statement of Research Plans” or a
  – “Summary of Current Research”

• Provide a context for your research interests
  – Your future research should follow logically from what you’ve done
  – List possible sources of funding for your research
  – Identify possible collaborations
  – Identify resources on campus you might utilize
Teaching Philosophy

- Sometimes included within a teaching portfolio, sometimes sent in along with your cover letter and CV

- A document that details your experience of teaching:
  - As a teacher
  - As a student being taught
  - As a mentor (e.g., informal teaching experiences)

- Philosophy should explain:
  - Why you do it
  - What you goals are
  - How you do it
  - How successful you have been (and how do you know?)
  - PROVIDE SPECIFIC EXAMPLES
“Evidence of teaching excellence”

Evidence of my competence in teaching includes:

- **The COMM999 syllabus**, which illustrates how I tailored a required course offered to reflect new trajectories in the field and to integrate my own research interests in health and environmental communication (p. 6)

**Course Evaluations**, including statistical evaluations of my two appointments – as an instructor for COMM999 in Summer 2012 and a teaching assistant for the same course in Spring 2011 – submitted through the Penn Course Review system.

- Average ratings are summarized below with mean scores for instructors/courses at the School and the University (p. 13)

  - **Note**: University Course Review measures Instructor/Course Favorability and Course Difficulty on a 5-point scale from 0 (less favorable/difficult) to 4 (more favorable/difficult)

Rating chart follows
“Evidence of teaching excellence”

• Your “teaching excellence” could also be discussed by one of the people recommending you
  – Provide student evaluations to recommender so they can discuss them, and provide context to interpret them
• Formal teaching evaluations (university/departmental)
• Feedback from other faculty, administrators, or students on the courses you have taught
  – Quotes from students can be used
Writing sample

- This can be an article

- This can be an edited chapter of a dissertation
  - Short and to the point might be better than 50+ pages

- This could be something written just for the application – depending on the context

- Ask your advisor about what is appropriate in your field
References & letters of recommendation

• Decide whom to ask to be references
  – Your advisors
  – Colleagues/mentors outside of your department, committee, or current institution
  – Balancing information – teaching focus, research focus

• Communicate with your references
  – Ask if they are able to write a positive reference for you
  – Let them know the schedule
  – Remind them 2-3 weeks out before deadline

• How will you have letters of reference sent?
  – Interfolio; Vitae
  – Your department
Diversity Statement, Statement of Faith

- Documents that target specific mission statements of the institution
  Look to institution website for more information to understand what these issues mean to the school
  - Whitworth University (faith) [http://www.whitworth.edu/Administration/HumanResources/FacultyFaithEssay/Index.htm](http://www.whitworth.edu/Administration/HumanResources/FacultyFaithEssay/Index.htm)
  - UCLA (diversity) [https://grad.ucla.edu/asis/diversity/index.html](https://grad.ucla.edu/asis/diversity/index.html)

  These statements are an opportunity to disclose more personal aspects of your experience and how they influence your approach to scholarship and being a teacher

- Resources for diversity statements:

- Faith based statements:
  - Inside Higher Ed
    [https://www.insidehighered.com/advice/2011/05/04/essay_on_the_job_options_for_faculty_members_at_religious_colleges](https://www.insidehighered.com/advice/2011/05/04/essay_on_the_job_options_for_faculty_members_at_religious_colleges)
Completed Recommendation Letters

<table>
<thead>
<tr>
<th>TITLE</th>
<th>RECOMMENDER</th>
<th>UPDATED</th>
<th>DOWNLOAD</th>
</tr>
</thead>
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<tr>
<td>Dr.</td>
<td>Elymus Junceas</td>
<td>August 20</td>
<td>Confidential</td>
</tr>
<tr>
<td>Dr.</td>
<td>Jo Barber</td>
<td>August 8</td>
<td>Confidential</td>
</tr>
</tbody>
</table>

https://chroniclevitae.com

http://www.interfolio.com/services/dossier/

Dossier

Share your work effortlessly with streamlined job applications and simpler packet submissions.

Organize Your Materials

Store and manage all of your job, fellowship, and promotion documents in one place. Letters of recommendation remain confidential, but you control where they go and when they get there.

Apply Everywhere

Arrange your stored documents into customized deliveries to job and fellowship opportunities. Then, rest easy: we deliver applications online, by mail, and through email, and our team ensures your delivery is complete before it's sent.

Write (& Receive) Letters of Rec

Upload or mail us confidential letters of recommendation. We'll deliver the letters wherever your advisees or colleagues need them to go while keeping them confidential. Need a letter of rec? We contact your letter writers with instructions for uploading materials and a due date.
Key points for all documents

- No matter what field you are in, you must show that you do compelling, forward-looking research that is both original and helps to advance your field.
- All materials written by you should look like they are part of a cohesive packet of information that tell an effective story about you:
  - Formatted in the same way
  - Each as separate PDFs named appropriately (unless the job announcement requests otherwise)
  - Not saying exactly the same thing, but expanding on information mentioned in the other documents
  - Your name on every page with page numbers
  - Some departments have letterhead you can use
Resources to help with written materials

• Your advisor; other faculty in your field
• Career Services programs – panels and workshops
• The Academic Job Search Handbook, 4th ed. ($10 at Career Services)
• Web resources:
  – Guides/samples on the Career Services website
  – Articles on www.chronicle.com; www.insidehighered.com
• Meet with a career advisor – get CV review, and help with teaching philosophy, research statement and cover letters
  – Call 215 898 7530 to schedule an appointment
• Penn’s Center for Teaching and Learning
• Alumni from your program (QuakerNet; LinkedIn)
QUESTIONS?