**Resources on Academic Job Searching**  
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**Best Resources:**

Your graduate and/or post-doctoral advisor; your mentor(s)  
Departmental or school graduate program director and/or career advisor  
Faculty members in your department who have recently been on the job market  
Information from your discipline’s professional organization(s)  
Information from the schools to which you are applying  
Job descriptions and lists of the specific information they want to receive from you  
The institutions’ websites

**General Information**

Boston College Career Center Resources for Graduate Students  
http://www.bc.edu/offices/careers/resourcesfor/gradstudents/

Chronicle Careers, part of the Chronicle of Higher Education – gateway to a lot of information on academic jobs as well as job listings http://chronicle.com/jobs/

Before You Go on the Job Market – a collection of articles from Chronicle Careers  
http://chronicle.com/jobs/archive/topical/before_market.htm

Are You Ready to go on the Market? – article by Mary Morris Heiberger and Julia Miller Vick from Chronicle Careers  

Conducting a Search – a collection of articles on the academic job search from Chronicle Careers  
http://chronicle.com/jobs/archive/topical/conduct_search.htm

Advice from Your Peers – article in Chronicle Careers on experiences of academic job seekers during 2003-04  

The View from the Search Committee’s Side of the Table – column from Chronicle Careers by Margaret Gibelman  
http://chronicle.com/jobs/2001/12/2001120501c.htm

Obtaining Employment page of Ph.D. Resources on Re-envisioning the Ph.D. website – check the “Publications” link to an annotated bibliography, plus links to many “On-line Articles”, “Web Resources”, and “Discussion Groups”  
http://www.grad.washington.edu/envision/phd/employment_index.html

What Employers Want in New Faculty – page of the Re-envisioning the PhD website  
http://www.grad.washington.edu/envision/phd/obtaining_employment/employers_want.html

Career and Job Search Information on Preparing Future Faculty website – links  
http://www.preparing-faculty.org/PFFWeb.Resources.htm#career

Academic360 site – links to resources and listings for the academic job searcher; both faculty and administrative jobs included; faculty resources organized by discipline  
http://www.academic360.com/

Academic Careers – information from the Brown University Career Services (be sure to check left nav bar)  
http://careeredvelopment.brown.edu/grads/acad_careers.php

Graduate Students & PhDs site of the UC Berkeley Career Center  
http://career.berkeley.edu/Phds/phds.htm

Careers in Science and Engineering, A Student Planning Guide to Grad School and Beyond, Committee on Science, Engineering, and Public Policy, NAS, NAE, IOM (National Academy Press, 1996) available online at http://www.nap.edu/readingroom/books/careers/

On the Market: Surviving the Academic Job Search, Christina Boufis and Victoria Olsen (Riverhead Books, 1997)


Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty, “a collection of practical advice, experiences, and opinions from seasoned biomedical investigators and other professionals” Chapter 1 covers Obtaining and Negotiating a Faculty Position and Planning for Tenure, available online as pdf http://www.hhmi.org/grants/office/scimgmt.html

So You Want to Be a Professor: A Handbook for Graduate Students, P. Aarne Vesilind (Sage Publications, 2000)


Cover Letters, CVs, references:

The Basics of Cover Letter Writing – article in Chronicle Careers by Richard M. Reis concerning academic jobs http://chronicle.com/jobs/2000/03/2000030302c.htm


The CV Doctor Returns – article in Chronicle Careers by Mary Morris Heiberger and Julia Miller Vick including annotated examples http://chronicle.com/jobs/2002/10/2002101101c.htm

Writing CVs and Resumes – part of the Re-envisioning the PhD website http://www.grad.washington.edu/envision/phd/obtaining_employment/resumes3.html

CVs, Dossiers, Application Letters, Writing Samples, and Portfolios – from MLA website http://www.mla.org/resources/jil/job_counseling/job_interviews

CV dos and don’ts – article in gradPSYCH; has link to a sample CV http://gradpsych.apags.org/sep03/cv.cfm

Tips on Writing a Curriculum Vitae – from the American Chemical Society http://www.chemistry.org/portal/resources/ACS/ACSCContent/careers/pdf/DCS_CV.pdf

PhDs – Letters of Recommendation – from UC Berkeley Career Center website http://career.berkeley.edu/Phds/PhDletters.stm

Teaching Statements, Philosophies, Portfolios, and Demonstrations:


How to Write a Statement of Teaching Philosophy – an article by Gabriela Montell in Chronicle Careers http://chronicle.com/jobs/2003/03/2003032702c.htm
Stating a Teaching Philosophy from Center for Excellence in Teaching, University of Southern California - excellent links and examples of teaching philosophy statements:
www.usc.edu/programs/cet/resources/teaching PHILOLOGY/

Beginning a Statement of Teaching Philosophy – University of Notre Dame
http://learning.nd.edu/philo/

How to Write a Teaching Philosophy for Academic Employment – from ACS site
http://www.chemistry.org/portal/resources/ACS/ACSCContent/careers/empres/careers_academicnews.pdf

How to Produce a Teaching Portfolio – online extracts from “The Teaching Portfolio – A practical guide to improved performance and promotion/tenure decisions, 2nd Edition”

Developing a Teaching Portfolio – Center for Instructional Development and Research, Univ. of Washington
http://depts.washington.edu/cidrweb/PortfolioTools.htm

Examples of Teaching Portfolios – from the MAPPING Project
http://www.mapping.scotcit.ac.uk/resources/other.htm#examples

What issues should I consider in planning a teaching demonstration? – from MLA site
http://www.mla.org/resources/jil/job_counseling/job_interviews#demonstration

Interviewing for a Job at a Community College – article by Dana M. Zimbleman in Chronicle Careers

**Research Statements, and Job Talks:**

What issues should I consider in choosing and giving a job talk? – from MLA site
http://www.mla.org/resources/jil/job_counseling/job_interviews#talk

**Interviews:**

Preparing for the Conventions – an article by Julia Miller Vick in Chronicle Careers
http://chronicle.com/jobs/2004/06/2004060901c.htm

Preparing for Campus Interviews – article by Kimberly Delgizzo and Laura Malisheski in Chronicle Careers
http://chronicle.com/jobs/2003/01/2003011701c.htm

The Ones We Didn’t Hire – article by Mary Cullinan in Chronicle Careers
http://chronicle.com/jobs/2002/02/2002021201c.htm

Interviews, Campus Visits, Job Talks, and Teaching Demonstration – from MLA site
http://www.mla.org/resources/jil/job_counseling/job_interviews

Using the Annual Meeting [of the American Historical Association] to Win a Position at a Small Undergraduate College http://www.historians.org/Perspectives/Issues/1995/12/0312anm1.cfm

Interviewing at a Teaching-Focused University – article by Donald. E. Hall in Chronicle Careers
http://chronicle.com/jobs/2003/05/2003052801c.htm

The Academic Job Interview Revisited – article by Mary Dillon Johnson in Chronicle Careers