Looking for Faculty Position?

Klara Nahrstedt
klara@illinois.edu

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Department of Computer Science
University of Illinois at Urbana-Champaign
Issues

- Basic questions to look for faculty position
  - What job and how to go about

- Early stages
  - Preparation, search, organization

- Faculty application preparation
  - Research and teaching statement

- Recommendation letters
  - Whom to ask, how,…

- Interviewing
  - Talk, meeting with faculty, students, administrators, questions

- Decision Making after interviews
  - Multiple offers
Basic Questions

- Find the best possible job
  - Determine
    - what your ideal job is and
    - convince others to give you that position
  - Decide
    - Which place including research lab, research university, liberal arts college
    - Which academic department
Early Stages

- **Job search begins when you get to college**
  - Start networking
  - Learn what is it like to be professor

- **You should consider during graduate school**
  - Observe professors climbing the tenure ladder
  - Prepare carefully
  - See resources

- **You should talk to your mentors**
  - Talk to your advisor, graduate chair, other professors (assistant, associate, full professors in your area)

- **You should use other resources**
  - Utilize department, college and university seminars, ..
Resources for finding about Academic Jobs (Research faculty)

- CRA (cra.org)
- ACM (Communications of ACM)
- IEEE (IEEE Spectrum)
- The Chronicle of Higher Education

http://chronicle.com/section/Home/5
CRA job list -  http://cra.org/ads/
Organization

- Spreadsheet for keeping track of applications
- Word-processor with support for address labels
- Wall map for keeping track of geography
- Filing cabinet for application materials
Faculty Application Preparation

- Read carefully the job description what departments need
  - *Research statement*
    - Outline your research accomplishments and future goals
  - *Teaching statement*
    - Outline your teaching philosophy, goals, principles
- *Three or more recommendation letters*
Recommendation letters

- **Pick carefully letter writers**
  - Advisors, members of PhD committee, collaborators, supervisors/mentors from internships, ..

- **Help letter writers**
  - Provide research and teaching statements
  - Provide a list of universities where you plan to apply and emails/websites where to submit recommendation letters
  - Check on letter writers if they submitted letters
  - Ask contact at the university you apply if all letters arrived
Interviewing

- They interview you and You interview them!!!!
- Interview talk – 50 minutes
  - Style, audience, …
- Short presentations – 15 minutes, 5 minutes
  - Talk in office of a faculty
  - Elevator pitch to faculty
- Interviewing with faculty
  - Interview with junior faculty
  - Interview with senior faculty
- Interviewing with administrators
  - Questions, issues, goals
- Manners
  - Dress code, do and don’ts
Decision after interviewing

- Keep notes after each interview
  - Notes on
    - Resources
    - Cross-department Collaborations
    - Colleagues
    - Teaching
    - Environment
    - Expectations
    - Students
Resources

- [http://people.mills.edu/spertus/job-search/job.html](http://people.mills.edu/spertus/job-search/job.html)
- [http://www.e-wilkes.com/john/papers/CMUemigrationCourse.2up.pdf](http://www.e-wilkes.com/john/papers/CMUemigrationCourse.2up.pdf)