



# **ENTERING THE ACADEMY – TRANSITIONING FROM DOCTORAL STUDENT TO ASSISTANT PROFESSOR**

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# TAKING THE NEXT STEP

- **What concerns you the most about seeking an academic position?**



# GETTING THE JOB



# SETTING YOUR GOALS

- **Do you want to be a professor?**
- **If so, where do you want to teach:**
  - **AAU (research institutions)**
  - **Mid-tier university**
  - **Teaching university/college**



# FINDING JOBS

- **Chronicle.com**
- **Higheredjobs.com**
- **HR Web site for universities**
- **Attend national conferences**
- **Advisors (word of mouth)**
- **Journal advertisements**
- **Listserv and discussion boards**



# THINGS YOU WILL NEED

- **A well-constructed vita**
- **3 reference letters**
- **Samples of your writing (at least 3)**
- **Copies of teacher evaluations (for mostly teaching universities)**
- **Transcripts (check to see whether you need “official” and “sealed” transcripts)**
- **Cover letter**



# THE COVER LETTER

- **Address the job (be specific)**
- **Address each of the three areas (adding emphasis based on the position)**
  - **Research**
  - **Teaching**
  - **Service**
- **Do not repeat back your vita**



# INTERVIEWING

- **Phone Interview**
- Don't say too much. Just focus on the question.
- Be prepared to discuss why you chose that institution.
- Let's talk about the kinds of questions you might be asked.
  
- **On Campus Interview**
- Be prepared for
  - Job talk
  - Sample teach
- Be honest and open about your goals
- Interview them as well
- Do your homework before you show up





# NEGOTIATING AN ACADEMIC POSITION

- **Reflect on which university might be the best fit for you.**
- **How to negotiate your position**



# QUESTIONS AND ANSWERS



# RESETTLING



# GETTING SETTLED

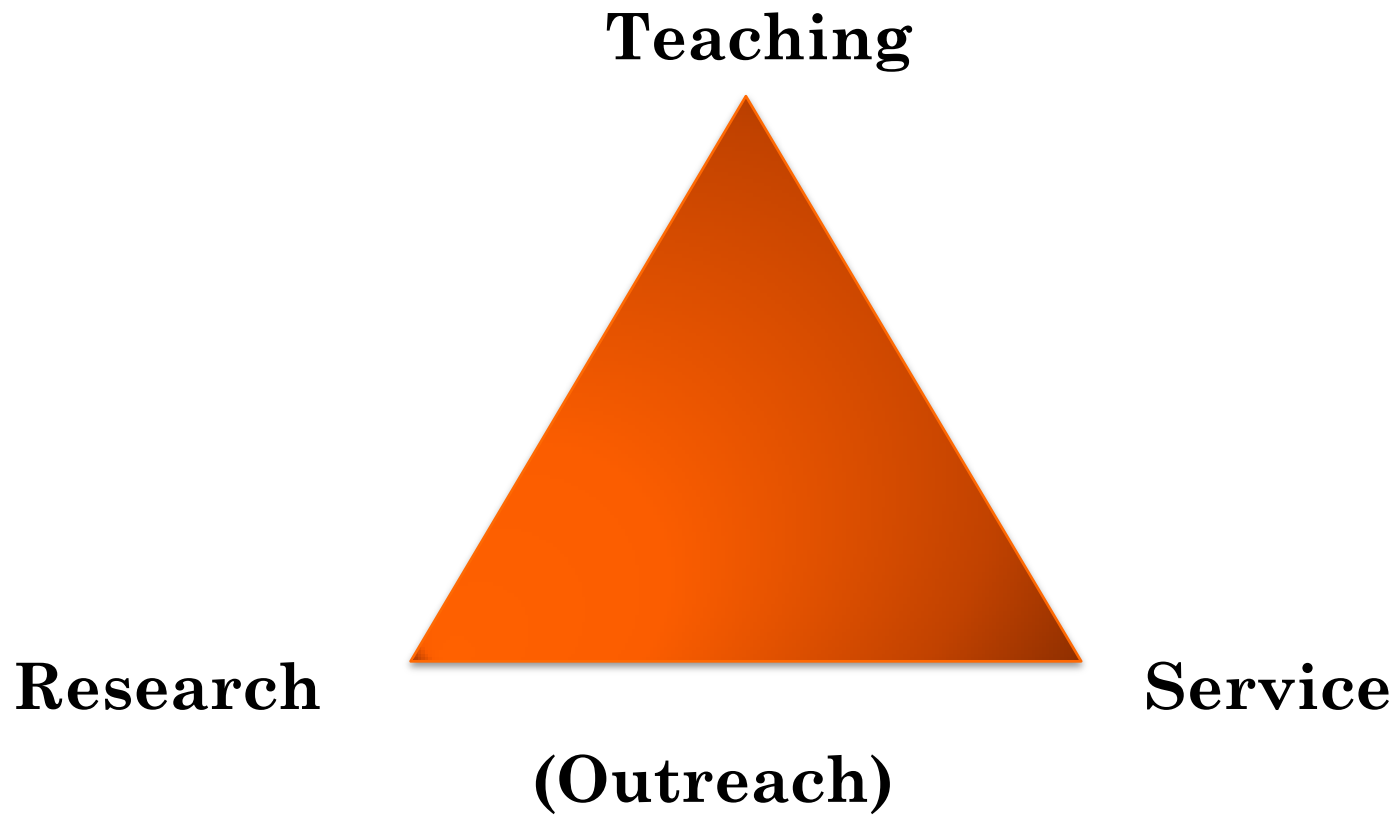
- **Moving to a new location**
- **Getting settled into a new office**
- **Learning the ropes**
  - **Make friends with staff**
  - **Learn systems for acquiring books, supplies, etc.**



# MEETING EXPECTATIONS



# FACULTY EXPECTATIONS



# NEGOTIATING THE FIRST FEW WEEKS

- **Focus on your teaching duties**
- **Setting priorities**
- **Keeping up appearances**



# MANAGING YOUR TIME

- **Setting Priorities**
- **Understanding Promotion and Tenure Requirements**
- **Establishing a Schedule**





# TEACHING DUTIES

- **Course load**
- **Syllabi**
- **Getting to know your students**
- **Enhancing your teaching**



# RESEARCH

- **Publishing in the right journals**
- **Finding time to write**
- **Authorship**



# SERVICE

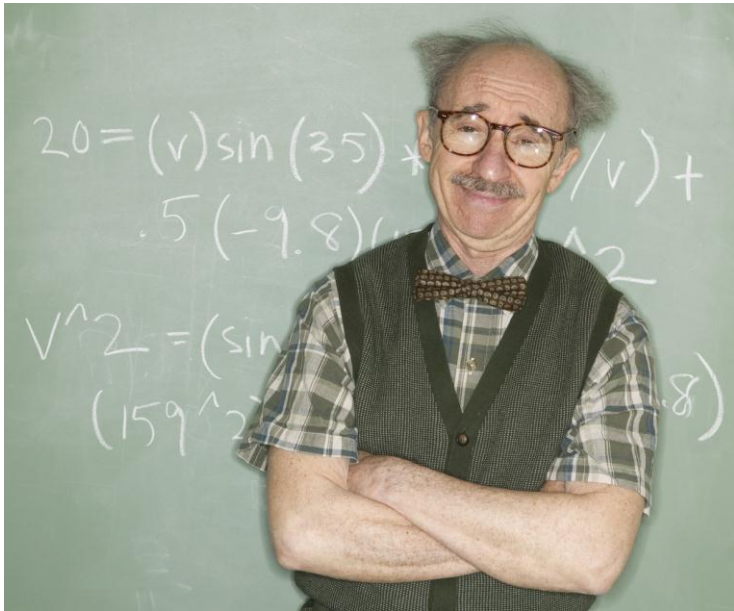
- **Protecting your time vs Being a team player**
- **Meaningful service**
- **Integrating teaching/research/service**



# QUESTIONS AND ANSWERS



# BEING A GOOD COLLEAGUE



# MENTORS

## ○ Formal

- Induction
- Assigned mentors

## ○ Informal

- Seeking a mentor
- Utilizing senior faculty
- Writing groups/Colleague Circles



# BEING A PROFESSOR

- **“You can call me Ray, or you can call me Jay, or you can call me Ray Jay”  
(Using the Appropriate Title)**
- **Relationships with grad students**
- **Being part of the team**



# SOCIAL OBLIGATIONS

- **Don't gossip about colleagues**



- **Putting in appearances**



- **Departmental politics**





# QUESTIONS AND ANSWERS

