THE ACADEMIC JOB SEARCH IN THE HUMANITIES + SOCIAL SCIENCES I:

UNDERSTANDING THE PROCESS

& FINDING JOB ANNOUNCEMENTS

Andrew Green, PhD
I am a

– Grad Student

– Postdoc/Visiting Scholar

– Other

SCROLL DOWN
I would prefer to be faculty at an

• R1 university

• Less research-intensive university

• Teaching-oriented college or small university

• Community College
Agenda

– An overview of the different types of academic institutions

– The view from the other side: the perspective of and constraints faced by search committees

– The search process timeline

– How to find job academic listings

– Using the Internet to gather useful information
The Academic Landscape

• How many major Research Universities are there in the US?

• How many Four-Year Colleges and Universities are the in the US?
Academic Landscape

All Are Looking for Colleagues
Where the Jobs Are – Tenure Track

- 42% Research Universities
- 30% Masters Degree Granting Institutions
- 12% Baccalaureate Colleges
- 16% Community Colleges
Who gets those jobs?

- 16,000 faculty in Business, CS, and History
  - How many university produce 50% of faculty?
    - CS: 18
    - Business: 16
    - History: 8
    - Pol Sci: 11 (separate Oprisko study)

  - Top 10 produce 3x of 11-20

  - Only 10% move up academic food chain

Sources of Faculty - Warner + Clauset
## The Timing/Stages of the Process

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 2016</td>
<td>Dept Seeks Authorization For Tenure-track Hire</td>
</tr>
<tr>
<td>May 2017</td>
<td>Agree On Job Ad</td>
</tr>
<tr>
<td>Aug 2017</td>
<td>Create Search Committee</td>
</tr>
<tr>
<td>Sept 2017</td>
<td>Run Ad</td>
</tr>
<tr>
<td>Nov 2017</td>
<td>Read Files</td>
</tr>
<tr>
<td>Dec 2017</td>
<td>Decide On Long-Short List. SC Presents Recommendations to Full Dept</td>
</tr>
</tbody>
</table>
| Dec/Jan         | - Phone Interviews/Conference Interviews/Meetings  
|                | - More Meetings=>Fights Break Out=>On-Campus Interview list Forwarded to Dean/Provost/Review Committee |
| Jan/Feb/March  | - On-Campus Interviews (3-4)  
|                | - Research Needs/Start Up Package Discussed  
|                | - Job Talk |
| Jan/Feb/March  | Full Dept Meets & Votes |
| Jan/Feb/March  | Recommendation=>Provost/President |
Home Stretch

- Initial Offer Made
- Initial Offer Rejected
- More Meetings => Second Offer Made
- Negotiations Begin
- Official Offer Letter Received
- First Paycheck/Benefits/Faculty Library Card
Get to know Callisto

Take advantage of Cal's inside connections with Callisto—our customized portal to job listings, event registration, on-campus recruiting, and more.

LEARN ABOUT CALLISTO
NOW →
Graduate Students, PhDs & Postdocs

Whether you are interested in pursuing a career in academia or exploring the broad range of other professional options, the Career Center has workshops, events and online resources that can help you find job announcements, prepare your credentials, and bring you face-to-face with potential employers. Take a look at the Grad Student & PhD Services we offer, and be sure to sign up for one of the two PhD CareerMail lists.

If you're not sure what you want to do after grad school, PhD advisors Debra Behrens and Andrew Green can provide counseling and assessments that will help you in that decision-making process.

Academic Job Search
Careers Beyond the Academy

Add
Academic Job Search

No one likes going on the academic job market, but for the prize that lies in wait on the other side - a tenure track job offer.

The information and resources found here are designed to ease your way through the process and give you a sense of the perspective search committees and departments bring to the task of reviewing your materials and making their decisions. By necessity, it is general in nature, and is intended to complement the information and advice available through your department that tends to focus primarily on research universities, like Berkeley, which constitute only a fraction of the available jobs.

If this is all new to you, if you've never written a CV or cover letter, start with the info below or attend one of the many academic job search events/workshops offered each semester by a Career Center PhD counselor, as well as through the GSI Teaching & Resource Center, the Graduate Diversity Program, and other units on campus. You can also make a private appointment to speak with a PhD counselor.

Before Going "On the Market"

What you can do as a second year grad student
What to do when you advance to candidacy
The Career-Savvy Graduate Student

The Job Search Process

The Hiring Process from the Other Side

Nuts and Bolts

Finding Job Announcements
The Professor Is In: The Fine Art of Choosing a Writing Sample

Karen Kelsky, December 2

There’s a subtle calculus to selecting the right material for your application. Here are a few principles that can help you govern your decision.
H-Net Job Guide Search Results

Select a category to refine your search...

- African and Middle Eastern History
- American Studies
- Anthropology/Archaeology
- Architecture
- Area Studies/Ethnic Studies
- Art and Architectural History
- Asian History
- Australian History
- Black History
- Black Studies
- Business and Economic History
- Canadian History
- College/University Administration
- Communication/Mass Communication
- Composition
- Department Chairs/Deans
- Departments Chairs/Deans (Social Sciences)
- Diplomatic/Military History
- Early Modern History
- Economics
- Elementary Education
- Environmental History
- European History
- European Studies
- Fellowships/Grants/Interns
- Film
- Fine Arts
- General Social Sciences
- General/World

- Arizona State University - Assistant Professor. Specializations in Economic Justice; Social Justice; Law and Policy; and Cultural Transformations and Justice.
- Concordia University - Assistant Professor. History of Canada.
- Eastern Oregon University - Assistant Professor. World History.
- Indiana Wesleyan University - Assistant Professor. History with Non-Western Specialization.
- Queen’s University, Department of History - Assistant Professor. History of the Atlantic or Mediterranean World, 1400-1830.
- Saint Cloud State University - Assistant Professor. Race in America/Atlantic World.
- Saint Louis University - Assistant Professor. Non-Western History.
- Texas A&M University - College Station - Assistant Professor. Africa/African Diaspora.
If you have a strong geographical focus
www.norcalherc.org

Mission
The Northern California HERC supports the efforts of each of its member institutions to recruit and retain outstanding faculty, administrators, and staff through...

Dual Career
Employment decisions often involve two careers. Our dual career section can help.

News
HERC Goes National!
Visit www.hercjobs.org to search for jobs in other U.S. regions.

Northern California HERC Members
- Butte College
- Cabrillo College
- California College of the Arts
- California Institute for Integral Studies
- California Maritime Academy
- California State University Chico
- California State University East Bay
- California State University Fresno
- California State University Monterey Bay
- Carnegie Mellon West
- Chabot-Las Positas Community College District
- College of Marin
- Community College League of California
- Contra Costa Community College District
- Defense Language Institute
- Foothill/Delta Community College District
- Gavilan College
- Graduate Theological Union
- Hartnell College
- Hastings College of Law
- Holy Names University
- Los Rios Community College District
- Mano College
- Merced College
- Mills College
- Monterey Institute of International Studies
- National Hispanic University
- Naval Postgraduate School
- Notre Dame de Namur University
- Ohlone College
- Sacramento State University
- Saint Mary's College of California
- San Francisco Art Institute
- San Francisco State University
- San Jose State University
- San Jose Evergreen Community College District
- San Mateo Community College District
- Santa Clara University
- San Jose Junior College
- Sonoma State University
- Stanford University
- University of California, Berkeley
- University of California, Davis
- University of California, Merced
- University of California, Office of the President
- University of California, San Francisco
- University of California, Santa Cruz
- University of the Pacific
- University of San Francisco
- West Valley Mission Community College District
<table>
<thead>
<tr>
<th>CAROLINAS</th>
<th>Greater Washington State</th>
<th>Northern California</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTRAL MIDWEST</td>
<td>Metro New York &amp; Southern Connecticut</td>
<td>Ohio - Western Pennsylvania - West Virginia</td>
</tr>
<tr>
<td>GREATER CHICAGO MIDWEST</td>
<td>Michigan</td>
<td>Southern California</td>
</tr>
<tr>
<td>GREATER MISSOURI</td>
<td>Mid-Atlantic</td>
<td>Upper Midwest</td>
</tr>
<tr>
<td>GREATER OREGON</td>
<td>New England</td>
<td>Upstate New York</td>
</tr>
<tr>
<td>GREATER TENNESSEE</td>
<td>New Jersey - Eastern Pennsylvania - Delaware</td>
<td></td>
</tr>
<tr>
<td>GREATER TEXAS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Webinars

HERC’s free jobseeker webinars give you access to leading career development experts.

Upcoming Webinars

Creating and managing your professional identity to define your research agenda and to guide your career path
Thursday, November 12th - 10 PT/11 MT/12 CT/1 ET
Click here to Register

 Archived Webinars Available on Demand

Jobseeker Career Search & Development

HERC webinars are recorded and made available online for jobseekers to view on demand. Visit the [HERC Jobseeker Webinar Page](#) to browse through the various offerings or click on the titles below to directly access the webinar of your choice.

- What Works for Women at Work: How to navigate subtle gender bias successfully
- Global Academic Careers: Exploring International Opportunities
- Employers Think I’m Old: Emphasizing My Experience to Get Faculty and Non-Faculty Positions in Higher Ed
- Targeting Your CV or Resume for Faculty or Non-faculty Positions
- The Campus Visit: Interviewing for Faculty Positions
- Expanding Your Career Networks
- Insider Tips for Finding a Job Outside Academia
- Ask the Experts: Answers to Your Toughest Academic Job Search Question
- Academic Job Search in the Sciences
- Power and Challenge: The Now and Next of Women in STEM
- Disclosing Disability: What You Need to Know
- Interviewing!
- Making Your Case: Writing Cover Letters for Non-Academic Jobs
- How to Understand Academia and Succeed
- Not a Bad Gig: Academic Career in the Two-Year Colleges
California Community College Jobs

Search Form

Note: To select multiple Job Types or Counties, hold down the Ctrl key on a PC or the Apple command key on a Mac.

Jobs Posted

---Any Time---

Keyword(s)

○ Require all words  ○ Require any words

Note: Searches job title, salary information, and posting description. Use (*) as a wildcard. Example, comp* will find things that start with "comp" like computer, company...

Job Type(s)

- Faculty
- Management
- Staff
Search 2,336 Academic & University jobs

KEYWORDS

LOCATION

Within 5 miles

Search
Scholarly Societies Project

www.scholarly-societies.org

sponsored by the University of Waterloo Library

facilitating access to information about scholarly societies across the world since 1994
last modified: 2009, December 27

NEWS/EDITORIAL 2009, December 27

Fifteen Years of the Scholarly Societies Project

4157 Scholarly Societies, 3832 Websites

<table>
<thead>
<tr>
<th>Search Engine</th>
<th>By Subject [83]</th>
<th>By Country</th>
<th>By Language</th>
<th>By Founding Dates</th>
</tr>
</thead>
</table>

Inventory of the Oldest Scholarly Societies (1323-1849)
Status of Jobs

Academic Jobs Wiki

Page for Academic Positions in English Literature (and related fields) that start in Fall 2018.

Last year's page: English Literature 2016-2017

In addition to the MLA JIL, jobs may be posted at The Chronicle of Higher Education, HigherEdJobs.com, Inside Higher Ed, H-Net, Academic Careers Online and HERC.

- Rhetoric and Composition Jobs are also posted at the WPA Job Board.

Salary information from past job seasons available at English Lit Salaries for AY 2016-2017 and English Lit Salaries for AY 2015-2016.

You can add / view information about publishing in literary studies journals at Literary Studies Journals.

From MLA JIL - NOTE: The JIL will not be updated with new listings for the current publication year after 7 July, and the database will be closed for searching beginning 28 July. The JIL will reopen for searching on 11 September for the 2017-18 publication year.
Tracking a Search

- Rejections before MLA
- Rejections after MLA
- Canceled Searches
- Phone Interviews Scheduled Campus Interviews Scheduled
- Offers Made
- Have you heard about...?
- Search-Related Comments, Questions, Tips, FAQs, Etc.
• You need to know “What kind of colleague they are looking for” if you are going to frame yourself in the most effective manner.
How many of you have ever set foot on, much less attended a non-research university?
Franklin & Marshall - Islamic World/Middle East

• Applicants should possess or be close to completing a doctoral degree.

• The successful candidate will teach courses at all levels in the history of the Islamic World and ME along with contributions in the College’s general education program, Connections

• She/he will also cultivate connections with other programs, initiatives, and departments beyond history, for example, International Studies, Anthropology, Sociology, Government, and Religious Studies

• Franklin & Marshall faculty are expected to be excellent teachers, active mentors, and productive scholars. Teaching load is 3/2

• We will also consider experience overcoming or helping others overcome barriers to academic success; please use the teaching statement to discuss strategies or experience in this regard
University of Georgia - Comparative Politics

• Demonstrated an ability to produce high quality research and show promise of external funding.

• Particularly interested in candidates whose teaching and research interests are in the areas of sub-Saharan African, Latin American, or post-communist politics.

• The candidate should be engaged in theory driven research…

• School of Public and International Affairs has two state of the art experimental research labs … Candidates who can make use of these facilities are particularly encouraged to apply.

• The Dept of Int’l Affairs is committed to enhancing the diversity of the department and the curriculum. Candidates who can contribute to these goals are encouraged to apply and to identify their strengths and experiences in this area in their cover letter.
Sources of Information about unfamiliar Colleges and Universities – Petersons.com
### Franklin & Marshall College

**Lancaster, PA**

- **Location:**
- **Type:** Private
- **Setting:** Suburban

<table>
<thead>
<tr>
<th>Student Ratio</th>
<th>Total Students</th>
<th>In-State</th>
<th>Out-of-State Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>53% Women</td>
<td>47% Men</td>
<td>2,255</td>
<td>$52,190</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>Acceptance Rate</th>
<th>Admission Difficulty</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15</td>
<td>36%</td>
<td>Very Difficult</td>
</tr>
</tbody>
</table>

**Average test scores for all first-year students that were accepted and enrolled:**

- **SAT Math:** 673
- **SAT Reading:** 627
- **SAT Writing:** Not Reported
- **ACT Composite:** 29
<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic/Latino</td>
<td>8.58%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>5.53%</td>
</tr>
<tr>
<td>White or Caucasian</td>
<td>57.12%</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>.04%</td>
</tr>
<tr>
<td>Asian</td>
<td>5.39%</td>
</tr>
<tr>
<td>Native Hawaiian or other Pacific Islander</td>
<td>.04%</td>
</tr>
<tr>
<td>Two or more races</td>
<td>2.25%</td>
</tr>
<tr>
<td>Unknown or International Student</td>
<td>5.75%</td>
</tr>
</tbody>
</table>

**Other Student Statistics**

International Breakout: 15.28% representing 55 other countries
# Faculty

## Faculty Breakdown

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Faculty</td>
<td>293</td>
</tr>
<tr>
<td>Full-time Percentage</td>
<td>83%</td>
</tr>
<tr>
<td>Part-time Percentage</td>
<td>17%</td>
</tr>
<tr>
<td>Female Percentage</td>
<td>47%</td>
</tr>
<tr>
<td>Male Percentage</td>
<td>53%</td>
</tr>
<tr>
<td>Student:Faculty Ratio</td>
<td>9:1 or 2,235 students to 259 faculty</td>
</tr>
</tbody>
</table>
## Stetson University

<table>
<thead>
<tr>
<th>Location</th>
<th>Type</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeLand, FL</td>
<td>Private</td>
<td>Small</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Ratio</th>
<th>Total Students</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>57% females</td>
<td>3,084</td>
<td>$42,890</td>
</tr>
<tr>
<td>43% males</td>
<td></td>
<td>$42,890</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application</th>
<th>Acceptance Rate</th>
<th>Admission Difficulty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling</td>
<td>63%</td>
<td>Moderately Difficult</td>
</tr>
</tbody>
</table>

Average test scores for all first-year students that were accepted and enrolled:
- SAT Math: 572
- SAT Reading: 588
- SAT Writing: 564
- ACT Composite: 26
## Student Body

### Ethnicity

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic/Latino</td>
<td>14.36%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>8.24%</td>
</tr>
<tr>
<td>White or Caucasian</td>
<td>64.3%</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>.52%</td>
</tr>
<tr>
<td>Asian</td>
<td>2.14%</td>
</tr>
<tr>
<td>Native Hawaiian or other Pacific Islander</td>
<td>.16%</td>
</tr>
<tr>
<td>Two or more races</td>
<td>3.11%</td>
</tr>
<tr>
<td>Unknown</td>
<td>1.17%</td>
</tr>
</tbody>
</table>

### Other Student Statistics

- **International Breakout**: 6% representing 55 other countries
## Faculty

### Faculty Breakout

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Faculty</td>
<td>425</td>
</tr>
<tr>
<td>Full-time Percentage</td>
<td>62%</td>
</tr>
<tr>
<td>Part-time Percentage</td>
<td>38%</td>
</tr>
<tr>
<td>Female Percentage</td>
<td>44%</td>
</tr>
<tr>
<td>Male Percentage</td>
<td>56%</td>
</tr>
</tbody>
</table>

**Student:Faculty Ratio**

13:1 or 3,232 students to 244 faculty
### Faculty

#### Faculty Breakdown

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Faculty</td>
<td>1,755</td>
</tr>
<tr>
<td>Full-time Percentage</td>
<td>39%</td>
</tr>
<tr>
<td>Part-time Percentage</td>
<td>61%</td>
</tr>
<tr>
<td>Female Percentage</td>
<td>51%</td>
</tr>
<tr>
<td>Male Percentage</td>
<td>49%</td>
</tr>
<tr>
<td>Student:Faculty Ratio</td>
<td>28:1 or 27,905 students to 1,013 faculty</td>
</tr>
</tbody>
</table>

UCLA 42% full-time
Where To Apply

- Cast Your Bread Widely
- Job Descriptions are not “Set in Stone”
- Does Applying Commit you to Accepting*
- Allow Yourself to be Woo’ed
- Not Sure Where “Type-X” Jobs are Listed?
Other Common Questions?

- Deciding When to Go Out
- What Does “Open Search” Mean?
- When to Raise the “Two-Body Problem”?
- I’m Pregnant & On the Market
Pain points from Regional University Dept Chair

- A better sense of who our students are
- A few unrealistic expectations (you can dream a little..)
- More online experience and awareness
- More complicated relationships to digital scholarship and pedagogy
Two Questions

• What was the most useful part of this presentation?

• What topic should have received more time or attention?
His smile was gracious and his eyes sage as he took my CV, and began the diagnostic. "Ah," intoned the Eminence, "perhaps you are the victim of a basic misunderstanding. This is a sales document."

_On The Market_