

# ACADEMIC JOB SEARCH

Conducting a successful academic job search requires you to be knowledgeable about common practices within higher education and to devote a significant amount of time and energy towards networking, creating application materials, and furthering your own scholarship. This handout provides a list of recommended sources for current graduate students and postdocs seeking to enter academia. Your faculty advisor is one of your greatest resources for successfully conducting an academic job search. Meeting regularly with your faculty advisor to discuss your career direction and goals can be beneficial.

## Learning About the Academic Job Search

### ELECTRONIC RESOURCES

- Articles from the **Chronicle of Higher Education** Careers section:  
[www.chronicle.com/jobs](http://www.chronicle.com/jobs)
- **The UC-Berkeley Career Center** website: <http://career.berkeley.edu/PhDs/PhDs.stm>
- **The UC-San Diego Career Center** website: <http://career.ucsd.edu/phd-and-masters-students/careers-in-academia/index.html>
- **The Academic Scientists' Toolkit:** <http://career.ucsd.edu/phd-and-masters-students/careers-in-academia/index.html>
- **My Individual Development Plan (IDP) Science Careers:**  
<http://myidp.sciencecareers.org/>

### PRINT RESOURCES

- **The Academic Job Search Handbook** by Mary Morris Heiberger and Julia Miller Vick. 1996. University of Pennsylvania Press.
- **Getting an Academic Job: Strategies for Success** by Jennie Jacobs Kronenfeld and Marcia Lynn Whicker. 1997. Sage Publications.
- **The Curriculum Vitae Handbook: Using Your CV to Present and Promote Your Academic Career** by Rebecca Anthony and Gerald Roe. 1994. Rudi Publishing.
- **Tomorrow's Professor: Preparing for Academic Careers in Science and Engineering**, Richard M. Reis. 1997. IEEE Press.
- **A Ph.D. is Not Enough!: A Guide to Survival in Science**, Peter J. Feibelman. 1994. Addison-Wesley.

## Where to Look for Academic Jobs

### SCHOLARLY ASSOCIATIONS

- Conferences
- Newsletters
- Job Listings
- Job Placement Services

### NATIONAL AND LOCAL PUBLICATIONS AND WEBSITES

- *The Chronicle of Higher Education*
- AcademicCareers.com
- Academic360.com
- HigherEdJobs.com
- *Black Issues in Higher Education*
- *Science Magazine*
- American Association of Colleges of Pharmacy
- U.S. News

## Materials Most Often Solicited by Search Committees

These six items are by far the most common application materials. Others – such as dissertation abstract, writing samples, additional teaching materials, and transcripts – may be requested by some institutions as well.

- Curriculum Vitae
- Letter of Application/Cover letter
- Description of Future Research Plans/Interests
- Statement of Teaching Philosophy
- Letters of Reference
- List of References