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
- The UC-Berkeley Career Center website: http://career.berkeley.edu/PhDs/PhDs.stm
- My Individual Development Plan (IDP) Science Careers: http://myidp.sciencecareers.org/

PRINT RESOURCES

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