

# Interviewing For and Landing a Faculty Position at a Primarily Undergraduate Institution (PUI)

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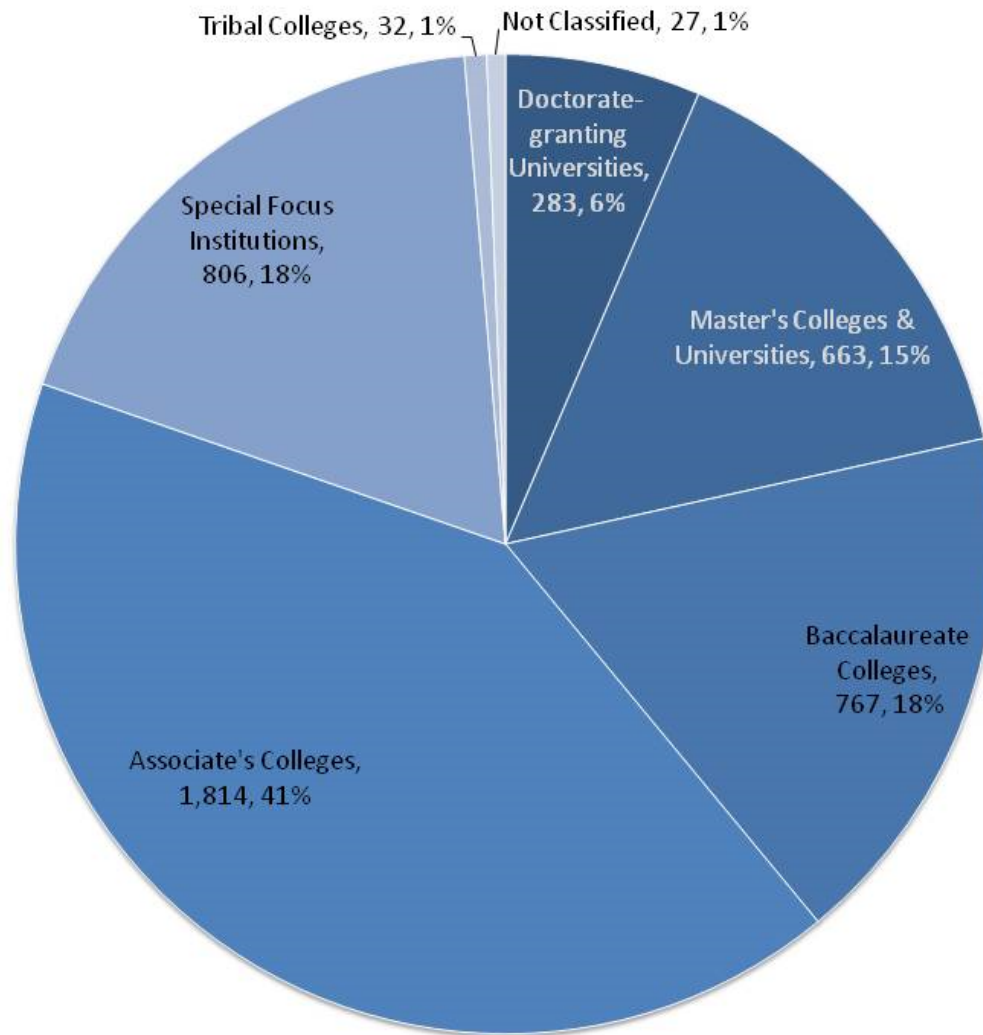
1:45 – 3:15 pm

Room 220, Secchia Center



# Workshop Format

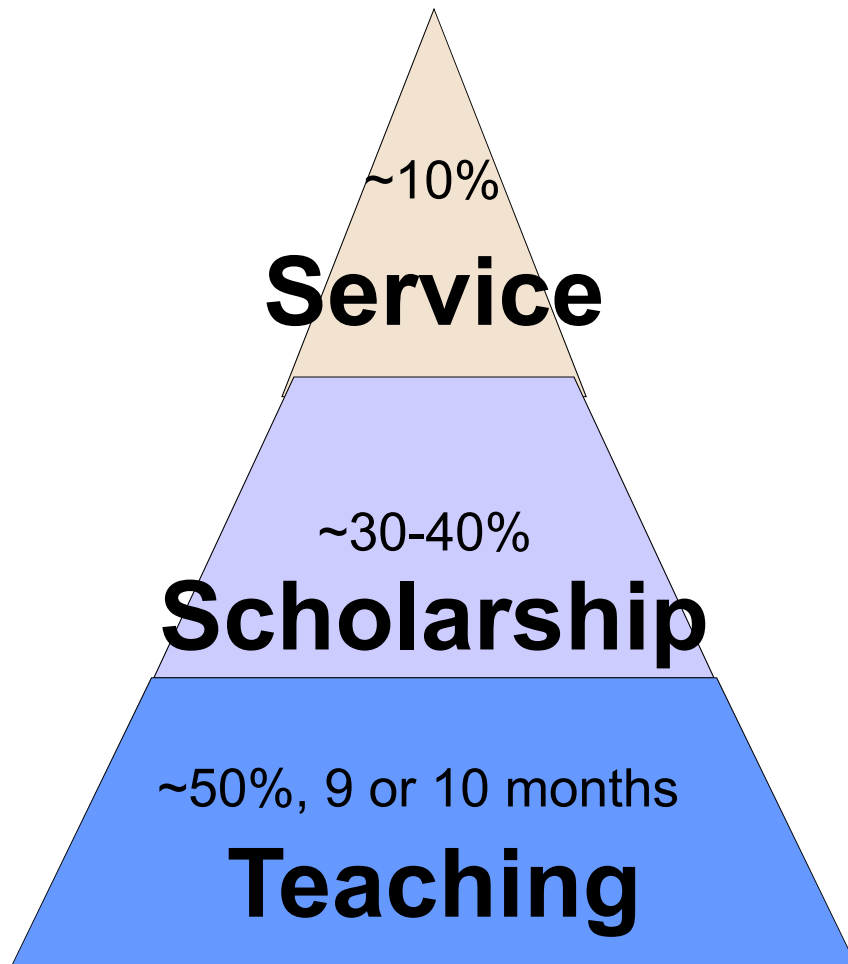
- I. Introductions, Workshop Overview and Intro. to Searching for a Faculty Position at a PUI (30 min)
  
- II. Mock Interview Sessions (3 concurrent; 40 min)
  - 20 min “interview”
  - 20 min interview debrief, Q&A with presenter and audience
  
- III. Reconvened Group Session (20 min)
  - Time permitting – negotiating an offer and follow-up discussion on crafting good research and teaching statements



From: The Carnegie Foundation for the Advancement of Teaching ( [www.carnegiefoundation.org/](http://www.carnegiefoundation.org/) )

# Faculty Life at a PUI: Time Demands

## Theory



## Reality

### **Service:**

- Student Advising
- Dept., School & Univ. Committees
- Professional Societies

### **Scholarship:**

- Proposal & Manuscript Writing
- Planning & Executing Experiments
- Ordering Lab Supplies
- Conference Presentations
- Literature Review
- Mentoring Students

### **Teaching:**

- Class Preparation
- Curriculum Revision & New Courses
- Grading
- Office Hours



# Finding a Faculty Position at a PUI

## Search:

The screenshot displays the HigherEdJobs website interface. At the top, the logo "HigherEdJobs" is accompanied by the text "Now Listing 20,871 Jobs at 2,194 Institutions" and "448 New Jobs Today (updated continually)". Navigation tabs include "Search Jobs", "My HigherEdJobs", "Career Tools", "Company", and "Employers".

The main search area is titled "Search Jobs in Higher Education" and includes a "Job Seekers LOGIN" button and a prompt to "Create a free account to save time". Below this, there are filters for "By Category:", "By Location:", "By Type:", and "Special:". A sidebar on the left lists categories like "Administrative", "Faculty", and "Executive".

The featured job listing is from "THE CHRONICLE of Higher Education", dated Friday, April 12, 2013. The job title is "Science Careers | Jobs" from the journal Science. The listing includes navigation links for "Home", "Find a job", "Jobs by email", "Your account", "Your profile", "Your shortlist", "Employer A-Z", and "Careers advice". A search bar contains the text "e.g. Biology" and "Any Region", with a "Find jobs" button and an "Advanced Search" option.

At the bottom, there is a section for "BROWSE JOBS BY SECTOR" with links for "Information Technology (354)", "Neuroscience (82)", and "Computational Biology (45)". An advertisement for "Employer Profiles" is also visible on the right side.

# Tenure-Track, Assistant Professor in Biochemistry

The Department of Chemistry and Physics at Monmouth University invites applications for a tenure-track Assistant Professor in Biochemistry. A Ph.D. in Chemistry or Biochemistry with research experience in chemical biology, bioorganic, bioinorganic, or biophysical chemistry **is required**.

**The successful candidate must have a commitment to high-quality teaching in a liberal arts setting and the ability to maintain a research program involving undergraduate students.**

*Preferred qualifications* for ideal candidates include:

- Demonstrated potential for teaching excellence in undergraduate courses;
- Strong desire to pursue a teacher-scholar model of faculty development involving undergraduate students in faculty-directed research;
- Potential for mentoring undergraduate students and producing scholarly outcomes;
- Postdoctoral experience;
- The ability to teach introductory chemistry lecture and laboratory courses;
- The ability to develop and teach a year-long biochemistry course for majors and other specialized courses that complement the curriculum for chemistry majors.

# Applying For a Faculty Position at a PUI

## What You'll Need:

- ❑ Cover Letter
  - ❑ Address key points in ad
- ❑ c.v.
- ❑ Research Plans/Statement
  - ❑ How to Involve UGs
  - ❑ Potential for independent, sustainable area(s) of research and scholarship
- ❑ Teaching Philosophy/Statement
- ❑ Teaching Evaluations? Evidence of Teaching Effectiveness?
- ❑ Start-up “Wish List”
  - ❑ Facilities and Equipment
  - ❑ Supply Budget
- ❑ *Appropriate* Letters of Support
- ❑ Evidence of working with UG students?





# Interviewing: What To Expect

Phone or Skype Interview



Campus Visit (1-2 days)

Teaching Seminar (~20 -30 min.)

- Impromptu?
- Predetermined
- Are You: Communicating Clearly, Passionate, Accurate, Engaging & Interacting with Students.

Meetings:

Faculty, students,  
Dean, Provost or  
designee

- Evaluated by all

Research Seminar (45 min.)

- Quality , Current Science?
- Explain Research to Students?
- Future Work – Potential to Involve UGs
- Lab Needs Supported by Institution?
- Potential for Sustained Productivity (Grants & Pubs)





# Mock Interviews

Michael Palladino (Biology; room 220)

Jason Gillmore (Chemistry; room 221)

Carol Strong (Humanities/Social Sciences; room 130)

# The Offer & Negotiations: What To Expect



- Salary Range; Assistant Professor: \$72-81K
  - Check AAUP.org
  - 9 or 10 month contract? Teaching load? Lab?
  - Summer \$\$: teaching, research, grant support?
- Dedicated Student-Faculty Lab Space
- Start-up Budget & Instrumentation
- Relocation Expenses
- Travel Funds (you, students)
- Understand Tenure & Promotion Process & Expectations? (6 yrs to tenure typical)

# The Offer & Negotiations: Additional Considerations



- Tuition Remission/Exchange?
- Load Reduction(s)?
- “Match” for Grants
- Healthcare Costs?
- Retirement Plan?
- Unionized Faculty?
- Annual Raises?
- Tech Support for Lab and Research Prep? TA help?
- Funding for UG Student Researchers?
- Housing Assistance?

**Specify Details in Appointment  
Letter: Department Chairs &  
Deans Change!**



# Resources

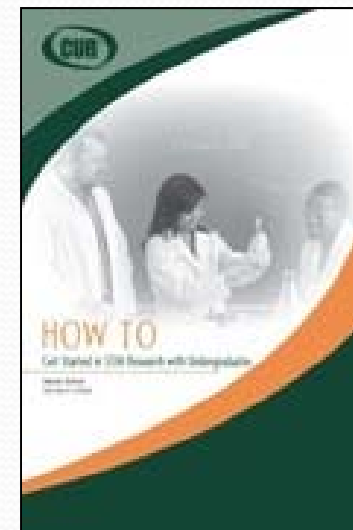
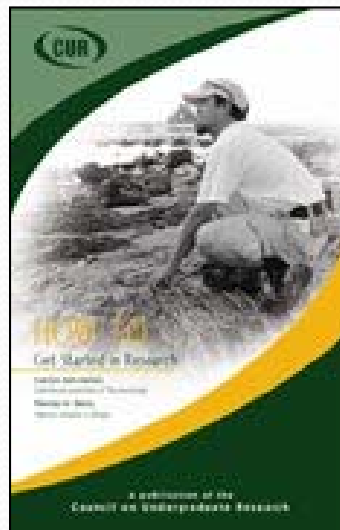
## Council on Undergraduate Research (CUR; [www.cur.org](http://www.cur.org))

### CUR Institutes

- Beginning a Research Program in the Natural Sciences at a PUI (Nov.)
- CUR Dialogues (Feb.)
- Proposal Writing Institute (July)

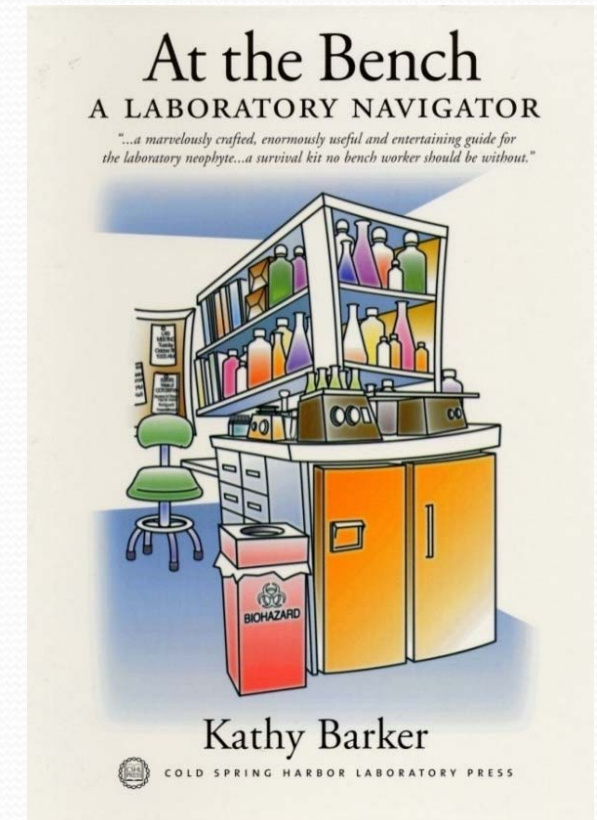
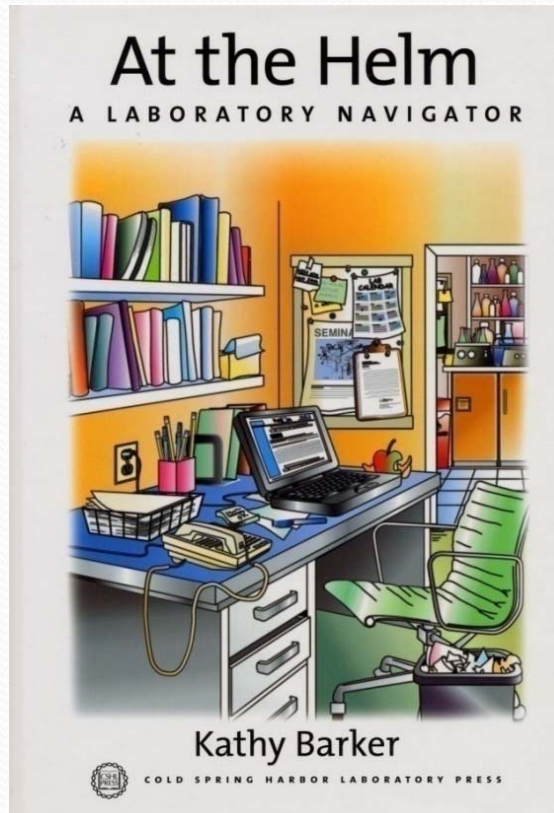
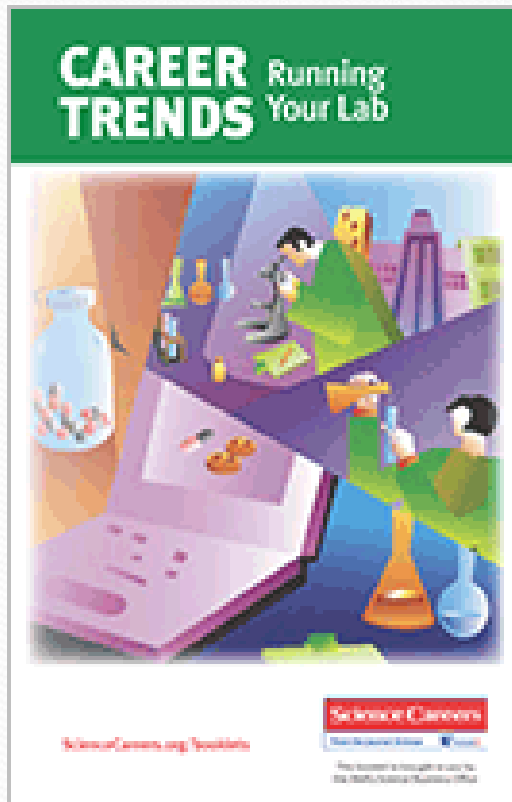
### Booklets

- How to Get a Tenure-Track Position at a Predominantly Undergraduate Institution (Bushey et al.)
- How to Get Started in Research (Goodwin et al.)
- How to Mentor Undergraduate Researchers (Temple et al.)
- How to Get Started in STEM Research With Undergraduates (Schuh)



## American Society for Cell Biology (ASCB) – Career Development Website: [www.ascb.org](http://www.ascb.org)

- Campbell, A. M. et al (2012): How to Get a Teaching Job at a Primarily Undergraduate Institution.
- Tips for Writing a Teaching Statement.
- Career Advice for Life Scientists.

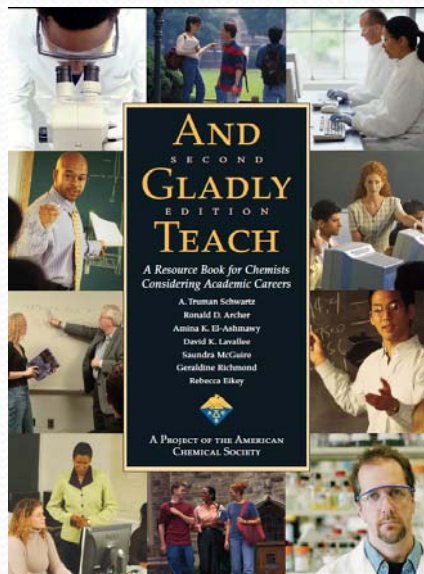




## American Chemical Society (ACS) – Career Planning Website: [www.acs.org](http://www.acs.org)

Examples:

- And Gladly Teach, 2e. (Schwartz, A.T. et al., 2006)
- Writing the Research Plan for Your Academic Job Description (Gillmore, J.G.)



*Thank you!*

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