The Hiring Process in Academia

Will focus primarily on tenure-track process
Hiring process

• Differs between departments:
  • committees make shortlists
  • faculty often votes to rank-order shortlists
  • administration approves, and
  • interview requests or offers are then made

• Preliminary interviews:
  • Joint Mathematics Meetings
  • Phone or Skype interviews

• Campus interviews:
  • Formal interview lecture: (details on next slide)
    • Typically a research talk (but targeted at a general mathematics audience)
    • Some departments (in particular, liberal arts colleges) ask that you give a calculus/
      linear algebra lecture for undergraduate students
  • Formal meetings with Chair and Dean
  • Informal meetings and lunches/dinners with faculty
Interviews …

• Be professional
• Be yourself

Interview lecture:
• Give a broad, accessible introduction, motivate why you are interested in the problem, put your research into context
• Spend 20-30 min on your own contributions (can be technical but make clear how this relates to the motivation you outlined before)
• Outline of other problems you work on, future research, …

Questions you may be asked:
• Why did you apply? How do you see yourself fitting into the department? How would you strengthen the department? What courses do you want to teach?

Question you may want to ask:
• Living environment: benefits (health insurance, retirement), housing (schools, day-care)
• Junior sabbaticals, parental leave (and the tenure clock!)
• Teaching: teaching load, which courses would I teach?
• Research: quality of library, computer facilities, financial support for seminar speakers
• Service: expectations for service and committee work
• Expectations: what are the expectations for tenure? how many junior faculty did get tenure over the past years? how is teaching and research evaluated?
• Support: seminars, graduate students, postdoc positions, visitors, …
Negotiations ...

- Negotiations often start before a formal offer is made – prepare for this case
- In principle, everything can be negotiated, though what you may obtain in the end depends on your leverage (other offers) and on the position (postdoc offers are much more rigid)
- Prepare a wish list:
  - salary, startup funds (ideally not time-limited), teaching reduction, service load, office space, computer equipment, moving expenses
- Prioritize your list and prepare arguments/justification for what you ask for (eg “I plan to apply for grants XYZ in my first year, so a teaching reduction would be helpful”) and emphasize benefits for department (if there are any)
- Startup often comes from the Dean’s office: give the Department Chair arguments that they can work with
- Be polite but also state your requests clearly: have your mentor read over your emails if you are unsure about how to formulate requests or inquiries.
Applying for jobs in industry

CareerLab at Brown
Chapter 5: Outside Academia – Finding a Job in Industry, Business, or Nonprofits
http://brown.edu/campus-life/support/careerlab/graduate-students/doctoral-students/doctoral-students

Preparing for the nonacademic job market

- Apply for internships in companies or national labs
- Make use of Brown’s career fair and BRUnet

Job opportunities

- http://jobs.nagps.org/a/jobs/find-jobs – Natl Assoc. of Graduate Students
- http://jobs.phds.org/
- http://www.monster.com
Applying for jobs in industry

Application materials

• **Cover letter (1 page):**
  - tailor the cover letter to the job you apply for: showcase the skills and personal characteristics that the employer looks for (mention your communication, teamwork, research, analysis, and other skills that are desirable in the non-academic setting)

• **Resume (1-2 pages):**
  - highlights your skills and experiences to show that you are a good fit for the targeted position
  - the purpose of your resume is to secure an interview: it needs to convince the reader that you are the person they are looking for
  - when changing your CV to a resume: what will help you make your case to a prospective employer and what will merely distract him or her?

CareerLab

• Beverly Ehrich offers group and individual information sessions