



**Putting Your Ph.D. to Work:
Academic Career Preparation Summer Institute
July 23 - 27, 2012**

Date/Time: Monday - Friday (July 23 - 27), 9:00 a.m. – 3:30 p.m. - Lunch Break: Noon – 1:00 p.m.
Location: Room 109, Memorial Hall
Instructors: Marianne Green, Resume Specs LLC, formerly Assistant Director, Career Services Center:
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Gabriele Bauer, Associate Director, Center for Teaching & Assessment of Learning:
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Institute Goals

This one-week Institute pilot is designed to prepare doctoral students and postdoctoral fellows across the disciplines for the academic career path. The Institute will focus on two primary goals (1) preparation for the academic job search process, and (2) acculturation and successful transition into the first year of an academic appointment. This collegial forum will allow for student engagement, informal mentoring and discussion with guest faculty, and frequent feedback and revision of job application documents. Institute Fellows will discuss the changing higher education context, clarify faculty roles across a range of institutions, consider the research, teaching, service triad across institutional types, and prepare strategically for the academic job search and interviewing process. Fellows will develop job application documents, such as CV, cover letter, teaching statement, and research statement and begin to present their academic persona via a professional, academic ePortfolio. Also, Fellows will be encouraged to reflect on their academic career goals and personal values to make informed, meaningful, and market-based decisions about future academic career options.

Fellows' successful completion of the Summer Institute will be recorded on their official transcript (UNIV 608) and a letter acknowledging their participation will be sent to their department. Fellows will have the opportunity to share their job search experiences and exchange documents in a follow-up meeting during the 2012 Fall semester.

Institute Structure

Mornings are dedicated to providing a framework for approaching the academic job search process and preparing for faculty careers at a range of institutions; afternoons are set aside for Fellows to author job application documents, self-critique these documents, receive constructive instructor and peer feedback, and refine the documents based on feedback. By the end of the Institute, participants will have authored a set of strong application materials that are close to ready to be sent out (with small adjustments given the particular context of position). We will conclude with a Celebratory Luncheon on Friday, July 27 and Fellows might highlight specific aspects of these documents: strengths, challenges, plans for future refinement.

Text

Goldsmith, J., Komlos, J., & Schine Gold, P. (2001). *The Chicago guide to your academic career. A portable mentor for scholars from graduate school through tenure*. Chicago: The University of Chicago Press.

The institute is co-sponsored by the Vice Provost for Graduate & Professional Education.

Institute Agenda (tentative)

Monday, July 23 - Focus: Researching and applying for academic positions

Advance Reading: Goldsmith, J., et. al. (2001). *The Chicago guide to your academic career*
Chapter 1: Deciding on an academic career, pp. 3-17
Chapter 5: Landing an academic job, pp. 66-87
Readings and resources in Sakai

Topic areas:

- Higher education context and range of institutions, features of the academic workplace
- Interpreting position announcements and research institutions / departments (online resources)
- Developing application materials in response to position announcement with focus on curriculum vitae (CV), cover letter, and letter of inquiry
- Selection of references for the job search
- Social media and your academic job search: Pros and cons
- Establishing online presence: Professional academic e-Portfolio
ePortfolio framework for UD graduate students: <https://sites.google.com/site/hetcportfolio/home>

Afternoon: Document development focus - CV, cover letter, letter of inquiry, social media

Tuesday, July 24 - Focus: Interviewing for academic positions: Screening, phone, conference

Advance Reading: Goldsmith, J., et. al. (2001). *The Chicago guide to your academic career*
Chapter 5: Landing an academic job, pp. 87-99
Readings and resources in Sakai

Topic areas:

- Interview process, interview types (e.g., screening interviews) and expectations
- Talking about your teaching during the interview process, authoring the teaching statement

Afternoon: Document development focus - CV, teaching statement, online persona
Mock interview recording and feedback

Wednesday, July 25 - Focus: Interviewing on campus, especially job talk, research statement

Advance Reading: Goldsmith, J., et. al. (2001). *The Chicago guide to your academic career*
Chapter 5: Landing an academic job, pp. 85-110
Academic career talks of junior faculty representing diverse disciplines and institutions,
linked from CTL site:
<http://cte.udel.edu/videos.html>
Readings and resources in Sakai

Topic areas:

- On-campus interview process - “best fit” and indicators of faculty worklife at different institutions
- Job talk – purpose, expectations – practice job talk with constructive feedback
- Talking about your research during the interview process, authoring the research statement

Guest Speaker with focus on *Job application and interview process: Experiences and advice*

Nicole Smolter, ABD, Sociology & Criminal Justice, University of Delaware, Newark, DE – newly-appointed Assistant Professor, Cal State University, Los Angeles

Afternoon: Document development focus - CV, teaching statement, research statement, online persona
Mock interview recording and feedback

Thursday, July 26 –Focus: Closing the job application process, Life as junior faculty and career alternatives:
Every Ph.D. needs a plan B

Advance Reading: Goldsmith, J., et. al. (2001). *The Chicago guide to your academic career*
Chapter 5: Landing an academic job, pp. 110-125 – closing the process
Chapter 5: Landing an academic job, pp. 125-131 - alternatives
Chapter 6: The life of the assistant professor, pp. 135-160
Chapter 7: Teaching and research, pp. 161-204 (optional)
Academic career talks of junior faculty representing diverse disciplines and institutions:
<http://cte.udel.edu/videos.html>
Readings and resources in Sakai

Topic areas:

- Closing an academic job search and preparing for transition to faculty position
- Organization of a university, faculty governance, nature and range of faculty appointments
- Dimensions of faculty role: research, teaching, service, expectations for performance, work life issues
- Expanded job market: converting your CV into an effective resume –how do your academic skills transfer?

Thursday, July 26 *continued*

Afternoon: Document development focus - CV, teaching statement, research statement, online persona

Guest Speakers with focus on *The academic job market: The search committee's perspective*

Jill Higginson, Ph.D., Associate Professor, Mechanical Engineering, University of Delaware, Newark, DE
Joshua Zide, Ph.D., Assistant Professor, Materials Science & Engineering, University of Delaware, Newark, DE

Mock interviews: Observations and suggestions with Marianne Green

Friday, July 27 - Focus: Life as junior faculty – establishing a successful career path with focus on mentoring and networking, working toward the promotion and tenure process

Advance Reading: Goldsmith, J., et. al. (2001). *The Chicago guide to your academic career*
Chapter 8: Tenure, pp. 210-222
Academic career talks of junior faculty representing diverse disciplines and institutions:
<http://cte.udel.edu/videos.html>
Readings and resources in Sakai

Topic areas:

- Performance review, promotion and tenure process, evaluation of teaching, research, and service
- Mentoring and networking
- Enriching your current CV – maximizing your graduate school experience

Guest Speaker (video conference) with focus on *The first year as junior faculty*

Michelle Oswald, Ph.D., Civil & Environmental Engineering, Bucknell University, Lewisburg, PA

Celebratory Lunch, Workshop Room, Career Services Center, 11:30 a.m. – 1:00 p.m.

Institute Fellows share the progress that they have made on developing their documents, e.g., CV, research statement, professional academic ePortfolio by highlighting specific aspects of these documents: strengths, challenges, plans for future refinement.