



**Putting Your Ph.D. to Work:
Academic Career Preparation Summer Institute (Pilot)
July 20 – 24, 2009**

Date/Time: Monday-Friday (July 20-24), 9:00a.m. – 4:00p.m.
Location: Room 126, Memorial Hall
Instructors: Marianne Green, Assistant Director, Career Services Center: megreen@udel.edu
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Institute Goals

This one-week Institute pilot is designed to prepare doctoral students 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) successful transition into the first year of an academic appointment. This collegial forum will allow for student engagement, 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 present their academic persona via a professional e-portfolio. 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 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 2009 Fall semester.

Institute Structure

Mornings are dedicated to providing a framework for thinking about the academic job search process and faculty careers at a variety of institutional types; afternoons are set aside for Fellows to author job application documents and receive constructive instructor and peer feedback. By the end of the Institute, participants will have authored a set of strong application materials that are ready to be sent out (with small adjustments given particular context of position). We will conclude with a Celebratory Luncheon on Friday, July 24 and Fellows will present an aspect of their professional e-portfolio.

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 Studies.

Institute Agenda (tentative)

Monday, July 20 - 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: cover letter, CV, research and teaching statement
- Establishing online presence: professional e-portfolio

Guest Speakers:

Professional Portfolios: Purpose and Persona

by Rebecca Worley, Assistant Professor, English, University of Delaware

Home page: <http://www.english.udel.edu/rworley/>

E-Professional Portfolio: Getting Started

by Sandy McVey, Information Resource Consultant I, Academic Technology Services, University of Delaware

E-portfolio template: <http://sites.google.com/site/udportfolio/Home>

Tuesday, July 21 - Focus: Interviewing for academic positions

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 – recorded mock interview
- Presenting teaching and research accomplishments / interests during the interview process
- Considering postdoc opportunities

Guest Speakers:

Job application, interview process, and postdoc position: Experiences and advice

by Julie Lloyd, Postdoc, Chemistry, University of the Sciences in Philadelphia; Assistant Professor, Chemistry, Kutztown University (starting August 2009)

Wednesday, July 22 - Focus: Interviewing on campus, especially job talk and closing the process

Advance Reading: Goldsmith, J., et. al. (2001). *The Chicago guide to your academic career*
Chapter 5: Landing an academic job, pp. 99-131
Academic career talks of junior faculty representing diverse disciplines and institutions,
linked from CTE site: <http://cte.udel.edu/tatraining.htm#gsprofdev>
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
- Closing an academic job search and preparing for transition
- Enriching your current CV – maximizing your graduate school experience

Guest Speakers:

Mock interviews: Observations and suggestions

by Stefanie Busch, Graduate Assistant, Career Services Center, master’s candidate, Health Promotions

Junior faculty worklife: Experiences and advice

by Colleen McDonough, Assistant Professor, Psychology, Neumann University, PA

Help! Fundraising Basics for Graduate Students

by Debbie Hess Norris, Vice Provost, Graduate & Professional Studies, Chair, Art Conservation, University of Delaware

This talk will identify opportunities and resources for UD and external grants to support research travel, field-based study, conference expenses and graduate student stipends. Tips relating to grant preparation, including the proposal abstract, narrative and budget, will be shared.

Thursday, July 23 - Focus: 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 6: The life of the assistant professor, pp. 135-160
Academic career talks of junior faculty representing diverse disciplines and institutions,
linked from CTE site: <http://cte.udel.edu/tatraining.htm#gsprofdev>
Readings and resources in Sakai

Topic areas:

- 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

Guest speaker:

The chair’s perspective on the job application and interview process and transition into the faculty career

by Saul Hoffman, Professor and Chair, Economics, University of Delaware

Friday, July 24 - Focus: Life as junior faculty – establishing a successful career path with focus on mentoring, promotion and tenure process, and professional ethics

Advance Reading: Goldsmith, J., et. al. (2001). *The Chicago guide to your academic career*
Chapter 8: Tenure, pp. 210-224
Academic career talks of junior faculty representing diverse disciplines and institutions,
linked from CTE site: <http://cte.udel.edu/tatraining.htm#gsprofdev>
Readings and resources in Sakai

Topic areas:

- Performance review, promotion and tenure process, evaluation of teaching, research, and service
- Mentoring and networking
- Ethical professional behavior

Celebratory lunch, Alumni Lounge, 202 ALS (Old Alison Hall)

Institute Fellows present aspects of their professional academic e-portfolio