



**Putting Your Ph.D. to Work:
Academic Career Preparation Summer Institute
August 1 – 5, 2011**

Date/Time: Monday - Friday (August 1 - 5), 9:00 a.m. – 3:30 p.m.
Lunch Break: Noon – 1:00 p.m.
Location: Room 109, Memorial Hall
Instructors: Marianne Green, Assistant Director, Career Services Center: megreen@udel.edu
Gabriele Bauer, Associate Director, Center for Teaching and Learning: gabriele@udel.edu

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, 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 2011 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, self-critique these 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 close to ready to be sent out (with small adjustments given particular context of position). We will conclude with a Celebratory Luncheon on Friday, August 5 and Fellows might share an aspect of their professional, academic ePortfolio.

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, August 1 - 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 cover letter , CV, 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/a/udel.edu/hetcportfolio/home>

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

Guest Speaker:

Grants databases

Carol Rudisell, Librarian, Reference Department, University of Delaware Library, Newark, DE

Tuesday, August 2 - 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 – recorded mock interview
- Talking about your teaching during the interview process, authoring the teaching statement

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

Guest Speaker:

Academic ePortfolio development: Experience, example, and advice

Paul Larson, doctoral candidate, Economics, University of Delaware, Newark, DE

Wednesday, August 3 - 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:

Job application and interview process: Experiences and advice

Ann Johnson, Ph.D., School of Public Policy & Administration, University of Delaware, Newark, DE

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

Thursday, August 4 –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?

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

Mock interviews: Observations and suggestions

Marianne Green, Assistant Director, Career Services Center

Friday, August 5 - 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

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 talking about specific aspects of these documents: strengths, challenges, future refinement.