

Making your academic job application stand out

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Overview

- 1 Introduction
- 2 CV
- 3 Research content
- 4 Teaching content
- 5 Service content
- 6 Reference letters
- 7 Cover letter

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- 3 your field of research;
- 4 quantity vs quality of your outputs;
- 5 your work/life balance;
- 6 your hobbies and interests.

Broadly, the content of your application fits into 6 parts:

- cv;
- research content;
- teaching content;
- service content;
- reference letters;
- cover letter.

Introduction
CV
Research content
Teaching content
Service content
Reference letters
Cover letter

CV content

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- Key content:
 - Full info about degrees;
 - Publications (with current status);
 - Research talks;
 - Teaching experience;
 - Service experience;
 - Relevant skills (languages, programming languages, etc.)
 - Optional: equity self-identification.

Research: what might go into your application?

- (CV;)
- research statement;
- copies of publications;
- content of reference letters;
- possible content of cover letter.

Research statement

- Research philosophy;
- Inclusion of HQP;
- EDI considerations;
- Overview of research;
- Future plans.

Copies of publications

How to choose?

Inclusion of HQP

- Various levels
- Training plans/philosophy
- EDI considerations

Research reference letters

- Supervisor
- External examiner

Teaching: what might go into your application?

- (CV;)
- content of reference letters;
- possible content of cover letter;
- teaching dossier (basically see below);
- teaching statement/philosophy;
- sample course outlines;
- sample course materials (especially assessments);
- student evaluations;
- peer evaluations;
- self-reflection.

Teaching Statement/Philosophy

- 1 Why do you want to teach?
- 2 What techniques/philosophies of teaching do you use?
- 3 What are your ideas around assessment?
- 4 Describe any specific techniques you've found effective.
- 5 How do you handle challenges in your teaching?

Sample Teaching Materials

- Small but reasonably representative assortment
- Focus on courses/material that might be similar to courses at this university

Evaluations and Self-Reflection

- Do include student evaluations
- Try to include at least one evaluation/observation letter from a peer or teaching supervisor
- Demonstrate that you consider and make reasonable adjustments in response to feedback

Service: what might go into your application?

- (largely in CV, cover letter, reference letters;)
- descriptions of committee service (not only at your university);
- descriptions of outreach activities;
- leadership positions;

Reference letters

- typically 3: 2 research, 1 teaching
- often supervisor, external examiner, department chair
- if you want them to disclose or not to disclose any equity categories you identify with, let them know!
- this can be an important source of information about your “collegiality”
- some supervisors ask students to draft a letter that they then edit and send
- ask them in advance if they are willing, ask them if there is any information you can provide that they would find useful

Cover Letter: crucial

- Show interest in the specific university and department
- Draw connections between your research and the research of potential colleagues
- Discuss courses or outreach programs you could introduce
- If you have personal or family reasons for wanting to live in that area, say so
- Optionally disclose EDI considerations
- Don't be modest
- Ask to see other people's!