Getting a job in SLA

SLATE Executive Committee
April 16, 2012
Outline

• Timeline
• Venues to search for SLA positions
• Which jobs to apply for
• Application materials
  – CV
  – Cover letter
  – Research statement
  – Teaching philosophy statement & portfolio
• Interview process and tips
Timeline

- Before beginning the job search process, talk to your advisor!
  - Will you be able to finish your dissertation on time?
  - Job search is very time-consuming
  - Search committees prefer candidates who show evidence of finishing on time
  - If you find a position but do not graduate on time, you may lose the position (or income)
Timeline

• Job ads may be posted year-round, but tenure-track positions generally begin to come out in August
  – A full year ahead of the start date
• Majority posted by October
• Applications generally due in October or November
• Interviews may begin before winter break, but many in the early Spring semester
• It is never too early to start with preparing for the job search!
• Update your CV regularly
Venues to search for SLA positions

• LinguistList
  – http://linguistlist.org/jobs/

• MLA Job Information List
  – http://www.mla.org/resources/jil
    • Membership needed; your department probably has one

• AAAL Job Bank
  – http://www.aaal.org/jobbank.cfm

• Chronicle of Higher Education

• Teacher Organization Listservs
Which jobs should you apply for?

• Read the ad carefully
  – Some ads are very specific, some are general
  – Some search committees mean exactly what they say in terms of the kind of applicants they are looking for; some are more flexible

• Prioritize
  – Apply first for the jobs that seem to fit you the best
    • Area of specialization
    • Experience
    • Desirability
  – Don’t discount those jobs that don’t fit your idea of the perfect position

• Keep a record of the jobs you’ve applied for
  – Deadlines
  – Application materials and date submitted
  – Any contact with search committees
  – Organization is key!
CV

• Regular paper, no fancy design
• Don’t pad the CV
• Sample CV
• Other format are available (see resources below)
• Check with advisor about format in your field
Cover letter

- Do research on the department/university
- On departmental letter head
- 1-2 pages in length
- Address all requirements in the ad
- Be specific, give examples
- Phrase the letter in terms of the university
- For research positions, start out with the dissertation, for teaching positions start out with your teaching experience
• Job Ad 1
Illinois State University seeks an Assistant Professor (tenure track) in TESOL Pedagogy whose professional focus is on K-12 English Language Learner (ELL) populations. Research focus on Assessment and Testing strongly preferred; interest in TESOL methods and materials and/or interest in Second Language (L2) writing/reading a plus. Successful teaching and active program of research in TESOL are required; PhD in field required by time of appointment. 2/3 teaching load; competitive salary.

Please send letter of application, C.V., and writing sample ... Please also send three letters of recommendation ... Applications may also be submitted electronically to the TESOL Search Committee ..... Applications must be postmarked by October 23, 20XX. The successful applicants must be legally authorized to work in the United States by August 16, 20XX
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Assistant or Associate Professor of German

The Department of Germanic Languages and Literatures invites applications for a tenure track / tenured position in German at the assistant or associate professor level to begin autumn XXX. We are seeking a colleague who will actively participate in the direction of a thriving undergraduate language and culture program and the expansion of a very successful Graduate Teaching Associate program. Applications from candidates with strong, demonstrated research qualifications in Second Language Acquisition and/or Applied Linguistics are highly desirable. Additional expertise complementing the strength of our present faculty is welcome and might include Technology-based Instruction, Media Studies, post-1750 German Literature and Culture, and Linguistics. Native or near-native command of German, demonstrated excellence in scholarship and teaching, leadership skills, and administrative cooperation are essential. We seek an engaged colleague who can enhance our role in OSU's newly established World Media and Culture Center and contribute to our outreach program. Please send a letter of application, CV, and three letters of recommendation for a position at the assistant level or the names of three references for a position at the associate level to

illinois.edu
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Sample Letter

http://www.grad.illinois.edu/sites/default/files/pdfs/academiccoverletters.pdf

• Sample Teaching Philosophy Statement
• Sample Research Statement
Letters of Recommendations

• Ask early (give minimally 4 weeks)
• Provide CV, sample job announcement, sample cover letter
• Consider creating an account on Interfolio or on a similar website www.interfolio.com
• If not using Interfolio, provide address labels or addressed envelopes
Interviews (Process and Tips)

Phase 1: First-Round Interview
- Format: Telephone, Skype, or in-person
- Length: 20 minutes
- Purpose: To screen applicants/decide which ones to invite to campus

Phase 2: Campus Interview
- Format: in-person
- Length: 1 hour
- Purpose: To help to decide which of 3-4 candidates to offer a position to
• Find out who will be interviewing you
• Do your homework!
  – Who are the interviewers/what is their background?
• This information helps you to anticipate the kinds of questions likely to be asked and also to know whether your audience will include any linguists.
• What is the structure of the interview?
  1. questions about research
  2. questions about teaching
These may very well predominate (depending on the institution) and will often take the form of specific questions like "what books would you use to teach ..."
  3. They'll tell you about the school and the job
  4. They'll let you ask questions (and you should always have questions!)
• For jobs with a foreign language component, at least one question of the interview will be in the foreign language.
• Be prepared to answer any question in your foreign language.
• Rule of thumb: respond in the language you are addressed in and let the interviewers switch languages.
Resources

• The Graduate College website offers rich information on ALL aspects of the job search: http://www.grad.illinois.edu/careerservices

• The Graduate College offers workshops http://illinois.edu/calendar/list/3257 and individualized career advising: (217)333-4610 or by email at GradCareerServices@illinois.edu

• Compendium of job interview questions – http://otal.umd.edu/~sies/jobquess.html
Questions?