

Finding Jobs

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1 General Introduction

Note: this handout is more like a check-list than a comprehensive documentation. See the links below for more info.

- (1) Your job packet
 - a. A cover letter: a guide to the whole packet (including its roadmap and summary).
 - b. Your research statement (p2-p4; not too short or not too long).
 - c. Sample publications (you look really good if you have an off-print of a journal publication)
 - d. Teaching statement
 - e. Course evaluations
 - f. CV
 - g. Recommendation letters

In general, you want to ask your successful classmates for their job packet. I am very happy to share mine (at least a part of it).

- (2) Some tips I learned when I was on a market
 - a. Check out their website. Describe in your research statement how you fit in the department. Mention specific projects of specific professors.
 - b. Check the course offering. In your teaching statement, make a list of courses you can teach. Make a list of courses that you can add to the course listing.
 - c. Give your letter writers a plenty of time, but feel free to remind them a week before the deadline.
 - d. Make your website, if you haven't. Put as much as info there (in an organized manner). If the committee is interested in your packet, they'll probably go check out your website.
 - e. Non-committee members may visit your website after your job interview.
 - f. Use your departmental letter head when printing out a cover letter (although I am not sure how important it is).
 - g. When you give out course evaluation forms to your student, tell your students that it is VERY important for your future. If you ask them to take it seriously, they do. Otherwise, they don't care.
 - h. If you have a chance to teach something other than "An intro to linguistics", grab it.

2 Interviews

- (3) LSA/phone interviews
 - a. You should probably go to LSA if you are on a job market.
 - b. Two things happen: (i) they come to your talk (ii) they will have an interview with you.
 - c. Expect some basic questions: “tell us about your dissertation?”; “what can you teach?”; “how do you think you would fit in the department?”
 - d. Have a practice interview with your friends/advisors.
 - e. Prepare some questions for them: “would you give me set-up money?”, “what’s the sabbatical system?”, “what are the plans for future hire?”, “what are the basic courses that I am expected to teach?” etc.
 - f. You may need to do a phone interview: it’s ok to make cheat sheets, but don’t read them.

In general, you want to show that (i) you are ready to become a member of that department, and that (ii) you are interested in the department.

- (4) Campus visit
 - a. Learn how to wear a tie (or wear formally), if you haven’t (I didn’t).
 - b. Expect to be invited on a very short notice (“Please come next Wednesday” is not uncommon).
 - c. Practice your job talk as many times as possible. Practice with non-experts and ask for comments.
 - d. You may be asked to teach a demo class—be prepared.
 - e. Interview with individual faculty members—check their website and think about how your interests may relate to theirs.
 - f. Interview with the committee: be prepared. A similar set of questions as above, but probably more in-depth questions.
 - g. Meet with graduate students. Interact with them with respect. If you have a friend, don’t spend too much time with that person.
 - h. Meet with the Dean. Be ready to explain your projects to a non-linguist.
 - i. Lunch and dinner—enjoy! They usually treat you with good food.
- (5) Useful links
 - a. UCLA graduate advising: <http://www.linguistics.ucla.edu/gradadvise/jobs.htm>
 - b. A letter from Robert Port: <http://www.cs.indiana.edu/port/advice.letter.html>

3 Negotiation

Once you get your offer, **make sure to negotiate**. You don’t have leverage once you accept the offer, and it is very hard to get what you need after you start your job. Remember that you’re really negotiating with the Dean, not with the department.

- (6) Negotiation check-list

- a. Salary increase, if appropriate. (Ask your future colleagues!)
- b. Research start-up money.
- c. Course release (teaching reduction) in your first year.
- d. Space, space, space.
- e. Lab equipment if necessary.
- f. Sabbatical.
- g. Administrative duties (ask if the department protects you from doing too much admin work)
- h. Tenure requirements (if you end up in a non-linguistics department, you may be asked to write a book. That may not be what you want to do. Get in writing that you can grant you tenure without a book).
- i. Expenses for working visa (if you're international—could be very expensive)
- j. Health insurance.

(7) Overall

- a. It's very stressful for anyone. But it will be over eventually.
- b. Take it as an opportunity to make yourself known to the field.
- c. If the job description is "close enough", you should apply. For example, if you are a laboratory phonologist, and if you see an ad for a phonetician, then you should probably apply.
- d. You will find a job. I think there are three factors: your profile, a department that you really fit in, and LUCK.