

Academic jobs search, interviews, and illegal questions +Negotiations: What can you ask for and when?

Reminder: The Job Search, from the Cutting Edge Collection hosted by NAGT

<https://serc.carleton.edu/NAGTWorkshops/careerprep/jobsearch/index.html>

Addresses:

[Beginning your Search](#) * [Assembling your Application Materials](#) * [Interviewing](#) *
[Negotiating](#) * [Dual Career Couples](#) * [International Scholars](#) *
[Additional Considerations](#)

Excerpt from Sample Job Posting (ChronicleVitae.com): FY18-01 Full-time, Tenure Track Marine Science, Safety and Environmental Protection (MSSEP) Faculty [Massachusetts Maritime Academy](#) in Massachusetts

General Responsibilities:

The instruction of college-level courses within the Marine Science, Safety and Environmental Protection (MSSEP) Department, including Earth Science, Oceanography, Physical Geology, and Environmental Monitoring. Other courses may include those focused on resource management, climate science, and sustainability.

Teaching first-year through senior level courses

Teaching and advising in a four-year college setting

Active participation in university committees and programs

Qualifications and Requirements:

Demonstrated potential to fulfill evaluation criteria of teaching and advising at the university level

An earned doctorate in oceanography or a related field is required for the tenure-track appointment at the rank of Assistant Professor

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Tenure-track appointment at a higher rank requires an earned doctorate in oceanography or a related field and significant teaching experience at the post-secondary level

A strong commitment to undergraduate education

Excellent oral and written communication skills

Excellent computer skills

Excerpt from Sample Job Posting (ChronicleVitae.com), cont'd

Preferred Qualifications:

Teaching experience of at least three years at post-secondary level
Experience with assessment of student learning
Experience in oceanographic or geologic fieldwork and laboratory studies
Understanding of and dedication to the Academy's unique mission

Salary: Commensurate with experience and subject to the MSCA collective bargaining agreement plan.

The Academy is not sponsoring immigration visas at this time.

You are always being interviewed... (inappropriate Qs)

- Conference/other interaction with the committee members can make an impression from the first time that they know you've applied
 - Pick-up from the airport
 - Formal interview(s): phone/on-campus interview day
 - How one deals with/responds to questions asked by students, faculty, staff
 - Though not asked about social media activity, if it is there, it is human nature for it to be considered, even if only informally considered
 - Lunch, dinner?
- ***Revisit Cutting Edge: The Job Search>Academic Job Interviews
- How to handle inappropriate questions...
 - Is the question relevant to the actual job? No? Tactful responses

Phone (or other remote) interview-2nd stage narrowing of the pool...Potential questions

- Are you still interested in the position?
- How does SSU fit in with your career goals?
- Describe your multicultural competence and/or experience at majority underrepresented institutions.
- Describe your teaching style and experience.
- What skills do you have that would enable you to teach Forensic Science
- Which classes are you could you teach?...or more pointed. See job add for hints
- Describe the research you would do at SSU. How would you incorporate undergraduate students into your research plans?
 - What courses would you be interested in teaching to introduce students to your area of expertise?
- What do you think is most important for a student to gain during their time in college?

On-Campus Interview

- Professionalism vs being fake
- Elevator pitch: versions for potential colleagues, students, Dean, VP of Academic Affairs/Provost

Tentative Schedule		
Interview for the Faculty position: POSITION NAME		
CANDIDATE NAME		
DATE		
Time	Event Description	Location
9:00-9:45	Meeting With Chair Marine and Env. Sciences	Drew Griffith 131
10:00-10:45	Meeting with Dean	Hubert D
11:00-11:45	Meeting with Academic Vice President	Colston Building
12:00-12:50	Seminar presentation	Drew Griffith 134
2:00-2:50	Meeting with the committee Members	Conf. Room, DG

Savannah State University

College of Sciences & Technology
 Department of Marine & Environmental Sciences

presents

TITLE

NAME

Candidate
 for
**POSITION,
 PROGRAM**

**DATE
 TIME
 LOCATION**

All are welcome to attend.

Seminar: Teaching Demo/Research Seminar/ Hybrid

- Student Evaluation sample →
-Subject to change in format and items listed but the evaluation is “always” requested.
- Non-search committee faculty?

CANDIDATE NAME: Dr.				
Campus Interview Rubric for a Faculty Position in the Engineering Technology Department (To Be Used By Students)				GRADE
Teaching Style(s)	0 - 5 (Weak) teaching Style(s) is not compatible to our student needs.	6-10 (Average) teaching Style(s) is a fit for our students. Some improvements are needed	11-15 (Exceptional) teaching Style(s) is a perfect fit for our students	
Objectives for the class presentation	0 - 5 (Weak) Objectives are not clearly defined for the class presentation	6-10 (Average) Objectives are somewhat defined for the class presentation.	11-15 (Exceptional) Objectives are clearly defined for the class presentation	
Student questions and comments	0 - 5 (Weak) Did not respond well to students questions and comments	6-10 (Average) Responds appropriately to student questions and comments	11-15 (Exceptional) Responds appropriately to student questions and comments and Encourages critical thinking and analysis	
Communication	0 - 5 (Weak) Oral Communication lacks to support the effectiveness of presentation	6-10 (Average) Oral Communication support the effectiveness of presentation	11-15 (Exceptional) Oral Communication is imaginative, memorable, and compelling to support the effectiveness of presentation	
TOTAL				

Comments:

Negotiations...What's important to you=Priorities

- Important to your success, personal & professional satisfaction, or other levels?
- Do you?
- What?
- When?
- How well do you?

Negotiations

- **Salary.** Do your homework but brace yourself it may not matter.
- **Laboratory start-up funds.** May/may not even be an option. Timing/climate/type of the institution
 - **Laboratory space**
- **Teaching duties.** First year, second year, onward.
- **Spouse's position/opportunities...**Two-body problem/Dual-career couples
- **Other?** Benefits (e.g. insurance, retirement, etc.) may not be negotiable or choice allowed at start of job meeting with HR

From Cutting Edge...

[36 Negotiable Items in an Academic Position](#), from Jane Tucker and Barbara Butterfield. While you won't want to include all of these items in your contract negotiations, you may want to look over this list and think about which ones you do want to include. Negotiating over a package of options, rather than a single item, leads to greater success (Tucker and Butterfield, personal communication).

[Advice on Negotiating Salary, Teaching Load, Start-up, and Lab Space](#), from Tim Bralower. Tim is the chair of the geosciences department at Pennsylvania State University. This page is a summary of his presentation at the 2005 Preparing for an Academic Career in the Geosciences Workshop.

The [NSF ADVANCE portal](#) includes a set of resources on [negotiation](#), focusing on research and best practices.

[Negotiating an Academic Job Offer](#), by Corinne A. Marasco. This article from Chemical & Engineering News has very detailed, specific advice for new science faculty negotiating an academic position. It describes both what is negotiable and what it is reasonable to ask for at a variety of institutions, from the perspectives of faculty members and administrators.

[Go Ahead, Haggle](#), by Rebecca Bryant and Amber Marks. These graduate career counselors at a large research university explain that employers expect you to negotiate

[The Academic Job Search Handbook](#), by Mary Morris Heiberger and Julia Miller Vick, includes a chapter about job offers and negotiations

[The Womanly Art of Negotiation](#), by Catherine Conrad. Reasons women are reluctant to negotiate, especially about salary, with examples of the consequences of failing to negotiate, including job dissatisfaction.

[The Right Start-up Package for Beginning Science Professors](#), by Rick Reis, published in the Chronicle of Higher Education. Rick suggests several possible topics of negotiation

- Additional Questions?
- Practice Elevator Pitch
- Break
- Roundtable on resources for job searches...remember caveat about finding openings at 2YC, PUIs, and some smaller schools
 - Cutting Edge
 - Add to Discussion Thread
- Time to work more/get more input on teaching/research statements in same-target groups or CVs/interviewing (~25 min)

Table 1	Table 3	Table 5	Table 7
Table 2	Table 4	Table 6	Table 8

- Charge, Wrap up, Evaluations