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# Academic Job Application Checklist

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The following checklist was created to summarize steps in the generic academic job application process for entry level American Studies candidates from start to finish. Applying for academic jobs requires a lot of preparation time--more than neophyte applicants usually realize or have. It is especially difficult to prepare materials for applications and interviews when one is struggling to meet deadlines for completing a dissertation. This checklist is intended to give you a sense, at a glance, of everything you MIGHT be asked to do or to provide so that you can manage your time as well as possible.

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### CHECKLIST FOR JOB APPLICATION PROCESS

1. Update or establish a placement file with your university or department placement office. Begin this process in August. Your credentials file should contain a curriculum vitae, precis of dissertation, list of courses/comprehensive exams, letters of recommendation, and summaries of teaching evaluations. Complete your credentials file in advance of the first job deadlines so that you are not compelled to do a fast or sloppy job of it. Request that the dossier be sent to search committees well in advance of deadlines. Some deadlines may be as early as 9/30 and some placement offices are slow to send out. It is best to obtain updated letters of recommendation each year.
2. Begin checking job ads from September on. Regularly check these sources as appropriate for your particular field of study:
  - \* Chronicle of Higher Education
  - \* MLA Jobletter
  - \* AHA Perspectives
  - \* ASA Newsletter
  - \* CAA Careers bulletin
  - \* the appropriate job bulletin for your field
  - \* don't neglect online sources or equivalents of the bulletins above for faster notice of new postings.
3. Keep your advisor(s) apprised of which jobs you're applying for--update their list as needed-- in case they know someone in the departments to which you're applying or get phone calls from the search committees.
4. Do your homework: Research specific jobs in the college catalog collection and through your gossip networks. Display this knowledge in your application materials.

5. Send out applications--being careful to meet the deadlines. Send what the search committee asks for; follow instructions, in other words. Usually they will ask for the standard items in your credentials file: cover letter, C.V., letters of recommendation (at least 3), dissertation precis or research summary. Keep the precis short. If the search committee wants a full writing sample, they'll ask for it. Sending tons of paper before it's requested may irritate some members of the committee. Many colleges or universities will require an original transcript sent directly from your university.

6. Set up a system of information control so you can keep track of your progress for each job.

7. Once the initial screening begins, you may be asked for additional materials. Send supporting documentation as requested. This stage of the search usually begins in November and continues through late January or a bit later. These materials may include

- \* course syllabi or proposals
- \* course evaluations
- \* offprints or preprints of articles
- \* all or part of your dissertation
- \* statement of teaching philosophy

8. Plan to attend the major conventions in your field. If you are really serious about getting a job, you need

