

Overview of today's workshop

- Preparation of application materials
- Preliminary interviews
- On-campus visits
- Offer(s)

**1. Preparation of application materials**

Timeline: Summer and early fall

- A. Cover letter (*see sample*)
- B. Recommendation letters (3)
- C. Research Statement
- D. Teaching Portfolio
  - Teaching philosophy
  - Sample syllabi
  - Evaluations
- E. Sample publications or writing sample

**2. Preliminary interviews**

Timeline: December—early January

- A. How to prepare
- B. Questions you can expect (*see sample*)
- C. What to expect from a phone interview
- D. What to expect from a conference interview

### **3. On-campus interview**

Timeline: January—March

- A. How to prepare
- B. Components of the visit
  - Job talk
  - Teaching demo
  - Interviews
  - Conversations and social events
- C. General advice

### **4. Offer(s)**

Timeline: late January—March (sometimes later)

- A. Response window
- B. Terms of the offer
  - Salary
  - Course load and (potential) course relief
  - Moving allowance
  - Start-up or research funds
  - Summer salary
  - Housing
- C. Negotiations