

# THE ACADEMIC JOB SEARCH

The process of filling an academic job takes the better part of a year, and it requires careful preparation and polishing of application materials.



## Prepare your documents

SUMMER

Cover Letter  
CV  
Teaching Philosophy  
Writing Sample  
Transcripts  
References

- Modify your materials based on the job post
- Save your files as pdfs
- Provide your materials and the post to your references
- Organize your documents with specific file names and folders



## Look for posts

AUGUST-DECEMBER

Job boards  
Institutional websites  
Networking

- New positions appear almost daily
- Only about half of posts appear on job boards



## Submit applications and wait

OCTOBER-DECEMBER

Committees review applicants  
HR conducts background checks  
Together, they distill a short-list of 8-10 applicants

- Posts stay open approximately 6 weeks
- Callbacks are usually based on which materials best reflect what they are seeking



## Contact applicants/begin interviews

DECEMBER-FEBRUARY/MARCH

MLA conference interviews  
Video/phone interviews

- Some preliminary interviews are conducted at the MLA convention
- Initial interviews narrow a field from 8-10 candidates to 2-3



## Attend campus interviews

FEBRUARY-APRIL

Multiple candidates over a couple of weeks  
Accept/decline offers

- Prepare for an interview to last an entire day or two
- Committees may take a couple weeks to decide on a candidate
- If a first-choice candidate declines, the committee may move to the second



## Start your new job

MAY-JUNE

Begin the hiring paperwork  
Contact your chair  
Find out your Fall schedule  
Attend orientation and administrative meetings  
Begin course preparation

## Visiting professor positions

POSTED AT ANY TIME

Application process is varied based on the institution  
Same application materials required  
May have a compressed hiring timeline

## Adjunct/Contract positions

POSTED AT ANY TIME

Based on enrollment  
Usually only require a CV and cover letter