

# **THE GOOD, THE BAD, AND THE UGLY**

## **A GUIDE FOR PHILOSOPHY JOB APPLICANTS**

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### **PHILOSOPHICAL CAREER TIMELINE FOR APPLICANTS IN YEAR Y**

Spring Y+5/6	Submit promotion and tenure dossier
Spring Y+2/3	Submit first reappointment dossier for Y+3-Y+6/7
Fall Y+1	If you are unemployed or your job is not tenure track, begin the application process again
August Y+1	Start your new job
Early May	JFP #4
Late-April	APA Central meeting (April 22-25, 2004 in Chicago)
Mid-April	Defend and submit your dissertation.
Mid-March	APA Pacific meeting (March 24-29, 2004 in Pasadena); in even years, submission deadline for PSA contributed papers
March 1, Y+1	APA submission deadline for Y+1 Eastern Division meeting
February-March	Initial job offers are made
Late February	JFP #3 published. Start looking for one year jobs; rewrite dossier if needed; conduct a second mock interview if needed.
From mid-January	On-campus interviews are scheduled
Early January, Y+1	Most colleges are still on break, so not much happens
<b>December 27-30, Y Eastern Division APA meeting (2003 in Washington, DC)</b>	
December 22-27	People are on vacation, they are not going to call you

Mid-December	APA interviews are scheduled
Early December	Schedule a mock interview; deliver a practice job talk; write and practice your interview spiels (see below).
December 1	Most job applications due on or before December 1. Tell your committee members and the DGS and the Head, where you are applying.
Mid-November	JFP #2, usually the biggest (November 10, 2003)
Mid-November, Y	Submission deadline for Y+1 Southern Society meeting. In odd years, PSA Symposia proposals due.
November 1	APA submission deadline for next Pacific and Central Division meetings
Mid-October	JFP #1 (October 10, 2003)
September	Eastern Division Program published: Register for the meeting and reserve a hotel room as soon as you get the issue. Register for the APA Placement service. Defend your dissertation if possible.
<b>Mid-September</b>	<b>Request letters of recommendation from faculty.</b>
<b>Mid-August</b>	<b>Submit a complete draft of your dissertation to your committee</b>
Summer	Write your dissertation. Tweak your CV. Prepare a teaching portfolio: compile your course evaluation data, create sample syllabi for standard courses, and for one or two unique courses. Prepare two writing samples; review them with your committee. Plan a job talk. Write a boilerplate cover letter that you will customize for each job. Learn to print the letters onto letterhead.
Late-May, Y	Have a draft of 75% of your dissertation. Consult with your committee before you go away for the summer. Decide whether you will go on the job market this year.
March 1, Y	Submit a paper to the APA Eastern Division
<i>Now or sooner</i>	<i>Join the APA. Prepare a basic CV. Learn the (semi-)annual cycle for conferences in your area of specialty, and for regional conferences (SPP, SSPP, Midsouth, PSA, ISHPSSB, etc.) Attend an Eastern Division APA meeting in a year prior to when you are on the market.</i>

## OTHER SALIENT TIMING ISSUES

6	Number of single author articles in refereed journals that is expected for tenure at most colleges and universities
1	Number of books required for tenure at many research universities
3 years	Typical time for someone to publish something that comments on what you wrote
2 years	Time to have your paper printed in <i>Philosophy and Phenomenological Research</i> once it has been accepted.
2 years	Typical time after publication for a book review to appear
1 year	Time to publication of a book or anthology from submission of the final manuscript
5 months	Typical time to journal publication after acceptance
4-6 months	Time to have your paper rejected from <i>Journal of Philosophy</i> or <i>Philosophical Review</i> without getting any comments
3 months	Typical time to hear back from a journal
0	Number of spelling and grammar errors that should be in your dossier

## JOB INTERVIEW “SPIELS”

Write out short answers to the following questions, and learn to give the answers clearly and concisely.

- Tell us about your research/dissertation. (This means, give a three minute discussion of the most important point.)
- What would you teach in an introductory class. (This will be general intro., unlike at UC.)
- What would you teach in a course on your AOS.
- What would you teach in a standard Descartes through Kant course.
- What would you teach in a logic course.
- What would you teach in an introductory ethics course.

Also, think of questions that you might ask your interviewers. For example:

- What is the teaching load of the job?
- How is professional life in the department/university?
- How many majors do you have?
- Is there an undergraduate philosophy club?

## ELEMENTS OF A STANDARD JOB APPLICATION DOSSIER

- (1) Cover letter, on department letterhead, including job number and job-specific information.
- (2) Curriculum vitae (CV). You may need slightly different versions for different jobs.
  - a. Name, address, phone number, email address, FAX
  - b. Citizenship and visa status if not US citizen, or if applying for foreign jobs
  - c. Professional appointments, including assistantships, lectureships, and fellowships
  - d. Education, undergraduate and graduate. List committee members and thesis titles
  - e. Area of specialization (AOS): The one or two topics that you consider your primary areas of research; your dissertation will involve one or both
  - f. Areas of competence (AOC): those areas in which you are qualified to teach an advanced undergraduate course, or in which you have taught such a course. (You do not have an AOC in Modern Philosophy just because you can teach the standard Descartes-through-Kant course—you will *all* be prepared to teach that course.)
  - g. Publications, if any. This is nearly a requirement for some AOS (mind), and much less so for others (ethics)
  - h. Presentations, if any. This is nearly a requirement for some AOS (mind), and much less so for others (ethics)
  - i. Work in progress, if any. Skip unless you have substantial publications already
  - j. Teaching experience: Courses taught, and when
  - k. Awards, including fellowships, travel grants (but not departmental reimbursements), most everything from the Taft Fund or URC, summer stipends. May include undergraduate awards if they are distinguished
  - l. Professional memberships. Yes, people are sometimes interested in what groups you join; they want to know whether you are active in the right groups for your specialty
  - m. Optional: List of all graduate courses taken sorted by topic, include who taught them and perhaps even the title of your final paper
  - n. Optional: List your letter writers and their phone numbers and email addresses. May include one or two extra people who would support you but did not write letters.
  - o. Optional: Service. If you held governance roles in the department or a society, list them.
  - p. Optional: Other experience. Include any kind of editorial work (for *Brain and Mind*, for a newspaper, etc.), research assistance (to a faculty member), or lab experience (if you are doing philosophy of science.) Include anything that you ran or managed, even if it was a McDonalds. Include major non-profit work. If the non-profit work is for a religious group, think about using it on one version of your CV but not on another; if the work is a mission or evangelical, include it only when applying for jobs at the appropriately affiliated colleges. Do not include miscellaneous jobs unless they are really cool.

- (3) Writing sample. One, if you only have two; two, if you have more than two. You will later need to be able to deliver a job talk that is different from your writing sample. Typically one or both will be chapters of the dissertation that can stand alone; you need to write a dissertation that has at least two such chapters. Send a double-spaced copy, unless the article has been published in which case you can send a photocopy or offprint. Do not send a book review or encyclopedia article unless you send at least one regular article. Do not send a co-authored article unless you send at least one single-author article.
- (4) Dissertation abstract. Might be a long paragraph, or a short paragraph per chapter. If short, might be part of the CV.
- (5) Statement of Research plans. What will you do after you're done with your dissertation?
- (6) Teaching portfolio
  - a. Summary of teaching evaluations
  - b. Sample syllabi
  - c. Optional: Statement of teaching philosophy
  - d. Encouraged: Letters about teaching from a faculty member and some undergraduate students.
- (7) Confidential letters, sent by the department or a credential service