APS A
Pedagogy Workshop: Preparing Teaching Materials for the Job Market
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Going on the Job Market

Applying for the Job

Preparing for the Interview
## A Snapshot: Postings for FT Faculty

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A few notes:
If separate documents are not required, cover letters typically request teaching and/or research interests. Some institutions start with CV, Cover letter and references as first step. More will be requested later.
Applying for the Job

- Cover Letter/Letter of Application
- Curriculum Vitae
- Teaching Portfolio
- Diversity, Equity & Inclusion Statement
- Research Statement
- Writing Sample
- Letters of Recommendation or References
- Transcripts
COVER LETTER: Letter of Application

PURPOSE: To create a narrative that introduces you and your job application materials to the committee.

KEEP IN MIND: The committee is reviewing MANY applicants. Create a cover letter that can be easily understood when skimmed.

- Pitch to the specific institution or institution-type. (No need to be overly specific.)
CURRICULUM VITAE

- PURPOSE: To interest the committee in interviewing you.
- KEEP IN MIND: Each CV contains "standard" information, but you select the message to highlight your strengths as a candidate.
TEACHING PORTFOLIO

PURPOSE: Show the committee that you are ready and able to teach students. On-the-job training is rare at any institution, so demonstrate your ability to be an effective teacher with minimal supervision.

THREE CATEGORIES TO KEEP IN MIND

> Statement or philosophy
> Evidence of effective teaching
> Documentation of your teaching
TEACHING PORTFOLIO: The Statement or Philosophy

Is there a difference?

> A **statement of teaching philosophy** describes your values, goals, and beliefs regarding teaching and learning.

> A **teaching statement** develops from your teaching philosophy and uses evidence from your teaching to make the case you have excelled as a teacher.

1. Goals for student learning
2. Enactment of goals (teaching methods)
3. Assessment of goals (measure student learning)
4. Creating an inclusive learning environment
5. Structure, Rhetoric, and Language.

(University of Michigan Center for Research on Learning and Teaching, Statement of Teaching Philosophy Rubric)
TEACHING PORTFOLIO:
Evidence of Effective Teaching

Student Evaluation Summaries
Classroom Observation Document
TEACHING PORTFOLIO: Documentation of Your Teaching

• Syllabus
• Assignments & Grading Guide
• Lesson Plan
• Exam, Quiz, and/or Assignment with Feedback
• Description of Semester-Long Project
• Recording of your teaching
• Findings Representing Classroom Research
• Faculty Development Certificates
• Honors & Recognitions
TEACHING PORTFOLIO:
What if you have little or no teaching experience?

- Teaching Statement or Philosophy -- develop a statement based on your experience as a student
- Evidence of Effective Teaching? -- may not be able to provide
- Demonstration of Teaching -- use examples of syllabi, lesson plans, projects, and/or assignments
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TEACHING PORTFOLIO: Documentation of Teaching

Example: Creating a Syllabus

The Syllabus is a statement of your values. Which people and voices are important to listen to? What forms of knowledge are important?

> Connects to your teaching philosophy
> Equitable & Inclusive -- teaching philosophy, teaching practice, selection of course materials to support engagement, validation, and a sense of belonging in education. Importance of fostering inclusivity and empowering statements in the course syllabus.
> Learner-Centered

Richmond, A. 2016. Constructing a Learner-Centered Syllabus: One Professor’s Journey. IDEA Paper #60
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DIVERSITY, EQUITY & INCLUSION STATEMENT

• PURPOSE: The DEI statement should demonstrate your commitment and ability to contribute to the institution's pursuit of inclusion and equity through scholarship, teaching, service, mentoring, and/or advising.

• It is an opportunity to highlight your understanding of the barriers faced by under-represented or marginalized groups, as well as your own experiences meeting the needs of a diverse population of students, staff, and peers.

• KEEP IN MIND: The diversity statement should include your understanding of DEI, past experiences and activities, as well as future plans to advance diversity, equity, and inclusion.
RESEARCH STATEMENT

• PURPOSE: To walk the committee through the evolution of your research, highlight your accomplishments, and demonstrate your next steps.

• KEEP IN MIND: This is not just a summary of your research, but an explanation about why it matters.
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WRITING SAMPLE

Published article, book chapter, or dissertation chapter
Adhere -- loosely -- to page requirements.
Different focus than job talk
Committee will be ready MANY writing samples, make sure your beginning is both strong and clear.
LETTERS OF RECOMMENDATION & REFERENCES

At least one letter that speaks to your teaching ability.
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TRANSCRIPTS

Usually, unofficial are acceptable until you are hired.
BEHIND THE SCENES
Reviewing Your Application

You & Institution
Carefully Review the Job Posting

You & Institution
Carefully Review the Job Application

Institution
Scoring the Candidate
Thoughts? Questions?
Open the floor to feedback and discussion.
Effectively Preparing for the Interview

1. About Yourself
2. About Your Teaching
   - Teaching Demonstration
   - Job Talk
3. About the Prospective Institution
4. Questions You Should Be Able to Answer
5. Questions to Consider Asking the Interview Committee

Remember

They are looking for --

- An Effective Teacher
  - Depending on institution -- meaningful research
- A participant & contributor to the institution and department
- A colleague and "teammate"
Effectively Preparing for the Interview

About Yourself

- Teaching Skills & Interests
- Accomplishments
- Current & Future Plans
- How do you feel about living in ________________?
Effectively Preparing for the Interview

About Your Teaching

- Teaching philosophy & specific methods
- Use of technology & specific materials
- What you CAN teach and what you would LIKE to teach
Effectively Preparing for the Interview

Teaching Demonstration

**PURPOSE:** Demonstrate you can create and follow a lesson plan, as well as engage and interact with students to enhance their learning.

**KEEP IN MIND:** You will want your teaching demonstration to reinforce your application materials, including your statement of teaching philosophy.
Effectively Preparing for the Interview

Job Talk
Learn as much as possible about the expectations
Set your talk up by explaining the overall shape of the project and where this fits in to it.
Different focus than writing sample and teaching demo.
Do not exceed time limit. Q&A can be the most crucial part.
Effectively Preparing for the Interview

About the Prospective Institution

History & Mission of the Institution
Interests and Background of the Faculty
Knowledge of Courses Offered & Student Population
Understanding the Position

> This part of the interview can be tricky, as you may not know the politics and context of the department. <
Effectively Preparing for the Interview

A Sampling of Questions to Answer as Part of Interview Preparation

- Describe your philosophy of teaching.
- How do you motivate students?
- Describe a course you taught in the past. How were you sure students were learning?
- How would you teach this introductory/intermediate/advanced level course? What does the syllabus look like? What materials will you be using?
- What type of technology do you use in the classroom and online?
- Given your research work, what attracts you to a teaching-focused position at this college/university?
- Please summarize the contribution you would make to our institution and/or department.
- How would you contribute to the mission of the college and to the campus community?
- Are you willing to serve on committees?
- Why are you interested in our university/college?
Effectively Preparing for the Interview

Possible Questions to Ask the Interviewers

- What is the biggest challenge currently facing your department?
- What do you like most/least about this college/university?
- What is life like in this city/town?
- What are the expectations for new faculty? How do those expectations change?
- What are the next steps? When can I expect to hear from you?
Effectively Preparing for the Interview

They are looking for --

- An effective teacher (and depending on the institution -- meaningful research)
- A participant/contributor to the institution and department
- A colleague and "teammate"
Thoughts? Questions?
Resources

- APSA
  - APSA eJobs & Professional Development
  - Best Practices for Interviewing
  - Best Practices for Department Hiring

- HigherEdJobs

- @LindsayMayka Twitter Thread 8.5.22

- IUPUI Center for Teaching and Learning. Writing a Teaching Philosophy or a Teaching Statement


- Teaching Statements and Philosophies. Indiana University Bloomington Center for Innovative Teaching and Learning

Resources

- Gannon, K. Syllabus from a Student Perspective. A checklist.
- Richmond, A. 2016. Constructing a Learner-Centered Syllabus: One Professor’s Journey. IDEA Paper #60
- University of Michigan Center for Research on Learning and Teaching. Statement of Teaching Philosophy Rubric
- Vanderbilt University Center for Teaching. Developing and Writing a Diversity Statement
- Smith, M.K, Wenderoth, M.P, & Tyler, M, 2013. The Teaching Demonstration: What Faculty Expect and How to Prepare for This Aspect of the Job Interview. Life Sciences Education 12, 12-18.
- UCONN Center for Career Development. Common Academic Interview Questions
- University of Toronto. Academic Interview Guide For Masters and PhDs
- IUPUI Center for Teaching and Learning. Planning a Teaching Demonstration