

LANDING ON THE TENURE TRACK: JOB HUNTING IN ACADEME

SURVIVAL SKILLS FOR GRADUATE STUDENTS
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OFFICE OF RESEARCH AND
ECONOMIC DEVELOPMENT

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SURVIVAL SKILLS FOR GRADUATE STUDENTS WORKSHOPS

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Survival Skills for Graduate Students (SSFGS)

Search this Guide

SEARCH

This guide provides resources related to the Survival Skills for Graduate Students workshops, including supplemental material and podcasts.

Start Here

Workshop Handouts and Slides

[Survival Skills for Graduate Students Online Workshops](#)

[Demystifying the Dissertation Process](#)

[Developing a Literature Review](#)

[Avoiding Plagiarism: Tips and Strategies for Graduate Students](#)

[Publishing 101: Navigating the Academic Publishing Process](#)

[Before You Sign: Understanding Your Rights as an Author](#)

Survival Skills for Graduate Students Online Workshops

The Survival Skills for Graduate Students workshop series is offered every fall and spring semester by the Graduate Student Services Department of the Mississippi State University Libraries. Online versions of most workshops are also provided, using Blackboard Collaborate. This page provides archived sessions using the Blackboard Collaborate system and copies of all handouts provided during the on campus workshop. Sight and hearing impaired users who need alternative access to recordings or handouts should contact the [Graduate Student Services Department](#).

Demystifying the Dissertation Process

This workshop provides strategies for starting and finishing a dissertation or thesis.

- [Demystifying the Dissertation Process PowerPoint Slides \(PDF\)](#)
Presentation slides to accompany the Demystifying the Dissertation Process workshop. PDF File.
- [Demystifying the Dissertation Process Handout \(PDF\)](#)

SESSION OVERVIEW



PREPARING FOR THE
JOB SEARCH



APPLICATION PACKET
COMPONENTS



INTERVIEW TIPS

PREPARING FOR JOB SEARCH: TIMING!

- ABD or PhD?
- Discipline Norms
- Timing: how close to completion are you?
- Resources?
 - Time
 - Financial
- Publication

FINDING A JOB....

- Strategies vary by discipline:
 - Chronicle of Higher Education
 - Professional Associations: conferences and websites
 - Other Web Resources
 - HR listings of institutions

READING THE POSITION ANNOUNCEMENT

- Read and Follow Instructions!
- Most use online HR systems; you can always add additional information to these systems; never rely solely on the online form.
- Closing dates (?)
- Required elements: references, other application components.

AN EXAMPLE

Assistant Professor of Forest Business Mississippi State University in Mississippi

[How to Apply](#)

[Save](#)

[Print](#)

Deadline	Open until filled
Date Posted	February 26, 2020
Type	Tenured, tenure track
Salary	Not specified
Employment Type	Full-time



Position Function:

This is a full-time, nine-month, tenure-track position at the Assistant Professor level in the Department of Forestry, College of Forest Resources, Forest and Wildlife Research Center, Mississippi State University.

Salary Grade: UC

Please see [Staff Compensation Structure](#) or [Skilled Crafts and Service Maintenance Compensation Schedule](#) for salary ranges. For salary grade UC, these positions are "Unclassified" and salary ranges are determined by the hiring department.

Department Profile:

The Department of Forestry is one of three departments in the College of Forest Resources and the Forest and Wildlife Research Center at Mississippi State University. The faculty has diverse teaching, research, service, and extension/outreach expertise, in the specialties of forest biology and watershed management; forest economics; outdoor recreation; natural resource management;

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[Assistant Professor](#)
Mississippi State University

[Vice President for Research and Economic Development](#)
Mississippi State University

[Research Assistant Professor](#)
Mississippi State University

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AN EXAMPLE

Area of Specialization:

Forest Business

Anticipated Appointment Date:

August 16, 2020

Tenure Track Status:

9-month tenure-track position

Essential Duties and Responsibilities:

Responsibilities will include participation in the Department's teaching, research, and service activities. Teaching will include both undergraduate- and graduate-level courses in forest business for on-campus and Distance Education programs. These courses will focus on topics related to timberland investment, timber procurement, forest operations, forest real estate management, and forest taxation across various spatial scales and forest stakeholder groups, including small-scale nonindustrial private forest (NIPF) landowners and large-to medium-scale industrial clients and organizations (e.g., TIMOs and REITs). The incumbent will have opportunities to develop additional courses as well. The successful candidate will be expected to conduct an extramurally funded research program in the specialized field of forest business covering the items listed above. Candidates with experience in working across diverse forest stakeholder types and understanding their forest asset management needs and constraints will be strongly considered. Service responsibilities will include participating in department, college, and university activities; developing strong mentoring programs for undergraduate and MS and Ph.D. graduate students; and interacting with constituents and professional and industry organizations.

Minimum Qualifications:

A Ph.D. with a specialization in forest business, timberland investment, timber procurement, forest operations, forest real estate management, forest taxation, and/or

AN EXAMPLE

Ph.D. graduate students; and interacting with constituents and professional and industry organizations.

Minimum Qualifications:

A Ph.D. with a specialization in forest business, timberland investment, timber procurement, forest operations, forest real estate management, forest taxation, and/or closely related fields.

ABDs or degree pending considered (all but DISS):

All but dissertation (ABD) applicants will be considered.

Preferred Qualifications:

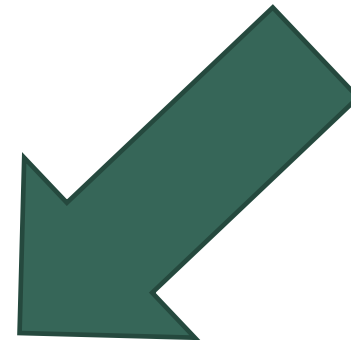
Preferred candidates should have a strong record of scholarly publications, have the potential to secure extramural funding, and show demonstrated experience in teaching both traditional and Distance Education courses. At least one degree from an accredited professional forestry or natural resources-related program is preferred. Strong candidates will have an extensive background in timber procurement, forest consulting, timberland investment management at NIPF landowner and forest industry levels, timber and non-timber forest markets, market risk analysis, forest taxation, and financial decision making.

Instructions for Applying:

Screening of applicants will begin April 15, 2020 and will continue until a suitable applicant is found. Applications must be made through the Mississippi State University Employment opportunities website via the link <http://www.msujobs.msstate.edu/> (PARF Number 499878). Applicants should also submit (in a single pdf) a letter of application, curriculum vita, copies of transcripts (for all degrees)(please redact social security number if it appears on transcript), a brief statement of research and teaching interests, and complete contact information for three professional references as attachments in submission of application.

Equal Employment Opportunity Statement:

MSU is an equal opportunity employer, and all qualified applicants will receive



APPLICATION PACKET MAY INCLUDE:

- Cover Letter/Letter of Application
- Curriculum Vitae (Not a resume!)
- Official Application (Form)
- Research Statement/Agenda/Interest
- Letters of Recommendation
- Teaching Statement/Interest/Philosophy
- Diversity Statement
- Course Evaluations
- Writing Samples
- Transcripts
- ALWAYS FOLLOW INSTRUCTIONS!

PREPARATION CONSIDERATIONS

- Your documents should be professional and up-to-date.
- Consider Times New Roman Font, 12 or 10 point font; use headings and spacing consistently.
- Proofread everything.
- This is not the place to be cute! Avoid trendy fonts or graphics.

COVER LETTERS

- Writing:
 - Usually one page; single-space text with an extra line between paragraphs; addressed to either the chair of the search or the search committee.
- Opening Paragraph – introduce yourself, refer to the position you're applying for and what attracted you to the position.
- Body of the Letter – include how you fit the position, your qualifications, how you can make a contribution to the department.
- Closing Paragraph

MSU CURRICULUM VITAE GUIDE



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Curriculum Vitae Guide

Office of the Provost & Executive Vice President
Division of Academic Affairs

Provost and Executive Vice President: Jerome A. Gilbert, Ph.D.

College of Agriculture and Life Sciences

College of Architecture, Art and Design

College of Arts and Sciences

College of Business

College of Education

College of Engineering

College of Forest Resources

College of Veterinary Medicine

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MSU CURRICULUM VITAE GUIDE

- https://www.provost.msstate.edu/pdf/curriculum_vita_guide.pdf

COMPONENTS OF A CV

- Varies, depending on the applicant and position.
- Value of multiple versions.
 - The order of content can be varied to meet the audience or purpose of the CV.
- Core Information vs Selected Material.

COMPONENTS OF A CV

- Personal Data (Contact Information)
- Education
- Related Professional Experience
- Publications/Presentations/Grants
- Professional Affiliations and Honors

WHAT NOT TO INCLUDE

- Personal information: health, physical appearance, age, marital status, children
- Objective (this is often found on a resume but not a CV)
- Social Security Number
- Salary Requirements
- Courses

TEACHING INTEREST OR PHILOSOPHY STATEMENT

- 1-2 Page document that lays out YOUR teaching approach, methods, and expertise.
- Answers core questions:
 - Why do you teach? (Why do you want to teach?)
 - What do you teach? (What would you like to teach?)
 - How do you measure effectiveness? How do you assess learning?

RESEARCH STATEMENT

- Varies by discipline. 1-2 Page document that defines who you are (or will be) as a researcher. May include lab requirements.
- Common Components:
 - Your “research agenda” – what research question will you pursue in the next five years.
 - Be sure to show the independence of your research agenda from your mentor or advisor.
 - Summarize your Research goals and projects.

DIVERSITY STATEMENT

- Relatively new element of an application packet. Always include any required elements or questions. Could include elements related to research, teaching, mentorship, advising, and service.
- May include:
 - Statement of values – your understanding and commitment to diversity, inclusion, or equity in higher education.
 - Experience – what examples demonstrate your commitment to fostering success of all students and staff, especially underrepresented groups.
 - Future plans – how will you address these issues in the classroom or in your research.

INTERVIEW STRATEGIES

- Research, research, research!
- In-person vs online interviews.
- Preparing for interview questions; crafting your own questions.
- Caveats.

JOB HUNTING IN A PANDEMIC

- Greater reliance on online screening. Prepare for the online interview.
- The importance of networking.
- Realistic expectations of the labor market.

THE POSTDOC JOB SEARCH

- Many aspects of a postdoc search will be similar to a tenure-track search.
- Consider why you want a postdoc and how it applies to your long-term goals.
- Investigate potential labs/Pis.
- Prepare for the interview.

FINISHING STRONG

- Stay professional. The impression you make today may be remembered years later.
- Understand the timetable for the job search.
- Handle rejection.

QUESTIONS?



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**Your feedback on this session is greatly
appreciated!**