Job Market Information

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Last Updated: Fall 2018

1. Deciding whether to go on the job market
	1. This is a decision that ultimately **you** must make, but it should be made in close consultation with your dissertation committee
		1. Especially your advisor, obviously
			1. In fact, be actively seeking input from your advisor about all aspects of and strategies about this
			2. S/he is much more familiar with your work and project than I am, so will be able to help you shape and package it in ways fitting to the different application documents
		2. Be **talking to many people** about their experiences with the job market and gathering any insights they might have about it
			1. Other faculty members, especially people who have **recently been through the market** (Dana, Taylor, and Marcello in particular will be good resources here)
			2. Recent Purdue graduates you may still be in contact with, and others recently on the job market
				1. Especially perhaps those who have gotten temporary positions (post-docs)
				2. That they are vacating and you could apply to
	2. Some more or less **necessary conditions** for going on the job market:
		1. You have at least three chapters of the dissertation completed in draft form
		2. Dissertation committee members have seen at least two of your chapters
		3. You and your committee members are in agreement as to how the principle arguments of the dissertation will play out
		4. Committee members writing letters can confidently assert that you will be defending by late Spring or very latest mid-Summer next year
	3. You should **not** be going on the market **unless** you are certain your committee members and other writers will **commit to writing you strong and supportive recommendation letters**
		1. Writers must be able to produce those letters on the basis of work they will have seen by September
		2. Make sure you have secured the agreement of everyone you’re planning to have write for you
		3. Contacting letter writers individually is a good idea
	4. Costs
		1. Orchestrating everything involved in going on the job market will consume **much** more time and energy than you probably think, and tends to be emotionally draining and disorienting in ways that are difficult to anticipate
			1. Especially if you’re also teaching, you are unlikely to get much quality research done the fall you’re on the market
			2. You will inevitably underestimate this, but still, a warning: **DO NOT UNDERESTIMATE THIS!**
		2. Monetary costs for a run on the market vary greatly, depending on a number of factors
			1. How many jobs you apply to, and how – for instance, Interfolio charges (or did) $8 - $10 per job you apply to, while AJO is typically free for you (paid for by host university)
			2. If you get any non-video interviews that require you to physically go the Eastern APA (travel costs, room and board) (Savannah 1/3 – 1/6 2018 this year)
				1. Most initial interviews are now done via telephone or Skype-esque video conferencing
				2. This is very much in flux, though
			3. However much you want to spend on a couple of snappy professional outfits for interviews
				1. For men: suit and tie is your best bet
				2. For women: probably more room for variation, but also a bit more difficult to find the desired combination of comfortable and professional – consult with Pat, Jackie, Dana and other recent graduates on this
				3. For both: as with everything while on the job market, the first principle of dressing is: **First, do no harm** – so err on the side of too formal/professional
			4. The good news: costs of on-campus interviews (travel, room, board) are typically covered/reimbursed by the host university
	5. Is your social media scrubbed of anything that you don’t want potential employers to see because it might be detrimental to your job chances?
		1. Figuring out how to do social media is not easy, but here are some thoughts:
			1. <http://leiterreports.typepad.com/blog/2018/08/do-young-philosophers-really-need-to-be-on-social-media-for-professional-reasons.html>
			2. Which links to: <https://blog.apaonline.org/2018/08/01/women-in-philosophy-social-media/>
		2. I haven’t thought about it enough to be sure which bits of advice contained therein I’d endorse or advise against
			1. At this point, having grown up online, you are probably considerably savvier about this sort of thing that any of us faculty members
			2. But with respect to philosophy and your social media presence, how you’re going to engage and present yourself is probably something that you should put some deliberate thought into
			3. It is certainly the case that
				1. Being on social media **can** help raise your visibility, help you stay connected with other philosophers, remain abreast of what’s being published and what people are talking about
				2. Doing social media **badly** can actively hurt a nascent career
			4. It is probably the case that
				1. **Not** being on social media at all will not actively hurt a nascent career
				2. Though abstaining foregoes the potential positives as well as the potential negatives
		3. Certainly be careful
			1. The first principle applies here as well: Do No Harm
			2. Though that can be [tough](https://politics.theonion.com/report-every-potential-2040-president-already-unelecta-1819595196)
2. What you will need for your application dossier and job campaign
	1. Here’s a rough list of documents job listings are likely to ask for
		1. Cover Letter
			1. These are very important, because some people on hiring committees take them very seriously
			2. Each distinct cover letter should be calibrated to the particular institution it is being sent to
			3. Though you might use two templates to work from
				1. Research Positions
				2. Teaching Positions
			4. The main function of this document is to **Establish Fit**
				1. Explicitly note ways in which you are exactly the candidate they are looking for
				2. Draw connections between yourself and the job description and department
				3. Draw connections between yourself and the institution, it’s mission, the region of the country
				4. Draw attention to and make explicit anything that might not be clearly visible from the rest of your documents – tacit themes, local connections, familial affiliation to the department, etc.
				5. Anything that will **Establish Fit**
		2. CV (including a list of graduate courses you’ve taken)
			1. Some places ask specifically for a Resume rather than a CV – I’d email whomever you can and see about this if/when the situation presents itself
			2. Some information about each, and the differences
				1. <https://owl.english.purdue.edu/owl/section/6/23/>
				2. <http://www.grad.illinois.edu/careers/cv-res>
		3. Dissertation abstract(s)
		4. Research Statement
		5. Writing sample(s)
		6. Recommendation Letters (Research)
		7. Teaching Materials
			1. Teaching Portfolio
				1. Table of Contents
				2. Teaching Statement

Approach to teaching, how you’ve run courses

Courses you feel qualified to teach, and would like to teach

* + - * 1. CoursEval Data and Comments for all courses you’ve taught – preferably in reverse chronological order
				2. Make this all a single .pdf
				3. See the email sent out by Amy Walker (on behalf of Dana Tulodziecki) on 8/21/17
			1. Department Teaching Letter
				1. For the Purdue Philosophy Dept Teaching Letter, you should be in touch with the depart DUS (Dana Tulodziecki tulodziecki@purdue.edu)
				2. She will produce an official letter that covers the courses that you taught for us (Purdue & Philosophy & West Lafayette Dept) and contains the write ups of your faculty mentors
		1. Maybe a diversity statement (for discussion of this new-ish thing some places are asking for: <https://chroniclevitae.com/news/266-the-professor-is-in-making-sense-of-the-diversity-statement>)
		2. Transcripts
	1. Some comments on these kinds of documents
		1. **Protip 1**: Get in the habit of naming documents like these something maximally informative and individuating like “DanielKellyCV9-3-17.docx” or “KellyTeachingStatementFinal2017.docx” – a name that is easily searchable and makes it easier to identify what the document is at a glance, i.e. without having to open it, and that other people can tell what it is at a glance too
			1. Compare these more informative names with something like “CurrentCV.docx”. That might be descriptive enough to distinguish it from other stuff in the local environment of your own hard drive (though “Current” obviously has a pretty limited shelf life)
			2. But once you start sending it to other people it’s not very helpful (who’s CV? from when?), which adds a small but extra degree of difficulty for everyone who has to deal with it, and we’re all managing an ever-growing amount of information, and whoo boy do all of those individually small extra steps accumulate into non-trivial chunks of time and frustration
			3. You should probably have a system like this for all of your electronic documents (including papers you download, etc.) anyway – establish it now
		2. **Protip 2**: I’ve got opinionated guidelines on how you can think about some of the contents in these documents that some of you might have heard before:
			1. <http://web.ics.purdue.edu/~drkelly/KellyNavigatingPhilosophyGradSchool.pdf>
			2. Jacovides and I will be going over this in the Publishing and Professional Side of Philosophy workshop: TBD BRNG 1245
	2. If/when you get on-campus interviews, be prepared to give:
		1. A job talk
			1. Ideally\* **not** a presentation of the same paper you sent as a writing sample
				1. \*But don’t do something different than your writing sample at the expense of giving a polished talk that you are completely on top of
				2. Whatever your job talk is, you would ideally have presented it publicly before, too
			2. Job talks are (were?) typically structured as a 45-60 min presentation followed by a 45-60 min Q&A session
				1. This format is variable, however
				2. Especially at small liberal arts colleges (SLACs) that emphasize teaching over research
		2. A teaching performance or demonstration
			1. Something like this seems to be fairly common at SLACs, and to be of considerable importance; however:
			2. The form and content are **extremely variable** from one place to the next when they are asked for, so
			3. If you get an on campus interview, make sure you ask as many questions as possible about this component of the visit, get as much information and detail about the format, what they’re looking for, etc.
1. Where to look for job listings
	1. The short answer to this is everywhere and anywhere, but here are some prominent places
		1. PhilJobs/Jobs for Philosophers: <http://philjobs.org>
		2. Academic Jobs Online: <https://academicjobsonline.org/ajo>
		3. Interfolio: <https://www.interfolio.com>
		4. Higher Ed:
			1. <http://www.higheredjobs.com>
			2. careers.insidehighered.com
		5. Chronicle of Higher Education (Vitae): <https://chroniclevitae.com/job_search/new?cid=chenav>
		6. Phylo: <http://phylo.info/jobs>
		7. Higher Education Recruitment Consortium: [hercjobs.org](http://hercjobs.org/)
	2. Some less prominent places that have proven useful recently
		1. [www.indeed.com](http://www.indeed.com)
		2. <http://humanities.academickeys.com>
		3. <http://careers.cccu.org/jobs>
		4. <https://www.governmentjobs.com>
	3. You can also set up a google alert for philosophy jobs – which might be a better route, psychologically, than compulsively checking all of these websites every day
	4. If, over the course of the job cycle, you find job listings in other outlets, please forward the website to me
	5. Non-academic job possibilities?
		1. See document from APA in email or available here: <http://www.apaonline.org/?page=beyondacademia>
		2. Some pertinent words of advice from a recent PhD:
			1. For people on the non-academic job market, Glassador is a website where people can post the questions they were asked in their interviews for a certain company
			2. I'll say something about the non-academic market: know your strong suits, weak suits, and practice interviewing. It took me a few (actual, not practice) interviews before I felt like I could control the room. When that happened, things went my way. It seems to me that many (not all) interview processes really only test whether you interview well, and not necessarily whether you're good for the job. That's unfortunate and, well, stupid; but it is what it is: be prepared for it. Also, prepare for a whole new way of navigating job searches. The academic job market is its own thing; with non-academic jobs, not everything is posted on the same 3 websites. You'll have to fiddle around and see what works for what sort of job you're going for. If you don't know what sort of job you're going for, you'll have to fiddle around double time. At times, I kept switching up job post websites (indeed, glassador, etc.) during my search. Other times, I would find out which companies I thought would be good to work for, and then checked if they had any job openings. If I really liked the company, I'd go back and check the website every week or two. It's a non-linear process but, at the end of the day, there's no magic to it: do your research and get your resumes into people you think you'd like to work for.
2. Which jobs to apply for
	1. Setting exogenous financial limitations aside, you should apply to every job you are qualified for and would accept if it was offered to you
	2. Due to (ongoing) changes in larger job market and application processes, the department, in the person of the Placement Director, no longer exercises Total Control over what jobs you apply for, so go to town – however…
	3. **Boneheaded moves**
		1. I’d advise against any egregious overreaches (e.g. applying for full professorships or endowed chairs) or applying to a job for which there is a large and obvious lack of fit between your dossier and the job description (AOS/AOC, teaching capabilities)
		2. In addition to the extra work and sometimes concrete cost, such boneheaded moves can also result in reputational damage to you personally – and philosophy is a small world
		3. I’ll be using “boneheaded move” as a technical term for this, i.e. ill-advisedly applying to a job for which you are not qualified or have no realistic chance of getting
		4. As we get into the job season, I will be happy to discuss with you whether or not this term applies to specific cases of jobs you are considering
3. How to apply for jobs
	1. You will apply for jobs in three different ways
		1. Interfolio:
			1. The department will upload your letters of recommendation and teaching letter (including detailed teaching evaluations) to your Interfolio based dossier.
			2. You will upload any other required documents to your Interfolio account
				1. An 1st year subscription for the account itself is free with APA student membership
				2. However, Interfolio charges (~$8-$10) for each individual application sent (both electronic and snail mail)
			3. You will also then manage all other aspects of the application process, including choosing which jobs to apply to (though see elsewhere on **boneheaded moves**)
			4. But whichever jobs you decide to apply for, it will require that you register for an Interfolio account and gain some facility with the system.
		2. Academic Jobs Online (AJO)
			1. Different online service, similar to Interfolio, but with respect to uploading dossier materials and choosing which jobs to apply for, it’s basically the same deal
			2. Obviously, also this requires that you register for your free AJO account and gain some facility with the system
		3. For other jobs, you have two options:
			1. You may use the Interfolio service, with the distribution of responsibilities and costs described above
			2. You may use the department’s placement service
	2. The Department’s Traditional Placement Service
		1. For jobs in which you elect to use this, we will send out your recommendation and teaching letters, and you will send everything else
		2. Using the Placement Service requires that you submit the Job Application Spreadsheet (see below)
		3. **Important!** When application websites ask for the email address(es) of your letter writers: put in Amy’s email address walke470@purdue.edu
			1. That’s in part what the department service is for
			2. Centralizes where letters come from
			3. So as not to bother each individual professor for each of the 50 (or whatever) jobs you apply for
		4. For this manner of application, as placement director I retain the right to veto **boneheaded moves**, not simply on paternalistic grounds, but mainly to prevent the outright waste of department resources
		5. Of course, I can’t and won’t prevent you from **applying** for jobs that are long shots, that I think to be boneheaded moves
			1. I can just prevent you from **using the department resources** to do so
			2. You’re still free to pay the fee and apply via Interfolio
	3. Job Application Spreadsheet
		1. For those jobs you want to apply to using the placement service, you will construct your Job Application Spreadsheets and send them to me (i.e., the placement director: drkelly@purdue.edu) and then I forward them on to Amy, our graduate secretary (walke470@purdue.edu) with a message to you letting you know that I have done so, hopefully without having to push back on any potential **boneheaded moves** in the positions you’ve listed.
		2. For those who were on the job market from previous years, note some changes here
			1. We no longer have Total Control over what jobs you apply to, so no more terminology of a “wishlist”
			2. Though as noted above this is the one point where I can still veto **boneheaded moves**
		3. **Excel File** itself: This is what the Graduate Secretary will use as a guide for sending out your materials. What you type here is cut and pasted into the address label, so it is important you fill everything correctly, precisely, etc.
			1. I’ve sent you a Template of the Excel file named:
			2. JobAppInfoTEMPLATE2017.xlsx (and also one entitled JobAppInfoTEMPLATE2017.xls for those of you with earlier version of Microsoft Excel)
			3. Please make sure to observe the following instructions when using it:
				1. Duplicate/rename your file the relevant variant on this: DanielKellyJobAppInfo8-21-14.xlsx
				2. [DanielKelly] should be replaced by your name as it will appear on the application materials
				3. [JobAppInfo] remains constant
				4. [8-21-14] is whatever date you are emailing that particular file to me
				5. Don’t alter the size of the cells, columns, rows or the borders or the font or any of the formatting – keeping this constant will help Amy process the non-trivial amounts of data she’ll be dealing with
				6. List the jobs in the spreadsheet **in order of their impending deadlines** (not by alphabetical order of the institution, or by rank of how much you’d love to score the job, etc.)
				7. Keep the original template so that you can reuse it in later phases of your search

If you don’t comply with these guidelines, I’ll just send the spreadsheet back to you

You are allowed to skip the shame and/or resentment and just fix it and send it back to me right away

* + - 1. Otherwise, using the spreadsheet should be fairly easy and self-explanatory, but feel free to ask questions anything is unclear
				1. The most important thing, for both altruistic and self-interested reasons, is that the information you put in the fields is complete, correct, and exact
				2. This will help streamline the process for Amy and myself, but also make sure your materials get properly sent out in a timely fashion
		1. For applications using the department placement service, please also keep the following two rules of thumb in mind
			1. Please submit your spreadsheet to me **at least one week** before the first (earliest) deadline in the file
				1. I hope to be able to look through spreadsheets within 24 hours of getting them, but sometimes life happens
				2. In most cases it should not be difficult for you to give Amy and me substantially more lead time than 7 days, so please do so when possible
			2. With that in mind, please do not send me separate spreadsheets less than **two weeks apart**
				1. Since the job market is rolling at this point, you will probably send me multiple spreadsheets over the course of the coming year
				2. There is an economy of scale for both Amy and me in dealing with multiple Excel files for the same applicant makes matters more difficult than they need to be
1. Miscellaneous Job Market Stuff
	1. <http://theprofessorisin.com>
		1. This is from a cultural anthropology professor, but much of the advice compiled here is applicable to the academic job market in general
	2. <http://philosophysmoker.blogspot.com>
		1. This tends to be gossipy and complainy, but there is useful information mixed in there as well
	3. <http://philosopherscocoon.typepad.com/blog/job-market/>
		1. A safe and supportive forum for early-career philosophers, includes job market stuff occasionally
	4. <http://marioguerrero.info/politicalscience/market/>
		1. This is from a political science professor, but much of the advice compiled here is applicable to the academic job market in general
	5. <http://philosophersanon.blogspot.com/2013/01/job-talk-best-advice-ever.html>
		1. Short and sweet
	6. If there are position in the US that have a **deadline before November 1st**, please let me know – they are in violation of the APA guidelines:
		1. This is from last year: <http://www.apaonline.org/page/jobmarketcalendar>
		2. "​The following statement was adopted by the board of officers at its November 2016 meeting. It is effective beginning with the 2016-2017 academic job market season.

		For tenure-track/continuing positions advertised in the second half of the calendar year, we recommend an application deadline of November 1 or later. It is further recommended that positions be advertised at least 30 days prior to the application deadline to ensure that candidates have ample time to apply.

		In normal circumstances a prospective employee should have at least two weeks for consideration of a written offer from the hiring institution, and responses to offers of a position whose duties begin in the succeeding fall should not be required before February 1.

		When advertising in PhilJobs: Jobs for Philosophers, advertisers will be asked to confirm that the hiring institution will follow the above guidelines. If an advertiser does not do so, the advertisement will include a notice to that effect.”

**TIMETABLE FOR JOB CANDIDATES, FALL 2017**

**September 1, 2017 3:00 BRNG 3268 (Friday)**

1. Initial Placement Meeting
2. Have thought about and discussed with your advisor and committee whether or not you are should go on the job market this year
3. Either already have or are in the process of generating all of the items on this rough checklist of documents job listings are likely to ask for:
4. Cover Letter
5. CV (including a list of graduate courses you’ve taken)
6. Dissertation abstract(s)
7. Research Statement
8. Teaching Portfolio
9. Writing sample(s)
10. Recommendation Letters (Research)
11. Transcripts (some jobs will require these)

**Sept. 5, 2017 (Tuesday)**

1. Have informed the Placement Director of your considered decision on whether you are going on the job market this year
2. Have in mind that you need your writing sample in final form by the beginning of October, and have requested mock interviews (to me) if you want them by the end of October
3. Have already requested letters (or updates) from letter writers (the sooner the better!)—this includes asking for a teaching letter from the Undergraduate Director (Dana Tulodziecki)
4. Sometime around now sign up to become a student member of the APA, and start thinking about logistics of the Eastern APA in the happy event that you have interviews there
5. Savannah 1/3/2018 to 1/6/2018
6. http://www.apaonline.org/m/event\_details.asp?id=800533

**Sept. 15, 2017 (Friday)**

1. Have received/incorporated feedback on your dissertation abstract, CV, and teaching statement from at least one professor who has experience with placement (showing it to **more** than person – professor, fellow grad student, citizen – is even better)
* Keep in mind, again, that younger professors and those regularly on search committees are closer to the job search process, which in turn makes them well positioned to give you useful advice on your CV and abstract (also keep in mind that this is a **favor** you’re asking, and to show the proper gratitude)
* In addition to your advisor / committee members / other professors, it is a good idea to have someone outside your area – maybe even another person outside academia altogether – read your dissertation abstract and research statement to make sure it has the desired virtues: clear, accessible, engaging, failing to repel

**Sept. 22, 2017 (Friday)**

1. Have already communicated with your advisor and the Placement Director about your CV/abstract/teaching statement (in person or over email). While the department is not in charge of sending these out, I will be happy to look them over (especially for Job Market Rookies)
* I can’t email with all of you on Sept. 19, so start making plans to talk with me about this soon (contact me by email at drkelly@purdue.edu)
* This will also be most useful to you if you run it by me after you’ve
	1. Shown your abstract and CV to *at least* one other person with placement experience – your dissertation advisor is probably best
	2. Revised both in light of their comments
	3. Given me at least three days to look over your revised abstract and CV

**Sept. 29, 2017 (Friday)**

* All dossier documents (including signed waiver) must be in to the Amy
	+ For our records please include the CV along with your dissertation abstract (and list of courses if this isn’t included as part of your CV)
	+ This deadline is **firm:** if you miss it, the department can’t promise to have your dossier ready on time to send out to places to which you want to apply
* Have your writing sample in final form (to be sent out with your cover letter, if requested).
1. Have already established accounts on Interfolio (if you are using it – first year is free with APA membership), Academic Jobs Online and PhilJobs/Papers.