

Academic & Faculty Applications

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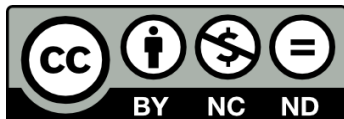
Associate Director, Graduate Professional Development



[CLNx.utoronto.ca](https://clnx.utoronto.ca)

STUDENT
LIFE

Career Exploration
& Education



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How to prepare?

Find Resources

- universityaffairs.ca
- chronicle.com
- insidehighered.com
- Blogs

Talk to people

- everyone has a different perspective

Think deeply

- why do you want to be a prof?
- what are your strengths and weaknesses?
- what's your "story"?

Starting Early

- If you're early in your studies, and considering exploring a faculty career when you're done your training, there's a few things you could start doing now:
 - Keep all teaching materials for the future construction of a teaching dossier,
 - Participate in grant and proposal writing,
 - Attend job talks,
 - Join a search committee,
 - Etc.

Process

- Timeline (for tenure or tenure-track positions)
 - Jobs usually posted in summer/fall,
 - Applications due in summer/fall/winter,
 - (Optional) long-list interviews (Skype, phone, conference) usually in fall/winter,
 - Short-list campus visit interview usually in fall/winter,
 - Offers and negotiations in winter/spring, and
 - Start July 1st.



Finding Postings

- Where do you look to find job postings in your field?
 - Disciplinary listservs or websites,
 - Disciplinary journals,
 - Higher education journals and magazines,
 - Institutional websites,
 - Academic jobs wiki,
 - Etc.

Application Materials

- You might be asked for:
 - CV,
 - Cover Letter,
 - Research Statement,
 - Teaching philosophy and/or teaching dossier,
 - Additional statements (faith, diversity, etc.),
 - Letters of reference, and
 - Writing sample.

Tailoring Your Application

- Interviews go to candidates who demonstrate the best or most exciting fit to the department.
- How can you demonstrate fit through tailoring?

Cover Letter Suggestions

▪ Research Intensive:

- Opening paragraph
- Summary of thesis
- Next project
- Project after that
- Research-informed teaching
- Teaching experience
- Service
- Thank you

▪ Teaching Intensive:

- Opening Paragraph
- Teaching experience
- Teaching topics
- Research-informed teaching
- Summary of thesis
- Next project
- Service
- Thank you

Research Intensive CV

- Bio
 - Education
 - Awards
 - Experience
 - Research
 - Teaching
 - Service
 - Industry/Clinical?
 - Publications
 - Presentations
 - Etc.
- Bio
 - Education
 - Awards
 - Research Exp
 - Publications
 - Presentations
 - Industry/Clinical Exp?
 - Teaching Exp
 - Service Exp
 - Etc.

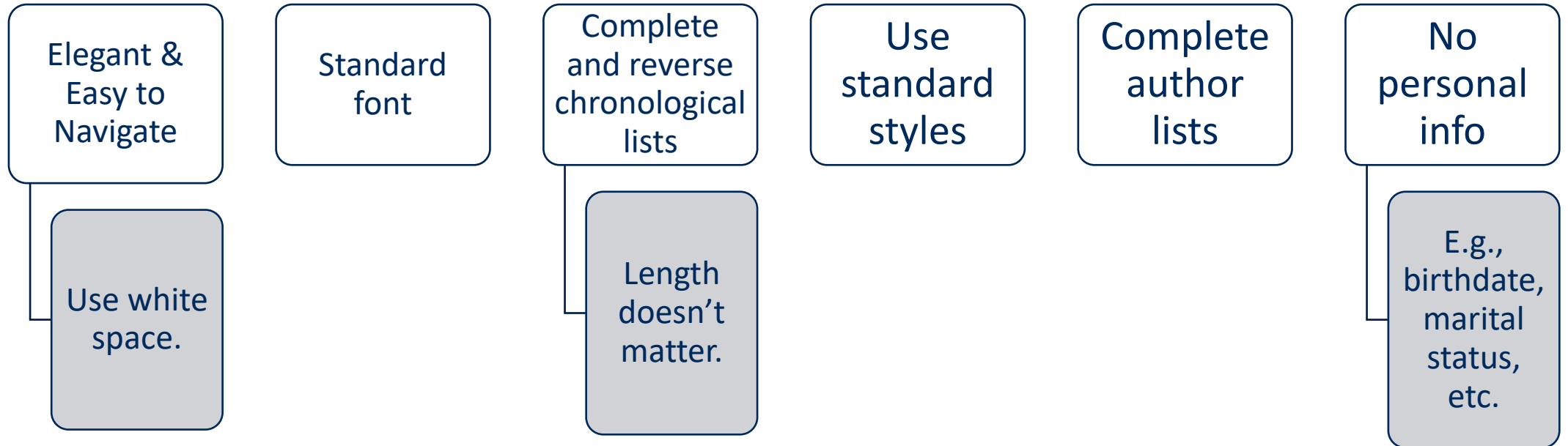
Teaching Intensive CV

- Bio
 - Education
 - Awards
 - Experience
 - Teaching
 - Research
 - Service
 - Industry?
 - Publications
 - Presentations
 - Etc.
- Bio
 - Education
 - Awards
 - Teaching Exp
 - Research Exp
 - Publications
 - Presentations
 - Industry Exp?
 - Service Exp
 - Etc.



Curriculum Vitae

General Best Practices



Specific Best Practices

Citizenship	Relevant Special Skills	Patents	Professional Activities	References
If beneficial to you	E.g., languages, experimental or research techniques	If you have them	E.g., organizations, conference organization, workshops led and attended, professional volunteer work, professional memberships, reviewing, etc.	Only if asked for in job posting as a list

Research Statement

- A research statement is generally similar (or identical) to a research grant or funding proposal
 - It needs to:
 - Justify a research question (that you can answer over your career, or at least throughout the tenure process),
 - Identify a strategy for answering the question in a new or better way than anyone else, and
 - Outline why you are the one who can answer the question.
- The Graduate Centre for Academic Communication are the experts in writing research proposals (<https://www.sgs.utoronto.ca/resources-supports/gcac/>).

The Research Statement (Important)

Articulate:

- current interests/expertise
- outcomes and impacts
- future directions/plans

Be Specific

- departments want to know that you have a plan
- what “big picture” questions will you focus on?
- how will you answer the question, and why are you the person to do it?
- in a few years, what will you be an expert on?
- describe specific projects
- potential funding?
- what equipment will you need?

Other Statements (faith, diversity, etc.)

- Statements of Faith are common at religious institutions.
- Diversity Statements are increasingly common as a requirement in application packages to help institutions actually live up to the diversity legalese at the bottom of their job postings.
- In both cases, you are writing a statement about how you will contribute to their culture positively (faith, diversity, equity, etc.).
 - Grounding your future actions on your past behaviours or lived experiences is always more persuasive than hypotheticals.

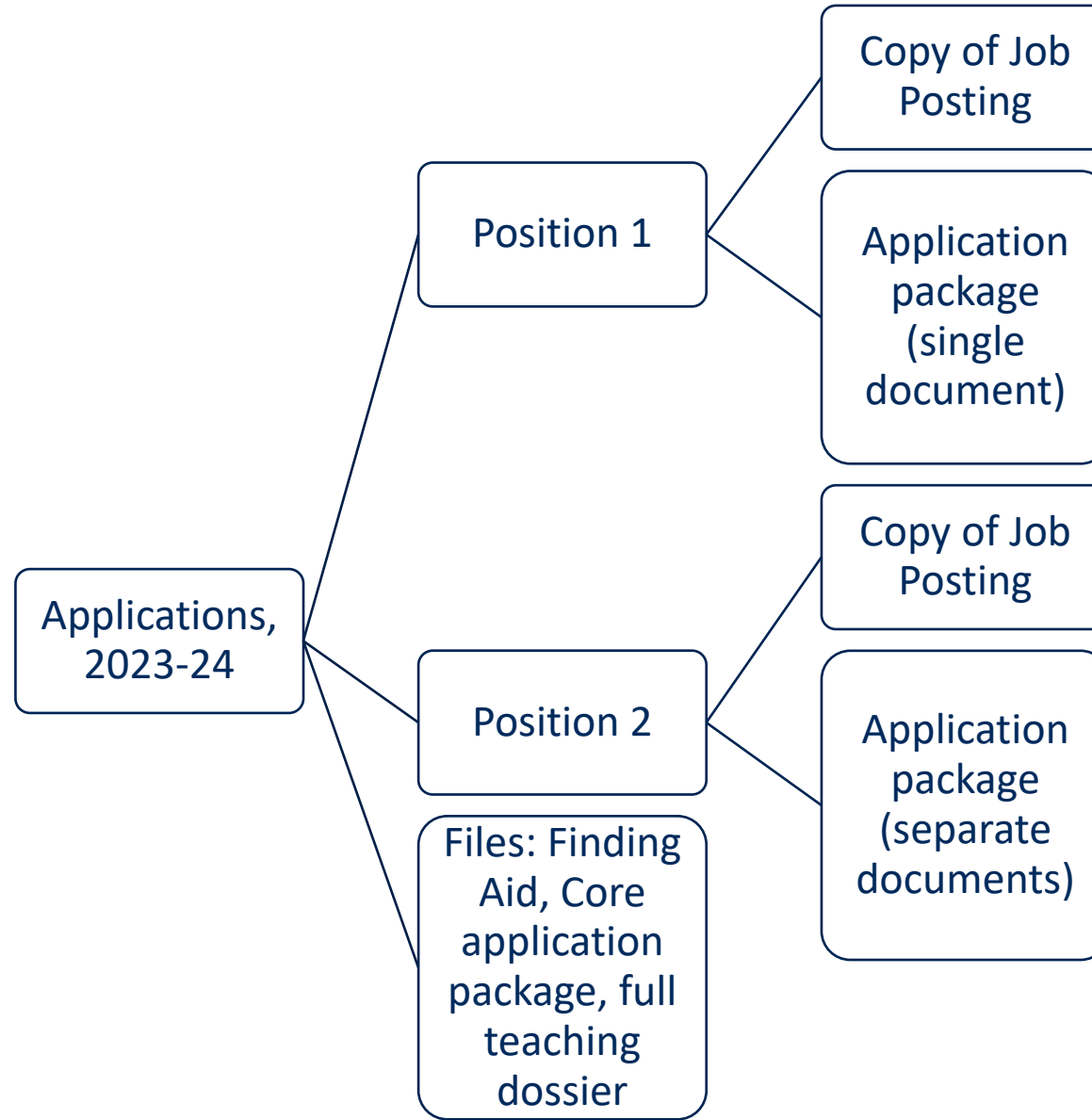
Resources

- CV: <https://studentlife.utoronto.ca/wp-content/uploads/Creating-Your-Academic-CV.pdf>
- Teaching Dossier: <https://teaching.utoronto.ca/resources/teaching-dossier/>
- Google ('your discipline' + CV) or the U of T Library

- Unlimited articles in Higher Education publications (Times, Chronicle, Inside, University Affairs, etc.)

- Your committee and peers!

Organizing Your Materials



Finding Aid for Your Materials

Position Title	Organization	Posting Date	Closing Date	Application Date	Notes
Hyperlink to the copy of the job posting	Hyperlink to the organization's website		Hyperlink to organization's website	Hyperlink to your application materials	

Campus Interviews

- What might be included in campus interviews:
 - Panel interview,
 - Multiple individual interviews,
 - Meeting with graduate student group,
 - Tour of facilities and campus,
 - Meals,
 - Research talk,
 - Chalk talk, and
 - Undergraduate lecture.

The Interview

Prepare a Teaching Seminar

- you may be given a topic or have free choice
- consider methods that best showcase your teaching strengths
- consider student learning
- don't over-complicate or plan something too long!

Prepare a Technical Seminar

- who's the audience?
- don't get too detailed
- good intro of your broad interests
- details of one or two projects
- enthusiasm
- practice!

The Interview

Meetings

- panels, individual meetings, graduate students
- be prepared to discuss research plans and teaching approach
- ask good questions
- know who you might be meeting

Afterward...

- send a thank you note to the chair or committee
- add the seminar to your CV

Negotiating an Offer

What can you negotiate?

- Negotiate in response to the offer
- Lab space, start-up funds, teaching relief
- Focus on what will help you get started quickly

Be reasonable

- Ask for enough (but you won't get it all)
- Know the funding/resource landscape



Know what the tenure rules are

Get going quickly

Focus on what matters (e.g. research)

Do well enough on the rest of it

Make research plans that can be published sooner than later

Keep the big picture in mind



Negotiation Tips from a Department Chair

- The following video is part of the Canadian Career Symposium, held in October 2023 and will be available for viewing for one year
 - [Negotiating a faculty position: in conversation with Reinhart Reithmeier](#)

- Tenured professor is the dream job for the majority of PhD candidates in Canada ([StatsCan](#)).
- Less than 20% of people living in Canada with PhDs are full time professors at universities ([Conference Board](#)).
- Close to 50% of PhDs earned in Ontario become professors ([HEQCO](#)).
- 60% of UofT PhDs work in postsecondary education, and
 - 56% of those appear to be in tenured or tenure track positions ([10,000 PhDs](#)).

Statistics

Additional Resources

- Grad Calendar
 - <https://clnx.utoronto.ca/myAccount/events/eventoverview-sg/gradevents.htm>
- Centre for Graduate Professional Development
 - <https://www.cgpd.utoronto.ca/>
- Career eResources
 - <https://guides.library.utoronto.ca/c.php?g=373504&p=2524864>
 - <https://studentlife.utoronto.ca/service/career-resource-library/>

Next Steps

- Build your application documents.
- Attend other Flexible Futures sessions.
- Book an appointment with a Career Educator.
- Questions?

Thank You – Q & A



To ask a question:

- ✓ Unmute
- ✓ Turn on your video if you like
- ✓ Use the chat



Before you leave:

- ✓ In the chat, share:
 - ✓ What has been your key take-away from today's session?

Student Life Online

- Find answers to [Frequently Asked Questions](#) regarding **Student Life programs and services** during COVID-19
- Find [answers to frequently asked questions](#) about coping with **stress, residence, help for international students and safety abroad** from the Office of the Vice Provost, Students.

Be Well

- U of T My SSP: Call **1-844-451-9700** or **001-416-380-6578** (outside North America) or download the app at the [Apple App Store](#) or [Google Play](#). Immediate counselling support is available in 35 languages and ongoing support in 146 languages.
- [Good2Talk Student Helpline](#): Call **1-866-925-5454**. Professional counseling, information and referrals student helpline for mental health, substance use disorder, and well-being.
- [Anishnawbe Health Toronto Mental Health Crisis Line](#): Call **416-360-0486**

Seeking Mental Health Support at the University of Toronto

SEEKING MENTAL HEALTH SUPPORT AT THE UNIVERSITY OF TORONTO?



No matter where you are on the mental wellness continuum, from being proactive about your well-being, to feeling stressed and needing urgent help, U of T is here to support you.

We want to empower you to find the resources you need to feel and do your best. We have two new tools to help you.

Navi & Mental Health Resource Hub



An anonymous chat tool that can respond to specific questions and direct you to helpful resources. Check out Navi if you want help on specific topics, like test anxiety or roommate issues, or if you're simply feeling stressed but don't know where to start.

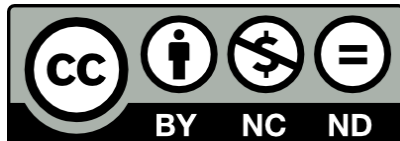
Look for the Navi icon on many U of T websites or visit **uoft.me/navi**.

MENTAL HEALTH RESOURCE HUB

A website where you can browse programs and services on all campuses, build a personal tool kit of apps and resources or explore the stepped care model of service.

mentalhealth.utoronto.ca

If you are in crisis, visit **uoft.me/feelingdistressed** or call/visit My SSP at **1-844-451-9700** or **uoft.me/myssp**



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