

Guidelines For Preparing for an Academic Position

Before applying for a new academic position or going on an interview, candidates should do extensive research to find out as much as they can about the university and about the position. If you receive the answers to all the questions listed below before or during the interview process, than you do not have to ask the questions. However, before the end of the formal interview for a new position, you should know the answers to all the following questions about your future job position:

- How is the university organized?
- How are the department decisions made?
- Overall information about the university's student population?
- What courses are availed for me to teach?
- What are the strengths and weaknesses of the department's research?
- Is there financial support available for research and supplies?
- How does the university and the department support and evaluate teaching performance? Do they reward teaching improvement? If so how?
- What are the available resources for research within the department (i.e. computer facilities, equipment, etc.).
- What are the resources in the library that meet the needs of this department?
- Does the university have an office on campus to help faculty write grants?
- What are the procedures for students to select research advisors?
- What kinds of financial support are available for research and supplies?
- What are the procedures for an assistant professor to receive tenure?
- How long does it normally take to get tenure?
- What percent of the faculty usually receive tenure?
- What would be your starting salary?
- What are the benefits offered?
- How often are meetings held for the department? Who is eligible to vote on department decisions (i.e. all faculty or only tenured faculty)?
- How they rank the relative importance of teaching, research and service towards my promotion and tenure?
- How would this university evaluate your performance?

- What can you learn about the supervisors or the colleagues that you would work with?
- Would this position require travel?
- How many people are they planning to interview for this position?
- What your weekly schedule would look like?
- How important is research in determining tenure and promotion?
- How important is outside grant support in getting a promotion?
- Overview of the retirement program (i.e. what percentage of my salary will go towards retirement? And what does the school contribute?)
- Do they have a health program? If so, what are the costs and benefits?
- What is the current number of students enrolled in each program(i.e. undergraduate, graduate, certificate, PhD.)
- What types of technology are available here for you to use in the classroom?
- What are the future plans for growth of this department?
- When will they expect to make a decision on this position?

Other questions? _____