

# WHAT IS A SEARCH COMMITTEE LOOKING FOR IN JUNIOR FACULTY HIRES\*

Rice ADVANCE

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## Abstract

This is a conversion of a presentation given at the Negotiating the Ideal Faculty Position Workshop given on October 14-16, 2007. The original document was prepared by Marilyn L. Fogel, Carnegie Institution of Washington.

## 1 What Is A Search Committee Looking For in Junior Faculty Hires?

Marilyn L. Fogel, Carnegie Institution of Washington

### 1.1 In Your Application:

- 1) Well crafted cover letter with your background, your vision for the future, names of people you've worked with, and why that school needs you.
- 2) Willingness to teach new classes in a growing field and also within the core curriculum.
- 3) Correct grammar, spelling, and punctuation in the cover letter and all statements!
- 4) Strong references from people who really know you and your work. Ask your references if they are able to write an **excellent** letter for you.
- 5) Personal connection with someone from that department is important, e.g., professors in common or a conversation at a meeting.

### 1.2 Publications and Research:

- 1) Creative and innovative research plans, while also feasible.
- 2) Ability to "finish" publications from research to writing to submission to rewriting—for a young faculty member about 3-4 papers from dissertation.
- 3) Continued productivity post PhD including abstracts and published papers-about 2 new projects with 2-3 additional papers.
- 3) Someone who will set up a new laboratory and take primary responsibility for it.
- 4) Ability to win small grants with one submission to a major federal agency.
- 5) Well-planned list of laboratory requirements. Don't ask for too much or too little. Request equipment in phases.

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**1.3 Prior to The Interview—To Do List:**

- 1) Build a good seminar including dissertation **and** current research with a hint of future research goals that can be understood by non-specialists. Practice in front of your postdoc mentor and colleagues!
- 3) Show some pizzazz and style. Find clothing that looks good and feels comfortable. Wear it before you go on interviews.
- 4) Develop a brief 1-2 sentence statement about you and your research for people outside your academic area (e.g., Deans).
- 5) Do your homework! Know the people in the department and university.