

## Placement Bulletin

This bulletin is a brief outline of the placement process and resources that are available to graduate students in the philosophy department at Marquette University.

### 1. Aim

The aim of the placement service is to assist qualified students gain tenure-track teaching and scholarship positions at good colleges and universities. Our primary clients will be ABD (All but dissertation) Ph.D. students. We recognize that some students are not actively seeking academic positions, and some graduate students will seek employment outside the academic field.

Students necessarily have principal responsibility for their own job searches: we cannot provide jobs for you. On the other hand, we will assist you as well as we can.

### 2. When to start

The road to a good academic job is a long one and requires a considerable investment of time and energy. Therefore it is advisable to start as soon as you advance to candidacy. Even if you are not actively seeking a job it is useful to take a year as a 'dry run' to see how the process occurs.

### 3. The formal process

Most academic jobs for Ph.D.s are announced in a standard format. Typically they are advertized in the American Philosophical Association publication Jobs for Philosophers (JFP). Members of the APA get JFP automatically. Information on the APA is available from Barbara Eller at (302) 831-2012; or, [www.udel.edu/apa](http://www.udel.edu/apa). APA address is: APA, University of Delaware, Newark, DE 19716. Student rates are available.

The JFP is published five times a year. Publication dates are usually mid-October, mid-November, late January, late March, and late May. The cycle of applications is usually along these lines:

Week 1	Job advertised
Week 5	Deadline for applications
Week 9	Long list (first cut); 10 applicants invited for interview at the next APA convention (e.g., Eastern Division meeting, just after Christmas). Applicants contacted by 'phone

Week 11	Interviews; short list of 2-3 candidates
Week 13	Shortlisted candidates invited for campus visit. Candidates typically will present an academic paper to the faculty
Week 15	Dean approves department choice; job offered to top candidate

It is not unusual for any one job to attract over 200 candidates.

Job listings will involve the following:

1. Institution
2. Rank of hire (e.g. Assistant - untenured- professor)
3. Track (tenure track, 1 year, 3 year)
4. Start date
5. Teaching load (e.g. 3/3)
6. Other duties (advising, research)
7. Qualifications:
  - a. Ph.D. required; ABD acceptable
  - b. Demonstrated teaching excellence
  - c. Evidence of scholarship potential
8. Area of Specialization AOS  
This is your main area of activity and teaching.
9. Area of Competence  
These are other areas that you are expected to be qualified to teach in.
10. Preference  
This is where the institution will express an "all other things being equal" preference or bias. So, a Catholic institution may say that it prefers someone familiar or comfortable with the spiritual mission of the university, or an institution may say that it is looking for persons from typically under-represented groups (often women, veterans, minorities).
11. Salary  
Usually described as "competitive" (meaning "average for that kind of institution")
12. DEADLINE  
This is a "received by" date and is taken very seriously.
13. What to send
  - a. Cover letter
  - b. Dossier (see below)

Our experience is that the most productive job searches have been very targeted,

that is, where a candidate has shown that he or she fits the job requirements very closely and demonstrates a sincere commitment to the institution. Generic mailings, say of a resume with general claims, have not usually been effective.

### Department Resources

We can help in two ways: 1. Logistics and 2. Guidance

#### Logistics

These are taken care of by Mrs. O'Sullivan, the assistant to the chair, and her staff. They have many other duties, and placement is purely ancillary. The form is as follows:

- a. Let Mrs. O'Sullivan know that you are an active candidate
- b. Open a **Credential File**. This groups together your
  - i. Recommendations from at least 3 faculty
  - ii. Teaching Evaluations
  - iii. Transcripts (optional)

These elements are all very important and cannot be assembled in haste. You will assemble other materials such as a c.v., statements on teaching and research and writing samples which you can tailor to each particular job you are applying for. The c.v. is an academic resume, and has a special format, which we will help you with. It should be crafted with great care.

Experience has shown that it is best to get recommendations well before deadlines.

- c. Make an appointment with Dr. Michael Monahan, the placement director.
- d. Join the APA. Be prepared to spend time and effort in your job search.
- e. After the JFP is published, narrow down the likely targets. We will then circulate the list of institutions to see if any of our faculty have special knowledge of the institution or the position.
- f. The department will send out packets to any institution you request. You will be charged for this service, including mailing. Because of the confidential nature of some of the material, you cannot do all of this

yourself. You need to write a cover letter which ought to be sent independently of your dossier. Tailor these letters to the particular institution and specifics of the position.

- g. We will organize mock interviews on request. These are vital.
- h. Make sure you have an answering machine.  
You get the call and are on your way.
- I. We will coach you on second interviews and paper presentations as necessary.

### University Resources

The university also has considerable resources. At minimum, you should contact:

#### Preparing Future Faculty (PFF)

This is a university-wide initiative which helps graduate students in their career goals. They have frequent workshops, and are a very useful support group.

The PFF number is 288-5957. There is no cost

#### University Career Services

These folks have great and underused resources. They will counsel and advise you on all aspects of your job search. Contact 288-7423

### Outside Resources

We have described the 'formal' system. There are many jobs listed outside this system, including local colleges (e.g., the community colleges). You may need to find these through formal or informal networking. Additionally, you should invest time in checking job listings found on the world wide web. You should also make it a weekly ritual to check listings in the Chronicle of Higher Education available at most libraries.