

## TIMELINE FOR FACULTY CANDIDATES

Courtesy of Julie Miller Vick and the late Mary Morris Heiberger, Ph.D. Advisors, U. Penn., and authors of [The Academic Job Search Handbook](#)

From your end, the job search process is also a two-year (24-month) endeavor. Starting early and staying organized are critical to a successful search. Peruse this brief outline, and check out Vic and Heiberger's *The Academic Job Search Handbook* for more important details.

### Two Years Before Target Job Start Date:

- Finalize dissertation committee
- Learn about conference dates and start making plans to attend.
- Start reading job listings to see what is out there.
- Start exploring postdoc options.
- Think about what you want, your long-term goals and priorities; start talking to your partner or family, if you have one, about a plan for your both/all.
- If non-academic options are your "Plan B," start reading about those; visit the Graduate Student Career Counselor on campus to discuss possibilities.

### Summer, Fifteen Months Before:

- Stay on track to finish dissertation by next summer; Ph.D. in hand is safer on the job market.
- Talk to advisor and other faculty about going on the market. Get their advice, review their potential contacts.
- Continue to think about your priorities and communicate with your partner.
- Start gathering letters of recommendation.
- Prepare your CV and other materials (abstract, teaching portfolio, etc.).
- Submit papers for academic conferences.
- Obtain and prepare postdoc applications.

### Fall, One Year Before:

- Finalize CV.
- Secure all letters of recommendation.
- Keep working on dissertation!
- Attend Career Services programs on academic job search and interview preparation.
- Practice interviewing.
- Read all job listings in your field.
- Write cover letters and send applications.
- Keep in close touch with advisor.
- Consider making direct inquiries to departments of particular interest.

### Winter, Eight Months Before

- Continue practicing interviewing and think about long-term goals.
- Attend academic conferences.
- Prepare and practice job talks.
- Continue to watch job listings and apply.
- Go on campus interviews or have telephone interviews.
- Apply for non-academic positions, if interested.
- Be good to yourself – take some breaks!

### Spring, Five-to-Six Months Before

- Receive offers. Remember, it is not official until you have it in writing!
- Negotiate. Now is the only time you will have leverage!
- Revisit "Plan B" and "Plan C" if necessary. Remember, non-academic positions are open year-round. Many people conduct more than one academic search so consider on-campus options – teaching, grants, etc. – to get you through another year until next fall's round of academic openings.
- Thank everyone who helped you after you accept a job offer.