

DEPARTMENT OF PHILOSOPHY

PLACEMENT PROCEDURES

The Department recognizes a responsibility to help its doctoral students to find suitable academic employment. A departmental Placement Officer (PO) is appointed to organize this help.

Note that all deadlines mentioned in this document should be regarded as the latest possible. Wherever possible, students should aim to complete the various stages of the process well in advance of these deadlines.

1. Eligibility for placement assistance

To be eligible for full placement assistance for positions for which interviews will be held at (or before) the December APA meeting, a student who has advanced to candidacy must furnish the chair of his/her dissertation committee by September 15 with sufficient dissertation drafts to secure a recommendation of readiness for job candidacy. The following would normally be judged sufficient: a satisfactory complete first draft; or something close to a satisfactory final draft of half the dissertation together with advanced work in progress on the rest. Students who do not fulfill this requirement by September 15 but do fulfill it by January 1 may receive placement assistance for jobs announced after the December meeting. (In such cases all deadlines set below will be modified accordingly.) A student who submits the required material by the deadline and does not get a recommendation from the chair of his/her dissertation committee may appeal. The matter will then be decided by a committee set up by the Director of Graduate Studies (DGS).

2. Dossiers

Job candidates should consult with the PO about their dossiers in early September. Each dossier will be in two parts, each discussed in more detail below: 2.1, the confidential letters, handled by the Department or by the University's Career Development Center (CDC) or by a commercial dossier service, such as Interfolio Inc (see www.interfolio.com); and 2.2, the rest handled by the candidate.

2.1. Confidential Letters

2.1.1. The candidate must contact the PO (or CDC or a commercial service) to open this part of the dossier. Its main contents are a curriculum vitae and confidential letters of recommendation. It should not include writing samples or the teaching portfolio.

2.1.2. The candidate should request from the PO (or CDC) a waiver form, waiving their right to see the confidential letters. The candidate is advised to sign it. If the candidate chooses not to sign the waiver, then the candidate must inform each letter writer that the letter is not confidential. The cover letter from the PO in the candidate's file will inform letter readers that the letters are not confidential.

2.1.3. The candidate should request about four letters to be written, usually by his/her advisor and other members of the candidate's dissertation committee. The request should be made in early September, informing the letter writer to send it to the PO by October 1. Letter writers should be given about two to three weeks to complete the request. (If the candidate is using the CDC or a commercial service, the candidate should arrange for his/her completed dossier to be sent to the PO, who will screen it for suitability and advise the student if any changes are recommended.)

In requesting letters of recommendation, candidates should keep the following in mind: the importance of information about the candidate's primary area of interest and general philosophical ability; the importance of information concerning their teaching skills; abilities in areas of philosophy outside his/her specialty and dissertation; the desirability of a letter of recommendation from a philosopher of stature outside the Department (which needs to be organized well in advance; in the past, money has sometimes been available to pay travel expenses to the dissertation oral defense by an outside reader).

2.1.4. It is the responsibility of the candidate to request updated and additional letters in a timely fashion after the original dossier is established. It is the responsibility of the candidate to determine who is serving as PO in a given semester before a letter is requested and to provide to the letter writer the name and department address of the current PO. The PO should be informed that a letter is being sent and if it is new or if it is to replace an old one.

2.2. *Handled by Candidate*

2.2.1. Items to be prepared for sending with job applications: a cover letter, a curriculum vitae, one or two samples of the candidate's philosophical writing, and evidence of teaching performance.

2.2.2. The cv should include a current date on the front, name, address, telephone number, email address, URL of web site (if any); graduate education (last first); undergraduate education; Area of Specialization (AOS) and Areas of Competence (AOC); prizes, fellowships, awards; employment record (only relevant employment); publications (omit if none); talks given (omit if none); dissertation topic, advisor, brief dissertation abstract (written for a general audience; maximum one page); teaching experience (course name, course giver, date); graduate work done (course name, course giver, date, grade optional). The candidate's name should be next to the page number on each page. The cv should be presented to the PO for review.

2.2.3. One writing sample should be a paper in the AOS, usually extracted from a dissertation chapter and polished as a stand-alone paper. A second paper may be included, such as a previously published paper. In preparing the writing sample from the dissertation to send with job applications, the candidate is advised to keep in mind that a second paper should be prepared as the basis for a Departmental colloquium talk in November or December (to be arranged with the PO) and for job interviews (which might begin in January).

2.2.4. Two different packets of teaching materials should be prepared, a short one to go with all applications and a larger teaching portfolio. The short packet should have syllabi of 2 or 3 courses taught (or that the candidate would like to teach), and compiled results and a few pertinent comments from course evaluations from about two courses taught. The full teaching portfolio should be mentioned in the application letter, with an offer to send it if requested. A full teaching portfolio contains a statement about the candidate's view of teaching, more syllabi and course

materials from courses taught (and/or that the candidate wishes to teach), more compiled course evaluation data and comments, and possibly other materials, such as letters from former students, letters from visitors to the candidate's classes, statements about electronic resources used in teaching, etc.

3. Applying for jobs

3.1. Candidates should join the American Philosophical Association in time to get copies of APA's Jobs for Philosophers (JfP, usually published in October, November, January, March, and May). Be sure to check the box on the APA dues form in order to receive JfP in hardcopy. The PO places all job announcements received by the Department in a public file, which should be consulted by candidates. Job notices are often received prior to their publication in JfP.

3.2. In applying for a job, candidates should write a cover letter stating their wish to be considered for the job and stressing whatever is relevant to show how their interests and skills meet the requirements for the job. The letter should include a telephone number where the candidate can be reached during the holidays just prior to the December APA meeting, as interviews are sometimes arranged just prior to the meeting. Along with the cover letter, the candidate should send only those parts of the dossiers handled by themselves that are appropriate to the particular advertisement. They should state that their confidential letters will arrive separately. Each such application package should be placed in an addressed envelope and put into the Department's outgoing mail, to be mailed at the Department's expense. (Candidates who are no longer on campus are expected to handle their own mailings, at their own expense.)

3.3. Candidates should request that the confidential letters be sent to places to which they apply. If the candidate is using the Departmental service, the job candidate must supply the Office Assistant for Graduate Affairs (Adam Spier) with addressed envelopes for each set of letters to be copied and mailed. Those envelopes must reach the assistant at least 5 working days before the dossier must be in the mail. No guarantee is made, especially during the summer months, that more urgent requests can be honored. This service will be available to job candidates for three years, after which the candidate must make other arrangements for the management of confidential letters.

3.4. Candidates should prepare an easy to read master list of the jobs for which they are applying and send this to the PO via email. The PO will circulate the information to the faculty to see if any special help can be provided, such as email or phone contacts.

4. Preparation for interviews

Prior to the December (or later) APA meeting at which they expect to be granted interviews for job openings, the candidate should request that the PO organize a preparatory mock interview with members of the Department. Candidates should also present to a Department colloquium (or an ad hoc forum) the paper that they expect to read when invited for on-campus visits by prospective academic employers. Contact the PO early in the semester to arrange a date.

5. Candidates should keep the PO fully informed of the progress of their candidacies; they should discuss any appropriate follow-up efforts after interviews, and notify the PO of any changes in plans.
6. Each candidate may secure the full placement services of the Department for a period of three years.
7. Throughout their professional careers, the candidate is asked to keep the Department informed of current employment for posting on the Department web page.

Summary Time Table:

Spring semester before going on the market the following fall:

- Make substantial progress on dissertation and provide copies to committee members.
- Join the American Philosophical Association and check box to receive JfP.
- Notify PO of plans to go on job market.

September 1-15

- Provide advisor and committee members with draft of dissertation.
- Ask advisor to send recommendation to PO of the candidate's readiness for job candidacy.
- Notify PO of plans to go on job market; request date for Department colloquium.
- Request waiver form(s) for confidential letters.

By September 15

- Request about 4 letters of recommendation to be sent by October 1.

By October 1

- Discuss draft of cv with PO.
- Prepare writing samples and teaching materials.
- Check with PO about letters; make any needed additional requests to letter writers.

After JfP is published (check on-line and hardcopy)

- Obtain copy of JfP and prepare cover letters and copies of application materials.

During the fall

- Send out applications with all materials handled by candidate.
- If using Department service for confidential letters, prepare addressed envelopes and give to Office Assistant for Graduate Affairs for mailing letters (or otherwise arrange for letters to be sent).
- Send PO list of jobs for which applied; also discuss with advisor.
- Make arrangements to attend APA, December 27-30.

November or December

- Give Department colloquium with job talk.
- Ask PO to set up mock interview.

January and thereafter

- Keep PO informed of progress and plans.