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| **The Spring semester preceding your search year:** |
| 1. **Consult with your dissertation advisor** and committee members about viability of plans to go on job search in following academic year. This is crucial. They need to be able to speak to your progress and promise of completion.
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| **The Summer preceding your search year:**  |
| 1. Make progress on your dissertation – it is a consideration in hiring.
2. Begin your dossier set-up by asking recommenders to write letters. The required form of consent from you to each recommender can be found on our website. It will be helpful to provide them with your C.V.
3. Begin to check for job postings at such places as AAR/SBL, Chronicle of Higher Education, Academic Jobs Wiki, and other scholarly societies. Consult with advisors about organizations/publications to monitor for postings.
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| **August:** |
| 1. Have drafts of C.V. and application letters ready for specific jobs.
2. Select a writing sample to send out upon request, usually a dissertation chapter.
3. Draft research statement.
4. Draft a teaching statement and prepare supporting teaching documents.
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| **September:** |
| 1. Send out first round of job applications. Each school’s submission process are different – pay careful attention to their instructions.
2. Only apply for jobs that you are well qualified for. You will find that you can make a compelling case for your fit with an academic position beyond religious or biblical studies. Your fit depends on the character of your training and dissertation project.
3. Continue work on your dissertation.
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| **October:**  |
| 1. Prepare for interviews by having in mind a short summary of your dissertation project targeted to a general academic audience.
2. Prepare for interviews by considering how you might teach relevant courses needed by the interviewing departments.
3. Prepare for interviews further by considering carefully professional attire for the interview.
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| **November:**  |
| 1. Prepare for interviews by researching schools and departments with whom interviews have been scheduled.
2. Project interest and good energy. Enjoy talking about your work and seek to learn from each interview.
3. Even if you do not have interviews scheduled, attend AAR/SBL Conference if possible. It is a major opportunity for professional networking, including for publishing.
4. Continue to work on your dissertation.
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| **December:** |
| 1. Continue applying for jobs posted later in the fall and possibly for post-docs and Visiting Asst. Professorships for the coming year.
2. You should be notified by the holiday break about possible campus interview visits resulting from interviews from the AAR/SBL.
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| **January:**  |
| 1. Ask questions of your interviewing schools with regards of what to expect and what you need to prepare for during the interview.
2. Prepare for second stage of interviews by doing more research on schools and departments you may be visiting.
3. Be well rested as the campus interview is intensive.
4. Be mindful that campus visits can bring dissertation writing to a halt for a while.
5. Ask if second round interviews can be done via Skype.
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| **February / March:** |
| 1. Prepare to hear about job offers.
2. Continue to monitor later job postings; many new possibilities can open up in spring or even summer.
3. If job offers come in, take notes and consider negotiating if possible. Some offers may have flexibility for movement on salary, start-up costs, and travel – be tactful in asking.
4. Continue writing your dissertation. Plan to finish your dissertation BEFORE starting your job!
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