

**Sociology 697: Academic Job Market Workshop
Spring 2022**

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Machmer E22A
Office hours: by appointment

This workshop is intended for students applying for academic jobs in sociology or related fields in Fall 2022 or Fall 2023. The workshop provides students with an overview of how the academic job market works, including the many different kinds of faculty jobs sociologists might take. Importantly, the course provides students an opportunity to develop their job market materials -- their c.v., letters of application, teaching portfolio, research statement, diversity statement -- through workshopping the materials over the course of the semester. In addition, students will learn the ins and out of writing job talks, and interviewing for faculty jobs, as well as negotiating for the resources they need to succeed once offered jobs.

Applying for jobs is incredibly stressful and time-consuming, made all the worse since it usually coincides with dissertation writing. Any steps you can take to make this easier should help make your time on the market less painful, and gives you a little more agency over somewhat that feels out of your power. However, this course is most useful for students who have already defended their comps and prospectus, and begun writing chapters of their dissertation. For most students, their projects, goals, and professional identities evolve over the years, so often if they work on these materials too early, they are obsolete by the time they're on the market.

Please feel free to ask a range of questions in class -- while not every question has a clear answer, talking out loud about the questions you have will likely help everybody in the room. So much of being an academic is shrouded in mystery; shedding strong light on both the formal and informal processes is important for creating more inclusive workplaces. This course is indebted to the many faculty and former graduate students who have provided versions of their materials, or given feedback on what student should know.

Requirements:

The majority of this class will be focused on workshopping your materials -- c.v., letter of application, teaching portfolio, diversity statement, and research statement. Please send the class your drafts via email by 12 pm on **February 22, February 28, March 7, March 21, and March 28**. We'll workshop them in class to improve these materials, always keeping in mind your preferred job. On Monday, **May 2**, you will turn in polished versions of these materials via email to misra@soc.umass.edu.

Grading Policy:

I ask you to attend the class regularly, read the assigned “core” readings (you are not responsible for the “additional” readings, but can look through them and ask questions about any of the issues they address), ask questions, and bring your materials to workshop in class. To do well, you will need to attend consistently, workshop your materials, and provide constructive comments on your colleagues’ materials, and turn in a full draft of your job application materials, including your c.v., your letter of application, your teaching portfolio, your diversity statement, and (if applicable) your research statement. Please turn in these materials by **Monday, May 2**.

Course Materials:

Please purchase or borrow (on reserve at the W.E.B. Dubois Library) Karen Kelsky’s *The Professor is In: The Essential Guide to Turning your Ph.D. into a Job*. I encourage you to buy locally, you can make an order through a number of local bookstores. I do not love Kelsky’s tone, and will likely critique a great deal of what she says, but there is some good advice amidst all of the doom and gloom.

The Google Drive for the class includes all of the other readings listed on this syllabus, and we will spend some time in class going over handouts, readings, and discussing best practices. The course website is accessible through this [link](#). Please read “Core Readings” for any given dates. Look at the titles of the additional Readings to see if anything is useful to you. One of the nicest things about the class is that we will be looking at lots of sample materials from a number of former grad students, as well as faculty at UMass. These should help concretize what employers are looking for.

Disability Access: The University of Massachusetts Amherst is committed to making reasonable, effective and appropriate accommodations to meet the needs of students with disabilities and help create a barrier free campus. If you have a documented disability on file with [Disability Services](#), you may be eligible for reasonable accommodations in this course. If your disability requires an accommodation, please notify me as early as possible in the course so that we may make arrangements in a timely manner.

Academic Honesty: The integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research. Academic honesty is therefore required of all students at the University of Massachusetts Amherst. Academic dishonesty is prohibited in all programs of the University. Sanctions may be imposed on any student who has committed an act of academic dishonesty. You can learn more about Academic Honesty [here](#), and learn more about how to avoid plagiarism [here](#).

Course Schedule

<p>Jan 31</p>	<p><u>Lay of the Land</u></p> <p>Kelsky, <i>The Professor is In</i>, Ch 4-10, pp. 31-74 Timeline for the Academic Job Market in Sociology ASA Job Bank Report, 2019 Brandy Simula "Advice for Successfully Searching for Jobs in a Pandemic" Jeremy Yoder "I Found a Tenure-Track Job: Here's What It Took" Hester Blum "Seeking a Job in Academe" Lori Flores "Similarities between Dating and Academic Job Hunting"</p>
<p>February 7</p>	<p><u>Finding the Right Fit</u></p> <p>Kelsky, <i>The Professor is In</i>, Ch 11-13, pp. 75-90 Job Links and Sample Ads Manya Whitaker "How to Read a Faculty Job Ad" RahK Lash "How to Determine if a Job is the Right Fit" John Cawley "Job Market Mentor: A Few Simple Rules"</p> <p>Types of Colleges Pros/Cons Different Types of Jobs Tips from Faculty at 2year, 4year & Masters/PhD Institutions</p>
<p>February 14</p>	<p><u>Getting Organized & Letters</u></p> <p>Advice from former UMass students Natalie Lundsteen "The Importance of Following Directions" Christina Berchini "Tips for Embarking on Job Market for the First Time" Derek Attig "Tips for Keeping Yourself Organized" Melissa Dennihy "How to Succeed on Job Market while ABD" Melissa Dennihy "Common Mistakes Job Seekers Make"</p> <p>Kelsky, <i>The Professor is In</i>, Ch 41 pp. 274-277 Kelsky "Avoiding a Damaging Letter Writer" Teresa Mangum "Getting the Letters Right" Julie Platt "Dos and Don'ts for the Academic Job Search"</p>

<p>February 22 (Monday Schedule)</p>	<p><u>The Curriculum Vitae</u></p> <p>Kelsky, <i>The Professor is In</i>, Ch 24 pp. 156-163, Ch 14 pp. 93-98 Denise Copelton "Basics of CV Writing" Teresa Mangum "Composing the CV" Leonard Cassuto "8 Tips to Improve Your CV" Sample CVs & CV template (browse and be ready to talk about favorites)</p> <p>Share your cv with the class via email by noon on February 22</p>
<p>February 28</p>	<p><u>Letters of Application</u></p> <p>Kelsky, <i>The Professor is In</i>, Ch. 21-23 pp. 133-155 Melissa Dennihy "How to Write a Successful Cover Letter" Leonard Cassuto "6 Tips to Improve your Cover Letter" Philip Howard "Lines Needed in Every Cover Letter" Richard Sha, "Job Letter Mistakes" Sample Materials (browse and be ready to talk about favorites)</p> <p>Share your draft letter with the class via email by noon on February 28</p>
<p>March 7</p>	<p><u>Research Statements</u></p> <p>Kelsky, <i>The Professor is In</i>, Ch 27 and 29, pp. 179-184, 191-195 ACW "Research Statement Template" Cornell "Research Statements" Cheryl Ball "How to Write Research Statements in Applying for Jobs" Rachel Toor "PhDs are Still Writing Poorly" Sample Materials (browse and be ready to talk about favorites)</p> <p>Share your draft statement with the class via email by noon on March 7</p>
<p>March 14</p>	<p><u>SPRING BREAK</u></p> <p>Get outside, read or watch some fiction, eat something you love, listen to something that makes you happy, draw, paint, or craft something with your hands, and/or think about what it means to be human</p>

<p>March 21</p>	<p><u>Teaching Portfolios</u></p> <p>Kelsky, <i>The Professor is In</i>, Ch 25-26, pp. 164-178 Washington University "Writing a Teaching Philosophy Statement" Fran Mues and MaryDeane Sorcinelli "Preparing a Teaching Portfolio" James Lang "Four Steps to the Memorable Teaching Philosophy" Gabriella Montell "How to Write a Statement of Teaching Philosophy" Sample materials (browse and be ready to talk about favorites)</p> <p>Share your draft statement/portfolio with the class via email by 12 noon on March 21</p>
<p>March 28</p>	<p><u>Diversity Statements</u></p> <p>Kelsky, <i>The Professor is In</i>, Ch 28, pp. 185-190 Tanya Golash-Boza "How to Write an Effective Diversity Statement" Victoria Reyes "How to Write an Effective Diversity Statement" Jessica Paige "What White People Can Do to Support Diversity Efforts" Manya Whitaker "5 Don'ts in Writing your DEI Statement" Sample materials (browse and be ready to talk about favorites)</p> <p>Please share your draft letter with the class via email by 12 noon on March 28</p>
<p>April 4</p>	<p><u>Creating Effective Job Talks</u></p> <p>Kelsky, <i>The Professor is In</i>, Ch 34, pp. 234-239 Hey Jane "Job Talk" Aguilar "Advice for Giving an Effective Job Talk" Kathryn Hume "How to Give a Job Talk" Katherine Stewart "Talking the Good Talk" Dan Shapiro "Grim Job Talks are a Buzz Kill" Sample materials (browse and be ready to talk about favorites)</p>

April 11	<p><u>First Round Interviews</u></p> <p>Kelsky, <i>The Professor is In</i>, Ch 30-32, pp.199-226 Cheryl Reed & Dawn Formo "Preparing for SKYPE or Phone Interviews" Kim Brettschneider "How to Ace the Virtual Interview" Katherine Ellison "How to Shape Academic Job Interviews" Ann Amicucci "The Final Interview Question..."</p>
April 20 (Monday schedule)	<p><u>Second Round Interviews</u></p> <p>Kelsky, <i>The Professor is In</i>, Ch 33, 35-38, 46, pp.227-233, 240-258, 299-307 Vitae "Your Second Round Interview Strategy Guide" SWS "Interviewing for Academic Jobs" Melissa Dennihy "How to Prepare for an Interview for an Academic Job" Lundsteen "How to Handle Illegal Questions During Job Interviews"</p>
April 25	<p><u>Negotiations</u></p> <p>Kelsky, <i>The Professor is In</i>, Ch 48-50, pp. 315-334 Karen Kelsky "How to Negotiate in a Pandemic" Vitae "The Ins and Outs of Negotiating in Academia" Deneef & Goodwin "Job Offers, Acceptances, and Rejections" Hey Jane: Negotiations Dave Perlmutter "The Etiquette of Accepting a Job Offer" Joseph Barber "Why and How You Should Negotiate"</p>
May 2	<p>Final Class Session – Turn in Final Drafts</p>