



# Looking for a position in Higher Education

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## Timeline: Higher Education Job Search

*If you intend to begin a tenure-track position in a college or university in the Fall of 2008, the time to look begins in Fall 2007. The following is a rough timeline for the search:*

<b>October through December</b>	Job postings listed (See <i>Getting Started</i> below)
<b>October 15 through February 1st</b>	Deadlines for applications (although many include statements like, "Review of applications will begin November 1st and continue until job is filled," it is understood that applications in before the review date will get the most serious consideration).
<b>December – January</b>	Preliminary interviews at winter meetings, phone interviews.
<b>Mid-January through March</b>	On-campus interviews
<b>March – May</b>	Job offers made, negotiated, and accepted
<i>Institutions are not bound by these conventional timelines, but in order to be considered by the greatest number of qualified candidates, most adhere to them most of the time.</i>	

### Getting Started

For a job the following fall, begin getting ready in September or October:

1. Have a **meeting with your advisor** to discuss your options, preferences, strategies, and to find out about the practices and productive job listings for your area of study.
2. Do some research and make some decisions about the **type of job** you seek and **what is available in your field**.
3. **View job postings**, both those posted in the large higher education sources such as *The Chronicle of Higher Education* and those for the professional organizations in your field. (See <http://careers.education.wisc.edu/highered> for Job Links)
4. **Research institutions** where you wish to work.
5. **Prepare your application materials** very carefully. Have your advisor and other knowledgeable friends go over your c.v. and application letters to help you craft them into documents the search committee will want to look at carefully. Make an appointment with us (call 262-1755) for further help.
6. **Ask** your advisor, professors, and anyone else **to write letters of reference** for you. Provide them with a c.v. or summary of your accomplishments and goals.

7. **Set up a credential/dossier file with EPCS.**
8. **Send out your applications.** Schools want a variety of documents; make sure you satisfy the particular demands of each application.
9. **Get back to work on your dissertation and publications**, so that when you get that opportunity to interview, you have real progress to talk about!

## Obtaining Reference Letters

Reference letters are a key component in educational applications. Here are some items to consider when seeking reference letters:

- They should be obtained only from persons who can evaluate your teaching or administrative potential and performance or your scholarship abilities. *Character references and letters relating to your pre-college years are not included in the Professional Credential/Dossier.*
- References submitted to this office may be used only for employment purposes and admission to graduate schools.
- **Once references have been submitted to our office, they become the property of the University of Wisconsin-Madison and will not be returned.**
- Although **three to six professional references are most common, quality** of references rather than **quantity** should be stressed. The number will vary according to your academic background and experience. EPCS policy requires a **maximum of ten** circulating letters.

### Suggestions for Obtaining Reference Letters:

- Reference Letter **forms** are included in the *job-search account* materials packet. Additional forms can be obtained from our office or are also available on the EPCS website: click on *EPCS Job Search Account* and click on the link to *Reference Forms*. Letter writers may also use their own letterhead.
- **Select individuals** you think would **know the most about your academic teaching abilities** and **your research**. These would normally include the advisor, members of your committee, or professional educators who are familiar with your progress in preparing for teaching and research.
- **Contact** the individuals you have selected.
  - Make an appointment with each person and make a personal request for her or his recommendation.
  - If the person is too distant for personal contact, send an accompanying letter with the appropriate form requesting a recommendation for your credential/dossier.
  - **FILL IN YOUR NAME AND FIELD AT THE TOP OF THE FORM**, and **GIVE IT TO THE REFERENCE WRITER**, WITH A STAMPED ENVELOPE ADDRESSED TO OUR OFFICE if the writer is not on campus.

- **Provide** all of the people you ask for recommendations with a **brief summary** (verbally or written) of your aims and goals. Allow a reasonable time period for the recommendation to be completed.
- **Reference letters should be sent directly to EPCS.**
- Keep track of reference letters on file by checking your *EPCS On-Line* account or by calling EPCS.
- **EPCS will accept signed originals only.**
- If you have not waived your right to review letters, WE STRONGLY SUGGEST THAT YOU REVIEW ALL LETTERS IN YOUR CREDENTIAL/DOSSIER. To review your letters, you can:
  - Personally stop in at EPCS and request to view your references. *Call ahead to ensure timeliness.*
  - By mail, send a written request for a copy to be sent to you and include a stamped self-addressed envelope.
- Quality vs. Quantity: Most applications require 3 letters of reference. Therefore we strongly encourage new candidates to limit your letters to those **best suited for your job search**. Letters can be requested to be taken out of circulation, and they will remain in your file (they are not destroyed).
- Your letters will be presented in the order they are received, most recent first. You can request to re-order your letters one time each placement year. Requests need to be in writing and forms are available at EPCS.

For detailed *EPCS policy and procedure information*, please see our website at <http://careers.education.wisc.edu/Services/Charges.htm>

### Applying for Positions and Sending Your Credential/Dossier

- Be sure to read application instructions and follow them completely.
- When you hear of a job opening, write a cover letter and send a copy of your c.v. and anything else requested
- If they request that you submit letters of reference, you will then need to contact EPCS to have your credential/dossier sent. (*Submit an on-line credential request*). In your letter, inform the institution that your credential/dossier will be sent from UW-Madison.

#### ***On-Line Credential Request***

With an **active Job Search Account** you may request credential delivery on-line. To make an electronic credential request, login to EPCS On-line, select EPCS Job Search Menu, then Credential Requests and follow the instructions.