

Landing a Research Faculty Position

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22 October 2021

- **The application process will take much more time than you think. Plan accordingly.**
- The vast majority of listings in the US and Canada, and many elsewhere: <https://www.mathjobs.org/>.
- Worth checking: CMS, SIAM, other national/regional mathematics societies. Science Careers, NatureJobs, and professional societies for interdisciplinary work.
- Review university and department webpages to focus your search.
- Find the jobs that you want and might fit you well. Apply widely, but don't go nuts.
- Most application deadlines are between October and December, but off-cycle positions do come up.
- The January AMS meeting has "The Employment Center". Used by many small USA colleges.

- 1-2 pages. Cover the essentials.
- Find a concise way to go further.
 - Show personal interest in the job; briefly indicate why you would be an excellent match for the department.
 - If possible, identify by **name** some future colleagues you would be interested in working with - and why.
- The American Mathematical Society sponsors a cover sheet for this purpose. Complete this sheet on mathjobs.
- Don't mistakenly send the wrong cover letter.
- Don't skimp on time for these letters.

- All your degrees. Include the institutions and dates. Name your PhD advisor; give your thesis title.
- **All** prizes and fellowships. Even tuition awards, etc. Someone thought you were worth supporting!
- **All** papers. Include undergraduate papers, papers in different fields, everything.
- Preprints on a preprint server.
- All talks, even local seminars. Give date, series title, talk title.
- Conferences/workshops attended and any organization activities, even locally.
- Teaching: List courses you taught. Mention advising (even informal). Include any involvement in course development or teaching innovation.
- Proof read carefully. Spell check.

- Write with your audience in mind:
 - Hiring committee members
 - Broader mathematical audience
 - Your letter writers.
- Aim for 3–5 pages. The first page should be readable for any math audience, and include the big picture.
- Describe your past results *and future plans*. Give impact (citations, mentions). Indicate where your work will go in the next few years (your first grant proposal).
- Be precise, but not too technical. Include figures, flowcharts, etc. Make an attractive document.
- Proof read carefully. Spell check.
- Ask your friend for their research statement. Ask them to read yours, even if they are in a different field.

Your Teaching Statement and EDI Statement

Teaching statement (1-2 pages; more for a teaching job):

- Include any training or conferences related to teaching.
- Discuss successful innovations or issues resolved.
- Give concrete examples. Include summarized teaching evaluations and student comments, if you like!
- Get your advisor or friends to read this too.

EDI statement (1-2 pages):

- Tell *your* story: overcoming obstacles or having privilege.
- How have you helped / will you help promote diversity and inclusion?
- Give concrete examples.
- Get a few people to read this and provide feedback. Maybe your local EDI committee members?

- Solicit 3–4 letters for research, plus 1 for teaching.
- **Who should write?** Discuss this with your advisor; generally,
 - Your PhD supervisor(s) and postdoc advisor(s)
 - Leading/known researchers, from well-known schools, with good connections, arm's length is helpful but not essential
 - People who know you and your work (committee members, teaching supervisor)
 - People known to write good letters.
- **When to ask? Now!** Or very soon. You are asking a busy person to do something that doesn't benefit them directly. *Give them at least a month.*
- **How to ask?** Email is fine. Be sure your writers have at least your CV and research statement. If there are deadlines, you can send them polite reminders.

- Make a website.
- Make it professional: choose an appropriate photo and limit your site (mostly) to professional items.
- Post your CV and your research statement.
- Provide links to your papers, preprints, presentation slides, treatises... Make it easy for someone interested in your work to download your papers.
- Assume that people will google you and look at your social media. Have a look at what they might find.

- Your colloquium talk:
 - Make it understandable!
 - 25 minutes for the grad students in the audience.
 - 15 minutes for all the faculty.
 - 10 minutes for the experts.
 - Give the bigger picture but show that you solve interesting and difficult problems.
 - PRACTICE YOUR WHOLE TALK AT LEAST TWICE in front of a friendly, but critical audience. Get the timing sharp.
- Meeting with faculty members and going to dinner:
 - Be friendly, charming and interested.
 - You are selling yourself, but they also want to attract you.
 - Get the information you need about the tenure process, department activities, teaching, ...
 - This is not a social event. Keep it professional.
- Dress professionally.

- If you need something for your interview, let the dept chair (or your interview host) know as soon as possible.
- Spousal / partner considerations: when to bring it up? Get some advice from trusted colleagues. With the department head at the interview would be reasonable.
- When you get an offer: **DO NOT IMMEDIATELY SAY YES.** Get the offer in writing and ask your colleagues. Things to think about:
 - Salary (9-month in the USA vs 12-month elsewhere) and cost of living, housing options. Negotiable.
 - Start-up grant (furniture, computers, support for students/postdocs, equipment...). Negotiable.
 - Teaching load (reduced for first few years?). Negotiable.
 - Tenure process and expectations.
 - A return visit to the city to look at housing, etc.

If you are not seeking employment this year, you will be soon, so . . .

- Go to conferences and workshops. Give talks as often as possible.
- Get to know senior colleagues in your field. Tell them about your work.
- Do good work, and write it up!

Good luck!