

Questions to Ask on Job Interviews (Bob Kaufman)

All Faculty Members

Department and University facilities and resources:

- Computers, printing, consultants/support staff
- Copying, telephone, fax, and other offices expenses
- Office support Library (online journals)
- Travel money and policy
- Seed and small grants; support/assistance for applying for and managing external grants
- Audio-visual equipment, supplies, tech. support.
- Strengths and weaknesses of Dept, and Univ. in facilitating research, and teaching
- Collaboration among faculty

Department & University history & criteria for tenure & promotion (collaborations viewed?)

Department Workload:

- Course load, grad vs. undergrad; # new preps; size of classes; what they think about their students.
- Committee service
- Student advising

Department Politics:

- Governance Structure: Formal and informal
- General state (i.e., how do faculty get along)
- Any current issues

Research and teaching interests:

- What are they working on
- What do they plan to work on in the near future
- What are they teaching
- Do they get to teach what they want

Financial health of Dept, College and University

City and community:

- Housing, neighborhoods, and costs
- General cost of living
- Recreational/entertainment
- Public transportation
- Local politics and orientation
- Schools

Junior Faculty Members Only

Relations with Senior faculty

Fairness of evaluations and raises

Tenure and promotion process and their prospects for T&P

Cooperation vs. competition among junior faculty

Any special benefits for new faculty when they came

- Course reductions
- Service load reductions
- Moving costs and/or extra salary
- Computer, printer, and other equipment

Department Chair

Department Politics

Governance Structure: Formal and informal

General state

Factions and Issues

Position of the department in the college and university

Position of the college in the university

Salary (general range & raise history) and other benefits

Course load, distribution grad/undergrad, courses you want/need covered

Service load

Evaluation process, contract renewal

Tenure and promotion process, criteria, all d history

Junior sabbatical

Any special benefits for new faculty when they come

Course reductions

Service load reductions

Moving costs and/or extra salary

Computers and other equipment

Department and University facilities and resources:

Travel money and policy

Seed and small grants

Support for getting grants

Strengths and weaknesses of Dept and Univ in facilitating research

Financial health of Dept, College and University

Time frame and process on making decisions about job offer: theirs and yours

Dean or other administrator

Position of the department in the college and university

Position of the college in the university

Department Politics

General state

Evaluation process, contract renewal

Tenure and promotion process, criteria, and history. Both department and college.

Department and University facilities and resources:

Travel money and policy

Seed and small grants

Strengths and weaknesses of Dept and Univ in facilitating research

Financial health of Dept, College and University

Questions You Will or Might Be Asked on Job Interviews

Who do you work with, who is your adviser? What do they do?

Your research

Dissertation

Other projects

Publications and presentations, details, do you intend to follow up on these

Future plans for research and grants

What would you have liked to accomplish in the next 5/10 years

Your teaching

What have you taught

What would you like to teach

How would you teach a course on X

What book(s) would you use

Local (i.e., departmental) political issues

What political faction would you fit into here?

Where else have you applied? Where else do you have interviews? (awkward but OK)

Inappropriate questions: asking for gossip about people or political problems in your home department; gossip about people in the department you are interviewing in.

Illegal questions: Marital/partner status, sexual orientation, religion, etc.

(Think about how to respond if you get asked)

"I missed or will miss your colloquium, can you summarize it in five minutes?"

"What can I tell you about the Dept, University, Community?"

"Well, what do you think about our department? Do you like us?"

"What bad things or good things have you heard about the department?"

"If we offered you a job, how likely do you think it is you would accept it?"