

GETTING A FULL TIME FACULTY POSITION AT A COMMUNITY COLLEGE

Sponsored by



Local 1931 of the American Federation of Teachers, AFL-CIO

Pre-Screening Process

(Theoretically)
How Does It Work?

Application Submission &
Pre-Screen Applicants

Job Qualification Match?

Interviewing/Hiring Process

Land the Job!

KEYS TO SUBMITTING A GOOD APPLICATION

- Use the job description and advertising materials as your guide
- Key your cover letter, résumé, and application to the job description.
- Collect all submission materials
- Answer all questions completely with error free grammar
- Include all requested supporting materials [like transcripts, references, etc.]
- Don't assume your past work at the campus will count unless you reference it in the written materials
- Never write 'see résumé'
- Type everything
- Make sure you know your references



RÉSUMÉ/CV AND COVER LETTER

Résumé/CV

- Make it relevant to THIS job and current
- Include all of your contact information
- Include key words from application and current initiatives
- Use the correct format
- Prioritize your content
- Tailor your objectives & SKILLS
- **Make it custom**
- Use an intelligent template

Cover Letter

- **Keep it consistent and error-free**
- Keep it structured
- Keep it positive
- Address the job description by highlighting your experiences and qualifications
- Use appropriate KEY words

Words Matter

Completion, Guided Pathways and Barriers to Completion

Student Success and Student Equity

Academic Advising and Counseling

Program Evaluation and Accreditation

Gate Way Courses

New funding formula

SEP: Student Educational Plans, Initial Ed Plan and Comprehensive Ed Plans

GI: Graduation Initiative

SEW: Follow up services for students on academic probation

Student Success Scorecard

Veterans; Foster Youth; Males; LGBT; Non-traditional students

Basic Skills

Title V Hispanic Serving Institution

Enrollment Management

Educational/Community Partnerships

Student Learning Outcomes, Service Area Outcomes and Program Learning Outcomes

Learning communities and First Year Experience

INTERVIEW: PREPARATION

- Use the job description to create possible interview questions.
- Go online and look at the department and college's philosophy, course offerings, and student make-up to create solid interview answers.
- Do your research- Board Agendas, Plans, Committees
- **PRACTICE** answering interview questions with friends, family and colleagues.
- Don't assume your past work at the campus will count unless you reference it in the written materials and your interview.
- Video tape yourself



THE INTERVIEW

- Be early, not on time
- Use Real Examples - You must promote yourself
- **Answer the Question** - Make a connection to the work you already do
- Don't ramble - if you find yourself getting off track, take a moment to get focused
- Speak clearly and slowly, don't forget to breath
- Body Language - Relax - Don't stress or overthink 😊



INTERVIEW: TIME MANAGEMENT

- **PRACTICE** interview answers and teaching demo with time management in mind.
- Have a feel for 2,3,4,5 minutes.
- You will have 20-30 minutes to see the interview questions and make notes. Plan time strategy at that point.
- A visible clock is not guaranteed.
- Make sure to respond to **ALL** questions so you do not lose points for that question.



DRESS FOR SUCCESS

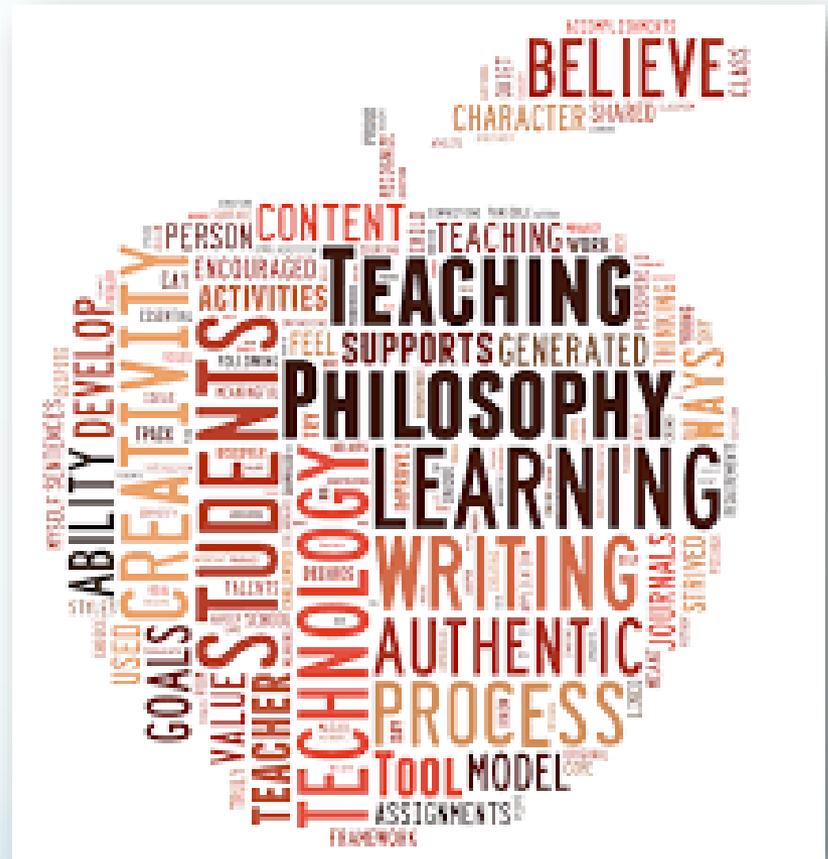
Business Casual vs. Professional

Have an interview or professional event coming up? Learn how to decode dress code.



WRITING PROMPT

- Before the interview, you may be asked to write a short essay or answer a question that relates to the position.
 - The question may relate to:
 - Teaching style / philosophy
 - Classroom Management
 - How you would be the best choice for the department



THE TEACHING DEMO

- Follow the interview instructions explicitly
- Use a lesson that you have successfully used in the classroom before!
- Incorporate technology if it works effectively with your lesson.
- Bring extra copies / handouts
- Dazzle them with your smile and relaxed / fun attitude about the process.



WHAT ARE THEY LOOKING FOR?

- A positive and enthusiastic co-worker
- A solid / innovative teacher in the classroom
- A knowledgeable colleague who will work with the department to develop the curriculum and program, serve on necessary committees, etc...'
- Someone whose philosophy matches the current members of the department



SECOND INTERVIEW

- Typically the hiring committee sends 2-3 candidates to the second interview.
- Panel: Usually-President, VPI, Dean, Department Chair, Hiring Committee Chair
- Be aware of President's values, educational and professional background, publications, interest areas, initiatives, and priorities for the institution.
- President makes final decision with input from other panel members



WHAT YOU CAN DO NOW

Networking

- Collegial & having a genuine interest in others
- Resources & Support
- Friendships & Mentors
- Career Opportunities
- Volunteer

Keys to Making Professional Connections

- Step out of your comfort zone
- Create opportunities to meet other people
- Be intentional about seeking out diverse colleagues
- Be sincere and genuine
- Follow up & maintain connections

GAIN EXPERIENCE: BECOMING A WELL ROUNDED EDUCATOR

- Teach a variety of classes in your field at several colleges
- Get that extra certificate or credential that allows you teach a wider variety
- Work on incorporating technology and innovative teaching methods
- Volunteer to participate on hiring panels and campus committees

Attend *Professional Development* conferences and workshops on:

Excellence in Teaching

Cultural Competency

Technology

Communication

Student Support and Advocacy

CONTINUALLY UPDATE YOUR RÉSUMÉ/CV

- Have an up-to-date, ERROR FREE Résumé/CV
 - Education specifics
 - Courses you have taught
 - Awards you have won
 - Presentations you have given
 - Professional societies you belong to
 - Curriculum and Assessment Experience
 - Committee Experience

GET INVOLVED!

- Participate in Union Activities
- Be a part of the Academic Senate
- Be an excellent department member
 - Attend department meetings
 - Assist in curriculum assessment / writing
 - Work with colleagues on available projects



Amy Cuddy

Your body language may shape who you are

TEDGlobal 2012 - 2012 • Filmed Jun 2012

 48 available languages

 View interactive transcript



