

Guidelines for successful applications:

1. Cover letter - write a substantial cover letter that matches you to the job(s) for which you are applying. A cover letter should tell the committee how we should read your file. You should put your best foot forward, be confident but not egotistical. Use this to practice writing the sort of cover letter you will need to create for future job applications.

Your cover letter should also contain the following information: number of years you have been in the program; progress toward your degree; number of incompletes, if any; GPA in Political Science; number of lecturer positions and/or TA positions you have held.

2. Vitae - SEPARATE YOUR PEER-REVIEWED PUBLICATIONS FROM OTHER WORK. Peer-reviewed publications are the gold standard of our profession. If you mix all your writings together, you look like you are "padding" your vitae. Put full information on publications, including where and when the publication appeared, dates, and page numbers.

3. Syllabi - provide sufficient narrative that the committee can see HOW you are approaching your material. In addition to the introductory paragraphs, it is helpful to provide a sentence or two explaining your thinking on each major topic. Show that you can teach the subject matter broadly; avoid, if possible, simply listing the chapters of a textbook in order. A list of topics that simply copies the table of contents of a textbook does not give the committee insight into your approach. If you are using a textbook, consider some supplementary materials to illustrate the topics.

4. Letters - make an effort to get a useful letter from a faculty member. A useful letter is a letter that specifically addresses your qualifications for the job.

5. File - and be sure to check and make sure your file is complete. Treat this as a serious and professional job application. Applications are sometimes chosen or discarded based on basic elements such as proofreading, attention to detail and completeness of application. Let your application be viewed on merit rather than small factors which are easily remedied.

6. General - apply for more than one class, so you can maximize your chances of being chosen.

7. Submitting your application – submit your application electronically, with each piece in a separate, clearly labeled document (i.e., a document called CV contains only your CV; a document called syllabus contains only your syllabus; etc.) Make a point to see that your application is complete.

From the Hiring Committee