

## 10 THINGS TO DO BEFORE GOING ON THE MARKET, UP FOR PROMOTION, OR APPLYING FOR A GRANT

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- (1) Make a schedule: When applying for a job or a grant, plan to meet the deadlines at least 2 weeks early.
  - For jobs, some deadlines are the day the faculty will meet to make a short list. If they haven't had a chance to look at your application, you may miss the cut.
  - For promotion, there will be a time your chair asks your letter writers to agree to write for you. Ask for this date.
  - For grants, your university will need time to process the application, and may ask you to make modifications. If a lot of people are applying, the local grants person may be bogged down with work. Try to communicate your plans to that person far in advance, and make an appointment with them to get things done.
  
- (2) Make a schedule to finish all your projects.
  
- (3) Get your Web presence in shape.
  - Your website should be a helpful tool for people to place you, and reflect what you'll bring to the table:
    - Consider a (professional) picture to remind people that they have met you before;
    - You want to have an up to date CV that is appropriate for your goals.
    - Have a short description of your research on your website, helpful to your letter writers.
    - Make sure to have lists of courses you've taught, conferences you've attended or spoken at (some have links to videos);
    - Advertise your involvement with the community.
  - Are your Google Scholar and mathscinet profiles accurate and up to date? If there is a missing paper from mathscinet, you can email them and point this out. Google Scholar may make mistakes if you have an accent in your name, or if you've changed your name (after getting married, for example).
  
- (4) Revamp you CV.
  - Applying for jobs? Taylor your CV to meet the expectations of your dream job.
  - Coming up for promotion? Your CV should exhaustively exhibit your activities.
  - Writing a grant proposal? Your CV should emphasize your recent research.
  
- (5) Shorten and sharpen your research statement or your grant proposal (or both).
  - People reading job applications or grant proposals are busy: Don't get caught in the TL;Dr filter:
    - Make it skimmable.
    - Remove filler, and aim for short clear statements.
    - Organize your ideas around themes that are clearly conveyed.
    - Paraphrase the key ideas or advances, leaving out details.

- You lose audience with every page: Make sure the first page conveys all the information you want people to know about you, in case they don't go on.
  - (a) Give forward references to further details contained in the rest of the proposal;
  - (b) Summarize the general ideas or themes.
- Your goal is to convey past achievements, and exciting future plans.

(6) Get help with your teaching statement.

- Use on-campus resources (eg at your campus writing center) for the non-technical aspects of you file.

At UGA we have:

- (a) [ugawritingcenter](#)
  - (b) <http://ugawritingcenter.blogspot.com>
  - (c) <http://dae.uga.edu/tutoring/writing-tutoring/>
- Use online resources for advice on this too.
    - (a) <https://cft.vanderbilt.edu/guides-sub-pages/teaching-statements/>
    - (b) <http://theprofessorisin.com/2011/09/16/thedreadedteachingstatement/>
    - (c) <http://ctl.yale.edu/sites/default/files/basic-page-supplementary-materials-file-sampleteachingstatements.pdf>

(7) Choose and inform letter writers, and keep reminding them.

- You may consider asking for an outside letter: This should come from an expert in the area of your work, preferably from a different school than where you are, who knows your work, and will write favorably about it.
- Make sure to give your letter writers at least one month before your (EARLY) deadline, and remind them two weeks out, and then one week out. If the letter is due in two days, and it is still not there, remind your letter writers.

(8) Ask around for opinions.

- Contact people at the target institutions and keep in contact with the experts in your area. Once you have applied, inform people at the institution whom you know, or who are in your area, and ask them what you can do to make your application stronger. Once one person has seen your file, there is a greater chance more people will.
- Have people your research and teaching statements, and look at your website to give you feedback.
- Ask if your colleagues have any advice to give you about successful applications to their department. Some departments are looking for something specific, try to make simple changes to your application to meet those needs.

(9) Let people know your plans: Tell people you are on the market, coming up for promotion, thinking about problems related to their area.

(10) Get a hobby. Applying for jobs, coming up for promotion, asking to be funded are all very stressful, and you have a long time before you will find out what the outcome will be. Make sure to have some kind of healthy distraction: This is a marathon, not a sprint.