



# APA / AIA PLACEMENT SERVICE

JULY 1, 2010 — JUNE 30, 2011



## *SIGN UP EARLY!*

Once again, the Placement Service will be able to give *some* advance notification of Annual Meeting job interviews this year. Please note carefully the following requirements to obtain this information and the limitations on the information that will be available.

In the period December 27-31, 2010, the Placement Service will send an e-mail to any candidate who (a) has registered with the Service by **October 31, 2010**, and (b) has an appointment for a job interview at the upcoming Annual Meeting in San Antonio, TX (January 6-9, 2011). The e-mail will **LIST ONLY** the *name(s) of the institution(s)* that requested that interview(s) be scheduled, and the list will contain only the names of institutions who submitted their short lists to the APA office on or before December 17, 2010. **PLEASE NOTE:** *The Placement Service will not be able to respond to individual queries about these e-mails, and scheduling information (i.e., specific dates/times) about particular interviews will NOT be given out in advance of the Annual Meeting.*

Candidates receiving an advance notification e-mail must still visit the Placement Office at the Annual Meeting to obtain specific scheduling information and possibly to learn about interviews that have been requested/scheduled **AFTER** December 17, 2010. While most institutions honor the Service's request to submit short lists of candidates they wish to interview in early to mid December, some cannot meet this deadline and need to schedule appointments at the last minute.

## *CANDIDATES WHO FAIL TO REGISTER WITH THE PLACEMENT SERVICE BY OCTOBER 31, 2010:*

- Will be required to pay the **LATE REGISTRATION FEE** of **\$50.00** (\$65 if U.S. Postal subscription)
- Will **NOT** receive any advance notification of interviews prior to the Annual Meeting
- Must **WAIT** until they visit the Placement Office at the Annual Meeting to learn if any interviews have been scheduled. There will be **NO** exceptions to this rule for **LATE** registrants.

## *IMPORTANT NOTES*

- 1) The Placement Service is available **ONLY** to **MEMBERS** of the APA or the AIA. Please make sure your APA or AIA membership dues are paid (at least one month) prior to submitting your Placement Service registration form. Association membership status will be checked and anyone who is not a member will not be permitted to use the Service until this requirement is met.
- 2) Interviews taking place at the APA/AIA Annual meeting will be scheduled **ONLY** for those candidates who are registered with the Placement Service.
- 3) Advance notification e-mails will go out **ONLY** to candidates who:
  - are registered by October 31, 2010
  - have at least one interview that was scheduled by December 17, 2010.
- 4) All candidates should visit the Placement Office as soon as they arrive at the Annual Meeting to get their schedules.



# APA/AIA PLACEMENT SERVICE

## JULY 1, 2010 — JUNE 30, 2011



### DESCRIPTION OF SERVICES:

The Placement Service provides placement assistance to APA-AIA Candidates and Institutions through the following services:

1) *Positions for Classicists and Archaeologists* is a monthly publication which announces available and possible positions generally for the following academic year. The APA and the AIA urge chairs of departments in the United States and Canada involved in the teaching of the Classics, Classical Archaeology, and related subjects to use the Placement Service by advertising all pertinent job vacancies in *Positions*. The APA and the AIA likewise urge national and regional organizations in Classics to advertise such positions as executive directors, secretary-treasurers, and journal editors in *Positions*. Advertisements for positions of other sorts (in museums, libraries, organizations and the like) for which classicists and archaeologists may be considered are also listed. A position is normally listed only once in order to avoid confusion about how many positions are available at a particular institution. *Positions* are mailed out on or about the 15th of every month. Within a week of that time, the job listings are posted on the APA and AIA websites (APA: <http://www.apaclassics.org>; AIA: <http://www.archaeological.org>). The Placement Service also uses e-mail to transmit *Positions*. Candidates who sign up for e-mail service will receive *Positions* twice each month. When a Candidate or Institution joins the Service, any missed back issues of *Positions* will be forwarded accordingly.

2) *The Placement Service book containing CVs of some candidates is NO LONGER being published.* Because institutions almost always require candidates to submit CVs, page I-12 of this booklet contains a suggested format

3) *Interviewing Facilities at the Annual Meeting.* The Placement Service offers facilities for interviews and other communications during the APA/AIA Joint Annual Meeting **only** to Candidates and those Institutions registered for Comprehensive Service. The Placement Service serves as a scheduling center through which messages are transmitted and interviews arranged between institutional representatives and applicants at times convenient to both. The Placement Office provides rooms for interviewing candidates; however, institutions are encouraged to rent their own private suites for this purpose, as the Placement Service's space is limited. (See Placement Guidelines, section 9.)

The goal of the Placement Service is to schedule interviews prior to the Annual Meeting. Doing so enables the Placement Service staff to run on-site operations more efficiently for both Candidates and Institutions interviewing. Institutional representatives and applicants are asked to visit the Placement Office **immediately** upon their arrival at the Joint Annual Meeting, to obtain interview schedules and to arrange any last-minute, on-site scheduling.

### GENERAL INFORMATION FOR UTILIZING THE PLACEMENT SERVICE:

The Placement Service year runs from **July 1, 2010, through June 30, 2011.** Use of the Placement Service for 2010-11 by **candidates is restricted to members in good standing of the American Philological Association OR the Archaeological Institute of America.** An individual's membership dues must be paid for the current year before his or her registration as a "Candidate" with the Placement Service can be processed. **Institutions** wishing to utilize the Placement Service, whether it be just to advertise a position opening, or, to take advantage of the full Comprehensive Service Package, are **no longer required** to be members or have a sponsor in order to utilize the Placement Service.

Membership dues for the APA should be sent to:

**APA Membership Services  
Johns Hopkins University Press - Journals Division  
P.O. Box 19966  
Baltimore, MD 21211-0966**

Membership dues for the AIA should be sent to:

**Archaeological Institute of America  
Membership Department  
656 Beacon Street, 4th Floor  
Boston, MA 02215-2006**

PLEASE NOTE: Fees for the Placement Service are separate from societal membership dues and from Annual Meeting registration fees. Checks should be made payable to *APA/AIA Placement Service*. Please direct all Placement Service fees (non-refundable) and correspondence about the Placement Service to: American Philological Association, Placement Service, 292 Claudia Cohen Hall, University of Pennsylvania, 249 S. 36<sup>th</sup> Street, Philadelphia, PA 19104-6304. (Please check the APA web site - [www.apaclassics.org](http://www.apaclassics.org) - for our current mailing address before you submit your registration forms.)

*PLACEMENT SERVICE REGISTRATION FOR CANDIDATES*

*COMPREHENSIVE SERVICE PACKAGE  
EARLY REGISTRATION PERIOD  
(THROUGH OCTOBER 31, 2010): \$20.00*

Candidates enrolling for the Comprehensive Service Package during the Early Registration Period are entitled to the following:

- Use of the INTERVIEWING FACILITIES at the Annual Meeting
- A one-year subscription, via E-MAIL, to *POSITIONS FOR CLASSICISTS AND ARCHAEOLOGISTS*

Candidates who register for the Comprehensive Service Package by October 31, 2010, and ask to receive the subscription to *POSITIONS* in hard-copy form via the U.S. Postal Service pay \$35.00.

*COMPREHENSIVE SERVICE PACKAGE  
LATE REGISTRATION PERIOD  
(BEGINNING NOVEMBER 1, 2010): \$50.00*

Candidates enrolling for the Comprehensive Service Package beginning November 1, 2010, are entitled to the following:

- Use of the INTERVIEWING FACILITIES at the Annual Meeting
- A one-year subscription, via E-MAIL, to *POSITIONS FOR CLASSICISTS AND ARCHAEOLOGISTS*

Candidates who register for the Comprehensive Service Package on or after November 1, 2010, and ask to receive the subscription to *POSITIONS* in hard-copy form via the U.S. Postal Service pay \$65.00

***PLEASE NOTE: All candidates are encouraged to enroll with the Service during the Early Registration Period. Doing so allows Placement Staff to distribute convention materials in a more timely manner and enables staff to distribute information about interviews scheduled prior to the Annual Meeting.***

## PLACEMENT SERVICE PACKAGES AVAILABLE TO INSTITUTIONS

### COMPREHENSIVE SERVICE PACKAGE

For \$300.00, Institutions registering for the Comprehensive Service Package are entitled to the following:

- ADVERTISEMENT of job opening(s) in the *POSITIONS* bulletin. **PLEASE NOTE: An Institutional Placement Service Registration Form MUST be completed and MUST accompany the request for placement of an advertisement.** Institutions registering for Comprehensive Service are eligible to advertise an unlimited number of position opening announcements throughout the Placement Service year. However, any given position opening typically appears in **only one** monthly issue of *Positions*, in order to avoid any confusion on the number of job openings available at a particular institution. Advertisements will also automatically be listed on the APA and AIA web sites, and will remain posted there.

Advertisements must include a telephone number and/or e-mail address with the name of a party to contact for questions regarding the Institution's advertisement, and a deadline date for acceptance of application materials. The ad should also specify whether the position is a "definite" or "possible" opening. There is a 250 word maximum on all ads. Please refer to the *Guidelines* below, for specific instructions. The copy deadline is 12:00 noon (Eastern time) on the 13th of the month from January through August and 12:00 noon (Eastern time) on the 10th of the month from September through December. **(PLEASE NOTE: If the advertising submission deadline falls on a weekend, the closing date is noon on the Friday before the weekend.)** It is **preferred** that the text for the ad be E-mailed to the APA Office at [apaclassics@sas.upenn.edu](mailto:apaclassics@sas.upenn.edu), although standard mail or fax is also acceptable. Ads sent via E-mail should be placed in the body of the message and **NOT** sent as an attachment.

- Use of the INTERVIEWING FACILITIES at the Annual Meeting. APA Staff will schedule all interview appointments that are to be conducted at the Annual Meeting.

- A one-year subscription, via E-MAIL, to *POSITIONS FOR CLASSICISTS AND ARCHAEOLOGISTS*.

For any institution that would prefer to receive the *POSITIONS* subscription via hard copy through the U.S. Postal Service, in addition to all other benefits of the Comprehensive Service Package, the fee is \$350.00.

### SUBSCRIPTION ONLY POSITIONS FOR CLASSICISTS AND ARCHAEOLOGISTS

Subscriptions to *POSITIONS* are available **only** to Institutions. For E-MAIL delivery, the fee is \$25.00; for hard copy via the U.S. Postal Service, the fee is \$50.00. **PLEASE NOTE:** Institutions registering for SUBSCRIPTION ONLY status are **not eligible** for any other services provided by the Placement Service. However, a SUBSCRIPTION ONLY registration **can** be upgraded to the Comprehensive Service Package (requires an additional fee) at any time during the Placement Service year.

### OTHER SERVICES AVAILABLE TO INSTITUTIONS

#### Advertisement Only

From July 1, 2010, through January 15, 2011, for \$100.00, an Institution can place a **one time only** job opening announcement in the *POSITIONS* bulletin. **(The fee is reduced to \$75.00 if the ad is placed from January 16 - June 15, 2011.)** The announcement will also be listed on the APA and AIA web sites. Institutions requesting an ADVERTISEMENT ONLY are **not** eligible to receive any other services provided by the Placement Service. Any additional advertisements placed by these institutions at a later date in the **same** Placement Service year will be assessed an additional fee **each time the service is requested**.

## REGISTRATION AND PAYMENT

To speed the processing and to help ensure accuracy, registration with the Placement Service should be made by using the forms accompanying these instructions. PLEASE TYPE OR PRINT CAREFULLY since this form will be used as a permanent record. TELEPHONE ENROLLMENTS WILL NOT BE PROCESSED.

Individuals are required to prepay all charges. Institutions may request an invoice; however, a Payment Order number **MUST**

be provided at the time of the request. Acceptable forms of payment are: 1) checks or money orders drawn in U.S. funds payable through a U.S. bank; 2) International Money Orders; 3) Visa or MasterCard credit cards. Cash should not be sent and is done at the sender's risk. All payments must come to the APA net of all bank charges; institutions wishing to send funds by wire should add \$20 to their payment amount. Checks should be made payable to APA/AIA PLACEMENT SERVICE. If paying by credit card, please include the complete number, expiration date, and your signature.

Completed forms and payments are to be sent to:

**American Philological Association  
Placement Service  
292 Claudia Cohen Hall  
University of Pennsylvania  
249 S. 36<sup>th</sup> Street  
Philadelphia, PA 19104-6304**

(Please check the APA web site - [www.apaclassics.org](http://www.apaclassics.org) - for our current mailing address before you submit your registration forms.)

PLEASE NOTE: Returned Check Policy: There will be a \$20.00 minimum charge for returned checks.

### *PLACEMENT SERVICE GUIDELINES*

Amid the increasing complexity and pressures of the academic marketplace and in keeping with the practices of other professional societies, the APA and AIA have established a Joint Committee on Placement, charged with monitoring current hiring procedures and suggesting modifications and improvements when necessary. The Committee consists of seven members with staggered three-year terms. Five members are appointed by the APA President, and two by the AIA President. When possible, the Committee should contain at least one person who has had recent experience as a candidate with the Placement Service. At the time of appointing the Committee, the APA President also designates one of its members as chair. Rank, type of institution, gender, minority status, and geography are to be considered in order to make the Committee as representative as possible. The committee includes as a non-voting *ex officio* member the Chair of the APA Committee on the Status of Women and Minority Groups.

Users of the Placement Service are required to observe the following guidelines:

- 1) Institutions which intend to conduct interviews at the Annual Meeting **must** purchase the Comprehensive Service package.
- 2) If there are two individual departments or programs from the same college or university conducting job searches, **each department/program must register as a separate entity** (institution) if it plans to utilize the Placement Service for its job search.
- 3) Each institution may use the interviewing facilities at the Annual Meeting for up to two (2) job searches, **providing the same search committee is interviewing for both job openings**. Any department/program conducting more than two searches at the Annual Meeting must purchase an additional Comprehensive Service Package.

Institutions conducting two job searches and using two search committees must rent a private suite (at a discounted rate, with limited availability) through the Placement Service), **and both search committees must use the same suite to conduct all interviews**. Search committees will need to coordinate their calendars so that all interviews

take place in the same suite. (Only **ONE** suite rental per institutional department/program.) In **unusual** circumstances the Placement Director can waive some of these requirements.

4) All openings available should be advertised in *POSITIONS* and through whatever other forms of publication a department deems suitable (e.g., letters to individual Classics departments). Advertisements should be intended to reach as large a pool of candidates as possible.

5) A deadline for the receipt of applications should be clearly stated if one is imposed. In selecting a deadline, institutions should take into account the date when the advertisement of the position will appear, and thus make sure that candidates have a reasonable amount of time to prepare and submit their applications. The Committee strongly suggests that absolute deadlines be set for no earlier than four weeks after the first appearance of the advertisement in a Placement Service e-mail to candidates, whenever this is feasible. For institutions that wish to have an open-ended search, (*i.e.*, those where applications will continue to be collected and reviewed until a suitable candidate is found) the commencing review date must be at least 15 days from the date that the ad is first published.

6) Job descriptions must be as specific and accurate as possible, indicating degree requirements, experience, etc.

7) It should be clearly stated whether the position advertised has been approved by the administration or is contingent on budgetary authorization. The length of time for which the advertised position is authorized should also be clearly stated. If possible, the listing of a temporary position that might be extended should contain the words “renewable” or “possibly renewable,” and the number of years for which it might be renewed. If the person who was originally hired for the position is not going to hold the position for the following year, or if the position at any time turns into a tenure-track position, the position should be re-advertised.

8) The institution should state its intention to comply with fair hiring procedures. (The Placement Service will not

list discriminatory advertisements.) These procedures should be followed at every stage in the search. Institutions registered with the Placement Service are required to abide by the APA Statement on Professional Ethics, including the following: "In all matters relating to employment, the APA strongly endorses the 1976 AAUP Statement on Discrimination. Moreover, Classicists should be protected against discrimination based on race, gender, religion, national origin, age, disability, marital status, or sexual orientation, gender identity, and actual or perceived medical conditions, including being HIV positive, whether symptomatic or asymptomatic." The Placement Service suggests that institutions indicate in their advertisements whether they offer domestic partnership benefits.

9) Institutions should avoid making demands on candidates for supporting materials that would be extremely onerous or expensive, unless it has determined such materials are necessary to its deliberations at the stage at which they are requested.

10) The APA disapproves firmly of "charade listings," that is, listing as open a position for which the candidate has been selected in advance.

11) Inquiries and applications should be acknowledged promptly and courteously (generally within two weeks of receipt). If possible, institutions are encouraged to inform candidates they plan to interview before the Annual Meeting. Institutions are also encouraged to inform candidates of the fact that they have not been chosen for an interview.

12) Interviews of the candidates, whether at the Annual Meeting or at the department, should be conducted in a courteous, friendly, and professional manner. The interviewee's personal and professional integrity should be respected at all times. Interviews at the Annual Meeting should be conducted in a manner and setting that will put candidates at ease. Interviews should not be held in hotel bedrooms under any circumstances. The Placement Service provides comfortable, private, conference-style rooms, or, institutions can opt (if/when available) to rent a private suite for interviewing purposes at the Annual Meeting. (Special suite rates have been negotiated with hotels.)

13) Candidates should not be asked about their age, political views, sexual preference, marital status, children, or whether spouses are willing to relocate in the area of the interviewing institution. (These matters may, of course, be raised by the candidate.) Representatives of the institutions should not make inquiries about these matters out-

side the interviews. Questions about religious beliefs or affiliations are to be omitted except in the case of some institutions with religious affiliations, where such questions are lawful under the provisions of the Equal Employment Opportunity Act (Section 42, USC 2000e-2e; <http://www.eeoc.gov/policy/vii.html>). Institutions that fall under these provisions and plan to consider candidates' religious affiliations, religious beliefs, and/or willingness to support, incorporate, or accommodate the tenets of the institution's affiliation in teaching and/or research should include in their advertisements a statement of their religious affiliation and how that affiliation will affect their consideration of candidates.

14) At the time of an interview, the institutional representative should give the candidates some indication of when a final decision is likely to be made.

15) Candidates eliminated from the competition should be notified of this fact in a courteous manner as soon as possible. A common practice is for institutions to inform all candidates not designated as final candidates that such a "short-list" has been made up.

16) As soon as a decision is made, all final candidates (often defined as those who have made campus visits) should be informed. If a decision is postponed beyond the academic year in which interviews occur, all remaining candidates should be informed of this.

17) The institution should promptly inform the APA of the action taken on the position listed, informing the APA specifically of the candidate hired.

18) If a department hires a candidate with qualifications different from those stated in the job listing, it must be prepared to defend its action, in writing, with specific and substantial reasons.

19) Candidates are reminded that they also have obligations to the institutions and departments which have positions available. Candidates are expected to keep their files up to date, to remove themselves promptly from consideration if they have accepted a position elsewhere, and also to inform the Placement Service of this fact, and in general to conduct themselves in an honorable fashion.

20) Complaints with all substantiation available should be directed to the chair of the Committee on Placement or the Executive Director of the APA. The APA Board has directed the Executive Director to inform them fully of the nature of alleged violations of these principles.

## CHECKLIST OF ADVICE FOR JOB CANDIDATES IN CLASSICS

### BEFORE THE PROCESS BEGINS

1) Talk to faculty at your home institution, or, if you have a temporary position, to your colleagues, to find out as much as you can about the hiring process from the institutional point of view. This will help you to understand the constraints under which search committees and departments operate and make you readier to be a professional colleague. Watch out for the rumors and misinformation that often circulate among job candidates: these will not make you seem aware or savvy, only naive or worse.

2) Find out as much as you can about academic life. Many job candidates clearly don't fully understand the actual demands of faculty positions. Ask teachers and colleagues about the job requirements typical of their institutions or others at which they've taught. Faculty members in tenure-track and tenured positions are normally evaluated on some combination of teaching, research, and service (institutional and professional), but different institutions value these categories differently and sometimes mean slightly different things by each. Some prior investigation in this area will not only help you understand the different kinds of jobs to which you are applying, it will also make the job itself easier to do once you get it. Helpful in this regard (and in other ways too) is *The Academic Job Search Handbook* by M. M. Heiberger and J. M. Vick (3rd ed., 2001: University of Pennsylvania Press).

- Carefully consider the difference between liberal arts institutions, teaching-oriented state universities, and larger research institutions, both public and private. Each sort of institution has different needs and makes different demands on faculty. For example, liberal arts schools tend to privilege teaching and interaction with students, but most also require solid research from faculty members. Research universities will require an active, continuous, and substantial research profile, but they will not want to hire poor or disinterested teachers.

✓ If you are truly interested in only one kind of school, do not apply to the others. If you are open to different sorts of institutions, make sure that you do not convey, even incidentally, a hierarchical attitude that ranks one type above the other.

3) Most importantly, consider yourself a member of the profession before starting the job search. Applications and interviews are always stronger if the applicant comes across as a member of the field who is exploring career possibilities within it rather than a suppliant begging for admission to it. Know who you want to be in terms of your career and your profession. What characterizes your work? What links your research interests into a coherent professional identity? Do you want to emphasize teaching and outreach? research? a balance of

both? Thinking through some of these issues beforehand can help you to seem like a professional and less like a student in need of further mentoring.

### BEFORE APPLYING

1) Inform yourself about the process of a job search in Classics, in particular by reading Joy Connolly and Jacqui Sadashige's "Going on the Market" located on the Women's Classical Caucus website at [http://www.wccaucus.org/connolly\\_jobmarket.pdf](http://www.wccaucus.org/connolly_jobmarket.pdf).

2) Ideally, attend the annual APA/AIA convention in the year before you are going on the market, just to check things out and maybe to give a paper.

3) Sign up with the APA/AIA Placement Service:

- to receive regular updates of the most comprehensive job listings in Classics, Ancient History, and Archaeology;
- to enjoy hassle-free and confidential scheduling of job interviews without overlaps;
- to get access to professional interviewing facilities instead of hotel bedrooms and public bars;
- to participate in the APA's collection of important data on the placement and hiring process.

4) Set up a dossier, preferably with your home institution's placement service. The dossier should contain (in order of decreasing frequency with which these items are requested)

- a curriculum vitae;
- 3-5 letters of reference;
- transcripts (graduate transcripts usually suffice);
- a writing sample;
- a research plan;
- a statement of your teaching philosophy;
- teaching evaluations, sample syllabi, etc. (but these are almost never requested).

5) Write a Classics CV, not a business resume (see the guidelines on page I-12 of this booklet and a sample online at [http://www.wccaucus.org/connolly\\_jobmarket.pdf](http://www.wccaucus.org/connolly_jobmarket.pdf)).

- Keep it short, clear, and truthful.
- Design the layout so that even a casual reader notices what you want to emphasize.
- List what you have done, not what you think you could do.

- Don't list professional affiliations; these are assumed.
- Don't list the catalog numbers of courses taught; these are irrelevant.

6) Design two templates of cover letters, one targeted at research institutions, one at smaller colleges with an emphasis on teaching.

#### WHEN APPLYING

1) Apply to as many positions as possible, and don't limit yourself unnecessarily with regard to geographical location or types of institutions. You should be aware that such limitations often keep qualified candidates from getting jobs.

2) Take the time to inform yourself about the institutions to which you are applying and adjust your cover letters accordingly. For example, don't express your interest in teaching graduate courses when you are applying to an undergraduate institution. Furthermore, remember that only about 10% of all applications reveal any kind of familiarity with the hiring department's program and needs, and that these applications have the best chance of making the first cut. Always proofread cover letters carefully before sending to make sure that you have made all the appropriate changes on your template (e.g., that you have used the correct institution name).

- In general, make sure that everything you send has been proofread as carefully as possible. Careless mistakes, however minor they seem to you, give the impression of a careless applicant.
- Have someone, preferably faculty members at your home institution, read both your cover letter and CV. They will often have useful advice on everything from format and phrasing to the way that such materials are likely to be received by hiring departments.

3) Don't apply to jobs for which you are not qualified. For example, if almost all your experience is in Latin literature, you will probably be wasting your time applying for a Hellenist position. If you are not an archaeologist, you will not be considered for an archaeological position.

4) Submit with your application only materials requested by the ad, and not more. (The ad may not request copies of published work, but if you have recently published an article, you may mention this in your cover letter and offer to send an offprint.)

5) Plan to come to the annual APA/AIA convention in early January, with or without interviews.

- Though it is not especially common, you may learn about a last-minute interview at the convention.
- If you don't get an interview, you can at least attend

panel sessions, meet people, and make sure that somebody recognizes your name when you apply for temporary positions after the convention or for tenure-track positions the following year. Departments generally want to hire individuals who see themselves as active members of the field; being willing to attend the convention only if you have interviews may imply that you are serious only about getting a job, not about having a professional career.

- The costs of attending the convention are an investment you need to make if you want your applications to be treated seriously.

#### WHEN YOU GET INTERVIEWS

First of all, congratulations! Out of usually more than 100 applicants, you've made the shortlist of between 12-20 candidates.

1) Do your homework. Inform yourself about the members of each department, their specialties, and their program's strengths and weaknesses. How might your interests and abilities intersect with their interests and needs?

- While it is advisable to gather as much information as possible about the institution and position when applying for an advertised job, direct inquiries to the department may not be received well. This sort of personal contact may be perceived as an attempt to exert unfair influence on the application process. If you must contact the department for clarification of the advertisement, do so as succinctly and impersonally as you can; consider using e-mail rather than a phone call.

2) Prepare yourself for the interviews by thinking about answers to typical questions such as the following (a good sample of typical questions and the rationale behind them can be found in the webpages of the Women's Classical Caucus and Mary Corbin Sies):

- What is your dissertation about? What is new and interesting about it? Be prepared to answer this question in one sentence, three sentences, or in a longer monologue. In any case, it is better to emphasize why the work is important rather than give a detailed history of the project. Details can be supplied once you've made it clear that you've done something interesting and worthwhile.
- What are your research plans (beyond publishing your dissertation)? What other projects do you have planned and what is the current status of these projects?
- How would you teach typical Classics courses?
- What kind of courses would you like to teach if you had the chance?
- Be prepared to ask questions of your own—about the

department, its goals for the next couple of years, its typical majors, the university, the city or town in which it is located, etc. If you have no questions about the job, department, or institution you will seem uninterested in the job. No one will understand why you would spend substantial time and energy on an institution that doesn't interest you. These questions can be used to get information on everything from teaching load to the types of students you will teach, but they can also show that you are interested in the job and are aware of what you will need to know about it.

3) Try to set up a mock interview with your own professors or with any available professionals in the appropriate fields. Usually you will be able to find people willing to do this either at your home institution, an institution at which you have a temporary position, or at institutions such as the American School of Classical Studies at Athens or the American Academy in Rome. Take the advice you receive seriously; the people providing the mock interview are likely to have had more experience than you do with both hiring and being hired.

4) If you are scheduled to give a talk at the annual meeting or at a similar gathering, make sure to rehearse it before an audience. This will help you make sure of timing, pronunciation, and other matters which may, without practice, come back to haunt you.

#### AT THE CONVENTION

1) Remember that the interview starts the minute you leave your house. The person who is sitting next to you in the airport while you are speaking derisively about a potential employer may be someone who will interview you later on.

2) Behave like the kind of professional, friendly colleague that you yourself would like to work with for the next couple of years.

- Be punctual but understanding of delays and organizational mishaps.
- Be yourself. If you lie about your plans or desires, you'll hate the job even if you get it, and your colleagues will resent you.
- Don't get drunk.
- Eat and sleep well and try to have fun at the interviews.
- Think of the interview as a professional conversation with colleagues rather than as an oral exam.

#### WHEN YOU ARE INVITED FOR AN ON-CAMPUS INTERVIEW

You will usually be one of only three finalists for the position.

1) Be prepared to give a job talk and/or a teaching demonstration. In case you aren't given full information about what is required, ask.

- Make sure you know how long a job talk is supposed to last and do not exceed it!
- It is very important that you tailor your presentation for its intended audience. Will it consist of professional classicists only? of members of various departments or fields? of graduate and/or undergraduate students?
- If you are asked to teach a sample class, make sure you have fully prepared any assignment in advance. Speak to the students; do not act as though you are lecturing before an audience of professional classicists, even though faculty will be observing you.
- If possible, rehearse your job talk or sample class before an audience.

2) Do your homework again and refresh your memory about the department, its members, and its needs.

3) Once you have been invited to campus, make sure that all travel arrangements are clear. Some important questions at this stage:

- Will the interviewing department make travel arrangements, or will you? If you do it, how will reimbursement work? How long will it take?
- Once you arrive, where will you stay? Most departments try to put candidates up at a hotel but occasionally other arrangements are made (e.g., you are asked to stay at someone's house). Make sure you know in advance, since you may pack differently for different accommodations.

4) On campus, make sure that you take care of yourself.

- Make sure that you get adequate food and sleep. In such a situation, it is easy to talk through meals or spend too much time without sleeping or at least resting. If you are offered "downtime" to rest or to prepare to give a talk, take it. These interviews are taxing, and you may well show the strain before you think you do.
- Avoid alcohol, or at least drink only a small amount.

5) Keep asking questions. One of the worst mistakes you can make during an on-campus interview is to seem uninterested. Theoretically, this is a place that you could spend a great deal of your life; it only makes sense that you will want to know as much as possible about the students, department, institution, and community.

6) Common courtesy counts for a great deal; be polite and respectful to everyone you meet on campus (faculty, graduate students, undergraduates, office staff, administrators).

7) After the interview, ask when a decision is likely to be made.

8) Inform your hosts immediately of any job offers or if you accept a job elsewhere.

9) Optional: you may want to write a thank-you letter, especially if your hosts went out of their way to make you feel welcome.

10) Don't be crushed if you don't get the job. There are many qualified candidates vying for the same jobs, and success ultimately depends to some degree on things you can hardly influence, such as departmental politics and, frankly, a great deal of just random luck. For many talented people it took more than one round in the job market to find a permanent position.

11) You may wonder how to react or respond if you hear nothing from a school that has brought you to campus or if one only communicates a rejection very late. The high road is always best. Rudeness, even if you feel it is born from justified indignation, will never be forgotten. Give institutions the benefit of the doubt. Focus on your career and career development and not on past mistreatment.

- However, if institutions have violated any of the guidelines that have been carefully developed by the Joint Committee on Placement, do inform the current chair of that committee. Your name will be kept confidential, and the information you supply will help to make the placement and hiring process more equitable for future candidates.

#### WHEN YOU RECEIVE AN OFFER

1) If negotiating needs to be done, this is the time. There are a few things to keep in mind. Search committee members, department chairs, *et al.*, can generally only pass on requests about salary and benefits to a dean or other administrator. Do not expect an instant answer to requests for, *e.g.*, a higher salary or a spousal/partner hire. Keep in mind that both hiring departments and institutions (even large or wealthy ones) often have limited flexibility. However willing they are to meet your needs, they may be unable to do so.

2) Be careful, and respectful, of deadlines. Just as you wish to find a job and secure a contract, so hiring departments are anxious to conclude searches. The search process is time consuming and no department really prolongs the process for frivolous reasons, however it may seem to individual candidates. If you need more time than you are initially given, ask for more. Be prepared to make a decision quickly if that extension is not granted. Remember that any extra time you take may mean that a department loses good candidates. Searches are sometimes unsuccessful because one or more candidates take too long to respond to an offer. Just as you will want to find the job that best meets your needs, departments want, and have a responsibility, to find someone who will meet theirs.

3) This is the time to clarify anything that is still uncertain. Ask any final questions. If any piece of information is vital to your acceptance (*i.e.*, if there is a potential "deal-breaker"), make sure that you nail this down now.

#### REMINDERS FOR SEARCH COMMITTEES

Most of the "Placement Service Guidelines" (18 of 20 paragraphs) address the conduct of institutions in the hiring process. This document does not supersede those guidelines but offers some additional suggestions to improve the hiring process.

We urge individual interviewers to keep in mind that they represent not only themselves and their department and institution but also the entire profession of Classics. They offer models of professional and respectful conduct to the candidates, who are often in the very first stages of their professional careers. Remember that even those candidates who do not become their departmental colleagues will one day be professional colleagues.

We also remind interviewers that the Director of the Placement Service runs a one-person operation. Particularly in the month before the convention and during the convention, the Director expends extraordinary time and effort to ensure the smooth and efficient operation of the Service. Interviewers

should expend similar time and effort to meet the deadlines set by the Service and to observe the guidelines of the Service. In particular, interviewers should extend to the Director the courtesy and patience due to another member of the profession.

#### 1. PREPARING FOR THE INTERVIEW

a) The search committee would do well to prepare a basic list of questions to be asked of all candidates for a position; asking at least some similar questions of all candidates makes for more efficient interviews and makes it easier for colleagues to compare the candidates.

b) Institutions might consider distributing to candidates before the interview, if possible, a list of the department members who will be at the interview.

c) Acknowledge promptly all applications received and say whether or not you will be interviewing the person at the meetings.

## 2. AT THE INTERVIEW

a) Interviewers should introduce themselves to the candidate.

b) The candidate should be placed in a comfortable, centrally located chair; avoid a shared couch (it's hard for a candidate to be comfortable on one if he/she has to share it with an interviewer).

c) Allow the candidate a few minutes to ask questions at the end of the interview.

d) Give the candidate an idea of the timetable for the search.

e) This is the candidate's interview; try not to monopolize the time when she/he should be answering questions.

f) Treat candidates with courtesy and respect, including those who seem, after the first few minutes of the interview, not to be appropriate for the position.

g) Keep in mind that interviewers, candidates, and interview rooms are all very tightly scheduled. Interviewers should begin and end interviews on time. A suggestion: allow 25 minutes per interview, enabling the committee to pause for rest and reflection after each candidate and the candidate to be on time for his/her next interview.

## 3. AFTER THE INTERVIEW

a) Inform candidates as soon as possible about the status of the search.

b) If some candidates clearly are inappropriate for the position, tell them as soon as possible.

## 4. ON-CAMPUS INTERVIEW

Some of what follows will vary depending on the kind of institution and department, *e.g.*, strictly undergraduate program, research I institution with full graduate program, etc.

a) Before the candidate arrives on campus, ask whether he/she needs any specific accommodations during the on-campus visit.

b) Establish a schedule that is reasonably paced, gives the candidate time to relax before any presentations, allows for informal time with department members, students, etc., and includes a tour of the facilities, library, etc. You may want to include a chance to meet informally with colleagues outside of the department with related interests (*e.g.*, Woman's Studies, cultural studies, ancient history, art history, etc.).

c) Distribute the schedule beforehand along with explicit indications of what the candidate will be expected to do while on campus (*e.g.*, give a presentation, teach a class) and some description of the individuals outside the department (dean, provost, president) whom the candidate will meet.

d) For a presentation, tell the candidate the appropriate level and expected audience (faculty, graduate students, undergraduate majors, etc.). For a class, include information about the class, number of students; send along a syllabus, class roll, etc.; if possible, put the candidate in touch with whoever is teaching the class that she/he is guest-teaching, so as to indicate what books are being used, what the students are used to doing, etc. (it is hard to go into someone else's class cold).

e) Inform the candidate of the timetable for the search.

f) If possible, begin with a meeting with the department chair to clarify the position, present the profile of the department, explain resources in support of teaching and scholarship, discuss promotion and tenure expectations, etc.

g) Provide a chance to see the area, housing options, etc.

h) Distribute such materials as area information (schools, regional opportunities, etc.), student newspaper, department newsletter, further information about the institution.

## 5. AFTER THE INTERVIEW

a) If some candidates clearly are not appropriate for the position, inform them as soon as possible.

b) Once the position has been filled, inform all remaining candidates of that in as timely a manner as possible.

c) Remember to inform the Placement Service of the outcome of your search.

A properly written Curriculum Vitae should contain the following information:

- name
- mailing address
- telephone number
- a list of three (3) areas of special interest for teaching and research (broad categories should be used)
- a list of institutions of higher education attended with dates of attendance and degrees awarded (date of an expected degree should be clearly indicated)
- the title of a doctoral or other dissertation
- previous teaching experience or other employment
- the address and telephone number of the credentials file from which a complete dossier or set of credentials may be obtained
- a list of references (including the name of anyone attending the Annual Meeting who can provide information).

Additional information may be included as individually desired (*e.g.* honors and awards, a list of publications, geographical preference or restriction, special or unusual qualifications, statements of teaching preferences, personal goals, academic values, etc.) **CV's in outline form are preferable to narrative ones, and candidates are urged to keep readability in mind when arranging and spacing information on the page.**