

## Academic Job Materials Checklist

Below is a checklist of materials frequently required when applying to academic jobs. You may not need all of the materials for every application, but you'll probably need most of these materials at some point during your academic job search. While it's a good idea to have versions of these materials prepared ahead of time, you'll still want to tailor them for individual applications. You should also check with your advisor about discipline-specific materials. Additional resources can be found on our web site under "Resources and Programs" menu.

### Checklist:

- Cover Letter**
  - 1 for research positions
  - 1 for teaching positions
- Up-to-date C.V.**
  - 1 for research positions
  - 1 for teaching positions
- Research Statement**
- Teaching Statement**
- Teaching Portfolio** (more info. via [Univ. of Ohio Ctr. for the Advancement of Teaching](#))
  - Curriculum Vitae (if not required elsewhere in the application)
  - Statement of Teaching Philosophy
  - Description of teaching experience and responsibilities
  - Overview of a course you've taught, including:
    - Course description and rationale
    - Methods used to assess student learning
    - Examples of assignments, examinations, and/or student work
    - Examples of innovative teaching methods used
    - Student evaluations of the course
    - Your evaluation of the course including the relationship between course design and your philosophy of teaching
  - Optional: Overview of a second course you've taught (same format as above)
  - Teaching awards and recognition
  - Teaching-related and professional development activities
- 3-4 Letters of Recommendation**
  - For teaching positions, 1-2 should speak to your teaching abilities.
- Writing Sample** (more common for Humanities positions)

### Samples of Job Materials:

- Sample CVs by academic discipline: [Univ. of Virginia Grad Career Office](#)
- Sample Cover Letter: [Univ. of Virginia Grad Career Center](#)
- Sample Research Statement: [Duke Univ. Career Center](#)
- Sample Teaching Statements for a wide range of disciplines: [Univ. of Michigan: Center for Research on Teaching and Learning](#)

### Additional Resources:

- CVs: [“Dr. Karen’s Rules of the Academic CV”](#)
- Cover Letters: [“How to Write Academic Job Cover Letters”](#)
- Teaching Portfolio:
  - [Tufts University](#)
  - [Ohio State University: Center for the Advancement of Teaching](#)
- Teaching Statements:
  - [Vanderbilt: Center for Teaching](#)
  - [“How To Write a Statement of Teaching Philosophy”](#)
- General Resources:
  - [Graduate Writing Center](#)
  - [The Professional and Organizational Development \(POD\) Network in Higher Ed.](#)
  - [The Professor Is In](#)
  - [UCR Career Center](#)
  - [University of Pennsylvania: Career Services](#)