



How to Apply for a Full-Time Faculty Position Workshop



**DESIGNED FOR INDIVIDUALS SEEKING
FULL-TIME FACULTY POSITIONS WITH THE
SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
AND BEYOND**

**HOSTED BY YOUR SOCCCD
FACULTY ASSOCIATION**

MODERATED BY KURT MEYER

OCTOBER 23, 2015

Welcome Panelists



- Claire Cesareo
 - Professor of Anthropology & Faculty Association President, Saddleback College
- Dan DeRoulet
 - Professor of English, Irvine Valley College
- Sarah Chang
 - Counselor, Counseling Services, Saddleback College

Welcome Panelists



- Benjamin Mis
 - Assistant Professor of Psychology, Ph.D., Irvine Valley College
- Nicole Major
 - Assistant Professor of Sociology, Gerontology Program Director, Saddleback

Agenda



- **12:10-1:10** – Panelists Share Insights & Best Practices Concerning Application Process and Materials.
- **1:10-1:55** – Q & A with Attendees.
- **1:55-2:00** – Wrap Up & Thank You.

Please silence your cell phones.

How can I strengthen myself as an applicant before job announcements are published?



- Relevant Experience.
- Professional Development.
- Contributions to Current Employers.
- Continue to build your Resume/ *CV*.
- Have/Arrange for Current Letters of Rec. and References.

When and Where do I begin to search for jobs?



- Most Job Announcements Published in Dec. and Close in Feb. or Mar.
- Begin Search Early.
- Consider these Resources:

Website/publications where SOCCCD posts job announcements:

• **California Community College Registry:**

www.cccregistry.org/jobs/index.aspx



• **CCC Registry Job Fairs**

• **Chronicle of Higher Education:**

www.higheredjobs.com

• **Community College Week:**

communitycollegejobs.ccweek.com

• **Community College Times:**

www.communitycollegetimes.com



• **Inside Higher Ed:** www.insidehighered.com

• **University Jobs.Com:** www.universityjobs.com

• **Latinos in Higher Education:**

www.latinosinhighered.com

• **Women in Higher Education:** www.wihe.com

• **Hispanic Outlook in Higher Education:**

www.hispanicoutlook.com

Website/publications where SOCCCD posts job announcements (CON'T):

- **Diverse Issues in Higher Education:**
diverseeducation.com
- **IMDiversity.com:** www.imdiversity.com
- **Insight into Diversity:**
www.insightintodiversity.com
- **Academic Keys:** www.academickeys.com
- **LinkedIn:** www.linkedin.com
- **Monster:** www.monster.com
- **Careerbuilder:** www.careerbuilder.com
- **District employment site:** jobs.socccd.edu
- **Channel 39 – Saddleback College TV station**
- **Other specialty websites and publications specific to discipline**

What is the role of each part of the Job Announcement, and how is each typically weighted?



- Minimum Qualifications* (weighted not less than 10%).
- Experience Required** (weighted by Search Committee according to position).
- Desirable Qualifications*** (weighted by Search Committee according to position).
- Summary of Duties and Responsibilities.
- Required Additional Documents.

A Word on Minimum Qualifications



- Set by State Chancellor's Office.
- Review State Chancellor's Minimum Qualifications Booklet here:
- http://www.socccd.edu/hr/documents/min_qual.pdf
- Make sure when applying you meet Minimum Qualifications, as Search Committee Members screen out all applicants who do not.

Who is my audience? Who reads my application materials, and how is each part typically scored?



- Discipline Experts (3+).
- Faculty Outside Discipline.
- Outside Expert (if needed).
- Managers/Deans.
- Human Resource Rep/Equal Employment Opportunity Officer (non-scoring; screens only for complete application).

Make-Up of Search Committee: BP 4011.1



Note: “No fewer than two-thirds ($2/3$) of the voting members of the Committee will be full-time (tenured or tenure-track) district faculty. No fewer than three (3) members of the Committee shall be experts in the academic discipline of the recruited position, and may be drawn from district faculty or staff, or from external sources. There shall be one non-voting EEO Representative appointed by the OHR. No individual may serve as a member who has a conflict of interest as defined in the Conflict of Interest Statement.” (BP 4011.1)

Make-Up of Search Committee: BP 4011.1 (Cont.)



- **Note:** “Each application shall receive an independent evaluation according to job-related criteria by each member of the Committee.” (BP 4011.1)
- **Note:** *** [Observation] “Desirable Qualifications” is often most heavily weighted part of application.
- **Note:** The total score of your application (Min Quals, Experience Required, and Desirable Quals) accounts for no less than 30% of your combined Application and Interview score (BP 4011.1)

General Tips for Applicants



- Read the job announcement carefully.
- Follow all instructions.
- Include all required documents by the closing date.
- Avoid any reference to race, sex, ethnicity, religion, age, national origin, disability, marital status, or sexual orientation.
- Complete and attach the application and any supplemental forms to the position(s) to which you are applying.
- Keep a copy of any documents you send in to HR for scanning as part of your application package.

Overview of Application: Purpose and Best Practices



- **Primary Purpose: Get an Interview!** Stand out against other competitive applications!
- **Best Practices:**
- Make sure you meet Minimum Qualifications and application is complete.
- Be concise yet precise and complete.
- Tailor Resume/ *CV* and Cover Letter for each job.
- Provide three current Letters of Recommendation.
- Have someone review your application.
- Submit application **DAYS** before due date.

What application materials are required/recommended,
and what is the role of each component?



- Official Transcripts.
- Application Form.
- Resume/ *Curriculum Vitae*.
- Cover Letter.
- Letters of Recommendation.
- Additional Materials Requested (e.g. proof of Equivalency, Lifetime Credential, Certified Foreign Degree, etc.).

Official Transcripts: Best Practices



- Include both undergraduate and graduate transcripts (show Minimum Quals met).
- Specify clearly degrees earned and degrees in progress: the award of all degrees must be verifiable on a legible transcript.

Application Form: Best Practices



- Complete the entire application.
- Do not rely on your Resume/ *CV* or other materials to explain or fill in for areas left blank on your application.
- Open application after submitting and review for completeness.

Resume/ *CV*: Best Practices



- Clear, concise, precise, and detailed in content.
- Describe educational background, teaching experience, work experience, and other content relative to position.
- Emphasize what is important for this position (e.g. quantify teaching experience by courses and number of units taught; projects you managed or coordinated; contributions you've made to department/college/student success; etc.).
- Use action verbs: “Created...,” “Developed...,” “Implemented...”

Resume/ *CV*: Best Practices (Cont.)



- Keep verb tense consistent.
- Check spelling and punctuation and get others to review and edit.
- Do not include phrase, “References Upon Request.”
- Do not include salary requirements.
- Do not include personal information (again, avoid any reference to race, sex, ethnicity, religion, age, national origin, disability, marital status, sexual orientation).
- Do not misrepresent yourself.

Cover Letter: Best Practices



- Provide cover letter, even when optional.
- Treat it as if it were the first interview! Make sure it:
- Is relatively concise but fully developed: explains relevant teaching/counseling/work-related philosophy and experience.
- Demonstrates good written communication skills and addresses the qualifications relevant to the position.
- Is specific toward the job (especially experience required and desirable qualifications, but also duties and responsibilities).
- Provides a narrative – Frames the main themes, highlights your experience and unique qualifications, and conveys how you can meet the goals/needs of the department/college.
- Is memorable.

References: Best Practices



- Get permission from references before using and keep contact information current.
- Professional, not personal, references.
- Avoid listing as references individuals serving on Search Committee, as they cannot provide references due to “Conflict of Interest” ; should you advance to Second-level Interview HR will ask for additional references (and you don’t want to scramble or be without).

Letters of Recommendation: Best Practices



- Provide three current letters of recommendation (even when fewer are required).
- Seek letters based on strength, relevance, currency, variety, and who can best advocate for you.
- Ask those who have seen you teach/counsel/work and who can provide concrete evidence of your experience, qualifications, abilities, talents, potential to contribute, and capacity for growth.
- Help those recommending you by asking early, and by providing them information/content relevant to each position, and to the desirable qualities to which you want them to speak.

Letters of Recommendation: Best Practices (Cont.)



- **Problem:** “What if I can’t find relevant individuals for three LOR’s?” (e.g. they’re all serving on Search Committee; retired; no one has observed me; etc.).
- **Possible Solutions:**
- Find out asap which discipline experts are not on committee and ask them to observe you and write you a LOR.
- Use current LOR’s from other institutions, if possible.
- Provide content from past evaluations anonymously in cover letter (e.g. “A colleague who recently observed me praised, [insert commendation here]”).

Additional Materials Requested: Best Practices



- Review job announcement for required documents.
- Make sure to include what is requested.
- Respond to Supplemental Questions as prompted, and include all additional materials requested (e.g. proof of Equivalency, degrees conferred, foreign degree certified, lifetime credential prior to July 1991, etc.).
- Recognize that any documents not requested may be removed from application packet (e.g. student evaluations, letters or rec. from members of search committee, publications, etc.).

Q & A with Attendees



What questions do you
have for our panelists?

Wrap Up & Thank Yous



- Our Amazing Panelists!
- SOCCCD Human Resources Operations Supervisor Toni Lakow and Human Resources Specialist Jake Mums!
- Your South Orange County Community College Faculty Association! Become a Member today!
- Most of all, thank YOU! For attending and participating, but mostly for your dedication and for the outstanding job you do serving our District, our Colleges, and especially **OUR STUDENTS!**