

Duke Philosophy

Job Placement Checklist

For those several years from the Market:

- Make a long-term **plan** for finishing your course and exam requirements, coming up with a special area committee and a dissertation director, developing a dissertation proposal, etc.;
- **Present** papers at conferences (there are a lot of them). Make connections;
- Try to **publish** at least one paper (e.g., from a seminar or part of dissertation);
- Keep **records** of everything you do that may be in your CV or application (teaching evaluations, committees, service, etc.). Think about what you can do now that will make your CV look good.
- Go to the **APA** at least once;
- Begin to think of yourself as a **professional** philosopher, not just a student of philosophy.

For those one year from the Market:

- Determine that you will be at least halfway through your dissertation by the time you begin applying for jobs (i.e., the following October);
- Start working on one central chapter that can serve as your **writing sample**;
- Start developing and writing a **teaching dossier** that includes a teaching statement along with a portfolio including syllabi, descriptions of courses you could teach, course evaluations and/or summaries of evaluations, letters from students, etc.);
- Determine who will write your **letters of recommendation**. There should be at least 4. Interdisciplinary folks will want a letter from a nonphilosopher in a relevant field. If possible it would be good for people to have a letter from a philosopher external to our Department, although it is not unusual, and perhaps even is still the rule, for candidates to have recommenders only from their home institution. In any event, you will need to approach your recommenders during the summer before they will write them, and then send materials to them by September 1.

For those going on the Market:

- Make it absolutely clear to yourself and your recommenders that you will be done by May (if you can defend before the APA, it will help your chances);
- Arrange for your **letters**. The best way to prod your recommenders is to give them two completed chapters from your dissertation in the late summer (as well as your CV) so that they can write detailed letters that can honestly say that you will be done by May and that your project is interesting;
- Complete your **CV** (make it look good in both form and content): after education, short

dissertation summary and AOS/AOC, try to get publications and presentations on page 1, then include teaching experience, course work, service and list of references;

- Have people read your **writing sample** and make sure it captures the reader's attention quickly and has a self-contained and interesting argument. It should be 15–20 pages;
- Complete your **teaching dossier** (perhaps two versions, long and short, for different jobs).
- Draft your **dissertation abstract** (1–2 pages), and work on your **dissertation spiel**;
- Join the **APA** (the Department will pay the membership fees);
- Get **Jobs for Philosophers** (available only to APA members) and make a list of all possible jobs to apply for. Apply for any job you think you could *possibly* get and would *possibly* take. Remember that the more interviews and offers you get, the better, even if they are ultimately jobs you might not take;
- Find a way to keep your application materials **organized** so that you make sure that exactly what needs to be sent to each position is sent by the deadline;
- Ask for **help** from family, staff, peers, friends, family, and your pet to make sure your application materials look as good as possible;
- Have a **job talk** complete by the end of November, for presentation to the Department;
- Prepare for your **mock interview** in December before the APA. You will need to have your dissertation spiel ready and to work up something to say about your teaching “philosophy,” experience and abilities;
- Try to treat the process as a game of chance and skill, like Blackjack. Know the rules and tricks to make your chances as good as possible but understand that there are many factors beyond your control. Both the (very) few successes and the (very) many failures you will face should be viewed in this way. The Stoics' perspective may be the most appropriate here!