

# The Academic Job Search

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## A Resource Guide for Graduate Students

### Introduction

Like every facet of academic life, the job search requires extensive preparation and research. This handout, as an accompaniment to the “Academic Job Search” programs offered by CAPS, provides a general overview of the job search process, as well as a guide to various resources available to doctoral students who are seeking academic employment.

Please note that this is a *general* guide for students in various disciplines and fields. It should serve as a supplement to rather than a substitute for the help and information you should gather from your department and the members of your dissertation committee.

The career counselors at Career and Placement Services can help you to prepare yourself for the academic job search by offering advice about writing C.V.s and letters of application, compiling a credentials file, writing and delivering a job talk, evaluating a school, department, or job offer, and working through career-related personal issues, such as dual-career partnerships or making the decision to leave the profession.

The graduate career counseling staff is available both for hour-long appointments and for weekly walk-in hours. To make an hour-long appointment, call 773-702-7040. Identify yourself as a graduate student so you will be directed to the appropriate counselor. Walk-in hours change each quarter, so call the number above to check the latest hours.

This information is also available on the CAPS website:

<http://caps.uchicago.edu>

### Contents:

- Introductory guides on the academic job search
- Looking for openings
- Researching institutions

- Preparing application materials: C.V.s, letters of application, dossiers, transcripts
- Other resources: national educational journals, professional journals and newsletters, information on colleges and universities

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## Introductory Guides on the Academic Job Search

Books and material on academic jobs and the job process are available in the Career Library, 3rd Floor, Ida Noyes Hall:

**Heiberger and Vick, *The Academic Job Search Handbook* (University of Pennsylvania, 1992).**

A comprehensive and realistic guide for anyone conducting an academic job search, written for new Ph.D.s as well as junior faculty who are changing positions. Includes many sample C.V.s, letters, dissertation abstracts, etc., which may be useful as guides in preparing your own application materials.

**Newhouse, *Cracking the Academia Nut: A Guide to Preparing for Your Academic Career* (Office of Career Services, Harvard University, 1997).**

Another comprehensive guide to the academic job-search process.

**Bouffis and Olsen, *On the Market: Surviving the Academic Job Search* (Riverhead, 1997).**

Numerous articles on the application process, convention and on-site interviews, etc., as well as the intersection of personal and professional issues.

**Packert and Leape, *Preparing for Your Academic Career in the Humanities and Social Sciences* (Office of Career Services, Harvard University, 1989).**

A general guide to various aspects of the job search.

**Showalter, et al, *The MLA Guide to the Job Search* (Modern Language Association, 1996).**

A series of articles on the state of the job market as well as the practical matters of the job search for students studying language and literature.

**Deneff, et al, *The Academic's Handbook* (Duke, 1988).**

A collection of articles on various aspects of academic life, written by faculty in various fields in the arts and sciences. Topics include: academic employment, tips on getting tenure, teaching and advising students, locating funding for academic research, publishing research, and university and departmental governance.

**Frost and Taylor, eds., *Rhythms of Academic Life: Personal Accounts of Careers in Academia* (Sage, 1996).**

A collection of articles on many aspects of academic life. Although most are written by academics in the fields of business, marketing, and organizational behavior, these

articles nonetheless offer useful stories, tips, and general information about shaping a successful academic career in today's college or university. Topics include: teaching at different kinds of institutions, the relationship between teaching and research, publishing research, working with graduate students, working collaboratively, becoming a journal editor or reviewer, becoming a department chair, crossing boundaries in government or industry, and integrating work and non-work lives.

**Lewis, *Scaling the Ivory Tower: Merit and Its Limits in Academic Careers* (Transaction, 1998).**

A scholarly look at the role of merit in the direction and ultimate success of college and university faculty.

**Reis, *Tomorrow's Professor: Preparing for Academic Careers in Science and Engineering* (IEEE, 1997).**

Comprehensive guidebook for graduate students and postdocs interested in academic careers in the sciences and engineering.

**Blaxter, et al, *The Academic Career Handbook* (Open University, 1998).**

General guidebook for those thinking of a career in the British university system.

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## Looking for Openings

Most academic jobs are listed in one of the following sources:

**Professional Association Newsletters** and websites provide the most comprehensive information about open positions in each field. Often available by subscription only, these offer the most extensive lists of openings in specific academic disciplines. Additionally, many associations offer on-line job listings. Information about these publications and how to subscribe to them is available in the back of this guide. The on-line version of this handout, available on the CAPS website, has direct links to most of these professional organizations.

**National Education Journals** such as *The Chronicle of Higher Education* are general but more comprehensive. A few of the more helpful journals are listed in the back of this handout. A hardcopy of the *Chronicle* is available in the CAPS Library, or the on-line version can be accessed through the CAPS website.

**Internet Resources** are numerous and easy to use as you begin to gather information about individual schools as well as academic job postings across the country. University websites often provide information about individual departments as well as job postings for various types of positions throughout the institution. Many professional associations, such as the National Academy of Sciences, have career guides and job postings available on their websites as well. The CAPS website has direct links to several sites that list academic job openings. One good site to start with is Academic 360.com.

**“Academic 360.com”** is a meta-collection of Internet resources that have been gathered for the academic job hunter. It includes links to faculty, staff, and administrative announcements and is not restricted to teaching positions.

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## Researching Institutions

As you proceed through the application process, you should do as much research as you can about the institutions to which you are applying. You want to determine whether or not both the school and the department are good fits for you personally and professionally. You also want to prepare yourself for interviews by learning as much as you can about the department's course offerings, research/teaching ratio, and distribution of faculty by research area. A school's website is often an easy way to obtain background information about a given school and department.

College and university course catalogs are also excellent sources of information on the goals and characteristics of institutions and of departments within them. These catalogs are often available on college and university websites.

Background information on colleges and universities is also available in the CAPS library in publications such as *Peterson's Guides to Colleges and Universities* and *The Gourman Report: A Rating of Graduate and Professional Programs in American and International Universities*.

Additionally, alumni can be invaluable sources of advice and inside information. If an institution to which you plan to apply is in Chicago, Boston, New York or Washington, D.C., check the appropriate Alumni Contact File for the names of alumni employed there and call or write to them. They will be glad to supply both information and impressions of their institution.

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## Preparing Application Materials

The essential items of any academic job search are the curriculum vitae, or C.V., the letter of application, and the professional dossier. The institutions to which you are applying may request additional information during the job search, depending upon your field of study. These items include: graduate school transcripts; a dissertation abstract; a writing sample; a statement of teaching philosophy; a research agenda. Check with your advisors or departmental officials for the standard application materials for your particular field.

*The Academic Job Search Handbook*, by Mary Heiberger and Julia Vick, and *Cracking the Academia Nut*, by Margaret Newhouse, provide the most useful examples of some of the application materials you may be required to provide potential employers during an academic job search. Several copies of these books are on reserve in the CAPS Library, 3rd floor, Ida Noyes Hall.

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## The Curriculum Vitae

A curriculum vitae is a comprehensive statement of your academic background as well as your teaching and research experience. In academic circles, the C.V. is the cornerstone of any application for employment, funding, honors, awards, or fellowships. Therefore, it is extremely important that your vitae reflect the range and scope of your interests, as well as highlight your particular teaching and research strengths.

“The Curriculum Vitae” handout, available in the CAPS library, 3rd floor, Ida Noyes Hall, provides a description of this document, as well as several samples, to help you compile your own C.V. CAPS also offers an overview of what belongs on a C.V. as a part of the “Preparing for the Academic Job Search” program, offered during the fall and spring quarters.

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## Letters of Application

The letter is an extremely important part of your job application. This letter is the first time you are introducing yourself to a potential employer; therefore, it should not only describe your research and teaching experience, but also demonstrate your intellect and writing ability. Successful letters are those which reflect something more than what is evident in your C.V.; they will give the search committee a sense of your voice, your intellectual capacity, your enthusiasm and interest in what you do. Successful letters also indicate that you are “job ready”—that you can start teaching immediately, have a research agenda already underway, and have some sense of what it means to be a fully-functioning faculty member in your field. Draft your letter over several days and even over several weeks; gather advice from your mentors, advisors, and peers. The better this letter is, the better your chance of getting a first interview.

“The Curriculum Vitae” handout, available in the CAPS library, has a detailed description of the typical letter of application. Additional samples are available in Heiberger and Vick, *The Academic Job Search Handbook*, and Newhouse, *Cracking the Academia Nut*, both available in the CAPS library.

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## Compiling a Dossier, or Reference File

The staff in the Credentials office at CAPS maintains confidential files for students and alumni of the university. These files, which contain information about current and previous employment experience as well as confidential letters from professors and supervisors, may be sent to potential employers at the student’s request. Once established, your file can be revised and updated during your professional career and is an integral part of your application for employment in many fields.

Ph.D. candidates headed into an academic search will want to open a **Reference File** (or Dossier). In addition to containing several confidential letters from faculty members who know your work or who can comment positively on your teaching

experience and ability, a reference file may also include a curriculum vitae and a list of courses, depending upon the student's application needs. Check with your department on the specific requirements in your field. You should not include many pages of student evaluations or a writing sample in your dossier; these materials should be sent by you to the employer under a separate cover. When your dossier is sent to an employer, it will include a cover sheet, indicating your name, address and telephone number and the position for which you are applying. Your curriculum vitae will be photocopied and attached to the cover sheet along with a copy of your letters of recommendation.

You should anticipate your job search and update your dossier several months before you expect to send it out to prospective employers. Updating, particularly adding new letters of recommendation or updating old letters, can take four to eight weeks.

Establishing a Reference File in CAPS is an excellent way to start compiling a permanent record of references and work experience, which you can revise over the span of your career. In addition to the convenience of this service for you and your referees, you will have a file of letters that you can send to employers and graduate programs safely, legally, and expeditiously.

**Letters of Recommendation:** You will want to include letters from faculty familiar with your scholarship and from employers who have supervised your work. It is especially important to include a letter from your dissertation advisor. In most cases, a minimum of three letters of recommendation from the University of Chicago faculty with whom you have studied, conducted research, or taught, are required to establish your file. From time to time, you may want to add letters of recommendation from employers or other professionals familiar with your accomplishments. Do not obtain letters of recommendation from family friends or from associates who, although familiar with your work, are not in a professional position to evaluate it critically. Letters with specific information, including personal descriptions and examples of your excellence, are best.

Prepare your referees in advance of asking them to write a letter for you. Provide them with a current copy of your C.V., a sample letter of application, syllabi from courses you have taught, and, if possible, a list of schools to which you have applied. Remember to ask your referees to talk about your teaching as well as your research in their letters about you.

Letters may be removed as they become obsolete. These letters remain in your office file and can be added to your dossier if appropriate for a particular application. If you wish to update the information in your file, please contact us to request an updated packet that includes a copy of your old data pages and/or CV and a list of names of the authors of your active letters. Confidential letters may also be reviewed and updated by their authors. If you would like us to send your authors copies of their old letters, please provide the CAPS staff with their names and addresses. A member of the staff will read each reference letter before it is added to your file and will send you a postcard acknowledging its receipt.

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# Establishing and Sending a Reference File

To open a Reference File, visit the CAPS reception area, 2nd floor, Ida Noyes Hall, to pick up the appropriate packet of forms and instructions; these packets provide detailed procedures for establishing and sending your file to employers. Complete information is also available on the CAPS website: <http://caps1.uchicago.edu>.

Your file will be mailed within seven business days of receipt of your correspondence. If you are expecting additional letters to be added to your file, we are able to hold a request to send credentials for seven business days. After seven business days, we will initiate the processing of your file, which may take up to seven additional business days to mail it. When you make a request to send your file, always give the deadline or interview date.

Please make all requests regarding letters of reference by mail, fax, e-mail, or in person at the CAPS office, as the staff are not able to accept phone requests. Be sure to provide the title of the position for which you are applying, the name and title of the person to receive the dossier, the name of the institution, and a complete address. Please notify CAPS immediately of changes to your name, address or telephone number.

We can only send your confidential letters to potential employers and graduate programs; reference files may not be sent to private individuals (including yourself) for any reason.

Finally, be sure that your records are not restricted by any other office on campus. All such restrictions must be cleared before we can mail your references.

## **Fees:**

All documents are mailed first class U.S. Mail unless otherwise specified. There is an additional charge for overseas postage. Please pay Federal Express fees and overseas postage (estimated) when making your request for service. Please note that overseas fees for Federal Express vary. Please call Federal Express, 1-800-463-3339, for rates before placing your request to send your references. You may pay Federal Express fees with a credit card.

**PLEASE NOTE:** Payment is required at the time services are requested. CAPS staff can no longer accept cash as payment for use of the credentials services; only a check or money order, made payable to The University of Chicago, will be accepted. You may also pay in advance and establish a credit balance, which will be reimbursed to you upon your request.

## **Standard Service:**

Establishing a file  
Sending a file  
Sending a follow-up

## **Fee:**

\$10.00  
\$ 7.00 per address  
\$ 3.00 per address\*

## **Additional Fees:**

Emergency Service  
(see note below)

\$23.00 per address (\$10.00 for mailing references,  
plus \$13 for Federal Express Priority Overnight)

Standard overnight (delivery next day by 3 p.m.) \$9.00 per address

Federal Express 2nd business day delivery \$6.50 per address

\* A \$3.00 follow-up fee, per address, is charged when additional references are mailed to a previously requested address.

**Emergency service only:**

If we receive a request for emergency service from you by 11:00 am, we will send your materials that day by Federal Express Priority (delivered by 10:30 a.m. the next business day). You may submit your request to us in one of the following 3 ways:

1. In person to the CAPS receptionist.
2. E-mail to [credentia@uchicago.edu](mailto:credentia@uchicago.edu)
3. Fax to the attention of Credentials at 773-702-6038. If you submit a request by fax please call the credentials office at 773-702-7048 to alert us.

You must pay for emergency service by check, either in person or in advance of the request. We strongly recommend that you establish a credit balance in our office.

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## Transcripts

Transcripts are NOT a part of your credential file. Transcripts must be ordered from the Office of the Registrar, 5801 South Ellis Avenue, Chicago, Illinois 60637, 773-702-7881.

When you request a transcript from the Registrar, include your full name, student I.D. number and the name and complete address of the person to receive the transcript. Also include payment for each transcript requested. Please remember that your transcripts will not be sent if there are any holds on your records, so be sure to clear any such restrictions before making your request.

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## Other Resources for the Academic Job Search

### **National Education Journals and Position Listings**

***Affirmative Action Register***

Jobs targeted for women, minorities and the disabled. This periodical is available on the web at: <http://www.aar-eeo.com/>

### ***Careers in Education in The New York Times***

Teaching and administrative positions listed in the Education pages in "The Week in Review" section of the Sunday issue.

### ***The Chronicle of Higher Education***

Comprehensive listings of administrative and faculty positions in the United States and abroad. The web site for *The Chronicle of Higher Education* (<http://www.chronicle.com>) features an extraordinary job section. In addition to posting the job listings in a convenient format, searchable by keyword, category and geography, this section hosts "first person" columns by fellow job searchers and informative advice columns by career counselors.

### ***Science's Next Wave***

Subscription-based web magazine with great career information for graduate students in the sciences. In addition to *Science's* job listings, [nextwave.org](http://nextwave.org) features advice columns, news relevant to postdocs and science graduate students and links to further resources. All computers on the University of Chicago network can access this for magazine free (<http://nextwave.org>).

## **Professional Association Journals and Position Listings**

(Listings marked with a "\*" indicate that job listings are available on-line. These are usually updated more often than the printed listings.)

### ***American Studies***

American Studies Association  
1120 19th St., NW, Ste. 301  
Washington, DC 20036  
202-467-4783 fax: 202-467-4786  
[asastaff@erols.com](mailto:asastaff@erols.com)

<http://www.georgetown.edu/crossroads/asainfo.html>

"ASA Newsletter" (quarterly) \*  
Convention held in November

### ***Anthropology and Folklore***

American Anthropological Association  
4350 N. Fairfax Dr., Ste. 640  
Arlington, VA 22302-1620  
703-528-1902 fax: 703-528-3546  
<http://www.aaanet.org>

"Anthropology Newsletter" (9 times per year)  
"Placement Service Notes" (10 issues per year) \*  
Convention held in November

American Folklore Society  
c/o American Anthropological Association  
4350 N. Fairfax Dr., Ste. 640  
Arlington, VA 22302  
703-528-1902 fax: see AAA above  
<http://afsnet.org/index.html>

"AFS Newsletter" (monthly) \*  
Convention held in October

### ***Archaeology***

Society for American Archaeology  
900 Second St. NE #12

Washington, DC 20022  
202-789-8200 fax: 202-789-0284  
headquarters@saa.org

<http://www.saa.org>

"SAA Bulletin" (5 times a year) \*  
Convention held in April

#### *Architecture*

Association of Collegiate Schools of Architecture  
1735 New York Ave., NW, 3rd Fl.

Washington, DC 20006

202-785-2324 fax: 202-628-0448

<http://www.acsa-arch.org>

"ACSA News" (9-10 issues a year)

Convention held in March

#### *Art*

College Art Association of America  
275 7th Ave., 5th Fl.

New York, NY 10001-6708

212-691-1051 fax: 212-627-2381

[nyoffice@collegeart.org](mailto:nyoffice@collegeart.org)

<http://www.collegeart.org>

"CAA Careers" (6 times per year)\*

Convention in February

#### *Asian Languages and Civilizations*

Association for Asian Studies

1021 E. Huron St.

Ann Arbor, MI 48104

734-665-2490 fax: 734-665-3801

[members@aasianst.org](mailto:members@aasianst.org)

<http://www.aasianst.org>

"AAS Newsletter" (4 times/year, see

"Personnel Registry")\*

Convention held in the spring

#### *Astronomy and Astrophysics*

American Institute of Physics, Inc.

1 Physics Ellipse, College Park, MD 20740-3843

301-209-3000

[aipinfo@aip.org](mailto:aipinfo@aip.org)

<http://www.aip.org>

"Physics Today" (monthly) \*

Main Convention held in April

American Astronomical Society

2000 Florida Ave., NW, Ste. 400

Washington, DC 20009

202-328-2010 fax: 202-234-2560

[aas@aas.org](mailto:aas@aas.org)

<http://supernova.aas.org/AAS-homepage.html>

"AAS Job Register" (monthly)\*

Conventions held in January and June

#### *Biology*

American Institute of Biological Sciences

1444 Eye St., NW

Washington, DC 20005

202-628-1500 fax: 202-628-1509

Washington@AIBS.org

<http://www.faseb.org>

"Bioscience" (monthly)

"Careers in Bioscience"\*

Convention held in March

Federation of American Societies for  
Experimental Biology

9650 Rockville Pike

Bethesda, MD 20814-3998

301-530-7000 fax: 301-571-0699

[career@faseb.org](mailto:career@faseb.org)

<http://www.faseb.org>

"Careers HardCopy" \*

"FASEB Journal" (monthly, "Employment  
Opportunities")

#### *Business Management*

Academy of Management

P.O. Box 3020

Briarcliff Manor, NY 10510-8020

914-923-2607 fax: 914-923-2615

[aom@academy.pace.edu](mailto:aom@academy.pace.edu)

<http://aom.pace.edu>

"Placement Roster" (twice per year) \*

Convention held in August

#### *Chemistry*

American Chemical Society

1155 16th St., NW

Washington, DC 20036

202-872-4600

[career@acs.org](mailto:career@acs.org)

<http://www.acs.org>

"Chem Jobs USA" (weekly) \*

Convention held in August

Career placement register (Classifax)

provides access to jobs by computer

(800-678-2436)

#### *Classics*

American Philological Association

19 University Pl., Rm. 328  
New York University  
New York, NY 10003-4556  
212-998-3575 fax: 212-995-4814  
american.philological@nyu.edu  
<http://www.apaclassics.org>

"Positions for Classicists and Archaeologists" (monthly)

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"Careers for Classicists"  
Convention held in late December

#### *Communications/ Journalism*

Association of Schools of Journalism and  
Mass Communication  
University of South Carolina  
121 LeConte College  
Columbia, SC 29208-0251  
803-777-2005  
[aejmchq@univscvm.csd.scarolina.edu](mailto:aejmchq@univscvm.csd.scarolina.edu)  
<http://www.aejmc.sc.edu>

"AEJMC News" (6 times/year)  
Convention held in August

International Communication Association  
University of California, Santa Barbara  
Los Angeles, CA 93106-4020  
805-893-2055 fax: 805-893-7102  
[giles@sscf.ucsb.edu](mailto:giles@sscf.ucsb.edu)  
<http://www.icahdq.org>

"ICA Newsletter" (quarterly)  
Convention held in May

#### *Drama and Theatre*

Association for Theatre in Higher Education  
c/o Johns Hopkins University Press  
Journals Division, PO Box 19966  
Baltimore, MD 21211-0966  
ngarrity@mail.press.jhu.edu  
<http://www2.hawaii.edu>

"ATHENEWS" (quarterly)  
Convention held in July

#### *Economics*

American Economic Association  
2014 Broadway, Ste. 305  
Nashville, TN 37203  
615-322-2595 fax: 615-343-7590  
aeainfo@ctrvax.vanderbilt.edu  
<http://www.vanderbilt.edu/AEA>  
"Job Openings for Economists"

(every other month) \*

Convention held in December or January  
Placement service operated by the  
National Registry for Economics  
(312-793-4904)

#### *Education*

American Educational Research Association  
1230 17th St., NW  
Washington, DC 20036  
202-223-9485 fax: 202-775-1824

[AERA@gmu.edu](mailto:AERA@gmu.edu)  
<http://www.aera.net>

"Education Researcher" \*  
Convention held in spring

#### *English Language/Literature*

Modern Language Association of America  
10 Astor Pl.

New York, NY 10003-6981  
212-475-9500 fax: 212-477-9863

"The Job Information List" (4 times per year) \*  
Convention held in December

Associated Writing Programs  
Tallwood House, Mail Stop 1E3  
George Mason University  
Fairfax, VA 22030  
703-993-4301  
awp@gmu.edu

<http://www.gmu.edu/departments/awp>  
"AWP Job List" (7 times per year)  
Conference in spring

#### *Geography*

Association of American Geographers  
1710 16th Street, NW  
Washington, DC 20009-3198  
202-234-1450 fax: 202-234-2744

[gaia@aag.org](mailto:gaia@aag.org)  
<http://www.aag.org>

"Jobs in Geography" \*  
Conference in April

#### *Geology and Geophysical Sciences*

American Geophysical Union  
2000 Florida Avenue, NW  
Washington, DC 20009-1227  
800-966-2481 fax: 202-328-0566

[service@agu.org](mailto:service@agu.org)  
<http://www.agu.org>

"EOS" \*

Meetings in spring and fall

American Meteorological Society  
45 Beacon St.

Boston, MA 02108-3693

617-227-2425 fax: 617-742-8718

<http://www.ametsoc.org/AMS>

"The Employment Announcement" \*  
Conference in January

Geological Society of America  
3300 Penrose Place, Box 9140  
Boulder, CO 80301  
303-447-2020

<http://www.geosociety.org>

"GSA Today" (monthly) \*

Convention held in October

*Germanic Languages*

See English Language and Literature

#### *History*

American Historical Association  
400 A St., SE

Washington, DC 20003-3889

202-544-2422 fax: 202-544-8307

[aha@theaha.org](mailto:aha@theaha.org)

<http://www.theaha.org>

"Perspectives" (monthly during academic year) \*

"Careers for Students in History"

Convention held in January

#### *History of Science*

History of Science Society

Box 351330

University of Washington

Seattle, WA 98195-1330

206-543-9366 fax: 206-685-9544

[hssexec@u.washington.edu](mailto:hssexec@u.washington.edu)

<http://depts.washington.edu/hssexec>

"Newsletter" (quarterly)

Convention held in fall

#### *Linguistics*

Linguistics Society of America

1325 18th St., NW, Ste. 211

Washington, DC 20036-6501

202-835-1714 fax: 202-835-1717

[lsa@lsadc.org](mailto:lsa@lsadc.org)

"LSA Bulletin" (4 times/year) \*

Convention held in January

#### *Mathematics*

American Mathematical Society

Box 6248

Providence, RI 02940-6248

800-321-4AMS fax: 401-331-3842

[ams@ams.org](mailto:ams@ams.org)

<http://www.ams.org>

"Employment Information in the Mathematical  
Sciences" (7 times/year) \*

Convention held in January

Society for Industrial and Applied Mathematics

3600 University City Science Center

Philadelphia, PA 19104-2688

215-382-9800 fax: 215-386-7999

<http://www.siam.org>

"SIAM News" (bimonthly) \*

Conference held in May

#### *Music*

American Musicological Association

201 S. 34th St.

Philadelphia, PA 19104-6313

888-611-4AMS

[ams@mail.sas.upenn.edu](mailto:ams@mail.sas.upenn.edu)

<http://www.sas.upenn.edu/music/ams/>

"AMS News"

Convention in October or November

College Music Society

202 W. Spruce St.

Missoula, MT 59802

404-721-9616 fax: 406-721-9419

[cms@music.org](mailto:cms@music.org)

<http://www.music.org>

"Music Vacancy List"

#### *Philosophy*

American Philosophical Association

University of Delaware

Newark, DE 19716

302-831-1112 fax: 302-831-8690

[apaOnline@udel.edu](mailto:apaOnline@udel.edu)

<http://www.udel.edu/apa>

"Jobs for Philosophers" (5 times/year) \*

Three conventions per year (eastern US in December,  
West Coast in April, central US  
in May)

#### *Physics*

One Physics Ellipse  
College Park, MD 20740-3844  
301-209-3200 fax: 301-209-6865

[membership@aps.org](mailto:membership@aps.org)

<http://www.aps.org>

“Summary of Open Positions” (9 times/year) \*

Conventions held in March and April

See Astronomy and Astrophysics for AIP information

#### *Political Science*

American Political Science Association

1527 New Hampshire Ave., NW,

Washington, DC 20036

202-483-2512 fax: 202-483-2657

[apsa@apsanet.org](mailto:apsa@apsanet.org) <http://www.apsanet.org>

“APSA Personnel Service Newsletter”

(monthly) \*

Convention held in September

#### *Psychology*

American Psychological Association

750 1st St., NE

Washington, DC 20002

202-336-5500

[membership@apa.org](mailto:membership@apa.org)

<http://www.apa.org>

“APA Monitor” (monthly) \*

Convention held in August

#### *Religious Studies*

American Academy of Religion

825 Houston Mill Rd., Ste. 300

Atlanta, GA 30329

404-727-7920 fax: 404-727-7959

<http://scholar.cc.emory.edu/scripts/AAR/AAR-MENU.html>

#### *Social Work*

Council on Social Work Education

1600 Duke St., Ste. 300

Alexandria, VA 22314

703-683-8080 fax: 703-683-8099

[cswe@access.digex.net](mailto:cswe@access.digex.net)

<http://www.cswe.org>

“Teachers Registry & Information Service”

(3 times/year)

Convention held in February

“Openings: Job Opportunities for Scholars of Religion”  
(6 times/year) \*

Convention held in November

#### *Romance Languages and Literature*

See English Language and Literature

#### *Slavic Languages and Literature*

American Association for the Advancement of  
Slavic Studies

8 Story Rd.

Cambridge, MA 02138

617-495-0677 fax: 617-495-0680

[aaass@hcs.harvard.edu](mailto:aaass@hcs.harvard.edu)

<http://www.fas.harvard.edu/~aaass>

“NewsNet” (bi-monthly)

Conference in November

American Association of Teachers of Slavic  
and East European Languages

1933 N. Fountain Park Dr.

Tucson, AZ 85715

520-885-2663 fax: same

[aatseel@kathleen.slavic.pitt.edu](mailto:aatseel@kathleen.slavic.pitt.edu)

<http://kathleen.slavic.pitt.edu/~aatseel>

“Newsletter” (6 times/year) \*

Conference in December

#### *Sociology*

American Sociological Association

1307 New York Ave, NW, Ste. 700

Washington, DC 20036

202-383-9005 fax: 202-683-0882

[executive.office@asanet.org](mailto:executive.office@asanet.org)

<http://www.asanet.org>

“The Employment Bulletin” (monthly) \*

Convention held in August

#### *Statistics*

American Statistical Association

1429 Duke St.

Alexandria, VA 22314-3402

888-231-3473 fax: 703-684-2037

[asainfo@asa.mhs.compuserve.com](mailto:asainfo@asa.mhs.compuserve.com)

<http://amstat.org>

“AMSTAT News” (monthly) \*

Convention held in August

# Additional Sources of Information on Schools, Colleges and Universities

## **American Universities and Colleges**

American Council on Education. New York: Walter deGruyter  
Comprehensive, informational essays on the histories, programs, facilities, student bodies, publications, physical plants and finances of all American colleges and universities.

## **Barron's Profiles of American Colleges**

Compiled and edited by the College Division of Barron's Educational Series. Contains brief, descriptive sketches of American colleges and universities.

Barron's Education Series also publishes insightful, accurate booklets on individual American colleges and universities. They are somewhat expensive, but extremely valuable sources of unquantifiable information about the student body, local neighborhoods, the physical plant and general atmosphere of a particular institution. They must be ordered from the publisher:

Barron's Educational Series, Inc.  
113 Crossways Park Drive  
Woodbury, NY 11797

## **Higher Educational Directory**

Washington, DC: Higher Education Publications, Inc.  
Contains a list of American institutions of higher learning and their addresses, affiliations, enrollments and current administrators.

## **North Central Association Quarterly**

North Central Association  
The official roster of North Central Association members and NCA-accredited institutions. Also contains NCA commission reports.

## **Patterson's American Education**

Mount Prospect, IL: Educational Directories, Inc.  
Public school systems are listed by state; cross-index of individual schools by type.

## **Peterson's Annual Guides to Graduate and Undergraduate Study**

Princeton: Peterson's Guides  
Contains current data on North American colleges and universities submitted by the institutions themselves. Primarily intended for high school seniors but useful to prospective professors and administrators.

## **Peterson's Annual Guides to Graduate Study**

5 volumes. Princeton: Peterson's Guides  
Contains profiles of American and Canadian institutions offering graduate degrees. Books 2-5 provide more comprehensive information on programs in specific areas: humanities and the social sciences; physical sciences and mathematics; biological, agricultural and health sciences; engineering and applied sciences.

**Microfiche of all U.S., and many foreign college, and university catalogues.**

In addition to those annotated above, the fourth floor reference section of Regenstein Library contains many more specialized association and professional directories.

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