



Giving and Getting Career Advice: A Guide for Junior Faculty and Senior Faculty

Department or Research Unit Culture	
	Who are the key people in the department or research unit?
	What are appropriate ways to raise different kinds of concerns or issues and with whom?
	Who can help me set up an email account, find out about resources like copying or processes like grading?
	How do people find out about and get nominated for awards and prizes?
	What organizations are important to join?
Research	
	Can you tell me about the Institutional Review Board, which provides approval for human and animal subject experiments?
	How do I set up my lab?
	How do I get grants?
	Are my grant proposals appropriate for this department or unit?
	Are there research or equipment projects being developed by other faculty in the department that I can or should get involved with?
	May I read some successful grant proposals, as close to my research area as possible?
	What conferences should I attend?
	Are there people that I should collaborate with?
	How do you get on professional association panels?
	What are the journals to publish in? Have any colleagues published there?
	Am I publishing enough?
	How can I increase my visibility in the field?
Teaching	
	What classes do I need to teach?
	How do I get a good teaching schedule?
	How do I get to teach important classes?

	How do I deal with sticky situations or problems with students?
	Do I have enough graduate students?
	How are teaching evaluations handled and weighted?
Service	
	What are the important committees to serve on?
	How can I get nominated to be on them?
	Are there committees to avoid?
	How is this work documented?
Promotion and Tenure	
	What are the department's formal and informal criteria for promotion and tenure?
	What or who can clarify these criteria?
	What would you have wanted to know when you began the tenure process?
	How does one build a tenure file?
	Who sits on the tenure committee and how are they selected?
	How should I prepare for the annual review?
	What can I negotiate when I get an outside offer?
	How should I prepare for the third year review?
	Is my job description matching the work I do?
	Are my research, teaching, service and grants of an appropriate level?
	Who should I meet in the institution, in the discipline and even worldwide?

This Guide was prepared by Pamela J. Smock and Robin Stephenson, with assistance from Janet E. Malley and Abigail J. Stewart. An early draft was reviewed by several colleagues, who provided valuable advice: Rebecca Bernstein, Aline Cotel, Danielle LaVaque-Manty, Mika LaVaque-Manty, Marvin Parnes, Martha Pollack, Michelle Swanson, Janet Weiss and Nicholas Winter.

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