An Annotated Bibliography of Resources for Future Faculty

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Career-Related Websites

A comprehensive web site that includes all of the week's advertised job listings from the newspaper. In addition, there are many articles and advice columns, including first person accounts from those on both sides of the job search process.

★ Inside Higher Education. <www.insidehighered.com>
An on-line newspaper, a competitor to the Chronicle of Higher Education. Free daily emails describe a few news stories, a good way to begin to see the span of American higher education. Also has a job posting feature.

Science NextWave career information web site. <nextwave.sciencemag.org>
Aimed at science graduate students, post docs, new Ph.D. holders and new faculty, this web site has lots of information and, like a magazine, adds content weekly. Some sections are available only if your university has subscribed.

Phds.org Science, Math, and Engineering Career Resources <www.phds.org>
A compendium of articles and information, is continually updated and sorted by popularity among readers.

The Scientist. <www.the-scientist.com>
Aimed at scientists, this online magazine has a large career related section, including sections for both jobseekers and employers. There are a number of useful articles, including the annual survey of “Best places to work for postdocs.”

★ Tomorrow’s Professor. <ctl.stanford.edu/Tomprof/index.shtml>
100 times a year, an article of interest, culled from the vast higher education literature, is sent from a listserv to all subscribers, of which there are tens of thousands around the world. The articles cover all aspects of faculty life, and all articles are archived.

Securing Faculty Positions

This is a series of essays from those in the trenches of the job search. The focus is largely in the humanities, and typically about the difficulties of searching for many years and being unsuccessful. A good reality check.

This is a very long and extremely detailed article that covers a lot of information about the job search process. It is written by an engineer and aimed primarily at engineers, but the basics transcend disciplines.

This book focuses on the various rhetorical elements – spoken and written – of the job search. There is a strong emphasis on the various interviews, such as conference and on campus.


Article about how to negotiate for a faculty position. Condensed from talk given to science postdocs.


This book is particularly good, and not just for humanists, because it has many examples of CVs and cover letters. There are good chapters on interviewing, both preliminary and on-campus, and a chapter on “politics” aimed at new faculty.


One of the first books on the market that directly tackles this process, and still the gold standard. Heiberger and Vick pioneered career services on university campuses aimed at graduate students. They also write a regular column for the Chronicle of Higher Education.


Report of a study of the job market experiences of several hundred recent PhDs. Explored the experiences of students of color and majority students. Provides recommendations to universities seeking to diversify their faculty.

**Being an Effective Faculty Member**

There are a number of books on the market offering advice for new faculty members. Each book takes a somewhat different slant – in intended audience, material on which it draws, and stance of the author. Most complement each other well. I have listed them alphabetically by author. Those without annotation are ones that I have not read. Those that focus on a specific aspect of faculty life, such as teaching or advising, are listed under those categories.

**SURVIVING, THRIVING, AND GETTING TENURE**


Recognizing that many scientists become faculty members and suddenly must become lab managers, this book offers practical advice on many aspects of lab management. It includes chapters on hiring and group communication.


Nice book based on his years of research of advice to new faculty members. The subtitle, everything in moderation, sums up the advice. This is about how to do enough without killing yourself.

Stemming from their work at Duke, this book has chapters on everything from grant writing to getting tenure, and focuses on how higher education organizations work. There are also sections on ethics and free speech, topics not covered in other books.


This is a book that helps young scientists be more strategic in their choices and in how they approach their work. Includes advice on how to give effective talks, write papers, select a post doctoral appointment and the like. Also has information on career paths, in and out of academia.


This report is a call to change the ways we educate the next generation of college faculty and a guide for developing the programs that do it. The volume indicates what has been done and what has been learned from six years of experience with new faculty preparation programs - Preparing Future Faculty (PFF).


Written by three humanities and social science faculty members whose paths all cross at the University of Chicago, this book covers advice from graduate school through tenure. It is written as an extended conversation, rather like the transcript of a very well run panel. A question is posed and each of the authors responds in turn, and often responds to the comments of the others. The advice is sound and helpful, without being patronizing.


This slim volume packs a lot of information into a short space. It is particularly aimed at historians, so advice about choosing graduate school, writing a dissertation, and how to get on the program at the national meetings, are particularly tailored to the lives of historians. This book covers matters others do not, such as filing grievances, daily life in the department, policies on family leave, and leaving the profession.


Despite the title, this edited volume covers the professorial life, not just teaching. The first section has essays about faculty life at different institution types. Part two, stages of a faculty career, with an emphasis on responsibilities of early career faculty. Part three covers some common legal and ethical issues.


A short and highly readable memoir, organized by month of the year. Lang looks back on his first year on the tenure track and how he managed his time and responsibilities.


Offers a useful compendium of “survival” advice for the faculty newcomer on a variety of subjects: practical tips on classroom teaching, student performance evaluation, detailed advice on grant-writing, student advising, professional service, and publishing.
Former president of Stanford University, current editor in chief of Science, and biologist, Professor Kennedy has of late concerned himself with the preparation of graduate students to be ethical faculty members. Kennedy suggests that Academic Duty is the opposite of Academic Freedom, and that the two go hand in hand. The chapters are organized according to the range of roles facing faculty: to teach, to research, to advise, etc.

Second edition that focuses on various aspects of faculty life, particularly teaching and advising. Draws on research on faculty life and has practical advice.

Aimed at those in the lab sciences, this book is full of practical advice on establishing and managing a lab in an academic setting. The book and related materials are available online at: http://www.hhmi.org/labmanagement. It was developed from the first week-long workshop offered to HHMI and BWF postdocs.

Written by one of the leading researchers on faculty life, this is advice gleaned from years of research and observation.

Great book aimed primarily at graduate students in the sciences. It provides advice on how to become a good faculty member. It is complemented by a listserver that sends articles of interest twice a week. It is archived at: http://learninglab.stanford.edu/projects/tomprof/newtomprof/index.shtml

Advice book aimed primarily at biomedical science students to help them to become better faculty.

Although it is aimed particularly at scholars of color, this book has much to offer every new faculty member. The author directs the National Center for Faculty Development and Diversity. The book is full of tips and sage advice.

This guide for new faculty members takes a pragmatic, if sometimes cynical and patronizing approach. The authors have no love affair with academia, warning against dysfunctional colleagues and overly demanding students. In many cases, however, it is difficult to quibble with their advice, and they draw on a wide range of research and sources, much from the higher education research community, which is often invisible to the average faculty member.

Not for women only, but with an unapologetic feminist slant, this book takes a question and answer approach to dispensing advice. Displaying the wit and style associated of her intellectual mentor, Ms. Manners, Ms. Mentor dispenses advice on topics from negotiating conferences, to what to wear, to how to handle sexist colleagues. A thoroughly entertaining read, as well as pragmatic. Culled from her columns in the Chronicle of Higher Education, the letters, responses, and then follow-up information, and comments from readers, are presented in thematic sections.

Edited book reporting on research on doctoral education and action projects designed to improve the preparation of future faculty. Has lots of good ideas and useful data.


Aimed at social scientists, this book has chapters on controlling one's career, power and politics in academic departments. In addition, there are chapters including tips on teaching, research, faculty-graduate student research relationships, grant writing and writing journal articles. Each chapter is written by successful social scientists, and has a pragmatic tone. The chapter on politics is great.

TEACHING


Organized into seven chapters answering a series of questions, such as ‘what do they know about how we learn?,' ‘what do they expect of their students?,' and 'how do they evaluate their students and themselves?,' this book is helpful, thoughtful and extremely well written. The author is the director of the Center for Teaching Excellence at New York University.


A nice guide to teaching, from sections to lectures, from evaluation to diverse classroom.


Excellent guide to conducting research on one's own teaching, with lots of examples.


This book is particularly aimed at new College instructors. The author lays out the advantages and disadvantages of various pedagogical strategies show the instructors can make informed choices. Includes many concrete examples.


A series of essays by scholars from various fields involved in considering their teaching in a scholarly way. By trying to understand a problem in their teaching, they learn about how students learn and how teaching can be improved.


Taking as a premise that teaching is a scholarly activity, this book helps faculty members think about their teaching, and document it, in ways that make teaching a scholarly endeavor akin to research.


Written by the author of “On the Tenure Track,” with a similarly personal style, this book provides lots of practical advice, interlaced with the theories of teaching.


A classic book, it is in its 14th edition. An excellent set of tips and strategies.

A very practical guide to various kinds of teaching that graduate students do: lectures, labs, studios, discussion sections. Includes chapters on a lot of topics, like assessment, balancing the various roles, and motivating students.


*The authors start with the idea that we want to teach so that students understand, rather than simply know. They provide a step-by-step strategy for designing courses to promote student learning and understanding.*

**ADVISING AND MENTORING**


*This book focuses exclusively on the mentoring and advising roles of faculty members, with particular emphasis on mentoring graduate students.*


*The workbook for a structured seminar to teach science grad students and postdocs to be good research mentors.*


*This is an excellent book that covers the variety of challenges inherent in supervising graduate teaching and research assistants. It takes a developmental approach, viewing students as people who are growing into their professional roles via their assistantships. Gives advice about how to prepare and evaluate RAs and TAs. Includes a chapter on working with international students.*

**GRANT WRITING**


[http://www.gfas.harvard.edu/academic/fellowships/scholarly.html](http://www.gfas.harvard.edu/academic/fellowships/scholarly.html)

*This booklet, published by Harvard, is a practical guide with sections on grant writing and applying for teaching positions and postdoctoral fellowships.*

**GOVERNANCE**


*A pocket sized guide to one of the most disliked, but potentially important aspects of faculty work, committee service. The work of institutional governance is not glamorous, but can be vital.*
ADVICE FOR WOMEN & PEOPLE OF COLOR

See books by Toth and Rockquemore & Lazloff listed above.


Includes both chapters of advice on the road to tenure, and the particular challenges for women and faculty of color, as well as a number of first person accounts.


Collection of first person accounts from women academics who are also parents. Very well written and enjoyable pieces that cover a wide range of experiences and advice.


Edited chapters by different scholars, mostly from the field of education. Includes useful chapters on departmental politics, networking, and understanding different types of institutions.

★ These are the best of this “best of” collection.