Announcements for academic positions vary considerably in what they include. In this exercise, please review two of the sample entries to assess what information is given about aspects of the position such as the following, or others that might concern you. If information that you consider important is not given, how would you try to find it?

Is salary (or salary range) specified? If not, how would you find out?

Is the level of the position specified?

Does it indicate what other resources might be available to support your research or career development?

If a teaching position, does it indicate how many courses per semester (or year) or the level are required?

If a faculty position, does it indicate if tenure track?

Is a completed PhD required?

If a postdoc, what are the expectations for production? How focused? Individual or team?

If a postdoc, does it specify length of appointment?

Does it appear that desired specialties are clear or that they are open to alternatives?

Does it look like a “fishing” expedition?

If a postdoc, what are the expectations for production? How focused? Individual or team?

If a postdoc, does it specify length of appointment?

If an interdisciplinary opening, can you tell how welcoming the various fields are likely to be?

Are there any statements re personal characteristics of applicant? Does these appear pro-forma or “customized.”

What materials need to be included in the application?