THE PATHWAY TO A TENURE TRACK FACULTY POSITION

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Topics

• How to prepare during your postdoc…
• Applying to a tenure track position…
• Preparing for interviews…
• Making your budget…
• After the offer, negotiating your position…
• The first year…
How to prepare during your postdoc...

- Postdoc tenure- 1-5 years

- Goal: Build your CV and Research Plan
  - Publications
  - Fellowships/ Grants
  - Meetings (Poster or Platform)

- Timeline
  - Publications, Fellowships, Application for tenure track
How to prepare during your postdoc...

• Publications
  • Goal: One manuscript/ Year
    • High Impact publications

• Conferences
  • National and International Conference/ Workshops
  • Poster/ Platform Presentation
  • Build your Network
How to prepare during your postdoc…

- Fellowships/ Postdoctoral funding
  - 1-3 years Postdoctoral fellowships
    - Department of Defense (DOD)
    - AACR
    - AHA
    - Susan G. Komen
    - ACS
    - NSF
    - AAAS
    - ASH
    - https://www.fic.nih.gov/FUNDING/NONNIH/Pages/postdoctoral.aspx
How to prepare during your postdoc...

• **K99/R00**
  - NIH- pathway to transition (K99-2 years; R00: 3 years)
  - Eligibility- Not more than 4 years postdoc experience
  - Apply- Mid 2\textsuperscript{nd} year
  - Publication, Recommendation (5 independent)
  - Career Development Plan

• **Senior Postdocs ready to transition**
  - K22
  - KO1
  - KO2
  - Susan Komen career Development Award
  - OCRF Career Development Award
How to prepare during your postdoc…

- Research Plan
  - Plan that one can take to begin own laboratory!
  - Independent from Postdoc Mentor

- Ready to climb the next step?
- CV
  - Publication ✓
  - Fellowship ✓
  - Research Plan ✓
Applying to a tenure track position…

- **When to apply?**
  - Postdoc should be between 3-6 years
  - Ads start appearing in late summer (august/sept) and continue through November
  - Most interviews start in January and run through March
  - Most due dates are between July and December

- **Where to find job postings?**
  - Postings at meetings
  - Talk to collaborators at different universities
  - Email chair of department to inquire about positions
  - Websites:
    - [http://www.nature.com/naturejobs/science/](http://www.nature.com/naturejobs/science/)
    - [http://jobs.sciencecareers.org](http://jobs.sciencecareers.org)
    - [https://www.higheredjobs.com](https://www.higheredjobs.com)
    - University HR websites
Applying to a tenure track position...

- Where to apply jobs?
  - apply everywhere (can be anywhere from 10-75 applications)
  - apply to depts. where you think you will have a good research fit
  - 2 types of ads broad = best applicant; narrow = specific area
Applying to a tenure track position…

- What is included in application package?
  - 1) Cover letter
    - Personalize it
    - 1 full page max
    - Intro who/where you are, why you are writing paragraph
    - Research accomplishments paragraph
    - Research plan paragraph
    - Why university would be a good fit
  - 2) CV
    - Education/employment and training
    - Honors/awards
    - Publications
    - Presentations
    - References
Applying to a tenure track position...

4) Research plan
   • 2-4 pages
   • brief background
   • importance to your field of study
   • Research aims with experimental details

6) Teaching statement
   • 1 page
   • What you would be comfortable teaching
   • What you would like your students learn
Applying to a tenure track position…

7) Letters of reference
   • 3-5 letters
   • Post-doc advisor
   • Grad school advisor
   • Collaborators
   • Thesis committee members
   • Colleagues in your field that know you and your research well

8) Reprints
Preparing for interviews…

- Interview- 2 visits

- 1st Visit: You showcase why someone should hire you!

- Job Talk
  - 60 min
  - 45 mins presentation, 15 mins question-answer session
  - Presentation to a general focus group
    - Schematics, Diagram, Cartoons
    - Impact of research findings
    - 1-2 slides future goals
    - Acknowledgement/ Funding source
    - Energy and Enthusiasm!
Preparing for interviews...

- Chalk Talk
  - 60 min
  - Presenting the first RO1 or project leading to the RO1 application
  - Grant style presentation- Aims and research directions
  - 8-10 slides
  - Goal: Feasibility of Research idea- will it fetch you the RO1!
  - Energy and Enthusiasm!
Preparing for interviews…

• Meet students and Faculty

• Students
  • Discuss Science and working in the Institute
  • Ask questions/ Suggest ideas
  • Make it interactive

• Faculty
  • Do your Homework- Know their body of work
  • Ask questions/ Contribute to the discussion
  • How you could collaborate or share an expertise

• Dress appropriately- Do not go over board!

• Energy, Enthusiasm, Smile!
Preparing for interviews...

• 2nd Interview Visit

• Institute will showcase- Why you should choose the Institute!
  • Faculties
  • Core Facilities
  • Department
  • City- Housing locales, Real estate, School Zones, Schools

• Energy, Enthusiasm, Smile!

• Thank you emails.
Making your budget...

Personnel (Huge chunk of funding!)
- Research Technician, Graduate student, Postdoctoral Fellow
- Don’t forget to calculate in benefits, which can be up to an additional 30%!

Equipment
- Small Equipment: Pipettes, vortex mixer, water baths, timers, Eppendorf stands, weighing balance, pH meter, DNA and protein transfer systems, 4°C refrigerator
- Large Equipment (-20°C, -80°C, -160°C/Liq. N2, qPCR, Centrifuge, microbiological shaker, PCR, Hypoxia chamber
- TC hood and incubators, light microscope/ centrifuge/ 4°C for TC Room)
- Glassware

Supplies
- Molecular biology
- Cell biology
- Tissue Culture
- Mice- Cage Cost! (~$1/day/cage)
Making your budget…

Core Facility
- DNA sequencing
- RNA sequencing
- Proteomics
- Bioinformatics
- Confocal Microscopy
- Histology

Publications
- Manuscripts
- Posters

Computers and Software

Travel

Miscellaneous
- Copier
- Departmental equipment
- Milli Q water
- Development system
- Phone
- Administration cost
After the offer, negotiating your position…

• Usually get an informal offer from the chair at first

• Formal can take a while, usually requires multiple approvals including the dean

• Get it in writing and in detail:
  • Space
  • Start up
  • Salary and benefits
  • Tenure
  • Teaching
After the offer, negotiating your position…

- Housing/Moving expenses?
  - Relocation for family, moving services, flight, temporary housing, etc.
  - If high cost or living, is there subsidized housing?

- Salary?
  - % from grants vs % covered by department
  - Teaching go towards salary?
  - Is your salary 9 months or 12 months?
  - Benefits (childcare, retirement, pre-tax plans, tuition, moving expenses, parental leave)

- Salary for students, postdocs, or tech?
  - How are students paid? 1st year by program?
  - Who pays their tuition?
  - Fellowships for grad students and postdocs available?
After the offer, negotiating your position…

• Start-up funds?
  • Consider what it will take to keep the lab going for 3-4yrs (budget next section)
  • What can come out of it?
  • When must it be spent by?
  • Admin assistance
  • Glassware washing
  • Phone, mail, photocopying
  • Large equipment

• Lab and office space?
  • Where? Do you need tissue culture space as well?
  • What shared or common equipment is available?
  • When ready to occupy?
  • What renovations needed? Who pays for these?

• Teaching vs research responsibility?
  • What % of your time will be teaching vs research?
After the offer, negotiating your position…

- Tenure clock?
  - Legal view: tenure is an employment contract.
  - An appointment with tenure has no specified end date
  - can be ended only for specific reasons

- What is history in that Department, School and Institution?

- When does clock start and stop?
  - Can be 3 years to un-specified time
  - Usually between 3-7 years

- Start date?
  - Usually around July-September
  - Consider date with graduate students entering school
  - Best not to delay more than 6 months after offer
The first year...

- Develop mentoring committee
  - Discuss with chair

- Orders
  - A number of new start-up discounts, contact each sales representative
  - Make your money go as far as you can
  - Order large equipment early since it can take 2-3 months to receive

- Hiring
  - Decide who you can afford and how many
  - Don’t forget cost of benefits
  - Hours you expect; post doc vs tech
  - Can take 2-6 months to get someone hired and start, so get it going as soon as possible
The first year...

- Paperwork your first year
  - All training required on campus (1-2 weeks depending on employee health)
    - Safety
    - HIPAA
    - Blood borne pathogens
    - etc
  
- INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)
  - Can take 2-3 months
  - Need to list all recombinant DNA and specific agents used in your research
  - Includes lab inspection
  - Only reviewed once a month for full review

- INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) PROTOCOL
  - Can take 2-5 months
  - Before you need to make sure you have all training required and employee health requirements met
  - Only reviewed once a month for full review
The first year...

- **Grants**
  - Internal
    - Institutional grants
    - COBRE
  - External
    - NIH, DOD, different societies depending on research focus
    - Early career eligibility; 10 years after PhD for NIH

- Deadlines; make a calendar and give yourself adequate time
- Institutional review 2 weeks prior

- **Work on first publication!**