

Questions for the Employer

General Questions

1. What are you looking for in an ideal applicant?
2. What major changes do you see for the department or university in the next five years?

Questions for Faculty

1. What is it like being a faculty member here?
 - a. What is your favorite thing about working here?
 - b. What is your least favorite thing about working here?
2. How are new faculty mentored by more senior faculty?
 - a. Is there an informal or formal process for mentoring?
 - b. (For junior faculty) Are there particular people on the faculty who have mentored you? If yes, how has that helped you?
 - c. (For senior faculty) How do you mentor new faculty?
3. What resources are available for your teaching?
4. What resources are available for your research?
5. What are the students like here?

Questions for the Chair

1. What is your vision for the future of the department?
 - a. What are areas for growth?
 - b. What will the department be like in 10 years?
 - c. Do the faculty share your vision?
2. What are departmental duties for new faculty (teaching, committee assignments, faculty meetings, and so on)?
3. Will you tell me about the tenure process?
 - a. What is the tenure review process?
 - b. How are teaching, research, and service weighted?
 - c. Who is involved in the decision making?
4. What resources are available for research?
 - a. What equipment is available (computer support, lab space, and so on)?
 - b. Are there support mechanisms on campus for research (e.g., small grants from the college, grant writing support, administrative support)?
 - c. Is support available for conference travel?
5. What resources are available for teaching?
 - a. What equipment is available?

- b. Is there support on campus for developing new courses or for implementing technology in the classroom?
6. What would be my teaching load?
- a. How is teaching load determined?
 - b. Will I be teaching both undergraduate and graduate courses? In what proportion?
 - c. What courses will I be teaching? How is that determined?
 - d. Who does undergraduate advising?
 - e. Is release time ever granted for special duties or projects?
 - f. Can I "buy out" courses (get release time) with money from grants or fellowships?
7. What administrative support (e.g., secretarial, accounting, computer) is provided by the department?
8. How are raises determined (e.g., merit, cost of living, across the board)?
9. Is there money for summer teaching?

Questions for the Dean

1. How would you describe the communication department?
 - a. What are some of its strengths?
 - b. What are some of its weaknesses?
 - c. What is its relationship with other departments on campus?
2. Will you tell me about the tenure process?
 - a. How are teaching, research, and service weighted?
 - b. Who is involved in the decision making?
3. What universities do you consider to be your peers?
 - a. Why?
 - b. How is your school different from peer schools?
4. Are there resources I should know about at the college level for teaching and research?
5. Is there anything else I should know about this university?

COMMONLY ASKED QUESTIONS FOR ACADEMIC JOB INTERVIEWS

Speak for about 1 minute for each question.

Provide specific examples to support your claims.

Show how you fit with the campus and impress them

with the research you've done on them (their curriculum, research, department, and university).

Questions for the Job Candidate

Teaching

1. Tell me about your general views on teaching.
 - a. What is your teaching philosophy?
 - b. What is your goal in the classroom?
2. Tell me about your teaching portfolio.
 - a. What courses are you prepared to teach?
 - b. What courses would you like to teach?
3. What are your strengths as a teacher?
 - a. How would your students describe you?
 - b. How do your student evaluations reflect your teaching?
4. What are your weaknesses as a teacher?
 - a. How did you identify this weakness?
 - b. What can you do to overcome it?
5. Tell me about your approach to teaching an upper-division course.
 - a. How would you structure the course (e.g., readings, assignments, policies)?
 - b. How do you differentiate upper-division and lower-division courses?
6. Tell me about your approach to teaching a graduate-level course.
 - a. How would you structure the course (e.g., readings, assignments, policies)?
 - b. How do you differentiate upper-division undergraduate from graduate-level courses?
7. Tell me about your plans for mentoring graduate students.
 - a. What type of mentor would you be?
 - b. What would your graduate students be expected to learn and do when working with you?
8. Tell me about your expectations for a diverse classroom.
 - a. How do you handle issues of diversity in your teaching?
 - b. Tell me about a time when you had a problem/challenge dealing with diversity in the classroom.

Research

1. Tell me about your dissertation (or recent research).
 - a. What are you trying to accomplish in it?
 - b. Why are the questions important to the field of communication?
 - c. What methods have you employed?
 - d. What are some of your conclusions?
 - e. How far along are you/When will you be done?
2. How do you imagine your future as a scholar?
 - a. What research projects will you work on?
 - b. What is your research agenda for the next 3 to 5 years?
 - c. What conferences will you attend annually?
 - d. To what extent will your students be involved in your research?
3. What are your strengths as a researcher?
 - a. What accounts for your strengths?
 - b. How could you mentor students to obtain your strengths?
4. What is your weakness as a researcher?
 - a. How did you identify this weakness?
 - a. What could you do to overcome this weakness?

Service

1. What role will service play in your academic career?
 - a. What service would you see yourself engaged in for the university?
 - b. What service would you see yourself engaged in for the discipline?
 - c. What service would you see yourself engaged in for the community?

Miscellaneous

1. What attracted you to this job?
2. What do you know about our department?
3. What kind of colleagues are you hoping to find in a department?
4. What would be your ideal department?
5. What salary range are you hoping for?