

How to Succeed in College Teaching

by

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March 2002

Your Responsibility

Placement File
Letter of Application
Curriculum Vitae
Biography
CD of Your Performances (Personal/Ensembles)
Video Tape of Your Rehearsals
Obtaining Your Recommendations
Requesting an Official Job Announcement
Calling the Head of the Search Committee

Our Responsibility

Writing a Letter of Recommendation
Calling or Writing a Special Letter On Your Behalf
Speaking With the Search Committee Member When/If They Call

Key Words In Letters of Recommendation

Team Player
Positive Attitude
Enthusiasm
Sincerity
Teaching Ability
Administration
Organization
Technology Skills
Self-Motivation
Responsibility
Communication Skills

Follow Through

Performance Ability
Commitment to Excellence
Accepts Criticism & Evaluation
Meeting Deadlines
Making a Difference
Being an Inspiration
Musicianship
Confidence
Knowledge
Personality

Recruiting

High Schools
Community Colleges
Other Universities (and protocol)
Within the Institution
Community

Perception

Of Yourself
Honest Self Evaluation
How Others View You
What You Can Do About It

The Phone Interview

Preparation
 Questions
 Research
 Listening
Mock Interviews
 Video tape
 Ask yourself questions, then answer

The Personal Interview

What to Wear
What to Perform
How to Best Represent YOU
 Rehearsals on Campus
 Studio Lessons

Committee Interviews
What to Bring
What to Ask
Listen!

The Job Offer

When to Say 'Yes'
Bargaining
What to Ask For
Teaching Load in Writing
How to Deal With a Salary or Rank Increase
Moving Expenses
What to Do Before You Receive the Contract
What If It Is Only a One-Year Appointment?

How to Hold On To Your Job

Supporting Colleagues
Attending Concerts
Taking Care of Business
Bio, Picture, etc.
Meeting Deadlines
Support Requests in Writing
Your Students' Success in Other Classes
Attaining Levels of Excellence with Groups/Studio
Recruiting, Recruiting, Recruiting!
Performing Realistic Programs
University Committees

YOU Control Your Future

You Can Do Anything You Want To
Find Out Who You Are
Be the Best You Can Be
Nothing Wrong With Saying "I Don't Know"
Have Fun

Questions?

Thank you!