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Office of Career & Professional Development

From job search strategies to grant writing skills, the OCPD serves the academic, professional and career development needs of UCSF students and postdoctoral trainees. www.ucsf.edu/career

- Career exploration: we have tools to help you reflect on your values, interests, and strengths, and we're happy to discuss various academic tracks or other career options with you; by appointment, ocpd@ucsf.edu
- Sample CVs, cover letters, & statements of teaching philosophy on our website
- Helpful tips for the academic job interview, negotiation, and informational interviewing (during career exploration)
- Application package review (by appointment, ocpd@ucsf.edu)
- A library full of books on how to obtain and succeed in academic careers, including a new library on science education & pedagogy at Mission Bay
- Programs throughout the year on grant writing, scientific writing & publishing, giving scientific talks & designing slides, networking, finding mentors, etc. (see www.ucsf.edu/career and click on the calendar on the right)

Be Connected: UCSF Listserv for Academic Careers

PFF_announce — announcements of PFF & other academic career-related events, opportunities to gain teaching experience, articles on teaching, lab management, and academic careers, select academic job announcements (including research- and non-research-focused academic careers). www.ucsf.edu/career/pff.listservs.shtml



External Listservs for Academic Careers

Tomorrow's professor listserv — this listserv, hosted by Rick Reis from Stanford University, sends weekly email articles on various topics in academic science. Highly recommended! (A select few of these articles are forwarded on the UCSF PFF listserv; but sign up here to ensure you don't miss any.)
<http://sll.stanford.edu/projects/tomprof/newtomprof/index.shtml>

National Association of Research in Science Teaching (NARST) listserv — NARST is a worldwide organization of professionals committed to the improvement of science teaching and learning through research. The NARST listserv is a great way to be connected to this network of science educators. It is especially recommended if you are considering a career in science education research (a growing area of academic hires!), as numerous faculty and postdoctoral positions are posted here.
<http://www.narst.org>

Academic Career Preparation Handbooks

How to Get a Research Job in Academia and Industry, published by American Society for Cell Biology — how to get the job, from preparation in grad school/postdoc through how to write a CV, interview, and negotiate. Free download available at: <http://www.ascb.org/newsfiles/research.pdf>

Career Advice for Life Scientists — Two FREE handbooks from American Society for Cell Biology (ASCB) They are available for free at:
Part I: http://www.ascb.org/newsfiles/cals_1_final.pdf - free download
Part II: http://www.ascb.org/newsfiles/cals_2_final.pdf - free download

And Gladly Teach — a handbook for students and postdocs interested in pursuing academic careers, published by American Chemical Society. To obtain a free copy, visit the ACS website (google: "ACS And Gladly Teach"). Or check it out at the OCPD library: www.ucsf.edu/career/library.shtml

How to Get a Tenure-Track Position at a Primarily Undergraduate Institution, published by the Council on Undergraduate Research — describes the institutional structure of PUIs, how you can prepare now for this career path, and discusses the job application process, specifying tips for primarily undergraduate institutions. This book is available for check-out from the OCPD library: www.ucsf.edu/career/library.shtml

Articles of Interest about Academic Careers

Chronicle of Higher Education — <http://chronicle.com/> (printed copy available for browsing in the Herbst Center for Students & Postdoctoral Scholars (3rd floor of the Mission Bay Community Center)

Science's Next Wave — Science NextWave is a website dedicated entirely to the science career issues faced by graduate students, postdocs and young professionals. From the UCSF campus, you have full access to job market information, career transition advice, salary information, and job search assistance. <http://sciencecareers.sciencemag.org/>



Handbooks with Information on the Academic Job Hunt

Life Sciences Research and Teaching: Strategies for a Successful Job Hunt — FREE handbook from ASCB — **copies will be available** at the **July 31, 2007 PFF event, "Launching your academic job search and preparing your application materials"**

It is also freely available at: <https://www.ascb.org/ascbsec/shoppingcart/product.cfm?PID=19>

How to Get a Teaching Job at a Primarily Undergraduate Institution, by A. Malcolm Campbell; published by American Society for Cell Biology — describes the institutional structure of PUIs, and discusses the application & interview process, specifying special tips for primarily undergraduate institutions.

A copy is provided in this packet! Or, at: <http://www.ascb.org/newsfiles/teaching.pdf>

How to Get a Research Job in Academia and Industry, published by American Society for Cell Biology — how to get the job, from preparation in grad school/postdoc through how to write a CV, interview, and negotiate. Free download available at: <http://www.ascb.org/newsfiles/research.pdf>

Academic Job Search Engines

Even if you're not starting the job search right away, it's good to know what types of academic jobs are out there! Sign up on these websites for weekly updates of careers posted in your field/geographic area of choice to get an idea for job trends and availability.

Science Careers (by Science Magazine) — Science Careers is a comprehensive recruitment site, offering jobs, career advice, a resume/CV database, Meetings and Announcements and more. <http://sciencecareers.sciencemag.org/>

Chronicle of Higher Education — <http://chronicle.com/>

Higher Education Recruitment Consortium (HERC) — lists many academic positions available in Northern California. This website includes a dual-career couple job search function. <http://www.norcalherc.org>

Directory of California Community Colleges: <https://www.ccregistry.org/job>

Carnegie Foundation for the Advancement of Teaching

Great resource for learning more about any college or university in the U.S. This foundation develops the Carnegie Classifications for all colleges and universities in the US, and researches issues for higher education. <http://www.carnegiefoundation.org>



UCSF Campus Centers for Teaching

Preparing Future Faculty (PFF)

PFF, in the Office of Career & Professional Development, offers programs & services to aid students and postdoctoral/clinical fellows develop skills, obtain experience, and succeed in the academic job search as a means for preparing them as future faculty.

www.ucsf.edu/pff

- **PFF Summer Series** — workshops & lectures on how to teach and how to obtain an academic job
- **Library** of books on how to teach undergraduate & K-12 science, and how to obtain & succeed in an academic career. See above.
- **1-on-1 appointments** to discuss long-term career planning, practice teaching or review lesson plans, or to edit CV/cover letter/statement of teaching philosophy (to schedule, contact our administrator, robert.lewis@ucsf.edu)
- **PFF listserv** (see page 1)
- **Gain mentored teaching experience** at University of San Francisco via the Teaching Apprentice Program



Science & Health Education Partnership (SEP)

SEP offers a range of programs designed to provide mentored teaching experience for UCSF graduate and professional students, postdocs, staff and faculty (referred to as scientists below) while simultaneously supporting high quality science education in the San Francisco public schools. SEP programs fall into several categories:

- **Classroom-based Partnerships** bring together UCSF volunteers and San Francisco K-12 teachers to co-plan and co-teach a series of investigative science lessons in the teachers' classrooms. The duration and intensity of the partnerships vary – from a short term commitment of four school visits in the Spring semester to academic year long programs.
- **Summer Courses** partner UCSF scientists with a master teacher to design and implement a week-long (40 hour) summer course focusing on an adult level understanding of topics teachers are responsible for teaching. Course participants receive university credit for their participation and UCSF scientists are the instructors of record on the courses — effectively a non-majors science course.
- **Science Seminars** for teachers represent an opportunity for UCSF scientists to be mentored as they prepare an interactive seminar on a topic related to your current research. This represents a great opportunity to practice designing a job talk seminar for institutions with a focus on undergraduate teaching.
- **Laboratory Internships for High School Students** (see below)

This is a great opportunity to gain teaching experience, and to act as a role model scientist for young students. SEP also maintains a large library of hands-on science materials for active science teaching. For current program opportunities, see: <http://www.ucsf.edu/sep>

Books on How to Teach

PFF maintains a library of books on how to teach undergraduate & K-12 science, and how to obtain & succeed in an academic career. The main collection is located in the Mission Bay Community Center (Rm. 310) and some books also at Parnassus (Med Sci lobby, S140). Browse, or check out a book for up to three weeks. www.ucsf.edu/career/library.shtml **Sample books include:**

"First Day to Final Grade: A graduate student's guide to teaching," by Anne Curzan and Lisa



Damour. Published by the University of Michigan Press, 2000.

"Reaching All Students: A resource for teaching in science, technology, engineering, and mathematics," by Sherrill Sellers, Jean Roberts, Levi Giovanetto, Katherine Friedrich. Published by Diversity Institute of the Center for the Integration of Research, Teaching, and Learning, University of Wisconsin. Funded by NSF, 2005.

"Scientific Teaching," by Jo Handelsman, Sarah Miller, Christine Pfund.

"Teaching American Students: A Guide for International Faculty and Teaching Assistants in Colleges and Universities," by Ellen Sarkisian, Derek Bok Center for Teaching and Learning, Harvard University, 2006.

"Tools for Teaching," by Barbara Gross Davis. Published by Jossey-Bass, 1993.

"How People Learn: Brain, Mind, Experience, and School," edited by John Bransford, Ann Brown, and Rodney Cocking. National Resource Council, National Academy of Sciences, 2000.

Gain Teaching Experience

Preparing Future Faculty Teaching Apprentice Program (PFF-TAP) — Students or postdocs who will be teaching as a lab instructor or lecturer at a partner college/university can enroll in PFF-TAP to supplement the teaching experience. The program includes pedagogical training, placement with a teaching mentor, and creation of a statement of teaching philosophy and teaching portfolio. <http://www.ucsf.edu/career/pff.app.shtml>

Science & Health Education Partnership (SEP) — SEP partners current UCSF graduate students, postdocs, staff and faculty with teachers in San Francisco K-12 classrooms to help design new science lessons and teach them. Mentoring and teaching training workshops are included. This is a great opportunity to gain teaching experience, and to act as a role model scientist for young students. <http://biochemistry.ucsf.edu/~sep/>

UCSF Postdoctoral Teaching Fellowship — This program for current UCSF postdocs provides training in the practice of small group teaching, hands-on experience in facilitating small-group discussions, and an opportunity to be a part of an innovative integrated medical school curriculum. Teaching fellows also learn about curriculum design and how to create innovative teaching modules. Each fellow receives an honorarium, structured mentoring, and formal evaluations. <http://biochemistry.ucsf.edu/~fulton/PTF/home.html>

Princeton University Postdoctoral Teaching Fellows – This program is designed to provide up to three years of stipend support to postdoctoral fellows who wish to obtain further training in both research and teaching. The fellows will conduct research with Princeton University science or engineering faculty members. In addition, the fellows will be involved with the undergraduate educational program at Princeton University, including teaching, curriculum development and instructional laboratory design, and will work closely with an experienced master teacher. The goal of the program is to prepare candidates for careers in both research and teaching. Candidates should have a recent PhD and some prior experience teaching undergraduates. <http://www.princeton.edu/~stcweb/html/postdoc.html>

Consider a one-year sabbatical replacement position, or a mentored teaching experience such as:

Kenyon College Marilyn Yarbrough Dissertation/Teaching Fellowship — a paid year-long fellowship at Kenyon College, targeted to women and underrepresented minority graduate students in their final year of graduate school. Fellows teach one course per semester as they finish writing their

dissertation. Applications are due in early December each year. <http://www.kenyon.edu/x27112.xml>

Gain Mentoring Experience

Mentor a rotating graduate student — Offer to do this for your PI; challenge yourself to improve your mentoring skills, and include this on your CV!

Summer Research Training Program (SRTP) — Mentor an undergraduate in your lab during the summer. These underrepresented minority undergraduates are selected via a competitive process, and are provided stipends and professional development throughout the summer. kalai.diamond@ucsf.edu

Science & Health Education Partnership (SEP) — SEP runs a summer mentorship program, in which high school students are placed in UCSF labs. This is a great way to get experience mentoring!
<http://biochemistry.ucsf.edu/~sep>

Training in How to Mentor

SEP: Entering Mentoring — A case study based course created with funding from HHMI, Entering Mentoring prepares scientists to be effective mentors to students from a variety of backgrounds. The Entering Mentoring course is available to students and postdocs who commit to mentoring a high school student through the SEP Summer Internship Program or an undergraduate through the SRTP program (see above).