

## ADVICE TO FACULTY APPLICANTS:

Colleges often cannot interview the numerous applicants that express interest for available faculty positions. When candidates who believe they are well qualified for a position are not selected for an interview, it may be because the application did not highlight their strengths and expertise. At San Diego City College, we are committed to hiring individuals who will best represent the mission, philosophy and institutional goals of the college. To that end, we ask that you consider the following suggestions before completing the application and the supplemental questionnaire.

The most important thing is to provide the information that is specifically requested. When you are considering and choosing what to include, pay close attention to several underlying concerns your hiring committee will have:

1. We want to know that you are effective as an instructor, not just how long you've been teaching. Be sure your application clearly addresses your technique and your motivation. Share specific examples which will provide a sense of your teaching philosophy, style, and practices.
2. We want to know about your understanding and appreciation of the students who attend urban community colleges. Do not limit your answer to a summary of your experience with diverse populations, but rather, speak enthusiastically to your preference for and commitment to working with the student population at San Diego City College. Discuss this topic by describing how experiences with diversity have shaped you as a teacher. It is very important that this question be answered individually and specifically.
3. We need energetic faculty who are passionate about our mission to educate and facilitate the future success of our students. This extends beyond the classroom to encompass collaborative and collegial efforts. Be sure to take the opportunity, when it arises, to highlight your leadership abilities and your potential to add to our institution as a member of the faculty. In doing this, however, it is critical not to lose track of the job description of the specific position. Pay attention to the flyer and apply for THAT job. If time allows, please describe other relevant skills, experience and interests.
4. Your application is your first impression. The hiring committee uses your application as an initial assessment of your overall professionalism. A sloppy, incomplete, repetitive, or poorly focused application does not create a good impression of your abilities as a professor and colleague. Likewise, because there is a strong emphasis on treating every candidate and interviewee exactly the same, do not attach extra materials or fail to submit all that are requested. Even if you are dissatisfied with your current job, find a way to be positive about all the information you present.

And finally, continually be aware of how you can best showcase your unique skills and experience which make you the best fit for this job. That's the person we want to hire!