

We would like every applicant to have access to the application conventions and expectations that we will apply during our review process.

### **Application Materials**

For our tenure-stream position in international relations, we are asking for a letter of interest, curriculum vitae, evidence of teaching excellence (e.g., statement of teaching philosophy and student evaluations of teaching), a writing sample (30 pages single-spaced or 60 pages double-spaced), and three letters of recommendation.

#### **Letter of Interest:**

Cover letters (generally 2 pages single-spaced) should speak to the candidate's research and teaching interests, including courses you're prepared to teach. The goal of the cover letter is to highlight the most significant aspects of your work, so that we understand your career trajectory thus far as you see it, and also how you see yourself connecting with our position here at Colgate.

#### **Curriculum Vitae**

On your CV, please list all your academic appointments (with dates) and all your publications. If you have held non-academic positions that you consider relevant or that might help us to understand your intellectual trajectory, feel free to include them, but don't feel obligated.

For publications, please include any works in progress that you have started drafting. You are welcome to include conference presentations as well. If your publications include student co-authors you have mentored, it can be helpful to demarcate those.

Also, we would appreciate a list of any classes you have taught, with instructor of record vs. teaching assistant clearly demarcated.

#### **Evidence of Teaching Excellence**

Teaching responsibilities for this position include teaching introductory courses in international relations ([POSC 232 - Fundamentals of International Relations](#)) as well as upper level courses of your own design. Colgate faculty are also expected to contribute to the [Liberal Arts Core Curriculum](#).

Your evidence of teaching excellence includes a statement of teaching philosophy and student evaluations of teaching (if available). For the student evaluations of teaching, please indicate whether you served as the instructor of record or as a teaching assistant.

A typical teaching statement is 1-2 pages, single-spaced. In this statement, we are looking for evidence that you have thought deeply about teaching and are committed to being a successful teacher and mentor at a liberal arts college. There are many forms your evidence can take. Here are some ideas, but do not feel compelled to address each one:

- What are your goals for students? You might pick a course and explain what you hope students will take from it. How will you design your teaching of the course to make that happen?
- What courses would you feel best prepared to teach? What ideas do you have for teaching in this program across our curriculum? Are there new courses you would like to add to our curriculum?
- Describe a teaching experience you've had. What did you do that you were proud of? What did you learn from the experience, and what would you do differently in the future? How would that teaching be similar to or different from your teaching at Colgate?
- What have you learned about teaching, outside of your direct experience as a teacher? What effective instructional practices did you observe when you were a student? What are you particularly interested in trying at Colgate?

You cannot possibly answer all these questions in a statement of reasonable length, so write about whatever you care about the most. Also, feel free to write about things that are important to you but that we have not mentioned here: we are interested in understanding who you are as a teacher and scholar.

### **Writing Sample**

The writing sample can take several forms. A chapter of your dissertation, a draft of an article you plan to submit (or have submitted), or an already published article are all appropriate writing samples.