

## STATEMENTS FOR ACADEMIC JOBS

### RESEARCH STATEMENT

#### Who will read this?

- Prospective postdoc mentors and/or colleagues in the same area (general experts)
- Prospective colleagues in other areas (nonexperts)
- Your letter writers (specific experts)

#### What is the purpose of this statement?

A prospective employer may use your reference letters and research statement together to assess, among other things, the extents to which:

- (1) You have a productive and independent research program.
- (2) Your research is interesting to the department hiring.
- (3) Your research is interesting to the community at large.
- (4) Your research has potential for external funding (generally for tenure-track research positions).
- (5) Your research has the potential to incorporate students into your research.
- (6) Your research has the potential to increase broad/diverse participation in mathematics.
- (7) You can communicate mathematics to nonexperts and/or students.

Not every employer will look for all of these things, some may look for others not listed, and different types of jobs will be interested in some of these more than others.

For the most part, your reference letters will be more compelling evidence for these points than your statement. A main purpose of your statement is to indirectly help, especially with (1)–(4), by providing your letter writers (specific experts) the information they need to address these. Prospective postdoc mentors and/or colleagues in the same area (general experts) may also read your statement to directly assess (1)–(4) as well. Prospective colleagues in other areas (nonexperts) may also read your statement to assess (3) and (7). Both prospective postdoc mentors and/or colleagues in the same area (general experts) and prospective colleagues in other areas (nonexperts) may read your research statement to assess (5) and (6).

#### What goes in this statement?

Some effective research statements include:

- Generally four or five pages (plus references).
- A general classification sentence near the beginning (i.e., the words “commutative algebra” in the first sentence).
- Some general background that puts your work in context for nonexperts. This may include some classical theorems, questions, or open conjectures.
- Statements of some of your results in Theorem format (with your name in citation to make clear that it’s your work).
- A clear narrative line of relation between your results and notable theorems, questions, or conjectures of others.
- Questions or directions that you are pursuing or aim to work on later.
- Questions or directions related to your research that would be suitable for students to work on.
- Activities undertaken in or associated with your research that have broadened participation in mathematics.

## TEACHING STATEMENT

**Who will read this?**

- Various faculty members in the hiring department
- Your teaching letter writer(s)

**What is the purpose of this statement?**

A prospective employer may use your teaching letter(s), CV, and teaching statement together to assess, among other things, the extents to which:

- (1) You are and/or have the potential to be an effective teacher.
- (2) You have an appropriate amount of teaching experience.
- (3) You have experience relevant to a highly specific teaching need (e.g., statistics, math ed., finance).
- (4) You will generate interesting teaching ideas and/or materials useful to department colleagues.
- (5) You have the potential to direct undergraduate research.
- (6) You are likely to be a good colleague and/or fit into the department's vision.
- (7) You will advance the department or university's outreach mission.
- (8) You will bring about more equitable outcomes for diverse groups in your teaching.

Not every employer will look for all of these things, some may look for others not listed, and different types of jobs will be interested in some of these more than others.

Your teaching letter is generally more compelling evidence for (1) and (4), but your teaching letter(s) will also be used to judge these, and will assist your letter writer(s) in establishing these. While (2) and (3) should ideally be clear from your CV, your teaching statement may also be useful for these.

**What goes in this statement?**

Some effective teaching statements include:

- Generally one to three pages, depending on the position type, with no references.
- A clear summary of your teaching experience, clearly explaining the range of classes you have taught and in what roles.
- Emphasis on experience in specialized courses (e.g., statistics, math ed., finance).
- Concrete descriptions of what you do in the classroom and/or in class-related activities.
- Concrete data or quotes from course evaluations and/or awards that evidence your teaching abilities.
- Interesting techniques or modalities you incorporate in your teaching.
- Any experience you have with undergraduate research and/or outreach, and future plans for these.

## DIVERSITY STATEMENT

**Who will read this?**

- Various faculty members in the hiring department
- University/college hiring diversity representatives

**What is the purpose of this statement?**

A prospective employer may use your diversity statement and CV together to assess, among other things, the extents to which:

- (1) You are likely to assist and advance departmental diversity, equity, and inclusion initiatives.
- (2) You have the potential to help advance departmental diversity, equity, and inclusion outcomes.
- (3) You are knowledgeable about diversity, equity, and inclusion.
- (4) You have a positive track record in advancing diversity, equity, and inclusion.
- (5) You have meaningful plans for advancing diversity, equity, and inclusion.

Not every employer will look for all of these things, some may look for others not listed, and different types of jobs will be interested in some of these more than others. Moreover, many employers have strict rubrics (often written by human resources departments) to evaluate these statements.

**What goes in this statement?**

Diversity statements are typically more personal than research and teaching statements. Additionally, diversity statements are the newest class of common types of application materials, so norms for these statements are less established than for others. Some effective diversity statements include:

- Generally one or two pages, with no references.
- Statements on your understanding and commitment to diversity, equity, and inclusion (e.g., Ardila's axioms).
- Examples of experiences that demonstrate your commitment to advancing diversity, equity, and inclusion.
- How has your thinking about diversity actively influenced your teaching and research.
- Future plans for advancing diversity, equity, and inclusion.

## COVER LETTER

**Who will read this?**

- The hiring committee

**What is the purpose of this letter?**

A prospective employer may use your cover letter, among other things, to determine the extents to which:

- (1) There are particular faculty members in the department who should read your file.
- (2) You generally meet the basic criteria for job.
- (3) There are specific aspects of your file that are particularly relevant to the job.
- (4) You are knowledgeable about the institution/job.
- (5) You are interested in the job (i.e., likely to accept an offer).

Not every employer will look for all of these things, some may look for others not listed, and different types of jobs will be interested in some of these more than others. (1) is important for postdoctoral positions so potential mentors can comment on your file. (4) and (5) are particularly important for jobs at small liberal arts colleges, but not for postdoctoral or research positions.

**What goes in this letter?**

Cover letters for postdoctoral or research jobs are generally different from cover letters for teaching jobs or jobs in smaller departments.

Some successful cover letters for postdoctoral or research jobs include:

- Generally one page.
- A brief description of research interests, your Ph.D. institution and advisor, and/or current position.
- A list of potential postdoctoral mentors or departmental collaborators.
- A few highlights of your file.

Some successful cover letters for teaching jobs or jobs in smaller departments include:

- Generally two to three pages.
- A brief description of research interests, your Ph.D. institution and advisor, and/or current position.
- A list of potential departmental collaborators.
- A few highlights of your file.
- Discussion of particular aspects or initiatives of the department/university that interest you.
- Discussion of your ability to contribute to particular aspects or initiatives of the department/university.