Baccalaureate College Job Advertisement and Cover Letter

Job Advertisement for a Baccalaureate College

Breuer College invites applications for a position as a full-time, tenure track Assistant Professor of Psychology. We seek a candidate with expertise in Clinical or Counseling Psychology, a strong commitment to undergraduate teaching, and an active research program that provides opportunities for students. Teaching responsibilities will include four courses a semester from Introductory Psychology, Counseling Psychology, Abnormal Psychology, and others consistent with the candidate's expertise. Preference will be given to candidates with evidence of expertise in advising, assessment, and curriculum development.

Breuer College is a Catholic institution guided by faith-based values. It is home to 2,400 students from 45 states and 33 countries. The curriculum is uniquely designed to promote liberal arts skills throughout all four years of students' education and across all majors. Opportunities exist for faculty to teach unique liberal-arts focused seminars in the general education program. Applicants should submit an application letter, CV, teaching philosophy, and three letters of recommendation.

Listing teaching first and emphasizing undergraduate involvement in research are strong indications of a mission focused on undergraduate education.

Application materials should indicate an ability to teach most, if not all, courses listed in an advertisement.

Any unique institutional mission highlighted in an advertisement should be addressed in in the cover letter.

Baccalaureate colleges place value on faculty commitment to the liberal arts, especially through general education.

Cover Letter for a Baccalaureate College

Dear Search Committee Members,

I am writing to apply for the position as an Assistant Professor of Psychology with specialization in Clinical/Counseling Psychology (Job #20184). I am currently working as a Postdoctoral Fellow at the Iowa University Medical Center where I am engaged in teaching, research, and clinical treatment; I believe that my expertise in these areas makes me an excellent candidate for the position.

I was excited to discover the open position at Breuer College because I believe it is a perfect match for my professional strengths as a teacher and researcher, as well as my personal and professional values. The central strength that I would bring to the position is a dedication to teaching excellence. Throughout a graduate career busy with research and clinical responsibilities, I intentionally pursued classroom opportunities to expand my experience and abilities as a teacher. As a graduate student, both my official and unofficial training emphasized pedagogy. I completed a course in college teaching and teaching-assistant training early in my graduate career and then remained active in

Organize arguments for fit using the priority placed on teaching and research in the advertisement.

Cover letters for positions at baccalaureate college should establish teaching qualifications first.

Highlight pedagogical training to signal an interest in teaching and possession of a baseline set of competencies.

This material is a companion to *Becoming a Psychology Professor: Your Guide to Landing the Right Academic Job*, by Guy A. Boysen. An overview of the book can be viewed on the American Psychological Association website (https://www.apa.org/pubs/books/4313054).

Additional supplemental material is available on the book's companion website (http://pubs.apa.org/books/supp/boysen/).

programming offered by the university teaching center. Based on this training, I am prepared to immediately contribute to departmental advising, curriculum development, and assessment. After completing my doctoral work, I took on multiple adjunct positions to gain additional experience. Specifically, the positions allowed me to teach in the small-classroom setting that best fits my instructional style and career goal to teach at a liberal arts college.

Based on my instructional experiences, I believe that I am a perfect fit for the requirements of the position. I have experience with both introductory psychology and abnormal psychology; also, my extensive clinical experience prepares to me to teach counseling psychology. Moreover, Breuer College's emphasis on liberal arts skills aligns with my teaching philosophy. Part of my desire to teach smaller classes was so that I could incorporate more writing assignments and utilize more team-based learning. Regardless of class size, I ensure that all of my courses contain learning objectives related to the liberal arts skills of critical thinking and respect for diversity. For example, in abnormal psychology, students conduct an antistigma project that fosters communication and diversity-related skills; I documented the positive effects of this assignment through a scholarship of teaching project presented at the NITOP conference. Having examined your general education program, I believe that the antistigma project could be expanded to become a signature assignment in one of your values-based senior capstone courses.

My professional record also speaks to my productivity as a scholar who could provide opportunities for undergraduate involvement. The area I study is stigmatization effects on mental health treatment. Across four articles in the top journals of my field, I have demonstrated that mental health professionals possess stigmatizing attitudes toward substance abusers, and the effects of these attitudes can be reliably shown to affect willingness to seek treatment. My research has also recently expanded to include scholarship of teaching and learning; I have presented one project already and am currently collecting data on the effectiveness of unannounced APA-style quizzes in a research methods course.

Although I have always wanted to return to a liberal arts college for my teaching career, I pursued postdoctoral study to expand my research to include people with addictions and to gain mentoring experience. I currently supervise a laboratory that employs eight undergraduate students and four graduate students, most of them from underrepresented groups. It has been extremely rewarding to train students in the collection of data, lead them through reviews of the literature, and collaborate with them on new projects. Upon completion of my postdoctoral fellowship, I will feel confident in continuing these mentorship activities in an undergraduate psychology setting. My plans for future research can be conducted in a small college setting, and I hope to contribute to your departments' long record of collaborating with

Indicate an interest in service using terminology and/or specific responsibilities included in the advertisement.

Indicate an ability to instruct the class sizes and formats typical at the institution.

Unambiguously state an ability to cover courses listed in the advertisement.

Highlight examples of teaching methods that foster student engagement and development of liberal arts skills.

Signal serious interest in a position by referencing opportunities not specifically mentioned in the advertisement.

Emphasize research opportunities for undergraduate students.

Emphasize any experience conducting research on teaching effectiveness to illustrate the integration of education and scholarship.

Make it clear that research can be conducted using the college's resources.

students on presentations at undergraduate and professional research conferences, as featured on your website.

Finally, I must note the consistency between Breuer College's educational mission and my own values. Having received a Catholic education, I have a strong appreciation for colleges that incorporate faith-based values into general education. The college's dictum to "serve others" is especially meaningful to me. Should I be hired, I would help students embrace this value through service learning coursework related to antistigma interventions and through peer counseling. In addition, service to others would be at the heart of my own advising, mentoring, and clinical work.

In summary, I believe that my teaching experience, desire to incorporate students into a productive research program, and consistency with Breuer College's values make me an excellent candidate for the position. I hope that I will be able to discuss my record and your college further during an interview. Thank you for considering my application.

Mention program features highlighted in the advertisement or in other materials.

Briefly mention personal connections that are relevant to a position and that increase perception of interest or fit.

Explicitly address consistency with the values and/or unique mission of institutions.