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**Academic Scientists at Work: Navigating the Biomedical Research Career** (Kluwer Academic/Plenum Publishers, 2002), by Jeremy Boss and Susan Eckert. ISBN: 0-306-47493-X.

This handbook for aspiring biomedical scientists features advice on finding an academic job, obtaining research grants, setting up and managing a laboratory, and advancing one's academic career. There's a chapter on mentoring and another summarizing the results of a national survey of biomedical faculty members on how to have a successful career in scientific research. The book's appendix has sample CV's and cover letters.

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**Anthropology in Practice: Building a Career Outside the Academy** (Lynne Rienner Publishers, 2003), by Riall W. Nolan. ISBN: 1-55587-985-3.

This guide is designed for students who want to pursue nonacademic careers in anthropology. The author explores the differences between academic, applied, and practicing anthropologists and offers tips on preparing for careers beyond the academy. The book also includes sample résumés and cover letters, lists of anthropology-related Web sites, and advice on surviving the first year on the job.

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**The Academic Job Search Handbook** (University of Pennsylvania Press, 2001, third edition), by Mary Morris Heiberger and Julia Miller Vick. ISBN: 0-8122-1778-0.

A comprehensive guide that starts with planning a job search and continues through the tenure process. A large section on written materials includes sample correspondence, professional vitas, and statements of teaching philosophy. A two-year timetable helps plan the search. The new third edition has additional information for candidates in the sciences and applicants for adjunct and community-college positions. There's also a section on nonacademic career options.

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**The Adjunct Professor's Guide to Success: Surviving and Thriving in the College Classroom** (Allyn and Bacon, 1999), by Richard E. Lyons, Marcella L. Kysilka, and George E. Pawlas. ISBN: 0-205-28774-3.

This guide is designed for real-world professionals -- in business, law, medicine, and a variety of other fields -- who want to teach part time in colleges and universities. The book opens with advice on finding an adjunct teaching job, then addresses the skills you will need to survive and flourish as a part-time instructor. Each chapter contains questions to help readers focus on the issues that will be covered. Topics include course planning and conducting effective class sessions, choosing an instructional method, and assessing your teaching performance.

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**Alternative Careers in Science: Leaving the Ivory Tower** (Academic Press, 1998), edited by Cynthia Robbins-Roth. ISBN: 0-12-589375-2.

Cynthia Robbins-Roth left an academic biochemistry career in the 1980s for the biotechnology industry and later founded a newsletter and a consulting business. This guide covers 22 alternative careers for scientists, including journalism, publishing, business development, sales and marketing, technology transfer, and public policy.

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**Career Strategies for Women in Academe: Arming Athena** (Sage Publications, 1998), by Lynn H. Collins, Joan C. Chrisler, and Kathryn Quina. ISBN: 0-761-90989-3.

A guide for women who want to get ahead in academe. It examines women's roles in higher education and offers information about affirmative action, salary and negotiation strategies, and advice about how to get to the top and avoid and deal with potential pitfalls.

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**The Curriculum Vitae Handbook: How to Present and Promote Your Academic Career** (Rudi Publishing, 1998), by Rebecca Anthony and Gerald Roe. ISBN: 0-945213-26-3.

This revised edition includes samples of C.V.'s for different stages of academic careers and information on how to create an electronic C.V.

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**Field Guide to Academic Leadership** (Jossey-Bass, 2002), edited by Robert M. Diamond. ISBN: 0-7879-6059-4.

This handbook for academic managers of all stripes -- department chairs, deans, provosts, presidents, and other academic administrators -- looks at what it takes to be an effective leader and provides practical advice on a wide variety of topics, including dealing with budgets, personnel issues, and technology.

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**Finding an Academic Job** (Sage Publishers, 1998), by Karen M. Sowers-Hoag and Dianne F. Harrison. ISBN: 0-7619-0401-8.

Two deans of social-work schools offer advice on what colleges and universities look for in new faculty members, how to match your credentials to the job market, and how to negotiate a job offer. One section deals with employment issues affecting academic couples.

You can purchase this book on line from:

[amazon.com](http://amazon.com)

**Getting an Academic Job: Strategies for Success** (Sage Publishers, 1997), by Jennie Jacobs Kronefeld and Marcia Lynn Whicker. ISBN: 0-8039-7015-3.

This guide explains the nature of job searches, interviews, and landing the right job, and includes a section on the do's and don'ts of job searching.

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**Ghosts in the Classroom: Stories of College Adjunct Faculty -- and the Price We All Pay** (Camel's Back Books, 2001), edited by Michael Dubson. ISBN: 096589771-0.

The number of adjunct professors in academe is rising, yet their voices are seldom heard. In this collection of essays, adjunct professors share their on-the-job experiences and horror stories.

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**Job Search in Academe: Strategic Rhetorics for Faculty Job Candidates** (Stylus Publishing, 1999), by Dawn M. Formo and Cheryl Reed. ISBN: 1-57992-010-X (cloth)  
ISBN:1-57922-011-8 (paper).

The authors of this handbook analyze their own experiences and those of more than 50 job seekers in a variety of fields, including business, the humanities, and the sciences. They suggest ways job seekers can use the verbal, written, and visual clues offered during a job search and interviews to improve their chances of landing jobs.

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**Lifting A Ton of Feathers: A Woman's Guide to Surviving in the Academic World**, by Paula J. Caplan (University of Toronto Press, 1993). ISBN: 0-8020-7411-1.

Based on interviews with hundreds of academic women, this handbook includes suggestions for the job hunt, preparing your C.V., interviewing, handling job offers, and applying for contract renewals and tenure. It also includes a checklist for "woman-positive" institutions.

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**Managing People: A Guide for Department Chairs and Deans** (Anker Publishing Company, 2003), edited by Deryl R. Leaming. ISBN 1-882982-53-3.

Department chairmen and deans share their personnel-management strategies in this collection of essays.

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**Ms. Mentor's Impeccable Advice for Women in Academia** (University

of Pennsylvania Press, 1997), by Emily Toth. ISBN: 0-8122-1566-4.

Ms. Mentor was born in 1992 as an advice columnist for woman professors, graduate students, recovering academics, and those who love them. In this question-and-answer guide, she dispenses wisdom on surviving graduate school, landing a job and earning tenure in "pale-male" fields, and what to wear to academic conventions.

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**On the Market: Surviving the Academic Job Search** (Riverhead Books, 1997), edited by Christina Boufis and Victoria C. Olsen. ISBN: 1-57322-626-2.

Based on the assumption that hearing people's stories is therapeutic and empowering, this book collects the accounts of graduate students in many fields who have recently braved the market, some successfully. More than two dozen essays explore such issues as dealing with rejection, the treatment of feminist scholars by hiring committees, relocating, making a living as a full-time adjunct, and leaving the academy and finding alternative careers.

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**A Ph.D. Is Not Enough: A Guide to Survival in Science** (Addison-Wesley Publishing Company, 1993), by Peter J. Feibelman. ISBN: 0-201-62663-2.

Should you ask that prominent scientist to be your thesis adviser? How do you go about writing a compelling scientific paper? These and other topics are covered in a guide designed to ease the transition from graduate school to professional researcher.

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**"So What Are You Going to Do with That?"** (Farrar, Straus and Giroux, 2001), by Susan Basalla and Maggie Debelius. ISBN: 0374526214.

This guide -- written by two Ph.D.'s who've made the transition from academe to the "real world" -- looks at non-academic job opportunities for Ph.D.'s and M.A.'s and offers practical advice for those who are considering careers beyond the ivory tower.

To purchase this book on line, choose a bookseller:

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**Working Equal: Academic Couples as Collaborators** (Falmer Press, 2001), by Elizabeth G. Creamer and associates. ISBN: 0-8153-3544-X.

This book presents case studies of academic couples who collaborate on scholarly projects and looks at how these couples have redefined their domestic roles to create environments that are conducive to mutual career satisfaction and success.

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