

## INSTITUTIONAL FIT RUBRIC

	<u>Job Seeker's IDEAL Institution</u> (circle current preference)		<u>Prospective Institution's Profile</u> (circle appropriate descriptor)
A. Location	Rural   Suburban   Urban   NP		Rural   Suburban   Urban
B. Size of student population	Small   Medium   Large   NP		Small   Medium   Large
C. Highest degree granted	A.A.   B.A.   M.A.   Ph.D.   NP		A.A.   B.A.   M.A.   Ph.D.
D. Distribution of effort			
Teaching	< 50%   > 50%		< 50%   > 50%
Research	< 50%   > 50%		< 50%   > 50%
Service	< 20%   > 20%		< 20%   > 20%
E. Teaching load per semester	5   4   3   2		5   4   3   2
F. Religious affiliation	church-related   secular   NP		church-related   secular
G. Type of admissions	“open”   selective   highly competitive   NP		“open”   selective   highly competitive
H. The academic department	established   growing   NP		strong/stable   in transition/growth desired

NP = No Preference (count as match below)

**Number of matches:** \_\_\_\_\_

7-10 Good general fit: Consider next set of questions

5-6 Borderline fit: Consider next set of questions

< 5 Unlikely initial fit, though you may grow into it: Consider next set of questions

OVER

**Specific questions related to Institutional/Academic/Financial/Personal Fit:**

1. Is the institution's mission statement in line with your philosophy and values?
2. Is the location compatible with your lifestyle, cultural expectations, climate preference, etc.?
3. If children are involved in the move, is the local educational system strong and supportive?
4. Are salary and benefits on par with needs and expectations?
5. What opportunities are there for growth? What funding is available for professional development?
6. Are tenure, promotion, and sabbatical policies on par with other similar institutions?
7. If church-related institution, is affiliation compatible with your faith/denomination?
8. Will you be working with diverse student populations (at-risk, honors, international)? Is degree/type of diversity compatible with your interests and training?
9. What are administration's immediate priorities and long-range plans? Are these priorities in line with your vision?
10. Are departmental colleagues supportive of your interests and specialization?
11. What is the average number of majors in the department?
12. What are the institution's retention and graduation rates? What does this tell you about the institution's culture and work environment?

Others . . .

Along with the Institutional Fit Rubric, these questions can save time by helping you

- ✓ conduct preliminary institutional research (and, if contacted for an interview, in-depth research)
- ✓ eliminate severe mismatches
- ✓ justify top choices
- ✓ compose a specific, effectively tailored cover letter
- ✓ formulate questions to ask during a phone or on-campus interview