

Suggestions for Preparing Application Materials for Faculty Positions

Department of Computer Science, Virginia Tech

We appreciate your interest in joining the CS faculty at Virginia Tech. To help applicants prepare strong and effective applications, we offer the following guidance about the required materials.

Cover Letter

Your cover letter introduces you to the search committee and provides context for your application.

Suggestions for things to include:

- Highlight synergies with existing research and teaching programs in Computer Science at Virginia Tech (see [this overview of the department's research thrusts](#))
- Provide a brief and accessible overview of your research focus and accomplishments
- Summarize your philosophy and approach to teaching and mentoring
- Explain why you are interested in Virginia Tech specifically and how you see yourself thriving here

Curriculum Vitae (CV)

Your CV should provide a comprehensive overview of your scholarly and professional record.

Suggestions for things to include:

- Research contributions, including publications, presentations, and (if applicable) software artifacts or other scholarly outputs
- Funding history and grant activity (if applicable)
- Teaching and mentoring experiences, including roles engaging with undergraduate students, graduate students, or postdoctoral researchers
- Professional services and leadership activities

Research Statement (up to 3 pages)

Why we ask for it: For tenure-track positions, research is a primary responsibility, and we are seeking colleagues who will develop thriving, visible, and impactful research programs. For collegiate faculty positions, research activity is not the primary expectation but still contributes to our scholarly community and enriches teaching and mentoring.

Suggestions for things to include:

- A clear narrative of your individual contributions to date, situated in the broader research landscape
- A forward-looking plan for your research program as a faculty member, including potential directions, problems you aim to solve, and anticipated impact
- Opportunities for collaboration – with faculty within the CS department at Virginia Tech, across Virginia Tech, or with external partners
- A description of how your research aligns with computer science and, if applicable, connects to particular areas emphasized in the job ad

Teaching and Mentoring Statement (up to 3 pages)

Why we ask for it: Teaching is central to Virginia Tech's land-grant mission. For collegiate faculty positions, teaching and mentoring are the primary responsibilities. For tenure-track positions, effective and engaged teaching remains a critical part of faculty life, and we value evidence of thoughtful pedagogy and mentorship.

Suggestions for things to include:

- Your teaching philosophy and strategies for engaging students in the classroom
- Teaching experiences to date (formal or informal), including any innovative practices you've tried
- Courses (undergraduate and/or graduate) you are prepared to teach (in particular, specific CS courses at Virginia Tech) and how you would approach teaching them
- How your mentoring philosophy supports students' educational growth, professional development, and well-being
- Strategies for supporting students from a wide range of backgrounds and preparation levels

Principles of Community Statement (up to 3 pages, but more likely just 1 or 2)

Why we ask for it: *Ut Prosim* ("That I May Serve") is part of Virginia Tech's institutional DNA. The [*Virginia Tech Principles of Community*](#) express our shared commitment to access, inclusion, and an environment where every member of Virginia Tech can learn and grow. We ask for this statement to understand how you would contribute to and extend that environment. This is an opportunity to share your experiences and ideas for fostering an academic community where all students, faculty, and staff can thrive.

Suggestions for things to include:

- Examples of past experiences or future goals related to creating respectful, welcoming environments in your teaching, research, mentoring, or service
- Approaches you use to ensure that students with varied backgrounds and preparation levels feel valued and supported in the classroom or research setting
- Reflections on how you encourage open exchange of ideas while maintaining civility and respect
- Specific experiences where you fostered collaboration across differences or helped students, colleagues, or collaborators succeed
- Future ideas for how you would contribute to a community that lives out the Virginia Tech Principles of Community

General Advice

- Be concise and clear. Each statement should be accessible to faculty members both inside and outside your specific area of scholarship
- Use specific examples where possible to illustrate your philosophy and plans
- Keep in mind the land-grant mission of Virginia Tech and our commitment to *Ut Prosim*
- The committee will evaluate all materials holistically; each statement is an opportunity to share a different facet of who you are as a scholar, teacher, and community member