

## **Deadlines**

### **Fall 2013**

1. NOW.

Schedule a seminar in your field workshop. The seminar must be held by November 2. It is best if your committee members and letter writers attend the seminar.

2. As soon as possible.

Circulate your job market paper to letter writers and the Placement Director.

3. As soon as possible.

Create a job market webpage.

4. As soon as possible.

Obtain commitments from at least three members of the faculty to write recommendation letters for you. It is best if all letter-writers can attend your seminar.

5. September 27<sup>th</sup>, 2013 (at the latest—please submit earlier if you can) .

Submit a file to the Placement Secretary containing

- The summary list form-word format.
- A one page (final) dissertation abstract-word format.
- An electronic access (URL of your home page) to the one page dissertation abstract and to your job market paper.
- The names of the faculty who will be writing letters of recommendation.

Summary list: To guarantee a degree of consistency, a template is posted on the placement website. Please make sure that you proofread this document: This is the document that will be printed and mailed to potential employers.

6. Submit the same information to the placement director

7. September 27, 2013.

Pay a non-refundable fee of \$120. This will cover the cost of printing letters and mailing out the summary list plus abstracts to approximately 140 schools. In addition, the summary list (without abstracts) is sent to an additional 500+ schools. Other costs (e.g. faxing when necessary) are also included in this fee.

8. October 1, 2013.

Stuffing and mailing day (with Placement Secretary).

9. Mid October or earlier.

Schedule an appointment with the Placement Director. We will talk about your research, goals, and strategy. It is best if the meeting occurs after your workshop, but before the department meeting.

10. Early Nov.

Department faculty meeting. Be sure that the faculty (primarily your letter writers) are familiar with your research and your job market plans by this date.

11. November 3.

Final version of the job market paper should be ready and posted. Your webpage should be finalized.

12. 1<sup>st</sup> week of November.

Letters of recommendation should be ready. It would be helpful if you help make sure that your letter writers remember this deadline. As you know, we are all busy and, once in a while, we all need a gentle reminder.

13. Mid-November.

Prepare an application list, review with your advisor and submit applications.