

# Suggested Timeline for a Graduating Student Pursuing a Career in Academia

Updated September 10, 2018

**Note:** This timeline is a suggested timeline. Deadlines will differ by year as do suggested tasks based on individual progress.

- **Spring 1 year prior to graduation**

- Decide on places or types of places you would like to apply. See job listing resources.
- Make an academic webpage if you have not already (better even to have done this last year).
- If you are applying for NSF Postdoc, contact your sponsor.
- Determine your earliest application due dates and plan your schedule.
- Identify some conferences to attend during the summer and present work and/or network with your community, if applicable.
- If you are planning to apply abroad, look into the application schedule of your countries of interest (it is different from the USA).
- Consider arranging teaching observations this semester, in preparation for teaching letters, if applicable. Because of the necessity of observations, teaching letter writers should really be lined up the year before graduation.

- **Summer prior to final year**

- Line up your remaining letter writers, if applicable. An informal poll indicates most academic track letter writers would like to be asked by August at the latest, and many prefer sooner.
- Create first drafts of your research and teaching statements and CV, if applying for academic jobs. Put your CV on your webpage.
- Make contact with people you are interested in working with in advance of the job season.

- **September during final year**

- **Early:** Get your materials to your letter writers at least a month in advance of your first due date. Do everything you can to make letter writing easy for your letter writers, including timely very polite reminders, and a single reference email with information on dates and materials.
- Deadline to submit an abstract for the JMM (2019 in Baltimore).
- Deadline for JMM Graduate Student Travel grants.

- **October during final year**

- **Early:** The earliest academic job deadlines are beginning to occur. Consider preparing a draft of a job talk, or part of one, so it isn't such a crunch when you get a sudden campus interview.
- NSF Postdoc application deadline.

- **November during final year**

- Academic job deadlines are really getting into gear (early deadlines are in October).

- **December during final year**

- Plan your thesis committee and defense date.
  - \* A draft of your thesis should go to your committee at least three weeks before the defense date.
  - \* The Graduate Assistant (Barbara Wojcik) must be given your information (committee members etc.) by at least two weeks prior to the defense. Notify her even earlier if you have an unusual committee (e.g. member outside CU Boulder).
  - \* Any communication with the graduate school at any time should be cc'd to Graduate Assistant Barbara Wojcik.

- **January during final semester**

- **January 16-19th 2019:** Joint Mathematics Meetings in Baltimore: employment center and interviews.
- AMS coordinated postdoc acceptance/refusal deadline.

- **February during final semester**

- **Early:** Deadline to go online with the CU Graduate School to apply to graduate; notify Graduate Assistant Barbara Wojcik.
- Consider applying for AMS-Simons Travel Grants (for research careers), and contact a mentor. Deadline is in March.

- **March during final semester**

- Deadline to email graduate school to submit dissertation title to graduate school (cc Graduate Assistant Barbara Wojcik and also do paperwork with her).

- **April during final semester**

- Pass PhD dissertation defense by **CU Graduate School deadline**.
- **Hard Deadline** (end of business hours) to submit final copy of dissertation and signature page (cc Graduate Assistant Barbara Wojcik).

Adapted from 2018-2019 timeline provided by Kate Stange.

Suggestions or edits:

Katherine.Stange@colorado.edu or Krisztina.Dearborn@colorado.edu