



### 2019-20 Faculty Recruitment Services Important Dates for Schools

#### 2019

- April 26 Deadline for submission via online form of school contact person and signed Dean's Agreement on Use of FAR Information.
- May 28 AALS begins accepting ads for *Placement Bulletin*
- May 31 Deadline for schools to pay FAR Access Fee
- June 4 Contact person of schools that have paid the FAR Access Fee will receive a link to access suite information and registration. There will be no paper forms for suite selection. All information will be online. Schools have the option of requesting the same suite category they had in 2018. The link will continue to be sent out on a rolling basis as other schools pay the fee.
- June 18 Deadline for schools to complete the online Interviewing Room selection form.
- Mid July AALS to email the interviewing room assignment and confirmation form to school contact person.
- July 18 Deadline to submit ads for 1<sup>st</sup> issue of the [Placement Bulletin](#), to be posted on August 1.
- July 31 Deadline for schools to acknowledge receipt of the interviewing room assignment and confirmation form.
- August 1 *First Placement Bulletin Posted*
- August 8 First FAR Distribution available to schools.  
Deadline to submit ads for 2<sup>nd</sup> issue of the [Placement Bulletin](#), to be posted on August 22.
- August 22 *Second Placement Bulletin Posted*
- August 29 Second FAR Distribution available to schools.  
Deadline to submit ads for 3<sup>rd</sup> issue of the [Placement Bulletin](#), to be posted on September 17.
- September 6 Deadline to submit \$200 Suite Deposit and Credit Application for direct billing to Marriott Wardman Park (secure fax line: 202-387-5386)  
Deadline to submit Food & Beverage Order and Housekeeping forms for interview rooms to [frs@aals.org](mailto:frs@aals.org) or fax (202) 296-8869.
- September 6 Deadline for schools to enter the names of recruitment team members in the [AALS FAR](#). The team members list will be distributed to applicants at the conference.
- September 11 Hotel Cut-off date for recruitment team members not staying in the interviewing room/suite to make their hotel reservations. Use this link for [Guest Room Reservations](#).
- September 17 *Third Placement Bulletin Posted*
- September 24 Third FAR Distribution available to schools.
- October 3 - 5 Faculty Recruitment Conference, Marriott Wardman Park Hotel, Washington, D.C.
- #### 20120
- January 17 Deadline to submit ads for the 4<sup>th</sup> issue of the [Placement Bulletin](#), to be posted on January 31.
- January 31 *Fourth Placement Bulletin Posted*

