

2007 FACULTY RECRUITMENT CONFERENCE TIMETABLE

2007

- April 13 Deadline to submit the form with your school's contact information.
- April 16 AALS begins issuing usernames/passwords to schools that have submitted their contact information. School contacts must have a username/password to update their schools' recruitment teams. Updating includes deleting last year's recruitment team members who will not participate this year and adding new recruitment team members.
- June 8 AALS sends contact person information and forms concerning reserving interview rooms, ordering room service and housekeeping requirements for the interview rooms, and supplying preliminary list of names of faculty recruitment team members. Schools make recruitment team members hotel reservations directly with the hotel, with the exception of the team member(s) staying in the interviewing suite.
- June 29 Deadline date for receipt by AALS of information solicited in the June 8 mailing concerning interview rooms, team members list, interview room "room service" and housekeeping requirements.
- August 3 Deadline date for receipt by AALS of ads for August 27 Placement Bulletin (#1). Please submit ads to AALS via email to placement@aals.org.
- August 13 First Faculty Appointments Register Distribution.
- August 24 Deadline date for receipt by AALS of ads for September 17 Placement Bulletin (#2). Please submit ads to AALS via email to placement@aals.org.
- September 4 Second Faculty Appointments Register Distribution.
- September 7 Deadline for AALS to email and send interview room assignments to contact person.
- September 7 Deadline date for receipt by AALS of ads for October 1 Placement Bulletin (#3). Please submit ads to AALS via email to placement@aals.org.

2007 Faculty Recruitment Conference Timetable, continued ...

- September 21 Deadline to submit credit application to the Marriott Wardman Park Hotel for direct billing
- September 24 Third Faculty Appointments Register Distribution.
- September 28 Deadline for schools to acknowledge receipt of confirmation and provide any additions or changes to the Interviewing Room Assignment & Confirmation form. This includes entering team members through the AALS website.
- October 3 Cut off date for hotel reservations for Recruitment Team members not staying in the interviewing room/suite because rooms will be released for sale to general public. **However, hotel may sell out before the cut-off date so please make your team members' hotel reservations early.**
- October 10 Deadline for schools to return to the hotel signed copy of Banquet Event Orders for any submitted Hospitality Forms.
- October 25 -
October 27 Faculty Recruitment Conference, Marriott Wardman Park Hotel, Washington, D.C.

2008

- January 25 Fourth Faculty Appointments Register Distribution.
- February 15 Deadline date for receipt by AALS of ads for March 10 Placement Bulletin (#4). Please submit ads to AALS via email to placement@aals.org.