

UCSD Mathematics graduation timeline¹

$n =$ year of graduation

Springtime of year $n - 1$

1. Decide on places or types of places you would like to apply.
2. Make an academic webpage if you have not already (better even to have done this last year).
3. If you are applying for NSF Postdoc, contact your sponsor.
4. Determine your earliest application due dates and plan your schedule.
5. Identify some conferences to attend during the summer and present work and/or network with your community.
6. If you are planning to apply abroad, look into the application schedule of your countries of interest (it is different from the USA).
7. Consider arranging teaching observations in your spring semester before graduating, in preparation for teaching letters (especially if you haven't been observed yet!). Because of the necessity of observations, teaching letter writers should really be lined up the year before graduation.

Summertime

1. Line up your letter writers. An informal poll indicates most letter writers would like to be asked by August at the latest, and many prefer sooner.
2. For a teaching letter, be sure to ask someone who has observed you in the classroom or can observe you in fall, and arrange the observation.
3. Create first drafts of your research and teaching statements and CV. Put your CV on your webpage.
4. Make contact with people you are interested in working with in advance of the job season.

Early September

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.

Late September

- Deadline to submit an abstract for the JMM. See <http://www.ams.org/meetings/national/national-index>.
- Deadline for JMM Graduate Student Travel grants.

¹Compiled by Alina Bucur in 2017. This document is meant as a guideline. It is not meant to be a definitive or complete resource. Deadlines might change and new opportunities might emerge. Check the deadlines and procedures for yourself. If you find typos, outright errors or if you know of resources or requirements that should be listed here, I'd be grateful if you could drop me an email.

Mid October

The earliest 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.

Late October

NSF Postdoc application deadline. See https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5301.

November 1st

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

December

Plan your thesis committee and defense date. A draft of your thesis should go to your committee at least four weeks before the defense date. (Take this 4 week deadline as a hard deadline or you might have to delay your graduation.) Two weeks before the scheduled final defense, a copy of the dissertation must be made available in the department for public inspection. The final defense has to be scheduled before Friday of Week 10 of the quarter.

Early January of year n

Joint Mathematics Meetings: employment center and interviews. See <http://www.ams.org/meetings/national/national-index>.

Late January

AMS coordinated postdoc acceptance/refusal deadline. See <http://www.ams.org/profession/employment-services/deadline-coordination/deadline-coordination>.

April

You need to have a preliminary meeting² with the Graduate Division. See <https://gradforms.ucsd.edu/calendar/> and <http://grad.ucsd.edu/progress/academicdeadlines/generic-deadline.html>. The meeting has to be well in advance of the last two weeks of the quarter and it is recommended that this meeting happen before your actual defense.

May

Schedule your final meeting² with Graduate Division. The meeting should happen by Thursday of Week 10 of the quarter. See <https://gradforms.ucsd.edu/calendar/> and <http://grad.ucsd.edu/progress/academicdeadlines/generic-deadline.html>. During this meeting you will have to bring your final approved dissertation along with the *Final Report of the Final Examination and Filing of the Dissertation for the Doctoral Degree* and file it with the Graduate Division (the Final Report form is obtained from the programs graduate coordinator). Final approval and acceptance of the dissertation by the Dean of the Graduate Division (on behalf of the University Archivist and Graduate Council) represents the final step in the completion of all requirements for the doctoral degree. Fully completed forms must be received in the Graduate Division by the deadline date; department approval alone does not constitute meeting a deadline. See the Doctoral Degree section of <http://grad.ucsd.edu/progress/degree-completion.html>.

²Keep in mind that all meetings with the Graduate Division have to be scheduled at least one full day in advance and no more than 60 days in advance.