

**From:** [Anderson, Paul \[ADM\]](#)  
**To:**

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**Subject:** deadlines for appointment  
**Date:** Saturday, April 16, 2016 7:45:50 AM

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Dear Colleagues,

Please be sure to review your open postings nearing expiration on the ACO in light of the following deadlines set forth in "Recruiting Academics to the University":

"*Deadlines for units.* For units, there is a deadline after which they may not bring forward candidates from an applicant pool. These deadlines are intended to assure that the pool of candidates is refreshed as candidates enter the market each year. Units should be mindful of these deadlines, and plan accordingly.

- a. For faculty positions, recommendations to the provost *must* be received within two (2) years from the initial date of the posting.
- b. For all other academic job groups, recommendations to the provost *must* be received within one (1) year from the initial date of the posting.

Units wishing to continue to search for or screen applicants for a position after this deadline must create a new posting, and begin again to search for qualified applicants."

[https://provost.uchicago.edu/sites/default/files/Final%20Recruiting%20Academics%20to%20the%20University\\_0.pdf](https://provost.uchicago.edu/sites/default/files/Final%20Recruiting%20Academics%20to%20the%20University_0.pdf)

Paul

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