

For Assigned Time in AY 25-26

| Date ¹ | Activity | Details |
|-------------------|---|---|
| SEPTEMBER | | |
| Fri, Sep 12 | Faculty Services distributes application instructions to all faculty; Colleges and Departments ² encourage faculty with exceptional service to students to apply. See policy S15-1 . | FS via email; Word of mouth recruitment |
| Mon, Sep 15 | Open Case Building: Applicants send intent to apply via email to up-facultyservices@sjsu.edu | Candidate via Email |
| OCTOBER | | |
| Fri, Oct 17 | Reminder to faculty about Assigned Time program | FS via email |
| NOVEMBER | | |
| Mon, Nov 3 | Intent to Apply- Deadline; email up-facultyservices@sjsu.edu | Candidate via Email |
| Fri, Nov 7 | FACULTY SUBMIT APPLICATIONS VIA eFACULTY <i>Select the blue "Submit" button. (FS Locks Cases.)</i> | Candidate via eFaculty |
| Mon, Nov 10 | APPLICATIONS MOVE TO CHAIR/DIRECTOR AND COLLEGE LEVEL REVIEW | FS via eFaculty |
| Tue, Nov 18 | CHAIR/DIRECTOR REVIEW DUE <i>Chair completes review, submits form, and forwards case to the College.</i> | Chair via eFaculty |
| Wed, Nov 19 | APPLICATIONS MOVE TO COLLEGE LEVEL REVIEW | FS via eFaculty |
| DECEMBER | | |
| Fri, Nov 21 | COLLEGE LEVEL REVIEW DUE IN eFACULTY <i>Complete review and submit form.</i> | Dean via eFaculty |
| Tue, Nov 25 | APPLICATIONS MOVE TO EATC COMMITTEE | FS via eFaculty |
| Wed, Dec 17 | EATC COMMITTEE REVIEW COMPLETE <i>Committee completes review, ranks cases, and the committee chair submits the form and forwards it to the Provost.</i> | Chair via eFaculty |
| Fri, Dec 19 | APPLICATIONS MOVE TO PROVOST FOR DECISION | FS via eFaculty |
| JANUARY | | |
| Fri, Jan 30 | PROVOST'S DECISIONS ANNOUNCED <i>Award notifications distributed</i> | FS via eFaculty |
| FEBRUARY | | |
| Fri, Feb 13 | Last Day to File an Appeal <i>Appeals may be sent via email to the Academic Senate Chair</i> | Candidate via Email |
| Rolling Deadline | Appeals Committee Decisions Due <i>Decisions are made within 30 days of receiving an appeal.</i> | FS Notifies Candidate via Email |

¹ Deadlines are 5:00 p.m. on dates provided unless FS approves changes.

² The terms department and chair are intended to include other equivalent units and positions of other names.

* The CBA does not provide a 10 day optional response for decisions