

Submission Deadlines are 5pm

Due Date ¹	Activity	Details
Summer	Notify faculty required to submit, or eligible to submit, a dossier at normal time.	Faculty Services (FS) via emails
AUGUST		
Fri, Aug 29	Chairs' deadline to submit names of faculty seeking early review (Please read S15-8, Amendment J , prior to submitting)	Chair submits to FS via eFaculty@sjsu.edu
	CHAIR PROVIDES ALL DEPARTMENT CANDIDATES A DETAILED DESCRIPTION OF THEIR ACADEMIC ASSIGNMENT See S15-7, 5.2.2 ; Templates for Detailed Description of Academic Assignment: Assistant Professors and Associate Professors Candidates: Upload Chair's Detailed Description—and Optional Response if any—to Dossier.	Chair issues directly to candidate. ² Candidate uploads to Activities in eFaculty
SEPTEMBER		
Fri, Sep 5	DOSSIERS OPEN TO CHAIRS IN eFACULTY Per S15-7 , it is the responsibility of the Chair to ensure that the evidence necessary for a full and fair evaluation is contained in the dossier. Chairs must, among other things: <ul style="list-style-type: none"> Identify missing items for candidates to remediate Assist with acquiring required items Flag problematic evidence or claims for candidates to remediate Help candidates organize their Dossier 	Chair Reviews Dossier in eFaculty (RPT) per S15-7; Chair communicates directly with candidate to improve the dossier and ensure it is complete. See Required Items .
Fri, Sep 12	Unsolicited materials submission deadline (see S15-7, 5.4.4)	Other Parties to Chair
Tue, Sep 16	Chair forwards any unsolicited materials with explanation	Chair to FS
Wed, Sep 17	Acceptance or denial of unsolicited dossier materials	FS via Email
	Current fall semester course information updated in dossiers	FS via eFaculty
Fri, Sep 26	Candidate uploads optional response to any unsolicited materials	Candidate via eFaculty
	OFFICIAL DOSSIER CLOSING AND SUBMISSION DATE 5pm Submission Deadline Candidates "Regenerate" and submit dossiers. FS will lock dossiers.	Candidate via eFaculty
Mon, Sep 29	DOSSIERS MOVE TO DEPARTMENT LEVEL	FS via eFaculty

¹ All deadlines are 5:00pm unless FS approves modifications.

² Academic terms herein, such as "Chair," "Dean," "Department," and "College," also refer to titular and organizational equivalents.

OCTOBER		
Mon, Oct 20	Submit committee recommendations ³ if department Chair is reviewing separately. <i>Committee is allowed to submit each case earlier than this deadline.</i>	Dept. Committee via eFaculty
Thu, Oct 23	Chair submits separate review recommendations (if applicable)	Chair via eFaculty
	Submit department level recommendations	Chair/Comm. via eFaculty
Fri, Oct 24	DEPARTMENT LEVEL RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
NOVEMBER		
Mon, Nov 3	Optional response to department level recommendations due	Candidate via eFaculty
Tue, Nov 4	DOSSIERS MOVE TO COLLEGE LEVEL	FS via eFaculty
DECEMBER		
Mon, Dec 1	Late-Add: Report college's elected committee representative	Coll. Comm. Chair to FS
Thu, Dec 11	OPEN LATE-ADD REQUEST PERIOD	
	Late-Add: Charge Late-Add committee	FS via Email
	Late-Add: Email intent to submit thru 1/22/26 to eFaculty@sjsu.edu	Candidate via Email
Fri, Dec 12	Submit college committee recommendations ³ <i>Committee may submit each case earlier than this deadline.</i>	Coll. Committee via eFaculty
JANUARY		
Thu, Jan 15	Dean submits recommendations	Dean via eFaculty
Tue, Jan 20	COLLEGE LEVEL RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Jan 22	Late-Add: Deadline to email Intent to submit to eFaculty@sjsu.edu	Candidate via Email
Fri, Jan 23	CLOSE LATE-ADD SECTION - ALL ITEMS DUE FS will lock Late-Add section	Candidate via eFaculty
Fri, Jan 30	Optional response to college level recommendations due	Candidate via eFaculty
FEBRUARY		
Mon, Feb 2	"UNANIMOUS" RETENTION DOSSIERS MOVE TO PROVOST; ALL OTHER DOSSIERS MOVE TO URTP COMMITTEE	FS via eFaculty
Thu, Feb 5	Provost charges URTP committee; Committee organizes and plans	FS arranges Meeting
Wed, Feb 11	Late-Add: Late-Add committee approves or rejects requests	LA Committee via eFaculty
Thu, Feb 12	URTP Voting Day 1 "First Wave"	URTP Committee
Fri, Feb 13	LATE-ADD: COMMITTEE DECISIONS SENT TO CANDIDATES	FS via eFaculty
	LATE-ADD: DOSSIERS MOVE TO DEPARTMENT LEVEL	FS via eFaculty
Thu, Feb 19	URTP Voting Day 2 "First Wave"	URTP Committee
Thu, Feb 26	URTP Voting Day 3 "First Wave"	URTP Committee
Fri, Feb 27	Late-Add: Submit department level recommendation(s)	Chair/Comm. via eFaculty

³ eFaculty deadlines reflect review-level closeout dates. Committees should adhere to any earlier dates set in this calendar.

*Note: FS prepared this calendar following CFA-CSU CBA and University Policies. Send inquiries to eFaculty@sjsu.edu.

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

MARCH		
Mon, Mar 2	LATE-ADD: DEPARTMENT LEVEL RECS. SENT TO CANDIDATES	FS via eFaculty/Email
	URTP "FIRST WAVE" RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Mar 5	URTP Voting Day 4 "Second Wave"	URTP Committee
Thu, Mar 12	URTP Voting Day 5 "Second Wave"	URTP Committee
	Late-Add: Optional response to department recommendations due	Candidate via eFaculty
	Optional response to URTP "First Wave" recommendations due	Candidate via eFaculty
Fri, Mar 13	LATE-ADD: DOSSIERS MOVE TO COLLEGE LEVEL	FS via eFaculty
	URTP "FIRST WAVE" DOSSIERS MOVE TO PROVOST	FS via eFaculty
Thu, Mar 19	URTP Voting Day 6 "Second Wave"	URTP Committee
Mon, Mar 23	URTP "SECOND WAVE" RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Mar 26	URTP Voting Day 7 "Third Wave"	URTP Committee
	Late-Add: Submit college level recommendations (Committee and Dean)	Coll. Comm. & Dean via eFaculty
Fri, Mar 27	LATE-ADD: COLLEGE LEVEL RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
APRIL		
Tue, Apr 7	Optional response to URTP "Second Wave" recommendations due	Candidate via eFaculty
	Late-Add: Optional response to college recommendations due	Candidate via eFaculty
	LATE-ADD: DOSSIERS MOVE TO URTP	FS via eFaculty
Wed, Apr 8	URTP "SECOND WAVE" DOSSIERS MOVE TO PROVOST	FS via eFaculty
Thu, Apr 9	URTP Voting Day 8 "Third Wave" (Including Late-Add)	URTP Committee
Thu, Apr 16	URTP Voting Day 9 "Third Wave" (Including Late-Add)	URTP Committee
Mon, Apr 20	URTP "THIRD WAVE" RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Apr 30	Optional response to URTP "Third Wave" recommendations due	Candidate via eFaculty
MAY		
Fri, May 1	URTP "THIRD WAVE" DOSSIERS MOVE TO PROVOST	FS via eFaculty
Fri, May 29	RELEASE PROVOST'S FINAL DECISIONS TO CANDIDATES	FS via eFaculty/Email
JUNE		
Fri, Jun 5	Submit WPAF Items to Personnel Action Files	FS

Color Legend

Chair	Candidate	Dept. Committee	College Committee	LA Committee	URTP Committee
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