SJSU | UNIVERSITY PERSONNEL

Note: Lecturers and Temporary Librarians use the F180 module of eFaculty to house Range Elevation materials (enter eFaculty at one.sjsu.edu). Faculty prepare the packet in F180 prior to case creation. Intent to apply lets staff know to create the case, which generates the packet from material in F180. Please see the What Goes Where? Guide for tips on using eFaculty in Range Elevation, and visit the Range Elevation web page.

Due Date[1]	Activity	Details
August		
Faculty Services (FS) notifies eligible faculty and distributes policy, instructions, and guides per CBA 12.16 - 12.20 and University Policies S21-2, F12-6, & S20-4.		
Fri, Aug 1	**Faculty may start sending Intent to Apply via form.** During this time cases will be created. Faculty may reach out to efaculty@sjsu.edu for help with Document upload.	Complete form to apply.
September		
Fri, Sep 5	**INTENT TO APPLY - DEADLINE: ALL CASES CREATED IN eFACULTY**	Complete form to apply.
Mon, Sep 8	**PACKET OPENS TO CHAIR[2] IN eFACULTY** *Allows Chair to assist with packet, ensuring a robust and fair review.*	Via RPT eFaculty
Fri, Sep 19	**DEADLINE: SUBMIT PACKET FOR REVIEW VIA eFACULTY** *"Regenerate" and submit packet.* *(Faculty Services will lock packets.)* Reach out to efaculty@sjsu.edu for help with documents	Candidate via eFaculty
Mon, Sep 22	**PACKETS MOVE TO DEPARTMENT LEVEL REVIEW**	FS via eFaculty
October		
Wed, Oct 15	Submit Committee Recs[3] if dept. Chair is writing a separate review	Comm. via eFaculty
Fri, Oct 17	Submit Chair recommendation (if writing separate review)	Chair via eFaculty
	Submit department level recommendation(s)	Chair/Com. via eFaculty
Wed, Oct 22	**SEND DEPARTMENT LEVEL RECOMMENDATIONS TO CANDIDATE**	FS via eFaculty

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

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

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

*Note: Faculty Services prepared this calendar following CFA-CSU CBA and Univ—policy S21-2. Send inquiries to eFaculty@sjsu.edu.

November		
Mon, Nov 3	Optional response to department level recommendations due	Candidate via eFaculty
Wed, Nov 5	**PACKETS MOVE TO COLLEGE APPROPRIATE ADMINISTRATORS**	FS via eFaculty
December		
Mon, Dec 1	Submit Appropriate Administrator recommendations	App. Admin. via eFaculty
Wed, Dec 3	**APPROPRIATE ADMINISTRATOR RECS. SENT TO CANDIDATES**	FS via eFaculty
Thu, Dec 4	Optional Response to Appropriate Administrator Recommendations -	Candidate via eFaculty
Mon, Dec 15	**PACKETS MOVE TO PROVOST**	FS via eFaculty
March		
Mon, Mar 9	**RELEASE FINAL DECISIONS TO CANDIDATES[4]**	FS via eFaculty
Fri, Mar 27	**Submit Packet Items and Evaluations to Personnel Action Files**	Faculty Services

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[4] The CBA does not provide a 10 day optional response for decisions