

Due Date ¹	Activity	Details
FALL SEMESTER		
August		
Faculty Services (FS) notifies eligible faculty and distributes the policy, instructions, and guides per CBA Article 27 and University Policy F08-4. Please note: Sabbatical applications require preparation of project documents prior to case creation and prior to the deadline to submit applications via eFaculty. See application information and instructions and requirements . Applicants must send an Intent to Apply email to up-facultyservices@sjsu.edu .		
Fri, Aug 8	FS begins opening cases and notifying applicants who emailed intent to apply to up-facultyservices@sjsu.edu	FS opens cases in eFaculty
September		
Fri, Sep 5	Intent Email Deadline: up-facultyservices@sjsu.edu	FS opens cases as received
Mon, Sep 8	<u>APPLICATION PACKETS DUE/LOCKED IN eFACULTY</u> Faculty Services locks packets	Applicant via eFaculty
Thu, Sep 18	Chair's statement due ² (Comments are not Evaluative)	Chair via eFaculty
Fri, Sep 19	CHAIR'S STATEMENT SENT TO APPLICANT	FS via eFaculty
Fri, Sep 26	Applicant's optional response to Chair's statement	Applicant via eFaculty
Mon, Sep 29	PACKETS MOVE TO COLLEGE LEVEL	FS via eFaculty
October		
Mon, Oct 13	College committee recommendations & rankings due	Committee via eFaculty
Tue, Oct 14	COLLEGE COMMITTEE RECOMMENDATION AND RANKING SENT TO APPLICANT	FS via eFaculty
Tue, Oct 21	Applicant's optional response to college committee	Applicant via eFaculty
Wed, Oct 22	Dean's review begins	Dean via eFaculty
November		
Wed, Nov 5	Dean's recommendations and rankings due	Dean via eFaculty
Thu, Nov 6	DEAN'S RECOMMENDATION AND RANKING SENT TO APPLICANT	FS via eFaculty
Thu, Nov 13	Optional response to Dean's evaluation	Applicant via eFaculty
Fri, Nov 14	PACKETS MOVE TO UNIVERSITY COMMITTEE	FS via eFaculty
	Committee charge and organizing meeting (TBD)	FS, USLC, Provost
December		
Thur, Dec 11	Submit USLC recommendations and rankings	Committee via eFaculty
Fri, Dec 12	USLC RECOMMENDATION AND RANKING SENT TO APPLICANT	FS via eFaculty
Fri, Dec 19	Optional response to USLC recommendation & ranking	Applicant via eFaculty
Mon, Dec 22	PACKETS MOVE TO PROVOST	FS via eFaculty
SPRING SEMESTER		
February		
Fri, Feb 20	FINAL DECISIONS SENT TO APPLICANT³	FS via eFaculty
Mon, Mar 2	Submit cases to Personnel Action Files	FS
6 Weeks After Return from Leave	<u>SABBATICAL REPORT DUE</u> Applicant submits via Dean to FS via email	up-facultyservices@sjsu.edu

¹ All deadlines are at 5:00pm on the dates indicated unless Faculty Services approves extensions.

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

³ The CBA does not provide a 10 day optional response for decisions.