

**ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS  
 REVIEW CALENDAR AY 23-24**  
*For Assigned Time in AY 24-25*

<b>Date*</b>	<b>Activity</b>	<b>Details</b>
<b>SEPTEMBER</b>		
Fri, Sep 15	Faculty Services distributes application materials to all faculty; Colleges and Departments† encourage faculty with exceptional service to students to apply.	FS via email; Word of mouth recruitment
<b>OCTOBER</b>		
Fri, Oct 20	Open Case Building: Applicants send intent to apply via email to: <a href="mailto:up-facultyservices@sjsu.edu">up-facultyservices@sjsu.edu</a>	Candidate via Email
<b>NOVEMBER</b>		
Mon, Nov 6	Faculty Intent to Apply- Deadline ( <a href="mailto:up-facultyservices@sjsu.edu">up-facultyservices@sjsu.edu</a> )	Candidate via Email
Mon, Nov 13	<b>FACULTY SUBMIT APPLICATIONS VIA eFACULTY</b> <i>Select the blue "Submit" button. (FS Locks Cases.)</i>	Candidate via eFaculty
Tue, Nov 14	<b>APPLICATIONS MOVE TO CHAIR REVIEW</b>	FS via eFaculty
Mon, Nov 20	<b>Chair/Director Review Due in eFaculty</b> <i>Chair completes review, submits form, and forwards case to the College.</i>	Chair via eFaculty
Tue, Nov 21	<b>APPLICATIONS MOVE TO COLLEGE LEVEL REVIEW</b>	FS via eFaculty
Mon, Nov 27	<b>College Level Review Due in eFaculty</b> <i>Dean completes review and submits form.</i>	Dean via eFaculty
Tue, Nov 28	<b>APPLICATIONS MOVE TO EATC COMMITTEE</b>	FS via eFaculty
<b>DECEMBER</b>		
Mon, Dec 18	<b>EATC Committee Review Complete</b> <i>Committee completes review, ranks cases, and the committee chair submits the form and forwards it to the Provost.</i>	Comm. Chair via eFaculty
Tue, Dec 19	<b>APPLICATIONS MOVE TO PROVOST FOR DECISION</b>	FS via eFaculty
<b>JANUARY</b>		
Fri, Jan 26	<b>Provost's Decisions Announced</b> <i>Award notifications distributed.</i>	FS via eFaculty
<b>FEBRUARY</b>		
Mon, Feb 5	<b>Last Day to File an Appeal</b> <i>Applicant may appeal decision via letter/email to Chair of Academic Senate.</i>	Candidate via Email
Rolling Deadline	<b>Appeals Committee Decisions Due</b> <i>Decisions are made within 30 days of receiving an appeal.</i>	FS Notifies Candidate via Email

\* Deadlines are 5:00 p.m. on dates provided unless UP - FS approves changes.

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