SJSU | PEOPLE AND CULTURE

ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS REVIEW CALENDAR

For Assigned Time in AY 26-27

DATE[1]	ACTIVITY	DETAILS
SEPTEMBER		
Fri, Sep 11	Faculty Services distributes application instructions to all faculty; Colleges and Departments[2] encourage faculty with exceptional service to students to apply. See webpage and policy S15-1.	FS via email; Word of mouth recruitment
Mon, Sep 14	Open Case Building: Applicants send intent to apply via email to up-facultyservices@sjsu.edu	Candidate via Email
OCTOBER		
Fri, Oct 16	Reminder to faculty about Assigned Time program	FS via email
NOVEMBER		
Mon, Nov 2	Intent to Apply- Deadline; Intent to Apply Form or email up-facultyservices@sjsu.edu	Candidate via Email
Fri, Nov 6	**FACULTY SUBMIT APPLICATIONS VIA eFACULTY** *Select the blue "Submit" button. (FS Locks Cases.)*	Candidate via eFaculty
Mon, Nov 9	**APPLICATIONS MOVE TO CHAIR/DIRECTOR AND COLLEGE LEVEL REVIEW**	FS via eFaculty
Tue, Nov 17	**CHAIR/DIRECTOR REVIEW DUE** *Chair completes review, submits form, and forwards case to the College.*	Chair via eFaculty
Wed, Nov 18	**APPLICATIONS MOVE TO COLLEGE LEVEL REVIEW**	FS via eFaculty
Fri, Nov 20	**COLLEGE LEVEL REVIEW DUE IN eFACULTY** *Complete review and submit form.*	Dean via eFaculty
Tue, Nov 24	**APPLICATIONS MOVE TO EATC COMMITTEE**	FS via eFaculty
DECEMBER		
Wed, Dec 16	**EATC COMMITTEE REVIEW COMPLETE** *Committee completes review, ranks cases, and the committee chair submits the form and forwards it to the Provost.*	Chair via eFaculty
Fri, Dec 18	**APPLICATIONS MOVE TO PROVOST FOR DECISION**	FS via eFaculty
JANUARY		
Fri, Jan 29	**PROVOST'S DECISIONS ANNOUNCED** *Award notifications distributed*	FS via eFaculty
FEBRUARY		
Fri, Feb 12	**Last Day to File an Appeal** *Appeals may be sent via email to the Academic Senate Chair*	Candidate via Email
Rolling Deadline	**Appeals Committee Decisions Due** *Decisions are made within 30 days of receiving an appeal.*	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.