

## RANGE ELEVATION REVIEW CALENDAR

**Academic Year 2023-2024**

**Note:** Lecturers and Temporary Librarians use the F180 module of eFaculty to house Range Elevation materials (enter eFaculty at [one.sjsu.edu](http://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.

Due Date <sup>1</sup>	Activity	Details
<b>Fall</b>		
<b>August</b>		
<b>Faculty Services (FS) notifies eligible faculty and distributes policy, instructions, and guides.</b>		
Fri, Aug 11	<b>Faculty may start sending intent to apply via email.</b>	<a href="mailto:efaculty@sjsu.edu">eFaculty@sjsu.edu</a>
<b>September</b>		
Fri, Sep 8	<b>Intent to Apply - Deadline (via email); Cases Created in eFaculty</b>	<a href="mailto:efaculty@sjsu.edu">eFaculty@sjsu.edu</a>
Thu, Sep 14	<b>PACKET OPENS TO CHAIR<sup>2</sup> IN EFACULTY</b> <i>Allows Chair to assist with packet, ensuring a robust and fair review.</i>	Via RPT eFaculty
<b>Thu, Sep 21</b>	<b>DEADLINE: SUBMIT PACKET FOR REVIEW VIA eFACULTY</b> <i>"Regenerate" and Submit Packet. (Faculty Services will lock packets.)</i>	Candidate via eFaculty
<b>Fri, Sep 22</b>	<b>PACKETS MOVE TO DEPARTMENT LEVEL REVIEW</b>	FS via eFaculty
<b>October</b>		
Wed, Oct 18	Submit Committee Recs <sup>3</sup> if Dept. Chair is writing a separate review	Comm. via eFaculty
Fri, Oct 20	Submit Chair Recommendation (if writing separate review)	Chair via eFaculty
	Submit Department Level Recommendation(s)	Chair/Com. via eFaculty
<b>Mon, Oct 23</b>	<b>SEND DEPARTMENT LEVEL RECOMMENDATIONS TO CANDIDATE</b>	FS via eFaculty
Thu, Nov 2	Optional Response to Department Level Recommendations Due	Candidate via eFaculty
<b>November</b>		
<b>Mon, Nov 6</b>	<b>PACKETS MOVE TO COLLEGE APPROPRIATE ADMINISTRATORS</b>	FS via eFaculty
Fri, Dec 1	Submit Appropriate Administrator Recommendations	App. Admin. via eFaculty
<b>Mon, Dec 4</b>	<b>APPROPRIATE ADMINISTRATOR RECS. SENT TO CANDIDATES</b>	FS via eFaculty
<b>December</b>		
Thu, Dec 14	Optional Response to Appropriate Administrator Recommendations	Candidate via eFaculty
<b>Fri, Dec 15</b>	<b>PACKETS MOVE TO PROVOST</b>	FS via eFaculty
<b>Spring</b>		
<b>March</b>		
Fri, Mar 08	Submit Provost Decisions	Provost via eFaculty
<b>Mon, Mar 11</b>	<b>RELEASE FINAL DECISIONS TO CANDIDATES</b>	FS via eFaculty
Fri, Mar 29	Submit Packet Items and Evaluations to Personnel Action Files	Faculty Services

<sup>1</sup> All deadlines are 5:00pm unless FS approves modifications.

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

<sup>3</sup> 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](mailto:efaculty@sjsu.edu).