

Due Date <sup>1</sup>	Activity	Details
<b>FALL SEMESTER</b>		
<b>August</b>		
<b>Faculty Services (FS) notifies eligible faculty and distributes the policy, instructions, and guides.</b> <b>Please note:</b> Sabbatical applications require preparation of project documents prior to case creation and prior to the deadline to submit applications via eFaculty. See the instructions and requirements <a href="#">here</a> .		
Fri, Aug 11 - Sep 8	<b>Applicants email intent to apply to:</b> <a href="mailto:up-facultyservices@sjsu.edu">up-facultyservices@sjsu.edu</a>	FS Opens Cases in eFaculty
<b>September</b>		
Fri, Sep 8	<b>Intent Email Deadline:</b> <a href="mailto:up-facultyservices@sjsu.edu">up-facultyservices@sjsu.edu</a>	FS Opens Cases as Received
Tue, Sep 12	<b>APPLICATION PACKETS DUE/LOCKED IN EFACULTY</b> Faculty Services <b>locks</b> packets at close of business. <i>Application information is on <a href="#">UP Website</a>.</i> <b>NOTE:</b> <i>Sabbatical applications require preparation of project documents prior to case creation and this deadline.</i>	Applicant via eFaculty
Thu, Sep 21	Chair's Statement Due <sup>2</sup> (Comments are not Evaluative)	Chair via eFaculty
Fri, Sept. 22	<b>CHAIR'S STATEMENT SENT TO APPLICANT</b>	FS via eFaculty
Fri, Sep 29	Applicant's Optional Response to Chair's Statement	Applicant via eFaculty
<b>October</b>		
Mon, Oct 2	<b>PACKETS MOVE TO COLLEGE LEVEL</b>	FS via eFaculty
Tue, Oct 17	College Committee Recommendations & Rankings Due	Committee via eFaculty
Wed, Oct 18	<b>COLLEGE COMMITTEE RECOMMENDATION AND RANKING SENT TO APPLICANT</b>	FS via eFaculty
Wed, Oct 25	Applicant's Optional Response to College Committee	Applicant via eFaculty
Thur, Oct 26	Optional Response Available for Dean's Consideration	FS via eFaculty
<b>November</b>		
Thur, Nov 9	Dean's Recommendations and Rankings Due	Dean via eFaculty
Mon, Nov 13	<b>DEAN'S RECOMMENDATION AND RANKING SENT TO APPLICANT</b>	FS via eFaculty
Mon, Nov 20	Optional Response to Dean's Evaluation	Applicant via eFaculty
Tue, Nov 21	<b>PACKETS MOVE TO UNIVERSITY COMMITTEE</b>	FS via eFaculty
	Committee Charge and Organizing Meeting	FS, USLC, Provost
<b>December</b>		
Thur, Dec 7	Submit USLC Recommendations and Rankings	Committee via eFaculty
Fri, Dec 8	<b>USLC RECOMMENDATION AND RANKING SENT TO APPLICANT</b>	FS via eFaculty
Fri, Dec 15	Optional Response to USLC Recommendation & Ranking	Applicant via eFaculty
<b>SPRING SEMESTER</b>		
<b>February</b>		
Fri, Feb 16	<b>FINAL DECISIONS SENT TO APPLICANT</b>	FS via eFaculty
Mon, Feb 26	Submit Cases to Personnel Action Files	FS
6 Weeks After Return from Leave	<b>SABBATICAL REPORT DUE</b> Applicant submits via Dean to FS via email	<a href="mailto:up-facultyservices@sjsu.edu">up-facultyservices@sjsu.edu</a>

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

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