

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