

For Assigned Time in AY 25-26

DATE <sup>1</sup>	ACTIVITY	DETAILS
<b>SEPTEMBER</b>		
Fri, Sep 12	Faculty Services distributes <a href="#">application instructions</a> to all faculty; Colleges and Departments <sup>2</sup> encourage faculty with exceptional service to students to apply. See <a href="#">policy S15-1</a> .	FS via email; Word of mouth recruitment
Mon, Sep 15	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>OCTOBER</b>		
Fri, Oct 17	Reminder to faculty about Assigned Time program	FS via email
<b>NOVEMBER</b>		
Mon, Nov 3	Intent to Apply- Deadline; email <a href="mailto:up-facultyservices@sjsu.edu">up-facultyservices@sjsu.edu</a>	Candidate via Email
Fri, Nov 7	<b>FACULTY SUBMIT APPLICATIONS VIA eFACULTY</b> <i>Select the blue "Submit" button. (FS Locks Cases.)</i>	Candidate via eFaculty
Mon, Nov 10	<b>APPLICATIONS MOVE TO CHAIR/DIRECTOR AND COLLEGE LEVEL REVIEW</b>	FS via eFaculty
Tue, Nov 18	<b>CHAIR/DIRECTOR REVIEW DUE</b> <i>Chair completes review, submits form, and forwards case to the College.</i>	Chair via eFaculty
Wed, Nov 19	<b>APPLICATIONS MOVE TO COLLEGE LEVEL REVIEW</b>	FS via eFaculty
Fri, Nov 21	<b>COLLEGE LEVEL REVIEW DUE IN eFACULTY</b> <i>Complete review and submit form.</i>	Dean via eFaculty
Tue, Nov 25	<b>APPLICATIONS MOVE TO EATC COMMITTEE</b>	FS via eFaculty
<b>DECEMBER</b>		
Wed, Dec 17	<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>	Chair via eFaculty
Fri, Dec 19	<b>APPLICATIONS MOVE TO PROVOST FOR DECISION</b>	FS via eFaculty
<b>JANUARY</b>		
Fri, Jan 30	<b>PROVOST'S DECISIONS ANNOUNCED</b> <i>Award notifications distributed</i>	FS via eFaculty
<b>FEBRUARY</b>		
Fri, Feb 13	<b>Last Day to File an Appeal</b> <i>Appeals may be sent via email to the Academic Senate Chair</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

<sup>1</sup> Deadlines are 5:00 p.m. on dates provided unless FS approves changes.

<sup>2</sup> The terms department and chair are intended to include other equivalent units and positions of other names.

\* The CBA does not provide a 10 day optional response for decisions