

*For Sabbaticals to Be Taken in AY 2026 – 2027*

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 per <a href="#">CBA Article 27</a> and <a href="#">University Policy F08-4</a>.</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 <a href="#">application information</a> and <a href="#">instructions and requirements</a> . Applicants must send an Intent to Apply email to <a href="mailto:up-facultyservices@sjsu.edu">up-facultyservices@sjsu.edu</a> .		
Fri, Aug 8	FS begins opening cases and notifying applicants who emailed intent to apply to <a href="mailto:up-facultyservices@sjsu.edu">up-facultyservices@sjsu.edu</a>	FS opens cases in eFaculty
<b>SEPTEMBER</b>		
Fri, Sep 5	<b>Intent Email Deadline:</b> <a href="mailto:up-facultyservices@sjsu.edu">up-facultyservices@sjsu.edu</a>	FS opens cases as received
Mon, Sep 8	<b>APPLICATION PACKETS DUE/LOCKED IN Efaculty</b> Faculty Services <b>locks</b> packets	Applicant via eFaculty
Thu, Sep 18	Chair's statement due <sup>2</sup> (Comments are not Evaluative)	Chair via eFaculty
Fri, Sep 19	<b>CHAIR'S STATEMENT SENT TO APPLICANT</b>	FS via eFaculty
Fri, Sep 26	Applicant's optional response to Chair's statement	Applicant via eFaculty
Mon, Sep 29	<b>PACKETS MOVE TO COLLEGE LEVEL</b>	FS via eFaculty
<b>OCTOBER</b>		
Mon, Oct 13	College committee recommendations & rankings due	Committee via eFaculty
Tue, Oct 14	<b>COLLEGE COMMITTEE RECOMMENDATION AND RANKING SENT TO APPLICANT</b>	FS via eFaculty
Tue, Oct 21	Applicant's optional response to college committee	Applicant via eFaculty
Wed, Oct 22	Dean's review begins	Dean via eFaculty
<b>NOVEMBER</b>		
Wed, Nov 5	Dean's recommendations and rankings due	Dean via eFaculty
Thu, Nov 6	<b>DEAN'S RECOMMENDATION AND RANKING SENT TO APPLICANT</b>	FS via eFaculty
Thu, Nov 13	Optional response to Dean's evaluation	Applicant via eFaculty

<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.

Fri, Nov 14	<b>PACKETS MOVE TO UNIVERSITY COMMITTEE</b>	FS via eFaculty
	Committee charge and organizing meeting (TBD)	FS, USLC, Provost
<b>DECEMBER</b>		
Thur, Dec 11	Submit USLC recommendations and rankings	Committee via eFaculty
Fri, Dec 12	<b>USLC RECOMMENDATION AND RANKING SENT TO APPLICANT</b>	FS via eFaculty
Fri, Dec 19	Optional response to USLC recommendation & ranking	Applicant via eFaculty
Mon, Dec 22	<b>PACKETS MOVE TO PROVOST</b>	FS via eFaculty
<b>SPRING SEMESTER</b>		
<b>FEBRUARY</b>		
Fri, Feb 20	<b>FINAL DECISIONS SENT TO APPLICANT<sup>3</sup></b>	FS via eFaculty
<b>MARCH</b>		
Mon, Mar 2	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>3</sup> The CBA does not provide a 10 day optional response for decisions.