

*For Assigned Time in AY 26-27*

| DATE <sup>1</sup> | ACTIVITY                                                                                                                                                                                                                                                    | DETAILS                                 |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>SEPTEMBER</b>  |                                                                                                                                                                                                                                                             |                                         |
| Fri, Sep 11       | 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="#">webpage</a> and <a href="#">policy S15-1</a> . | FS via email; Word of mouth recruitment |
| Mon, Sep 14       | Open Case Building: Applicants send intent to apply via email to <a href="mailto:facultyservices@sjsu.edu">facultyservices@sjsu.edu</a>                                                                                                                     | Candidate via Email                     |
| <b>OCTOBER</b>    |                                                                                                                                                                                                                                                             |                                         |
| Fri, Oct 16       | Reminder to faculty about Assigned Time program                                                                                                                                                                                                             | FS via email                            |
| <b>NOVEMBER</b>   |                                                                                                                                                                                                                                                             |                                         |
| Mon, Nov 2        | Intent to Apply- Deadline; <a href="#">Intent to Apply Form</a> or email <a href="mailto:facultyservices@sjsu.edu">facultyservices@sjsu.edu</a>                                                                                                             | Candidate via Email                     |
| Fri, Nov 6        | <b>FACULTY SUBMIT APPLICATIONS VIA eFACULTY</b><br><i>Select the blue "Submit" button. (FS Locks Cases.)</i>                                                                                                                                                | Candidate via eFaculty                  |
| Mon, Nov 9        | <b>APPLICATIONS MOVE TO CHAIR/DIRECTOR AND COLLEGE LEVEL REVIEW</b>                                                                                                                                                                                         | FS via eFaculty                         |
| Tue, Nov 17       | <b>CHAIR/DIRECTOR REVIEW DUE</b><br><i>Chair completes review, submits form, and forwards case to the College.</i>                                                                                                                                          | Chair via eFaculty                      |
| Wed, Nov 18       | <b>APPLICATIONS MOVE TO COLLEGE LEVEL REVIEW</b>                                                                                                                                                                                                            | FS via eFaculty                         |
| Fri, Nov 20       | <b>COLLEGE LEVEL REVIEW DUE IN eFACULTY</b><br><i>Complete review and submit form.</i>                                                                                                                                                                      | Dean via eFaculty                       |
| Tue, Nov 24       | <b>APPLICATIONS MOVE TO EATC COMMITTEE</b>                                                                                                                                                                                                                  | FS via eFaculty                         |
| <b>DECEMBER</b>   |                                                                                                                                                                                                                                                             |                                         |
| Wed, Dec 16       | <b>EATC COMMITTEE REVIEW COMPLETE</b><br><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 18       | <b>APPLICATIONS MOVE TO PROVOST FOR DECISION</b>                                                                                                                                                                                                            | FS via eFaculty                         |
| <b>JANUARY</b>    |                                                                                                                                                                                                                                                             |                                         |
| Fri, Jan 29       | <b>PROVOST'S DECISIONS ANNOUNCED</b><br><i>Award notifications distributed</i>                                                                                                                                                                              | FS via eFaculty                         |
| <b>FEBRUARY</b>   |                                                                                                                                                                                                                                                             |                                         |
| Fri, Feb 12       | <b>Last Day to File an Appeal</b><br><i>Appeals may be sent via email to the Academic Senate Chair</i>                                                                                                                                                      | Candidate via Email                     |
| Rolling Deadline  | <b>Appeals Committee Decisions Due</b><br><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.