

Submission Deadlines are 5pm

Due Date ¹	Activity	Details
Summer	Notify faculty required to submit, or eligible to submit, a dossier at normal time. Resources are located on this web page.	Faculty Services (FS) via emails
AUGUST		
Fri, Aug 28	Chairs' deadline to submit names of faculty seeking early review (Please read S15-8, Amendment J , prior to submitting)	Chair submits to FS via eFaculty@sjsu.edu
	CHAIR PROVIDES ALL DEPARTMENT CANDIDATES A DETAILED DESCRIPTION OF THEIR ACADEMIC ASSIGNMENT See S15-7, 5.2.2 ; Templates for Detailed Description of Academic Assignment: Assistant Professors and Associate Professors Candidates: Upload Chair's Detailed Description—and Optional Response if any—to Dossier.	Chair issues directly to candidate. ² Candidate uploads to Activities in eFaculty
SEPTEMBER		
Fri, Sep 4	DOSSIERS OPEN TO CHAIRS IN eFACULTY	Chair Reviews Dossier in eFaculty (RPT) per S15-7 ; Chair communicates directly with candidate to improve the dossier and ensure it is complete. See Required Items .
	Per S15-7 , it is the responsibility of the Chair to ensure that the evidence necessary for a full and fair evaluation is contained in the dossier. Chairs must, among other things: - Identify missing items for candidates to remediate - Assist with acquiring required items - Flag problematic evidence or claims for candidates to remediate - Help candidates organize their Dossier	
Fri, Sep 11	Unsolicited materials submission deadline (see S15-7, 5.4.4)	Other Parties to Chair
Tue, Sep 15	Chair forwards any unsolicited materials with explanation	Chair to FS
Wed, Sep 16	Acceptance or denial of unsolicited dossier materials	FS via Email
	Current fall semester course information updated in dossiers	FS via eFaculty
Fri, Sep 25	Candidate uploads optional response to any unsolicited materials	Candidate via eFaculty
	OFFICIAL DOSSIER CLOSING AND SUBMISSION DATE 5pm Submission Deadline Candidates "Regenerate" and submit dossiers. FS will lock dossiers.	Candidate via eFaculty
Mon, Sep 28	DOSSIERS MOVE TO DEPARTMENT LEVEL	FS via eFaculty
OCTOBER		
Mon, Oct 19	Submit committee recommendations ³ if department Chair is reviewing separately. <i>Committee is allowed to submit each case earlier than this deadline.</i>	Dept. Committee via eFaculty
Thu, Oct 22	Chair submits separate review recommendations (if applicable)	Chair via eFaculty
	Submit department level recommendations	Chair/Comm. via eFaculty

¹ All deadlines are 5:00pm unless FS approves modifications.

² Academic terms herein, such as "Chair," "Dean," "Department," and "College," also refer to titular and organizational equivalents.

³ eFaculty deadlines reflect review-level closeout dates. Committees should adhere to any earlier dates set in this calendar.

*Note: FS prepared this calendar following CFA-CSU CBA and University Policies. Send inquiries to [eFaculty@sjsu.edu](mailto:EFaculty@sjsu.edu).

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

Fri, Oct 23	DEPARTMENT LEVEL RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
NOVEMBER		
Mon, Nov 2	Optional response to department level recommendations due	Candidate via eFaculty
Tue, Nov 3	DOSSIERS MOVE TO COLLEGE LEVEL	FS via eFaculty
Mon, Nov 30	Late-Add: Report college's elected committee representative	Coll. Comm. Chair to FS
DECEMBER		
Thu, Dec 10	OPEN LATE-ADD REQUEST PERIOD	
	Late-Add: Charge Late-Add committee	FS via Email
	Late-Add: Email intent to submit thru 1/28/27 to eFaculty@sjsu.edu	Candidate via Email
Fri, Dec 11	Submit college committee recommendations ³ <i>Committee may submit each case earlier than this deadline.</i>	Coll. Committee via eFaculty
JANUARY		
Thu, Jan 21	Dean submits recommendations	Dean via eFaculty
Tue, Jan 26	COLLEGE LEVEL RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Jan 28	Late-Add: Deadline to email Intent to submit to eFaculty@sjsu.edu	Candidate via Email
Fri, Jan 29	CLOSE LATE-ADD SECTION - ALL ITEMS DUE FS will lock Late-Add section	Candidate via eFaculty
FEBRUARY		
Fri, Feb 5	Optional response to college level recommendations due	Candidate via eFaculty
Mon, Feb 8	"UNANIMOUS" RETENTION DOSSIERS MOVE TO PROVOST; ALL OTHER DOSSIERS MOVE TO URTP COMMITTEE	FS via eFaculty
Wed, Feb 10	Late-Add: Late-Add committee approves or rejects requests	LA Committee via eFaculty
Thu, Feb 11	Provost charges URTP committee; Committee organizes and plans	FS arranges Meeting
Fri, Feb 12	LATE-ADD: COMMITTEE DECISIONS SENT TO CANDIDATES	FS via eFaculty
	LATE-ADD: DOSSIERS MOVE TO DEPARTMENT LEVEL	FS via eFaculty
Thu, Feb 18	URTP Voting Day 1 "First Wave"	URTP Committee
Thu, Feb 25	URTP Voting Day 2 "First Wave"	URTP Committee
Fri, Feb 26	Late-Add: Submit department level recommendation(s)	Chair/Comm. via eFaculty
MARCH		
Mon, Mar 1	LATE-ADD: DEPARTMENT LEVEL RECS. SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Mar 4	URTP Voting Day 3 "First Wave"	URTP Committee
Mon, Mar 8	URTP "FIRST WAVE" RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
Thu, Mar 11	URTP Voting Day 4 "Second Wave"	URTP Committee
	Late-Add: Optional response to department recommendations due	Candidate via eFaculty
Fri, Mar 12	LATE-ADD: DOSSIERS MOVE TO COLLEGE LEVEL	FS via eFaculty

Thu, Mar 18	URTP Voting Day 5 "Second Wave"	URTP Committee
	Optional response to URTP "First Wave" recommendations due	Candidate via eFaculty
Fri, Mar 19	URTP "FIRST WAVE" DOSSIERS MOVE TO PROVOST	FS via eFaculty
Thu, Mar 25	URTP Voting Day 6 "Second Wave"	URTP Committee
	Late-Add: Submit college level recommendations (Committee and Dean)	Coll. Comm. & Dean via eFaculty
Fri, Mar 26	LATE-ADD: COLLEGE RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
Mon, Mar 29	URTP "SECOND WAVE" RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
	First Day of Spring Break	
APRIL		
Fri, Apr 2	Last Day of Spring Break	
Mon, Apr 5	Late-Add: Optional response to college recommendations due	Candidate via eFaculty
	LATE-ADD: DOSSIERS MOVE TO URTP	FS via eFaculty
Thu, Apr 8	URTP Voting Day 7 "Third Wave" (including Late-Add)	URTP Committee
	Optional response to URTP "Second Wave" recommendations due	Candidate via eFaculty
Fri, Apr 9	URTP "SECOND WAVE" DOSSIERS MOVE TO PROVOST	FS via eFaculty
Thu, Apr 15	URTP Voting Day 8 "Third Wave" (Including Late-Add)	URTP Committee
Mon, Apr 22	URTP Voting Day 9 "Third Wave" (Including Late-Add)	URTP Committee
Mon, Apr 26	URTP "THIRD WAVE" RECOMMENDATIONS SENT TO CANDIDATES	FS via eFaculty/Email
MAY		
Thu, May 6	Optional response to URTP "Third Wave" recommendations due	Candidate via eFaculty
Fri, May 7	URTP "THIRD WAVE" DOSSIERS MOVE TO PROVOST	FS via eFaculty
Fri, May 28	RELEASE PROVOST'S FINAL DECISIONS TO CANDIDATES	FS via eFaculty/Email
JUNE		
Fri, Jun 4	Submit WPAF Items to Personnel Action Files	FS

Color Legend

Chair	Candidate	Dept. Committee	College Committee	LA Committee	URTP Committee
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