

Note: Lecturers and Temporary Librarians use the F180 module of eFaculty to house Range Elevation materials (enter eFaculty at one.sjsu.edu). Faculty prepare the packet in F180 prior to case creation. Intent to apply lets staff know to create the case, which generates the packet from material in F180. Please see the [What Goes Where? Guide](#) for tips on using eFaculty in Range Elevation, and visit the [Range Elevation web page](#).

DUE DATE ¹	ACTIVITY	DETAILS
AUGUST		
Faculty Services (FS) notifies eligible faculty and distributes policy, instructions, and guides per CBA 12.16 - 12.20 and University Policies S21-2 , F12-6 , & S20-4 .		
Mon, Aug 17	Faculty may start sending Intent to Apply via form. During this time cases will be created. Faculty may reach out to efaculty@sjsu.edu for help with Document upload.	Intent to Apply Form - Please complete the form to apply.
SEPTEMBER		
Fri, Sep 25	INTENT TO APPLY - DEADLINE: ALL CASES CREATED IN eFACULTY	
Tue, Sep 29	PACKET OPENS TO CHAIR² IN eFACULTY <i>Allows Chair to assist with packet, ensuring a robust and fair review.</i>	Via RPT eFaculty
OCTOBER		
Fri, Oct 16	DEADLINE: SUBMIT PACKET FOR REVIEW VIA eFACULTY <i>"Regenerate" and submit packet. (Faculty Services will lock packets.)</i> Reach out to efaculty@sjsu.edu for help with documents	Candidate via eFaculty
Mon, Oct 19	PACKETS MOVE TO DEPARTMENT LEVEL REVIEW	FS via eFaculty
NOVEMBER		
Tue, Nov 10	Submit Committee Recs ³ if dept. Chair is writing a separate review	Comm. via eFaculty
Fri, Nov 13	Submit Chair recommendation (if writing separate review)	Chair via eFaculty
	Submit department level recommendation(s)	Chair/Com. via eFaculty
Mon, Nov 16	SEND DEPARTMENT LEVEL RECOMMENDATIONS TO CANDIDATE	FS via eFaculty
Mon, Nov 30	Optional response to department level recommendations due	Candidate via eFaculty

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

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

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

*Note: Faculty Services prepared this calendar following CFA-CSU CBA and Univ—policy S21-2.
Send inquiries to efaculty@sjsu.edu.

DECEMBER		
Tue, Dec 1	PACKETS MOVE TO COLLEGE APPROPRIATE ADMINISTRATORS	FS via eFaculty
FEBRUARY		
Mon, Feb 1	Submit Appropriate Administrator recommendations	App. Admin. via eFaculty
Tue, Feb 2	APPROPRIATE ADMINISTRATOR RECS. SENT TO CANDIDATES	FS via eFaculty
Fri, Feb 12	Optional Response to Appropriate Administrator Recommendations -	Candidate via eFaculty
Mon, Feb 15	PACKETS MOVE TO PROVOST	FS via eFaculty
MARCH		
Mon, Mar 15	RELEASE FINAL DECISIONS TO CANDIDATES⁴	FS via eFaculty
APRIL		
Fri, Apr 16	Submit Packet Items and Evaluations to Personnel Action Files	Faculty Services

⁴ The CBA does not provide a 10 day optional response for decisions