

**ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS
 REVIEW CALENDAR AY 23-24**
For Assigned Time in AY 24-25

Date*	Activity	Details
SEPTEMBER		
Fri, Sep 15	Faculty Services distributes application materials to all faculty; Colleges and Departments† encourage faculty with exceptional service to students to apply.	FS via email; Word of mouth recruitment
OCTOBER		
Fri, Oct 20	Open Case Building: Applicants send intent to apply via email to: up-facultyservices@sjsu.edu	Candidate via Email
NOVEMBER		
Mon, Nov 6	Faculty Intent to Apply- Deadline (up-facultyservices@sjsu.edu)	Candidate via Email
Mon, Nov 13	FACULTY SUBMIT APPLICATIONS VIA eFACULTY <i>Select the blue "Submit" button. (FS Locks Cases.)</i>	Candidate via eFaculty
Tue, Nov 14	APPLICATIONS MOVE TO CHAIR REVIEW	FS via eFaculty
Mon, Nov 20	Chair/Director Review Due in eFaculty <i>Chair completes review, submits form, and forwards case to the College.</i>	Chair via eFaculty
Tue, Nov 21	APPLICATIONS MOVE TO COLLEGE LEVEL REVIEW	FS via eFaculty
Mon, Nov 27	College Level Review Due in eFaculty <i>Dean completes review and submits form.</i>	Dean via eFaculty
Tue, Nov 28	APPLICATIONS MOVE TO EATC COMMITTEE	FS via eFaculty
DECEMBER		
Mon, Dec 18	EATC Committee Review Complete <i>Committee completes review, ranks cases, and the committee chair submits the form and forwards it to the Provost.</i>	Comm. Chair via eFaculty
Tue, Dec 19	APPLICATIONS MOVE TO PROVOST FOR DECISION	FS via eFaculty
JANUARY		
Fri, Jan 26	Provost's Decisions Announced <i>Award notifications distributed.</i>	FS via eFaculty
FEBRUARY		
Mon, Feb 5	Last Day to File an Appeal <i>Applicant may appeal decision via letter/email to Chair of Academic Senate.</i>	Candidate via Email
Rolling Deadline	Appeals Committee Decisions Due <i>Decisions are made within 30 days of receiving an appeal.</i>	FS Notifies Candidate via Email

* Deadlines are 5:00 p.m. on dates provided unless UP - FS approves changes.

† The terms department and chair are intended to include other equivalent units and positions of other names.