

For Assigned Time in AY 25-26

DATE ¹	ACTIVITY	DETAILS
SEPTEMBER		
Fri, Sep 12	Faculty Services distributes application instructions to all faculty; Colleges and Departments ² encourage faculty with exceptional service to students to apply. See policy S15-1 .	FS via email; Word of mouth recruitment
Mon, Sep 15	Open Case Building: Applicants send intent to apply via email to up-facultyservices@sjsu.edu	Candidate via Email
OCTOBER		
Fri, Oct 17	Reminder to faculty about Assigned Time program	FS via email
NOVEMBER		
Mon, Nov 3	Intent to Apply- Deadline; email up-facultyservices@sjsu.edu	Candidate via Email
Fri, Nov 7	FACULTY SUBMIT APPLICATIONS VIA eFACULTY <i>Select the blue "Submit" button. (FS Locks Cases.)</i>	Candidate via eFaculty
Mon, Nov 10	APPLICATIONS MOVE TO CHAIR/DIRECTOR AND COLLEGE LEVEL REVIEW	FS via eFaculty
Tue, Nov 18	CHAIR/DIRECTOR REVIEW DUE <i>Chair completes review, submits form, and forwards case to the College.</i>	Chair via eFaculty
Wed, Nov 19	APPLICATIONS MOVE TO COLLEGE LEVEL REVIEW	FS via eFaculty
Fri, Nov 21	COLLEGE LEVEL REVIEW DUE IN eFACULTY <i>Complete review and submit form.</i>	Dean via eFaculty
Tue, Nov 25	APPLICATIONS MOVE TO EATC COMMITTEE	FS via eFaculty
DECEMBER		
Wed, Dec 17	EATC COMMITTEE REVIEW COMPLETE <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 19	APPLICATIONS MOVE TO PROVOST FOR DECISION	FS via eFaculty
JANUARY		
Fri, Jan 30	PROVOST'S DECISIONS ANNOUNCED <i>Award notifications distributed</i>	FS via eFaculty
FEBRUARY		
Fri, Feb 13	Last Day to File an Appeal <i>Appeals may be sent via email to the Academic Senate Chair</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

¹ Deadlines are 5:00 p.m. on dates provided unless FS approves changes.

² The terms department and chair are intended to include other equivalent units and positions of other names.

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