

Academic Year 2025-2026

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 .		
Fri, Aug 1	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.	Complete form to apply.
SEPTEMBER		
Fri, Sep 5	INTENT TO APPLY - DEADLINE: ALL CASES CREATED IN eFACULTY	Complete form to apply.
Mon, Sep 8	PACKET OPENS TO CHAIR² IN eFACULTY <i>Allows Chair to assist with packet, ensuring a robust and fair review.</i>	Via RPT eFaculty
Fri, Sep 19	DEADLINE: SUBMIT PACKET FOR REVIEW VIA eFACULTY <i>"Regenerate" and submit packet. (Faculty Services will lock packets.) Reach out to efaculty@sjsu.edu for help with documents</i>	Candidate via eFaculty
Mon, Sep 22	PACKETS MOVE TO DEPARTMENT LEVEL REVIEW	FS via eFaculty
OCTOBER		
Wed, Oct 15	Submit Committee Recs ³ if dept. Chair is writing a separate review	Comm. via eFaculty
Fri, Oct 17	Submit Chair recommendation (if writing separate review)	Chair via eFaculty
	Submit department level recommendation(s)	Chair/Com. via eFaculty
Wed, Oct 22	SEND DEPARTMENT LEVEL RECOMMENDATIONS TO CANDIDATE	FS 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.

NOVEMBER		
Mon, Nov 3	Optional response to department level recommendations due	Candidate via eFaculty
Wed, Nov 5	PACKETS MOVE TO COLLEGE APPROPRIATE ADMINISTRATORS	FS via eFaculty
DECEMBER		
Mon, Dec 1	Submit Appropriate Administrator recommendations	App. Admin. via eFaculty
Tues, Dec 2	APPROPRIATE ADMINISTRATOR RECS. SENT TO CANDIDATES	Candidate via eFaculty
Fri, Dec 12	Optional response to Appropriate Administrator Recommendations	Candidate via eFaculty
Mon, Dec 15	PACKETS MOVE TO PROVOST	FS via eFaculty
MARCH		
Mon, Mar 9	RELEASE FINAL DECISIONS TO CANDIDATES⁴	FS via eFaculty
Fri, Mar 27	Submit Packet Items and Evaluations to Personnel Action Files	Faculty Services

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