

## RANGE ELEVATION REVIEW CALENDAR Academic Year 2021-2022

Due Date <sup>1</sup>	Activity	Details
<b>August</b>		
Fri, Aug 13	Notify faculty eligible to apply. Distribute policy, instructions and guides.	UP - FS via Email
	<b>Open: Faculty send intent to apply via <a href="mailto:eFaculty@sjsu.edu">eFaculty@sjsu.edu</a>.</b>	Candidate via Email
<b>September</b>		
Mon, Sep 13	<b>Faculty Intent to Apply - Deadline (<a href="mailto:eFaculty@sjsu.edu">eFaculty@sjsu.edu</a>)</b>	Candidate via Email
Wed, Sep 15	<b>PACKETS OPEN TO CHAIRS<sup>2</sup> IN eFACULTY</b> <i>Candidates shall have assembled necessary evidence and prepared an index to the material in the dossier.</i> <i>Chairs may assist faculty preparation for a full and fair evaluation.</i>	eFaculty Interface: Candidate, F180  Chair, RPT
Tue, Sep 21	<b>FACULTY SUBMIT APPLICATIONS VIA eFACULTY</b> <i>"Regenerate" and Submit Packet. (UP - FS will lock packets.)</i>	Candidate via eFaculty
Wed, Sep 22	<b>PACKETS MOVE TO DEPARTMENT LEVEL REVIEW</b>	UP - FS via eFaculty
<b>October</b>		
Thu, Oct 14	Submit Committee Recs. <sup>3</sup> (if Chair is Writing a Separate Review)	Comm. via eFaculty
Mon, Oct 18	Submit Chair Recommendation (if applicable)	Chair via eFaculty
	Submit Department Level Recommendation(s)	Chair/Com. via eFaculty
Tue, Oct 19	<b>DEPARTMENT LEVEL RECOMMENDATIONS SENT TO CANDIDATES</b>	UP - FS via eFaculty
Fri, Oct 29	Optional Response to Department Level Recommendations	Candidate via eFaculty
<b>November</b>		
Mon, Nov 1	<b>PACKETS MOVE TO COLLEGE APPROPRIATE ADMINISTRATORS</b>	UP -FS via eFaculty
Fri, Nov 19	Submit Appropriate Administrator Recommendations	App. Admin. via eFaculty
Mon, Nov 22	<b>APPROPRIATE ADMINISTRATOR RECS. SENT TO CANDIDATES</b>	UP - FS via eFaculty
<b>December</b>		
Thu, Dec 2	Optional Response to Appropriate Administrator Recommendations	Candidate via eFaculty
<b>March</b>		
Fri, Dec 3	<b>PACKETS MOVE TO PROVOST</b>	UP - FS via eFaculty
Thu, Mar 10	Submit Provost Decisions	Provost via eFaculty
Fri, Mar 11	<b>RELEASE FINAL DECISIONS</b>	UP - FS via eFaculty
Mon, Mar 21	Submit Packet Items and Evaluations to Personnel Action Files	UP - FS

<sup>1</sup> All deadlines are 5:00pm unless UP - FS approves modifications.

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

<sup>3</sup> 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](mailto:eFaculty@sjsu.edu).