

Due Date ¹	Description of Requirement	Details
August		
Fri, Aug 13	Notify faculty eligible to apply. Distribute policy, instructions and guides	UP - FS via Email
	Open: Faculty send intent to apply via up-facultyservices@sjsu.edu	Candidate via eFaculty
September		
Fri, Sep 10	Close: Faculty Intent to Apply - Deadline (up-facultyservices@sjsu.edu)	Candidate via eFaculty
Mon, Sep 13	<p style="text-align: center;">FACULTY SUBMIT APPLICATIONS VIA eFACULTY</p> <p><i>Submit Packet. (UP - FS will lock packets.)</i></p> <p><i>Application information is on UP Website. Applicants are expected to have completed the Project Description, updated CV, and human subjects or animal care clearance prior to entering eFaculty to complete and submit the application.</i></p>	Candidate via eFaculty
Thu, Sep 23	Submit Chair's Statement ²	Chair via eFaculty
Fri, Sept. 24	CHAIR'S STATEMENT SENT TO APPLICANT	UP - FS via eFaculty
October		
Fri, Oct. 1	Applicant's Optional Response to Chair's Statement	Candidate via eFaculty
Mon, Oct 4	APPLICATIONS MOVE TO COLLEGE LEVEL	UP - FS via eFaculty
Tue, Oct 19	Submit College Committee Recommendations and Rankings	Committee via eFaculty
Wed, Oct 20	COLLEGE COMMITTEE RECOMMENDATION AND RANKING SENT TO APPLICANT	UP - FS via eFaculty

¹ All deadlines are at 5:00pm on the date items are due unless UP - FS approves extensions.

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

Wed, Oct 27	Applicant's Optional Response to College Committee Recommendation and Ranking	Candidate via eFaculty
Thur, Oct 28	Applicant's Optional Response Available for Dean's Consideration	UP - FS via eFaculty
November		
Fri, Nov 12	Submit Dean's Recommendations and Rankings	Dean via eFaculty
Mon, Nov 15	DEAN'S RECOMMENDATION AND RANKING SENT TO APPLICANT	UP - FS via eFaculty
Mon, Nov 22	Applicant's Optional Response to Dean's Recommendation and Ranking	Candidate via eFaculty
Tue, Nov 23	APPLICATIONS MOVE TO UNIVERSITY SABBATICAL LEAVES COMMITTEE	UP - FS via eFaculty
	Committee Charge and Organizing Meeting	UP - FS, USLC, Provost
December		
Thur, Dec 9	Submit USLC Recommendations and Rankings	Committee via eFaculty
Fri, Dec 10	USLC RECOMMENDATION AND RANKING RELEASED TO APPLICANT	UP - FS via eFaculty
Fri, Dec 17	Applicant's Optional Response to USLC Recommendation and Ranking	Candidate via eFaculty
February		
Fri, Feb 18	RELEASE FINAL DECISIONS	UP - FS via eFaculty
Mon, Feb 28	Submit to Personnel Action Files	UP - FS
SABBATICAL REPORT		
6 Weeks After Return from Leave	Applicant submits via Dean to UP - FS (up-facultyservices@sjsu.edu)	Awardee via email