

RANGE ELEVATION REVIEW CALENDAR

Academic Year 2023-2024

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.

Due Date ¹	Activity	Details
Fall		
August		
Faculty Services (FS) notifies eligible faculty and distributes policy, instructions, and guides.		
Fri, Aug 11	Faculty may start sending intent to apply via email.	eFaculty@sjsu.edu
September		
Fri, Sep 8	Intent to Apply - Deadline (via email); Cases Created in eFaculty	eFaculty@sjsu.edu
Thu, Sep 14	PACKET OPENS TO CHAIR² IN EFACULTY <i>Allows Chair to assist with packet, ensuring a robust and fair review.</i>	Via RPT eFaculty
Thu, Sep 21	DEADLINE: SUBMIT PACKET FOR REVIEW VIA eFACULTY <i>"Regenerate" and Submit Packet. (Faculty Services will lock packets.)</i>	Candidate via eFaculty
Fri, Sep 22	PACKETS MOVE TO DEPARTMENT LEVEL REVIEW	FS via eFaculty
October		
Wed, Oct 18	Submit Committee Recs ³ if Dept. Chair is writing a separate review	Comm. via eFaculty
Fri, Oct 20	Submit Chair Recommendation (if writing separate review)	Chair via eFaculty
	Submit Department Level Recommendation(s)	Chair/Com. via eFaculty
Mon, Oct 23	SEND DEPARTMENT LEVEL RECOMMENDATIONS TO CANDIDATE	FS via eFaculty
Thu, Nov 2	Optional Response to Department Level Recommendations Due	Candidate via eFaculty
November		
Mon, Nov 6	PACKETS MOVE TO COLLEGE APPROPRIATE ADMINISTRATORS	FS via eFaculty
Fri, Dec 1	Submit Appropriate Administrator Recommendations	App. Admin. via eFaculty
Mon, Dec 4	APPROPRIATE ADMINISTRATOR RECS. SENT TO CANDIDATES	FS via eFaculty
December		
Thu, Dec 14	Optional Response to Appropriate Administrator Recommendations	Candidate via eFaculty
Fri, Dec 15	PACKETS MOVE TO PROVOST	FS via eFaculty
Spring		
March		
Fri, Mar 08	Submit Provost Decisions	Provost via eFaculty
Mon, Mar 11	RELEASE FINAL DECISIONS TO CANDIDATES	FS via eFaculty
Fri, Mar 29	Submit Packet Items and Evaluations to Personnel Action Files	Faculty Services

¹ All deadlines are 5:00pm 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.