SJSU | PEOPLE AND CULTURE

DIFFERENCE IN PAY REVIEW CALENDAR

The Difference in Pay (DIP) evaluation process takes approximately 8 weeks to complete. Applications are accepted each Fall and Spring Semester. Submission deadlines are set to allow 8 weeks of review time. If a faculty member is afforded an unexpected opportunity, a more rapid or expedited review will be provided when practicable.

Deadline to send "Intent to Apply" and to submit DIP packet are:

- Fall Semester: Last Monday in October
- Spring Semester: Last Monday before spring break

Timeframe[1]	Activity	Details
Applications are submitted in eFaculty. To initiate a case in eFaculty, submit your intent to apply by emailing facultyservices@sjsu.edu. Refer to CBA Article 28 and University Policy S96-8 for further information.		
Week 1	FS opens case and notifies applicants who emailed intent to apply to facultyservices@sjsu.edu	FS Opens Cases in eFaculty
	APPLICATION PACKETS DUE/ LOCKED IN eFACULTY Faculty Services **locks** packets.	Applicant via eFaculty
Week 2	Chair's Statement Due[2] (Comments are not Evaluative)	FS via eFaculty
	CHAIR'S STATEMENT SENT TO APPLICANT	Chair via eFaculty
Week 3	Optional Response to Chair's Statement due	Applicant via eFaculty
Week 4	**PACKETS MOVE TO DEPT. COMMITTEE**	FS via eFaculty
	Dept. Committee Recommendations Due	Committee via eFaculty
Week 5	**DEPT. COMMITTEE RECOMMENDATION SENT TO APPLICANT**	FS via eFaculty
	Optional Response to Dept. Committee due	Applicant via eFaculty
Week 6	Dean's Review Begins	Dean via eFaculty
	Dean's Recommendation Due	Dean via eFaculty
Week 7	**DEAN'S RECOMMENDATION SENT TO APPLICANT**	FS via eFaculty
	Optional Response to Dean's Evaluation due	Applicant via eFaculty
Week 8	**PACKETS MOVE TO PROVOST**	FS via eFaculty
	FINAL DECISIONS SENT TO APPLICANT	FS via eFaculty
After week 8	Submit Cases to Personnel Action Files	FS
6 Weeks After Return from Leave	**DIP REPORT DUE** Applicant submits via Dean to FS via email	facultyservices@sjsu.edu

[1] All deadlines are at 5:00pm on the dates indicated unless Faculty Services approves extensions.
[2] Terms herein, such as "Chair," "Dean," "Department," and "College," also refer to titular and organizational equivalents.