SJSU | PEOPLE AND CULTURE

SABBATICAL REVIEW CALENDAR AY 2026 - 2027

For Sabbaticals to be Taken in AY 2027-2028

Submission Deadlines are 5pm

DUE DATE[1]	ACTIVITY	DETAILS
FALL SEMESTER		
AUGUST		
Faculty Services (FS) notifies eligible faculty and distributes the policy, instructions, and guides per CBA Article 27 and University Policy F08-4. **Please note:** Sabbatical applications require preparation of project documents prior to case creation and prior to the deadline to submit applications via eFaculty. See application information and instructions and requirements. Applicants must send an Intent to Apply email to facultyservices@sjsu.edu.		
Mon, Aug 17	FS begins opening cases and notifying applicants who emailed intent to apply to facultyservices@sjsu.edu	FS opens cases in eFaculty
SEPTEMBER		
Fri, Sep 4	**Intent Email Deadline:** facultyservices@sjsu.edu	FS opens cases as received
Tue, Sep 8	**APPLICATION PACKETS DUE/LOCKED IN Efaculty** Faculty Services ***locks*** packets	Applicant via eFaculty
Thu, Sep 17	Chair's statement due[2] (Comments are not Evaluative)	Chair via eFaculty
Fri, Sep 18	**CHAIR'S STATEMENT SENT TO APPLICANT**	FS via eFaculty
Fri, Sep 25	Applicant's optional response to Chair's statement	Applicant via eFaculty
Mon, Sep 28	**PACKETS MOVE TO COLLEGE LEVEL**	FS via eFaculty
OCTOBER		
Mon, Oct 12	College committee recommendations & rankings due	Committee via eFaculty
Tue, Oct 13	**COLLEGE COMMITTEE RECOMMENDATION AND RANKING SENT TO APPLICANT**	FS via eFaculty
Tue, Oct 20	Applicant's optional response to college committee	Applicant via eFaculty
Wed, Oct 21	Dean's review begins	Dean via eFaculty

[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.

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NOVEMBER		
Wed, Nov 4	Dean's recommendations and rankings due	Dean via eFaculty
Thu, Nov 5	**DEAN'S RECOMMENDATION AND RANKING SENT TO APPLICANT**	FS via eFaculty
Thu, Nov 12	Optional response to Dean's evaluation	Applicant via eFaculty
Fri, Nov 13	**PACKETS MOVE TO UNIVERSITY COMMITTEE**	FS via eFaculty
	Committee charge and organizing meeting (TBD)	FS, USLC, Provost
DECEMBER		
Thur, Dec 10	Submit USLC recommendations and rankings	Committee via eFaculty
Fri, Dec 11	**USLC RECOMMENDATION AND RANKING SENT TO APPLICANT**	FS via eFaculty
Fri, Dec 18	Optional response to USLC recommendation & ranking	Applicant via eFaculty
Mon, Dec 21	**PACKETS MOVE TO PROVOST**	FS via eFaculty
SPRING SEMESTER		
FEBRUARY		
Fri, Feb 19	**FINAL DECISIONS SENT TO APPLICANT**[3]	FS via eFaculty
MARCH		
Mon, Mar 1	Submit cases to Personnel Action Files	FS
6 Weeks After Return from Leave	**SABBATICAL REPORT DUE** Applicant submits via Dean to FS via email	facultyservices@sjsu.edu

[3] The CBA does not provide optional response for decisions.