

**ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS
REVIEW CALENDAR AY 24-25**
For Assigned Time in AY 25-26

Date ¹	Activity	Details
SEPTEMBER		
Fri, Sep 13	Faculty Services distributes application instructions to all faculty; Colleges and Departments ² encourage faculty with exceptional service to students to apply. See policy S15-1 .	FS via email; Word of mouth recruitment
Mon, Sep 16	Open Case Building: Applicants send intent to apply via email to up-facultyservices@sjsu.edu	Candidate via Email
OCTOBER		
Fri, Oct 18	Reminder to Faculty about Assigned Time Program	FS via email
NOVEMBER		
Mon, Nov 4	Intent to Apply- Deadline, email up-facultyservices@sjsu.edu	Candidate via Email
Fri, Nov 15	FACULTY SUBMIT APPLICATIONS VIA eFACULTY <i>Select the blue "Submit" button. (FS Locks Cases.)</i>	Candidate via eFaculty
Mon, Nov 18	APPLICATIONS MOVE TO CHAIR/DIRECTOR REVIEW	FS via eFaculty
Tue, Nov 26	CHAIR/DIRECTOR REVIEW DUE <i>Chair completes review, submits form, and forwards case to the College.</i>	Chair via eFaculty
Wed, Nov 27	APPLICATIONS MOVE TO COLLEGE LEVEL REVIEW	FS via eFaculty
DECEMBER		
Fri, Dec 6	COLLEGE LEVEL REVIEW DUE IN EFACULTY <i>Complete review and submit form.</i>	Dean via eFaculty
Mon, Dec 9	APPLICATIONS MOVE TO EATC COMMITTEE	FS via eFaculty
Fri, Dec 20	EATC COMMITTEE REVIEW COMPLETE <i>Committee completes review, ranks cases, and the committee chair submits the form and forwards it to the Provost.</i>	Chair via eFaculty
Mon, Dec 23	APPLICATIONS MOVE TO PROVOST FOR DECISION	FS via eFaculty
JANUARY		
Fri, Jan 31	PROVOST'S DECISIONS ANNOUNCED <i>Award notifications distributed</i>	FS via eFaculty
FEBRUARY		
Fri, Feb 14	Last Day to File an Appeal <i>Appeals may be sent via email to the Academic Senate Chair</i>	Candidate via Email
Rolling Deadline	Appeals Committee Decisions Due <i>Decisions are made within 30 days of receiving an appeal.</i>	FS Notifies Candidate via Email

¹ Deadlines are 5:00 p.m. on dates provided unless UP - FS approves changes.

² The terms department and chair are intended to include other equivalent units and positions of other names.