

For Sabbaticals to Be Taken in AY 2025 - 2026

Due Date ¹	Activity	Details
FALL SEMESTER		
August		
Faculty Services (FS) notifies eligible faculty and distributes the policy, instructions, and guides. 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 here and instructions and requirements here . Applicants must send an intent to apply email to up-facultyservices@sjsu.edu .		
Fri, Aug 9	FS begins opening cases and notifying applicants who emailed intent to apply to up-facultyservices@sjsu.edu	FS Opens Cases in eFaculty
September		
Fri, Sep 6	Intent Email Deadline: up-facultyservices@sjsu.edu	FS Opens Cases as Received
Mon, Sep 9	APPLICATION PACKETS DUE/LOCKED IN EFACULTY Faculty Services locks packets.	Applicant via eFaculty
Thu, Sep 19	Chair's Statement Due ² (Comments are not Evaluative)	Chair via eFaculty
Fri, Sept. 20	CHAIR'S STATEMENT SENT TO APPLICANT	FS via eFaculty
Fri, Sep 27	Applicant's Optional Response to Chair's Statement	Applicant via eFaculty
Mon, Sep 30	PACKETS MOVE TO COLLEGE LEVEL	FS via eFaculty
October		
Mon, Oct 21	College Committee Recommendations & Rankings Due	Committee via eFaculty
Tue, Oct 22	COLLEGE COMMITTEE RECOMMENDATION AND RANKING SENT TO APPLICANT	FS via eFaculty
Tue, Oct 29	Applicant's Optional Response to College Committee	Applicant via eFaculty
Wed, Oct 30	Dean's Review Begins	Dean via eFaculty
November		
Thu, Nov 14	Dean's Recommendations and Rankings Due	Dean via eFaculty
Fri, Nov 15	DEAN'S RECOMMENDATION AND RANKING SENT TO APPLICANT	FS via eFaculty
Fri, Nov 22	Optional Response to Dean's Evaluation	Applicant via eFaculty
Mon, Nov 25	PACKETS MOVE TO UNIVERSITY COMMITTEE	FS via eFaculty
	Committee Charge and Organizing Meeting TBD	FS, USLC, Provost
December		
Thur, Dec 12	Submit USLC Recommendations and Rankings	Committee via eFaculty
Fri, Dec 13	USLC RECOMMENDATION AND RANKING SENT TO APPLICANT	FS via eFaculty
Fri, Dec 20	Optional Response to USLC Recommendation & Ranking	Applicant via eFaculty
Mon, Dec 23	PACKETS MOVE TO PROVOST	FS 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.

SPRING SEMESTER		
February		
Fri, Feb 21	FINAL DECISIONS SENT TO APPLICANT	FS via eFaculty
Mon, Mar 3	Submit Cases to Personnel Action Files	FS
6 Weeks After Return from Leave	SABBATICAL REPORT DUE Applicant submits via Dean to FS via email	up-facultyservices@sjsu.edu

**RETIRED
DOCUMENT**