RANGE ELEVATION REVIEW CALENDAR

Academic Year 2024-2025

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 Faculty Services (FS) staff know to create the case, which generates the packet from material in F180. Please see the What Goes Where? Guide for tips on using eFaculty in Range Elevation, and visit the Lecturer Evaluations / Range Elevation web page.

Due Date[1]	Activity	Details
Fall		
August		
Eligible faculty are notified and given information on policy, instructions, and guides. Faculty begin submitting intent to apply via email to eFaculty@sjsu.edu.		
Fri, Aug 9	FS begins creating cases for reviewers and notifying faculty.	FS via eFaculty
Fri, Aug 30	**Intent to Apply - Deadline (via email)**	**eFaculty@sjsu.edu**
September		
Tue, Sep 3	**CASES CREATED, PACKETS OPEN TO CHAIRS[2]** *Chairs review and assist with packet to ensure a robust and fair review.*	Via RPT in eFaculty
Fri, Sep 13	**DEADLINE: SUBMIT PACKET FOR REVIEW VIA eFACULTY** *"Regenerate" and Submit Packet. (Faculty Services will lock packets.)*	Candidate via eFaculty
Mon, Sep 16	**PACKETS MOVE TO DEPARTMENT LEVEL REVIEW**	FS via eFaculty
October		
Wed, Oct 9	Submit Committee Recs[3] if Dept. Chair is writing a separate review	Comm. via eFaculty
Fri, Oct 11	Submit Chair Recommendation (if writing separate review)	Chair via eFaculty
	Submit Department Level Recommendation(s)	Chair/Com. via eFaculty
Mon, Oct 14	**SEND DEPARTMENT LEVEL RECOMMENDATIONS TO CANDIDATE**	FS via eFaculty
Thu, Oct 24	Optional Response to Department Level Recommendations Due	Candidate via eFaculty
Fri, Oct 25	**PACKETS MOVE TO COLLEGE APPROPRIATE ADMINISTRATORS**	FS via eFaculty
November		
Fri, Nov 22	Submit Appropriate Administrator Recommendations	App. Admin. via eFaculty
Mon, Nov 25	**APPROPRIATE ADMINISTRATOR RECS. SENT TO CANDIDATES**	FS via eFaculty

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[1] All deadlines are 5:00 pm 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.

December		
Thu, Dec 5	Optional Response to Appropriate Administrator Recommendations	Candidate via eFaculty
Fri, Dec 6	**PACKETS MOVE TO PROVOST**	FS via eFaculty
Spring		
March		
Fri, Mar 7	Submit Provost Decisions	Provost via eFaculty
Mon, Mar 10	**RELEASE FINAL DECISIONS TO CANDIDATES**	FS via eFaculty
Fri, Mar 28	Submit Packet Items and Evaluations to Personnel Action Files	Faculty Services