

# Leave with Pay (Sabbatical & Difference in Pay) Application Process

Interfolio System, Fall 2023

Office of Faculty Affairs & Professional Development ([facaffrs@sfsu.edu](mailto:facaffrs@sfsu.edu))

**Notify Faculty Affairs of your intent to submit a Leave with Pay (Sabbatical or Difference in Pay) application. Once your sabbatical or DIP case file has been created, you will receive an email notification from Interfolio. Follow the steps below to access your case file, upload materials, and submit for review. The application deadline is October 2, 2023.**

There are two sections of the case file:

1. Proposal/Description of Project
2. Current Curriculum Vitae

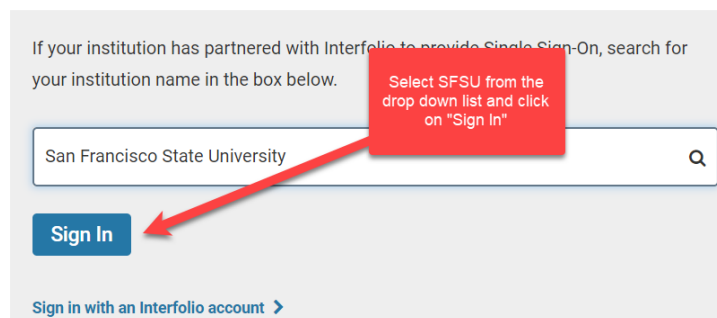
## How to access your application file and upload files:

You will receive an email notification with a link to “view case.” Click on “view case” button. You may also log in from your internet browser: <https://account.interfolio.com/sso>



**Log-in with your SFSU credentials that you usually use to access SFSU systems (SSO)**

## Sign in through your institution



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**Your Packets**

Packet	Status	Due Date	View
San Francisco State University Short Review - AA	Last Submitted on Oct 24, 2019	-	View
San Francisco State University Comprehensive Review - AA	Review	Not Submitted	View
San Francisco State University Promotion to Full Professor - AA	Review	Not Submitted	View
San Francisco State University Short Review - AA	Review	Not Submitted	View
San Francisco State University Sabbatical Application for 2024-2025 Award Year	Review	Last Submitted on Aug 16, 2023 Case due Oct 2, 2023	View
San Francisco State University Difference in Pay Application for 2024-2025 Award Year	Review	Last Submitted on Aug 16, 2023 Case due Oct 2, 2023	View

San Francisco State University > Your Packets >

## Sabbatical Application for 2024-2025 Award Year

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
San Francisco State University	Review	Hard Deadline	Oct 2, 2023

[Overview](#) [Packet](#)

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you complete your packet. To learn more, read the Candidate's Packet Guide.

### Proposal/Description of Project (recommended 1500 word limit)

Not Yet Submitted Unlocked

Type	# Required	# Added
● Proposal/Description of Project (recommended 1500 word limit)	1 required	0

[Edit](#)

### Curriculum Vitae

Not Yet Submitted Unlocked

Type	# Required	# Added
● Curriculum Vitae	1 required	0

[Edit](#)

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**Proposal/Description of Project (recommended 1500 word limit)** Submit 0 of 1 Required Files

Not Yet Submitted Unlocked

USC shall use the following criteria and weighting in its evaluation and ranking of sabbatical applications: (a = 40%); (b = 30%); and (c = 30%). It is recommended that the proposal/project description does not exceed 1500 limit.

a) The intellectual or creative significance of the proposed endeavor. No proposal shall be considered to be of lesser merit because the proposed activities bridge disciplinary lines as they are defined by the departmental/college structure of this university.

b) The importance and effectiveness of the proposed endeavor in furthering the development. This criterion may be satisfied in many ways, including but not limited to the professional value for the applicant and benefiting their students, their department, university, their discipline/field, the community, and the public.

c) The likelihood of completion based on the applicant's past achievements and activity plan and timeline. This may include consideration of the applicant's academic background, the applicant's prior interest and experience in relevant subjects, the challenges and inequities that the applicant has faced, and the applicant's overall ability and reliability in planning and carrying out projects, including past sabbatical and leave projects. This criterion shall not be applied in ways that advantage applicants who have had greater prior opportunities for past research, scholarship and creative activities.

Proposal/Description of Project (recommended 1500 word limit) 1 required, 0 Added Add

No files have been added yet.

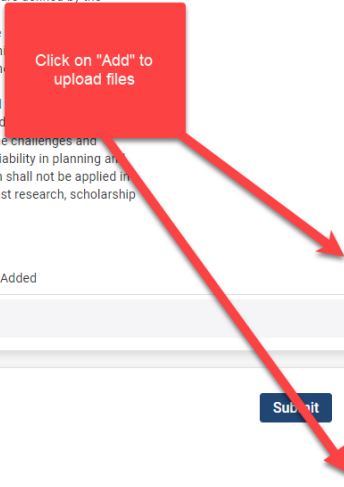
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**Curriculum Vitae** Submit 0 of 1 Required Files

Not Yet Submitted Unlocked

Curriculum Vitae 1 required, 0 Added Add

No files have been added yet.



**Expand All** **Collapse All**

**Proposal/Description of Project (recommended 1500 word limit)** Preview Submit 1 of 1 Required Files

Not Yet Submitted Unlocked

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Proposal/Description of Project (recommended 1500 word limit) 1 required, 1 Added Add

Title	Details	Actions
Mendoza Proposal Fall 2024	Added Aug 17, 2023	Edit   Remove

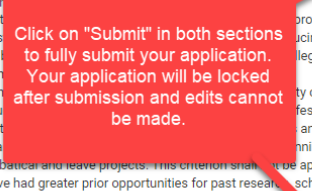
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**Curriculum Vitae** Preview Submit 1 of 1 Required Files

Not Yet Submitted Unlocked

Curriculum Vitae 1 required, 1 Added Add

Title	Details	Actions
Mendoza CV	Added Aug 17, 2023	Edit   Remove



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## **After Submission**

**Faculty Affairs will be notified that your case file is ready to be reviewed. Faculty Affairs will notify reviewers to begin the review process. Faculty Affairs will upload the final decision letter to your case file and notify you in December/early January.**