Interfolio System, Fall 2023 Office of Faculty Affairs & Professional Development (<u>facaffrs@sfsu.edu</u>)

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

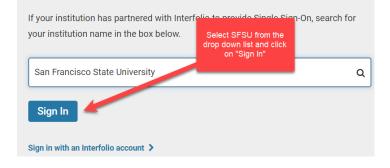
How to access your application file and upload files:

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: <u>https://account.interfolio.com/sso</u>

SAN FRANCISCO STATE UNIVERSITY	
San Francisco State University has initiated a case on your I behalf. VIEW CASE	ase" our
This case link will be valid for 30 days. Afterwards, you can access your case by signing in with your partner institution credentials. Viewing your case will allow you to view requirements, read instructions, and submit your packet online.	

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

Sign in through your institution



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Home	Your Packets				
Your Packets					
Review, Promotion and Tenure	Click on "Your Pac	ket" to view			
Cases	your list of case fil the Sabbatical or D		Status	Due Date	
Templates	San Fran and click on '	"view"	Last Submitted on Oct 24,	-	View
Administration	Short Re <mark>v</mark>		2019		
Reports	San Francisco State University	Review	Not Submitted	-	View
Users & Groups	Comprehensive Review - AA				
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	Promotion to Full Professor - AA				
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	Short Review - AA				
	San Francisco State University	Review	Last Submitted on Aug 16,	Case due Oct 2, 2.	View
	Sabbatical Application for 2024-2025 Awa	rd	2023		
	Year				
	San Francisco State University	Review	Last Submitted on Aug 16,	Case due Oct 2, 2023	View
	Difference in Pay Application for 2024-202	15	2023		
	Award Year				

San Francisco State University > Your Packets > View Instructions Preview Packet Sabbatical Application for 2024-2025 Award Year Unit Туре Packet Deadline Type Packet Due Date Hard Deadline 🔞 Oct 2, 2023 San Francisco State University Review Overview Packet Below you will find an overview of the packet requirements outlined by your institution. This page will be u your packet. To learn more, read Click on "Edit" buttons the Candidate's Packet Guide. Proposal/Description of Project (recommended 1500 word limit) Edit Not Yet Submitted Unlocked Туре # Required Proposal/Description of Project (recommended 1500 word limit) 1 required **Curriculum Vitae** Edit Not Yet Submitted Unlocked # Required # Added Туре Curriculum Vitae 1 required 0

Interfolio System, Fall 2023

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		departmental/college structure of this university.	the			
		b) The importance and effectiveness of the proposed endeavor in furthering the development. This criterion may be satisfied in many ways, including but not lime	n "Add" to			
		protessional value for the applicant and benefitting their students, their department	ad files			
		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 acad				
		background, the applicant's prior interest and experience in relevant subjects, the cnamenges a				
		inequities that the applicant has faced, and the applicant's overall ability and reliability in plann carrying out projects, including past sabbatical and leave projects. This criterion shall not be ap	pplied in			
		ways that advantage applicants who have had greater prior opportunities for past research, sc and creative activities.	holarship			
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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.