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

Interfolio System, Fall 2024
Office of Faculty Affairs & Professional Development (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. If you wish to be considered for a sabbatical and DIP award, you must submit two separate applications. If awarded both, you must select one. Follow the steps below to access your case file, upload materials, and submit for review.   The application deadline is **October 1, 2024.**

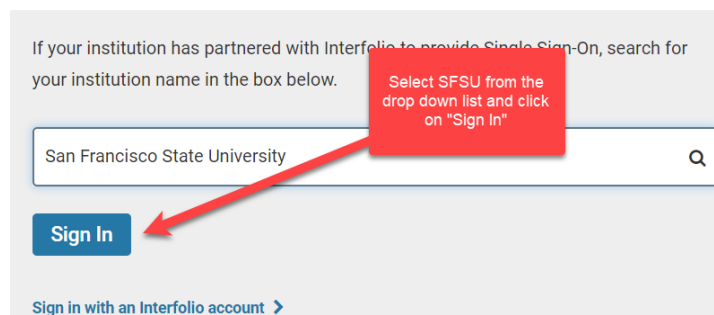There are two sections of the case file:

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)

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Click on "Your Packet" to view your list of case files. Locate the Sabbatical or DIP case file and click on "view"

Click on "Edit" buttons

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Proposal/Description of Project (recommended 1500 word limit)
Not Yet Submitted Unlocked

Submit

0 of 1
Required Files

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 limi[...] professional value for the applicant and benefitting their students, their departm[...] 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 acad[...] 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 an[...] 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.

Click on "Add" to upload files

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

No files have been added yet.

Curriculum Vitae
Not Yet Submitted Unlocked

Submit

0 of 1
Required Files

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)
Not Yet Submitted Unlocked

Preview **Submit**

1 of 1
Required Files

USC shall use the following criteria and weighting in its evaluation and ranking of sabbatical applications: (a = 40%); (... 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 [...] be of lesser merit because the proposed activities bridge disciplinary lines as they are defined by t[...] departmental/college structure of this un[...]
b) The importance and effectiveness of t[...] professional development. This criterion may be satis[...] ucing professional value for the applicant and [...] lege, the university, their discipline/field, the comm[...]
c) The likelihood of completion based on [...] ty of their activity plan and timeline. This may inclu[...] fessional background, the applicant's prior interest [...] and inequities that the applicant has faced, a[...] nning and carrying out projects, including past sabbatical and leave projects. This criterion shall[...] t be applied in ways that advantage applicants who have had greater prior opportunities for past resear[...] scholarship and creative activities.

Click on "Submit" in both sections to fully submit your application. Your application will be locked after submission and edits cannot be made.

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 ǀ Remove

Curriculum Vitae
Not Yet Submitted Unlocked

Preview **Submit**

1 of 1
Required Files

Curriculum Vitae 1 required, 1 Added   **Add**

Title	Details	Actions
Mendoza CV	Added Aug 17, 2023	Edit ǀ 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.