Interfolio System, Fall 2024 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. 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:

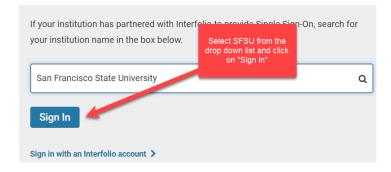
- 1. Proposal/Description of Project
- 2. Current Curriculum Vitae

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



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 Review, Promotion and No.	Your Packets		
Cases Templates Administration Reports Users & Groups	Pack Tune Status San Francisco State un Short Review Click on "Your Packet" to view your list of case files. Locate the Sabbatical or DIP case file and click on "view" d San Francisco State Ur Promotion to Full Profe case file and click on "view" d San Francisco State Ur Promotion to Full Profe san Francisco State Ur Short Review - AA d	Due Date 0 Oct 24, - View - View View - View View - View View	
	San Francisco State University Review Last Submitted on Sabbatical Application for Award Award Year San Francisco State University Review Difference in Pay Application for Award Year		

San Francisco State University > Your Pack	ets >			
Sabbatical Appl	ication for	Award Year	View Instructions Preview	Packet
Unit	Туре	Packet Deadline Type	Packet Due Date	
San Francisco State University	Review	Hard Deadline 🚱		
Overview Packet				
Below you will find an overview of the the Candidate's Packet Guide.	e packet requirements outlined by		'Edit" buttons	iore, read
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		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 limin professional value for the applicant and benefitting their students, their departmentary colliginer, 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 her enaitinges and inequities that the applicant has faced, and the applicant's overall ability and reliability in planning an inequities that the 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 No files have been added yet.	bbA
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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.