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:

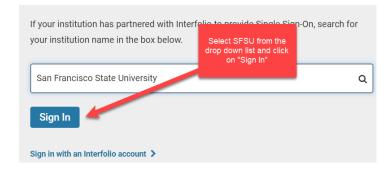
- 1. Proposal/Description of Project
- 2. Current Curriculum Vitae

#### 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



Interfolio System, Fall 2024

Office of Faculty Affairs & Professional Development (facaffrs@sfsu.edu)

X SAN FRANCIS		Angie I	Lin •
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
Proposal/Description of Pro Not Yet Submitted Unlocked	oject (recommended 1500	word limit)		Edit
Туре		# Required	Added	
Proposal/Description of Project (r	ecommended 1500 word limit)	1 required		
Curriculum Vitae Not Yet Submitted Unlocked			E	Edit
Туре		# Required	# Added	
Curriculum Vitae		1 required	0	

Interfolio System, Fall 2024

Office of Faculty Affairs & Professional Development (<u>facaffrs@sfsu.edu</u>)

		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
	*	Curriculum Vitae Not Yet Submitted Unlocked Curriculum Vitae 1 required, 0 Added No files have been added yet.	Sub rit 0 of 1 Required Files Add
0	⊕ Exp	pand All 🗢 Collapse All	
	×	Proposal/Description of Project (recommended 1500 word limit) Not Yet Submitted Unlocked So that use the following criteria and weighting in its evaluation and ranking of sabbatical applications: 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 by the description does not exceed 1500 limit. a) The intellectual or creative significance of the proposed endeavor. No proposal shall be considered by the description does not exceed 1500 limit. b) The intellectual or creative significance of the proposed endeavor. No proposal shall be considered by the description and the description of the applicant and the description may be safe or any their discipliner/field, the common share in the applicant and to fully submit your application. be made. be	Preview Submit Required Files (a = 40%): 0 = 30%); and (c = 30%). It is
	~	Imit)         Not Yet Submitted       Unlocked         SC shall use the following criteria and weighting in its evaluation and ranking of sabbatical applications: (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 of lesser merit because the proposed activities bridge disciplinary lines as they are defined by the departmental/college structure of this or the applicant on the applicant on the application of university, their discipline, fried, the common shall be locked after submission and edits cannot be made.       Dick on "Submit" in both sections to fully submit your application. University, their discipline, fried, the common shall be locked after submission and edits cannot be made.       by of their ressional and members and the applicant has faced, a carrying out projects, including past sabbacar and neave properts. This chemon shall be applicant who have had greater prior opportunities for past researe scholarship	Preview Submit Required Files
	~	Limit)       Not Yet Submitte       Uncked         SC shall use the following criteria and weighting in its evaluation and ranking of sabbatical applications: trecommended that the proposal/project description does not exceed 1500 limit.       Sc shall use the following criteria and weighting in its evaluation and ranking of sabbatical applications: trecommended that the proposal/project description does not exceed 1500 limit.         And the intellectual or creative significance of the proposed endeavor. No proposal shall be considered of lesser merit because the proposed activities bridge disciplinary lines as they are defined by the departmental/college structure of this urg, by the insportance and effectiveness of development. This criterion may be satis professional value for the applicant based or activity plan and timeline. This may include the sabbaticar and neave properts. The content of the project including past sabbaticar and neave properts. The content of states and advantage applicants who have had greater prior opportunities for past researe scholarship and creative activities.       Your application limit) 1 required, 1 Added         The       Details	Preview Submit Required Files (a = 40%); 0 <sup>-1</sup> 00%); and (c = 30%). It is Actions

Interfolio System, Fall 2024 Office of Faculty Affairs & Professional Development (<u>facaffrs@sfsu.edu</u>)

#### 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.