

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

Interfolio System, Fall 2025

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. 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, 2025.**

There are two sections of the case file:

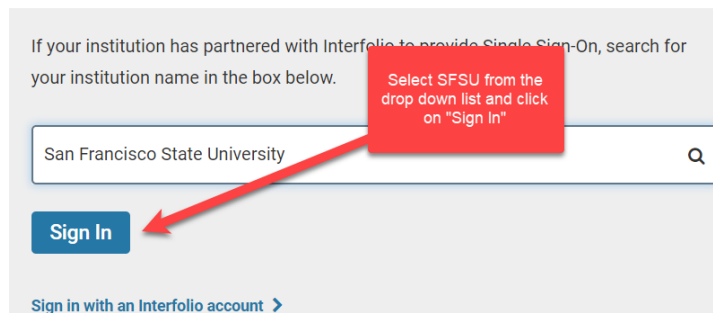
1. Proposal/Description of Project
2. Current Curriculum Vitae

## 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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SAN FRANCISCO  
STATE UNIVERSITY

Angie Lin

Home

**Your Packets**

Review, Promotion and Tenure

Cases

Templates

Administration

Reports

Users & Groups

## Your Packets

Active

Packet	Type	Status	Due Date	
San Francisco State University Short Review		Submitted on Oct 24,	–	<a href="#">View</a>
San Francisco State University Comprehensive Review		Submitted	–	<a href="#">View</a>
San Francisco State University Promotion to Full Professor		Submitted	–	<a href="#">View</a>
San Francisco State University Short Review - AA		Submitted	–	<a href="#">View</a>
San Francisco State University Sabbatical Application for [redacted] Award Year	Review	Last Submitted on Aug 16,	Case due [redacted]	<a href="#">View</a>
San Francisco State University Difference in Pay Application for [redacted] Award Year	Review	Last Submitted on Aug 16,	Case due [redacted]	<a href="#">View</a>

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

Overview

Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you add items to 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](#)

Click on "Edit" buttons

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

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 benefitting 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

No files have been added yet.

Submit

0 of 1  
Required Files

Add

☐

▼ Curriculum Vitae

Not Yet Submitted Unlocked

Curriculum Vitae 1 required, 0 Added

No files have been added yet.

Submit

0 of 1  
Required Files

Add

☐

Expand All Collapse All

☐

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

Not Yet Submitted Unlocked

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

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

Preview Submit

1 of 1  
Required Files

Add

☐

▼ Curriculum Vitae

Not Yet Submitted Unlocked

Curriculum Vitae 1 required, 1 Added

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

Preview Submit

1 of 1  
Required Files

Add

# **Leave with Pay (Sabbatical & Difference in Pay)**

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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.**