

## Staff Guide to Interfolio Sabbatical/Difference-in-Pay Leave

Please visit the [Faculty Advancement: Leaves](#) website for full information regarding sabbaticals and difference-in-pay leaves. A complete, step-by-step, Interfolio guide is available on-line [here](#). You may also call Interfolio's help-line at 877-997-8807.

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### Eligibility Notification

Department/school coordinators are responsible for notifying faculty members with an eligibility date of **AY 2024-2025 or earlier**. Eligibility lists are available to the College Sabbatical Representatives on the Faculty Advancement [SharePoint](#) site. Use the sample language below to notify candidates via email:

TO: Candidate  
FROM: Department Coordinator  
SUBJECT: Sabbatical/Difference-in-Pay Leave Eligibility

Dear Candidate,

You are eligible to apply for a Sabbatical and/or Difference-in-Pay leave in the 2024/2025 academic year, with leave to be taken in the 2025/2026 academic year.

The Sabbatical/Difference-in-Pay leave application and review process will be done through Interfolio. As such, a case will need to be created for you if you wish to apply for Sabbatical or Difference-in-Pay leave. If you wish to apply for Sabbatical or Difference-in-Pay Leave this year, please respond with this email to confirm your intent to apply. Shortly after you submit your intent to apply, you will receive an email with a link to your Sabbatical/Difference-in-Pay leave case in Interfolio.

Please visit the Faculty Advancement website at <https://faculty-advancement.sdsu.edu/tenure/leaves> for more information about Sabbatical/Difference-in-Pay leaves. Should you have any questions, please let me know. Thank you.

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### Log-in

Go to [www.interfolio.com](http://www.interfolio.com) → Sign In → Partner Institution → San Diego State University → Single Sign-On → username is SDSUId and associated SDSUId password.

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### Committees

- A minimum of three (3) tenured faculty members are needed to constitute a review committee.
- Faculty applying for a sabbatical or difference-in-pay leave shall not serve on review committees.

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### Case Creation

[Follow the Interfolio guide for Case Creation.](#)

- Case Settings: Only use templates with your department/school prefix. → Review & Settings: you may add submission deadline; do not change internal case sections, step dates or add required documents → Will the Candidate Submit a Packet? Select "Yes." → Would you like to notify the candidates now? Select "No".

[Follow the Interfolio guide for Notifying the Candidate](#) and use **sample memo below**:

TO: Candidate  
FROM: Department Coordinator or College Sabbatical/DIP Representative  
SUBJECT: Sabbatical/DIP Leave Case Available

Thank you for submitting your intent to apply for sabbatical or difference-in-pay leave for the 2024/2025 academic year (to be taken in the 2025/2026 academic year).

Your case is now ready in Interfolio. Please click the link in this email to access your case. When you are prompted to log in, go to > Sign In > Partner Institution > type San Diego State University > and you will be directed to Single Sign On. Log in with your SDSUId as the username and password associated with your SDSUId.

For your convenience, an Interfolio candidate guide is available for you to use during this process. Visit <https://faculty-advancement.sdsu.edu/tenure/leaves> and review the information under “Information for Faculty.”

The deadline to submit your case is Wednesday, October 16, 2024. If you do not submit your case by the deadline, your case will be locked and you will no longer be able to apply for sabbatical or difference-in-pay leave this year. Please note that the system will not allow uploads after 11:59pm EST / 8:59 PST on this date.

Should you need further assistance, please contact your department/school coordinator.

Once you have notified the candidate, change the case status to “Case with Candidate”. The candidate will upload their materials and submit their packet; the case will lock automatically.

If a candidate needs to make changes: Only department/school coordinators and College RTP Reps can provide access to make changes: navigate to the candidate’s case→identify the section that needs to be edited→select “Unlock.” Notify the candidate when the section has been unlocked. The packet will automatically lock after the candidate resubmits.

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### **Add Committees to Cases – complete prior to moving the case forward for review**

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Department/school coordinators or College sabbatical representatives populate the reviewers for cases.

[Follow the Interfolio guide for adding the committees that do not have your department/college pre populated.](#)

- Ensure that the committee chair, chair/director and dean have the “star” selected so they may complete the required recommendation form.
- All other fields (requirements and settings) in the step are preset.

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### **Move Case Forward**

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After committees have been added, send the [Case Forward](#), using the **sample memo below:**

TO: Department Chair/School Director / College Peer Review Committee / Dean  
FROM: Department Coordinator or College Sabbatical/DIP Representative  
SUBJECT: Case Ready for Review - LAST NAME OF APPLICANT, FIRST INITIAL

Dear Reviewer,

Please log-in to Interfolio to review the packet for the above-named candidate. Once reviewed, the committee chair should complete the recommendation form in Interfolio. A reviewer guide is available on the Faculty Advancement website at <https://faculty-advancement.sdsu.edu/tenure/leaves>.

Should you need assistance, please contact your department/school coordinator. Thank you.

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### **Department-Level Review**

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After the reviewing body has completed the review form, move the case forward to the next level of review → change the case status→ select “Send Forward” at the top of the page. (Use the template above.)

*\*\*\*Note: Before submitting to the department chair/school director, only applications deemed not worthy should be sent back to the applicant for revision and reviewed again by the committee.*

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## **College-Level Review**

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After the reviewing body has completed the review form, move the case forward to the next level of review → change the case status → select “Send Forward” at the top of the page. (Use the template above.)

*\*\*\*Note: Before submitting dean, only DIP applications deemed not worthy should be sent back to the applicant for revision and reviewed again by the committee.*

Please note: after the Dean completes their review, Faculty Advancement will tabulate recommendations, compare with allocations, review with the Provost, and issue awards notices.