

## Reviewer Guide to Sabbatical/Difference-in-Pay Leaves and Interfolio

Please visit the [Faculty Advancement: Leaves](#) website for full information regarding sabbaticals and difference-in-pay leaves.

Interfolio allows you to review sabbatical/difference-in-pay leave applications on a digital platform. A complete, step-by-step, Interfolio guide is available on-line [here](#). You may also call Interfolio's help-line at 877-997-8807. Your department coordinator and College sabbatical representative will also be able to assist you.

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### Log-in

- Go to [www.interfolio.com](http://www.interfolio.com) > Sign In > Partner Institution > select San Diego State University from the dropdown menu and you will be directed to Single Sign On. Log in with your SDSUId as the username, and password associated with your SDSUId.
- Problems with logging in?
  - 1) Make sure you are using Google Chrome.
  - 2) Double-check with your department/school to make sure the correct email address was used.
  - 3) Double-check with department/school to make sure the correct email address was spelled correctly.
  - 4) Check your email Spam for email.

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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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### Reviewing Applications

Committees are to review applications and shall recommend (for all leaves) and rank (for sabbatical A only) in relation to the quality/academic merit of the proposed application *and* time since last leave.

- Select "Cases" on the Interfolio Review, Promotion and Tenure side menu.
- Click the name of the candidate to be reviewed.
- Click "Read Case" to open the Reader View window.
- Click on the carat next to the section you wish to review in the "Packet" menu (left side of screen) to view documents uploaded by the candidate. Navigate to each document individually by clicking on its name.
- Click on the carat next to the "Department Review" or "College Review" section in the navigation pane to view documents previously uploaded by reviewers.
- Click on the "Annotations" tab in the navigation pane (left side of screen) if you would like to make notes. Click the pencil (bottom right corner of screen) and select one of three options:
  - Point: This tool allows you to anchor a text box note in a specific area of the document viewed.
  - Area: This tool allows you to anchor a text box to a highlighted area of the document viewed.
  - Text: This tool allows you to anchor a text box to a highlighted section of text in the document viewed.
- Annotations are like private "sticky notes," they will not be seen by anyone else, cannot be shared, and do not appear when candidate documents are printed.
- To delete annotations, select the annotation on the document reader pane and click the trash can at the bottom right hand corner of the screen.
- Click "Return to Case" and "Back to Cases" at the top left of the screen to return to the case list and begin your review of another case.
- When evaluation is complete, prepare your recommendation letter and cover letter memo and rankings.
  - A sample letter of recommendation is available on the [Faculty Advancement: Leaves](#) website under, "Sabbatical or Difference-in-Pay Leaves - Information for Reviewers." See "Sample Sabbatical/DIP Cover Memo and Sample Sabbatical/DIP Letter of Recommendation."
- Provide the cover memo and recommendation letter to your department coordinator or College RTP Representative, who will review and upload into Interfolio.