

Reviewer Guide to Sabbatical/Difference-in-Pay Leaves

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](#), or call Interfolio's help-line at 877-997-8807. Your department coordinator and College sabbatical representative can assist you.

Log-in

- Go to www.interfolio.com → Sign In → Partner Institution → San Diego State University → Single Sign-On → username is SDSUId and associated SDSUId password.

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.

Reviewing Applications (*Simplified for AY 24 -25*)

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.

[Follow the Interfolio guide to review the case materials](#). Reviewers will only have access to cases currently at their level of review.

When evaluation is complete, the Committee Chair will complete the required recommendation form (reviewers no longer need to prepare/submit letters). [Follow the Interfolio guide on how to complete and submit the form](#). Form includes:

- Recommendation
- Ranking (for sabbatical “A” requests)
- Impact on department/school
- Rationale for non-recommendation (Deans only)