

Candidate 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.

Sabbatical B / DIP recipients are urged to work with SDSU Research Foundation staff and their Dean's Office to ensure that a clear joint understanding is in place around additional employment and pay, including grants and contracts.

Interfolio allows you to assemble and share documents for review using a digital platform. Your department coordinator or College Sabbatical/DIP Representative will be able to assist you with many questions. A complete, step-by-step, Interfolio "Candidate's Guide" is available on-line [here](#). You may also call Interfolio's help-line at 877-997-8807.

Notifications

When a case has been created for you, you will receive an email with the subject line, "Sabbatical/Difference-in-Pay Leave – Case Available" from San Diego State University. The case link will expire in 30 days.

Log-in

- Go to 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 and spelled correctly.

Packet Requirements

- ☐ **Sabbatical/Difference-in Pay-Leave Application Form** (to be completed within Interfolio)
 - Rank/title, college, department/school, are you a chair/director?
 - Type of leave requested, semester/AY requested
 - Are you being considered for a fellowship, grant, etc. associated with leave - summary if yes
 - Request permission to continue work on externally funded projects and/or supervise students
 - Previous leave information (application years and outcomes)
- ☐ **Sabbatical/Difference-in-Pay Leave Human Subjects Form** (to be completed within Interfolio)
- ☐ **Sabbatical/Difference-in-Pay Leave Liability Form** (to be completed within Interfolio)
- ☐ **Title and Description of Proposed Activity/Project** (max. 1,000 words)
Include: Purpose and goals, significance, project plan and timeline (including travel, if any), list of CSU resources (if any necessary to carry out the activity/project), summary of work already completed on the activity/project, brief description of anticipated results, benefits to the University and its students.
- ☐ **Curriculum Vitae**
- ☐ **Liability Form Attachment** (Promissory Note, Bond, or List of Assets)

Managing Materials

Collect your materials in one folder on your computer desktop.

- For paper materials, scan the documents into PDF format.
- For documents saved to your computer, the system will automatically convert any format to PDF format upon upload. Please note: if you upload your document in a non-PDF format such as Microsoft Word, the styling (headings, subtitles, etc), anchors, bookmarks, etc. will carry over to the "Reader View" and make it difficult for reviewers to navigate. We encourage converting these documents to PDF format before upload.
- Rename your documents so that the file names accurately indicate the contents (eg., "Liability Form," "CV," etc.)

- *For signed promissory notes: Interfolio may not upload documents saved with a certified signature in Adobe (either in the file or AdobeSign). We recommend either scanning a signed copy or within Adobe navigating to “Fill & Sign” and using the “Sign Yourself” feature to drag and drop an image of the signature.*

Uploading Materials

- On your Interfolio dashboard, under “My Packet,” select “View.”
- Click “Instructions” in the upper right corner of the page to view instructions.
- Click “Work on Packet” to begin uploading materials.
- Use the “Add File” button to upload each item into the appropriate section (maximum file size 100 MB.)
- If you’ve added a file and receive a message that states “Creating PDF” for an extended amount of time, click on the Refresh button on your browser.
- When you have successfully completed your uploads, click the “Preview Packet” button to preview contents. Check that all documents are present and uploaded without error (ex: missing signature on promissory note, etc.)
- **Do not click the dark blue “Submit” button in each section, or each section will be sent separately; submit your entire packet only when ALL sections are complete.**
- When you are ready to submit, check the small box in the blue taskbar (at the top of the page) to select all sections for submission. If a white “Submit Section” button appears in the blue taskbar, you have completed all of your requirements, and may proceed with submission. If that button is greyed out, you still have not fulfilled all requirements.
- After submission, you will not be able to edit the materials unless access is provided by your department coordinator.
- Please note that the system will not allow uploads to your packet after 11:59pm EST / 8:59pm PST on the published due date.

Viewing Shared Files

You will be notified by email when the final decision from the Provost has been shared. Click the link in the email prompting you to log in to Interfolio, on your dashboard, under “Your Action Items” click on your name to view the packet; OR, click “Your Packets” in the left-hand navigation and select the case, open the “Shared Committee Files” tab of the case packet and files shared with you will appear listed.

Sign and return your final decision letter as an email attachment to facultyadvancement@sdsu.edu. Please do not send your letter directly to the Provost’s Office.