

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.

Eligibility Notification

A September 15 campuswide memo launches the process. Faculty Advancement also sends notifications via email (bcc) to faculty members who are projected to be eligible. Memo instructs faculty: "To begin the application process, please contact your department or school administrative coordinator no later than **October 1**, so that they can create and launch an application "case" for you in Interfolio. Interfolio will notify you when your case has been launched and is ready for your attention. Applications are due **October 15**."

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.

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

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 15, 2025. 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 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.

Check Committees and "Star" Lead Reviewers

Faculty Advancement has entered committees in the appropriate review step in Interfolio. Department/school coordinators or College sabbatical representatives should ensure that the committee chair, chair/director and dean have the "star" selected so they may complete the required recommendation form.

Move Case Forward

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](#).

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

Department-Level Review

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.)

****Applications deemed "not recommended" by the department committee should be sent back to the applicant for revision and reviewed again by the committee.*

College-Level Review

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.)

Please note: after the Dean completes their review, Faculty Advancement will tabulate recommendations, compare with allocations, review with the Provost, and work with colleges to generate award notifications.