eFaculty QuickTip: Apply for Sabbatical, Optional Response

Notify UP - FA that you will apply for a sabbatical: <u>up-facultyaffairs@sjsu.edu</u>. A case will be initiated for you in eFaculty.

Once your case has been initiated, you will receive an email. Select "View Case" - to login to Interfolio.	San José State University has initiated a review on your behalf. View CASE Viewing your case will allow you to view requirements, read instructions, and submit your packet online. Powered by Interfolio Support
Log in through https://one.sjsu.edu/ "eFaculty"	SAN JOSÉ STATE UNIVERSITY Mate would you like to do? Browse Categories - Search Results: Tasks Faculty - faculty rierfolio - Select login with enail rierfolio - Select login with enail rier
You will be directed to an Interfolio dashboard titled Your Packets.	Countrager 2 C

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You can also log in by visiting https://home.interfolio.com/ selecting Partner Institution.	Sign In Sign in with email Email * Drier Email Partner Institution Enter Password * Enter Password * Enter Password * Sign In Forgot your password? Dor't have an account? Use Interfolio's suites of services to simplify your academic life. Create an account
"San José State University" and the option will appear. Select "Sign In"	interfolio Sign in through your institution If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below. San José State University Q Sign In Sign in with an Interfolio account >
Enter your SJSU Credentials	Sign in Sign in Sign in Sign in P Please enter a username Password SISUOne Password Commender me Ign in Need help signing in?

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On the Your Packets dashboard, click on the department name to open the Sabbatical Application. If you don't see it listed, refresh the page or click on the Your Packets link in the column on the left.	Vorrage Low Bontrage 2 v Hume Vorrage Vorrage Active Active Active Sabbatical Not Submitted Sabbatical Not Submitted
From the Sabbatical Application dashboard, click on View Instructions to read the information. Then, click on Packet or Edit to open the sections of the application.	Preview Packet Preview Packet Unit Preview Packet San Joes State University Sabbatical Sabbatical
Fill Out Form (A), Add document (B) and Submit (C) each section or submit after completing all the sections. See next image.	Rev.Aced Balackilversity ' Your Packatt' Preview Packatt Unit Type San Joads State University San Joads State University Sabadactad Cerview Packatt Continue of the instructions View Instructions View Packatt Image: Continue of the instructions View Instructions View Instructions View Packatt Image: Continue of the instructions View Instructions View Instructions View Packatt Image: Continue of the instruction

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	Overview Packet	ns Submit Sections O Expand All O	tollapse All	
Submit Sections together by checking the box and clicking on	Submit	S Unlocked he information you need to enter.		Submit 0 of 0 Required Files
Submit Sections.	Sabbat	ical Application - Required Questions / required qu	estions, Details	Edit Form
Once submitted, the packet will	Sab	batical Application - Required Questions	Completed Submitted Aug 20, 2020	Edit
be locked.	Sabbat	ical Terms and Conditions 1 required questions,		Edit Form
You can view your submission in Your Packets .	Title	batical Terms and Conditions	Details Completed Submitted Aug 20, 2020	Actions Edit
	Submit	atical Application Documents ted Unlocked		Preview Submit 2 of 2 Required Files
	Propos	al 1 required, 1 Added		Add
An email is sent to you after each level of review, for the option to submit a response. Click on VIEW FILES to open Interfolio or log in using the steps above		SJS Remie Bontrag You will be required to files.	SU EFACULTY ger has shared files wit VIEW FILES	th γου.
On your dashboard, your case will be flagged with Open for Response , click on View.	Home Your Packets Review, Promotion and Ten Cases	Active Packet San Joé State University Open for Response Sabbatical Application	Type Status Sabbatical Submitted Aug 28, 2020	Due Date - View

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