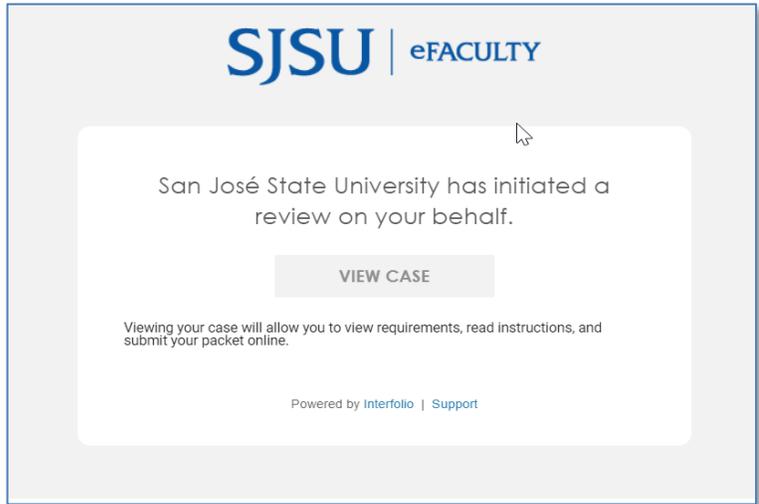


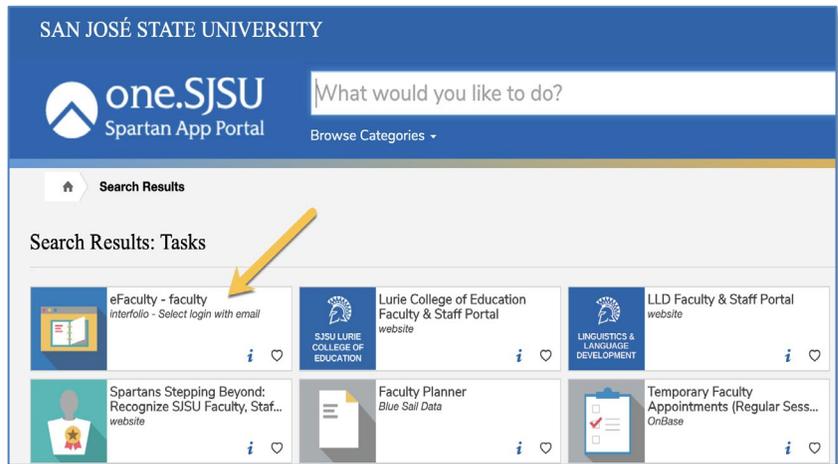
eFaculty QuickTip: Apply for Sabbatical, Optional Response

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

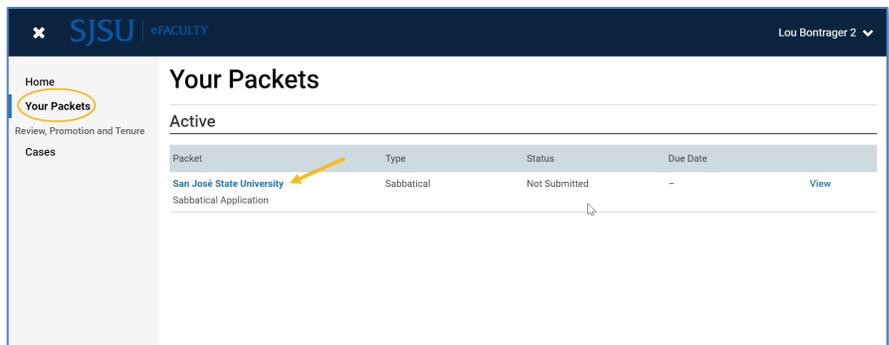
Once your case has been initiated, you will receive an email. Select "View Case" - to login to Interfolio.



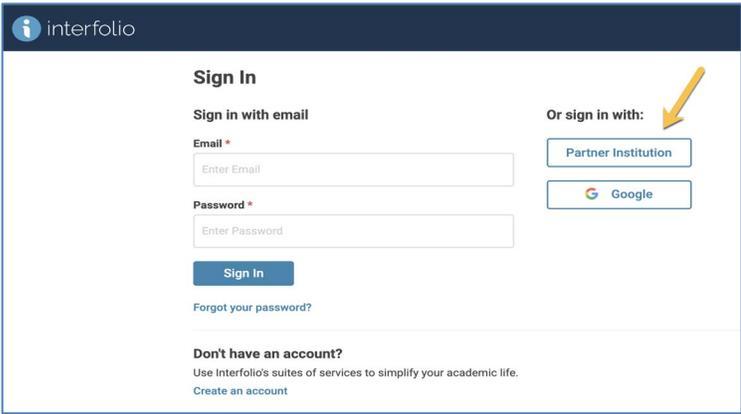
Log in through <https://one.sjsu.edu/> and select "eFaculty"



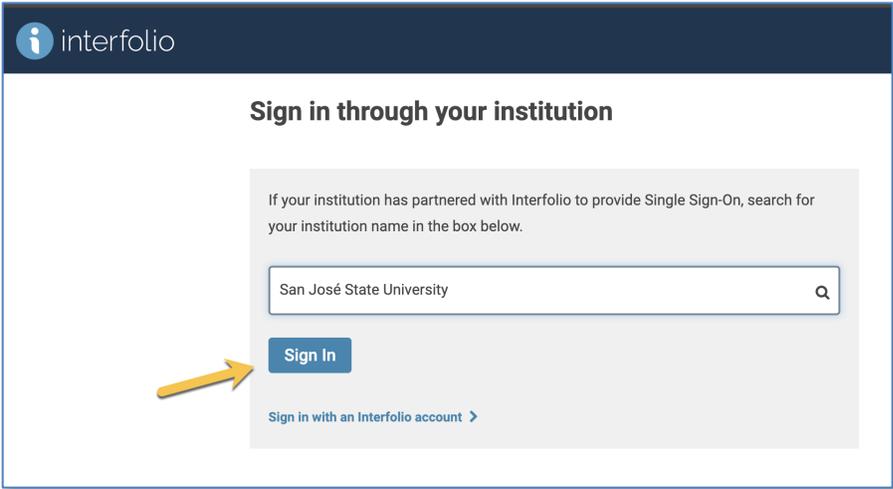
You will be directed to an Interfolio dashboard titled Your Packets.



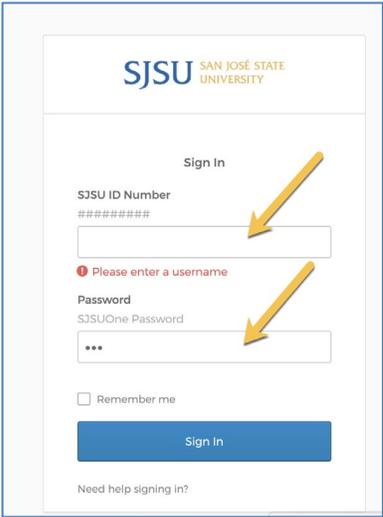
You can also log in by visiting <https://home.interfolio.com/> and selecting Partner Institution.



“San José State University” and the option will appear. Select “Sign In”

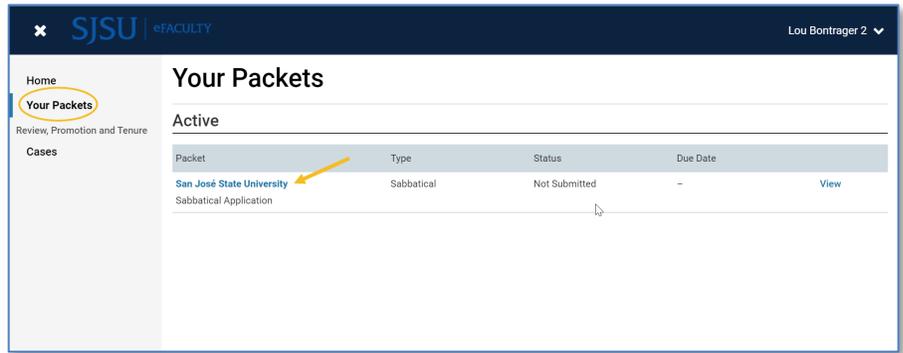


Enter your SJSU Credentials



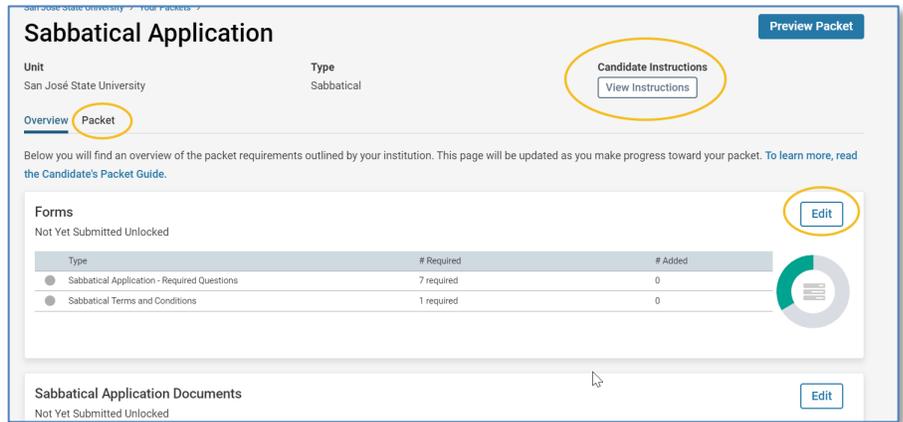
On the **Your Packets** dashboard, click on the department name to open the Sabbatical Application.

If you don't see it listed, refresh the page or click on the Your Packets link in the column on the left.



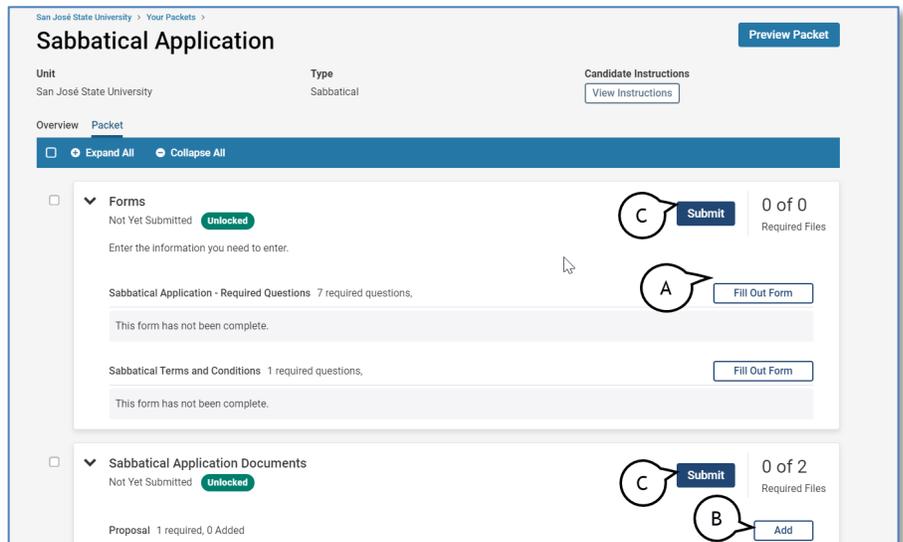
From the Sabbatical Application dashboard, click on **View Instructions** to read the information.

Then, click on **Packet** or **Edit** to open the sections of the application.



Fill Out Form (A), Add document (B) and Submit (C) each section *or* submit after completing all the sections.

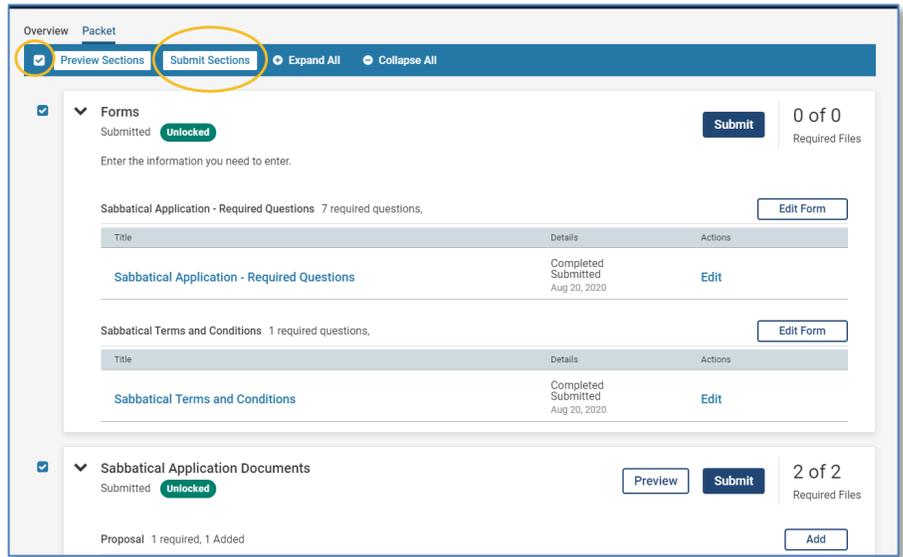
See next image.



Submit Sections together by checking the box and clicking on **Submit Sections**.

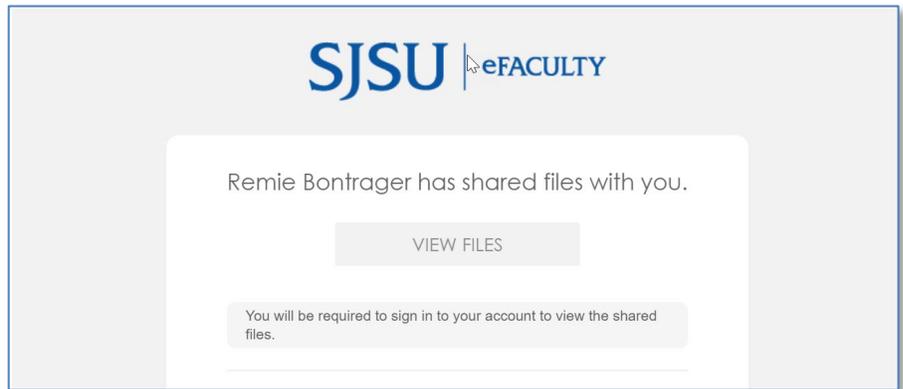
Once submitted, the packet will be locked.

You can view your submission in **Your Packets**.

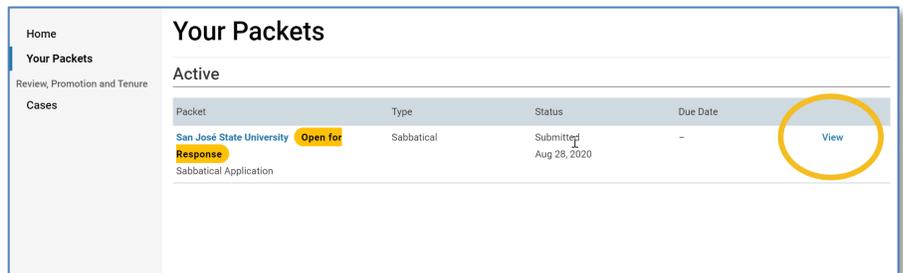


An email is sent to you after each level of review, for the option to submit a response.

Click on **VIEW FILES** to open Interfolio or log in using the steps above



On your dashboard, your case will be flagged with **Open for Response**, click on View.

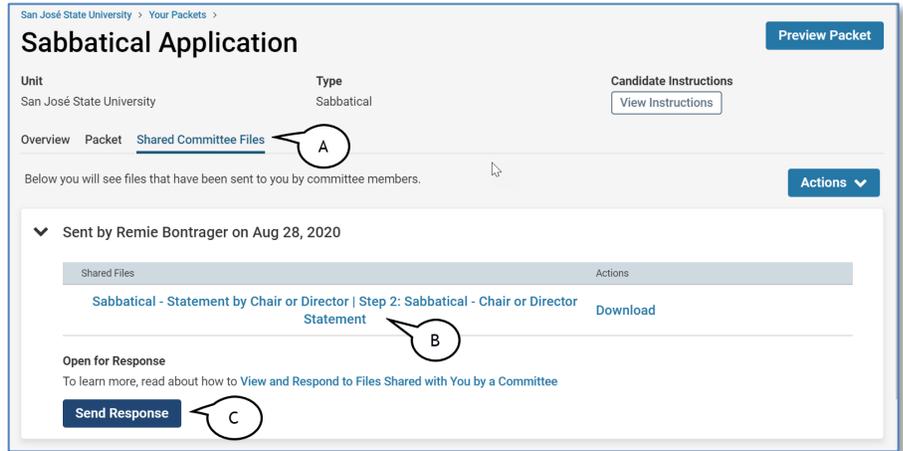


This will open the Sabbatical Application page.

Click on **Shared Committee Files (A)**.

Click on the title to view the file **(B)**.

Click on **Send Response (C)** to upload a document with your response.



A response **(C)** is optional unless the reviewer is asking a question about your proposal.

