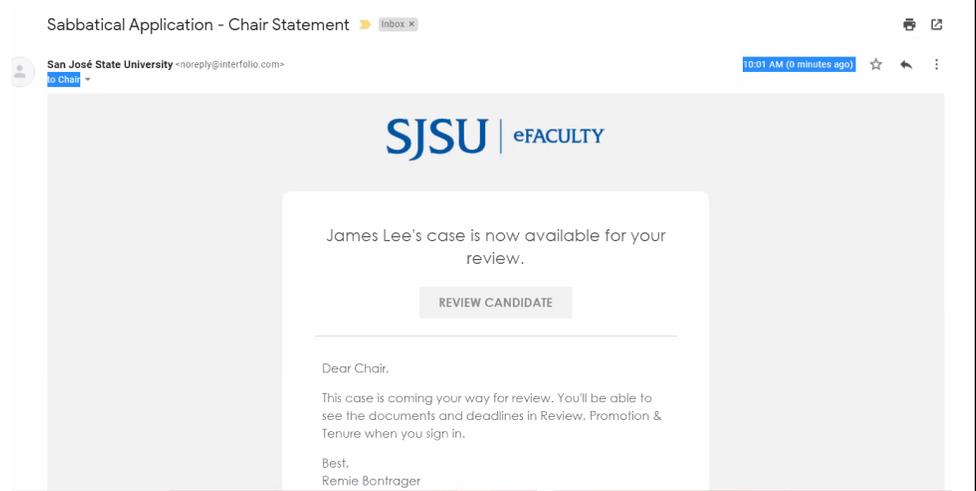


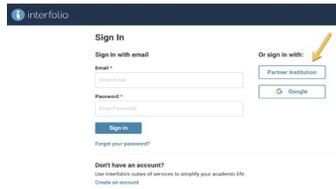
eFaculty QuickTip: Review Sabbatical Applications

Reviewers* receive an email from eFaculty inviting them to “Review Candidate.” Clicking the link in the email will prompt an attempt at SJSU SSO sign-on.



*Reviewer is a Department Chair, Committee Chair, Committee Member, Dean.

The link may send you to Interfolio.com. If taken there, choose “sign in with ‘Partner Institution.’”



You'll see San José State University as you start typing in the name of the university in search.



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.



Sign In

[Sign in with an Interfolio account >](#)



If the link does not direct to the eFaculty dashboard, use the following log-in instructions.

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

SAN JOSÉ STATE UNIVERSITY



[Browse Categories](#) ▾

Search Results

Search Results: Tasks



eFaculty - faculty
interfolio - Select login with email



Lurie College of Education
Faculty & Staff Portal
website



LLD Faculty & Staff Portal
website



Spartans Stepping Beyond:
Recognize SJSU Faculty, Staf...
website



Faculty Planner
Blue Sail Data



Temporary Faculty
Appointments (Regular Sess...
OnBase



Enter your SJSU Credentials

SJSU SAN JOSÉ STATE UNIVERSITY

Sign In

SJSU ID Number

#####

Please enter a username

Password

SJSUOne Password

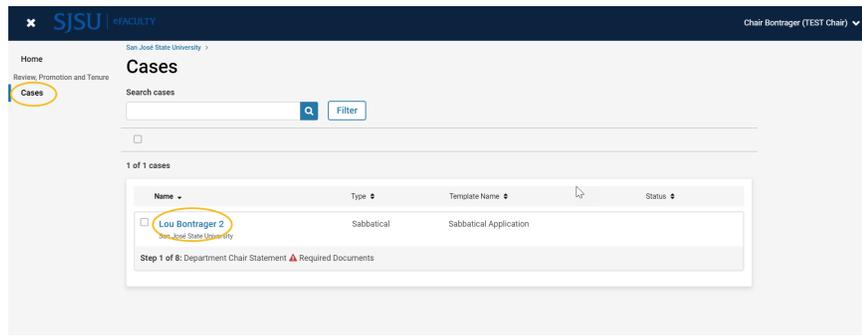
Remember me

Sign In

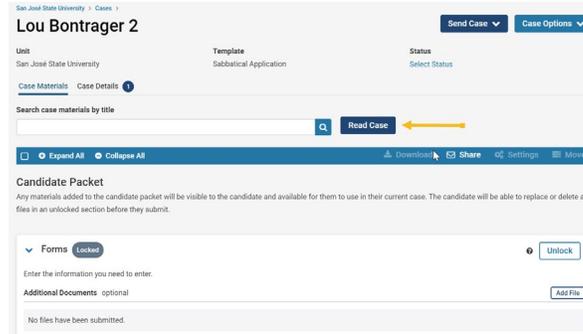
[Need help signing in?](#)



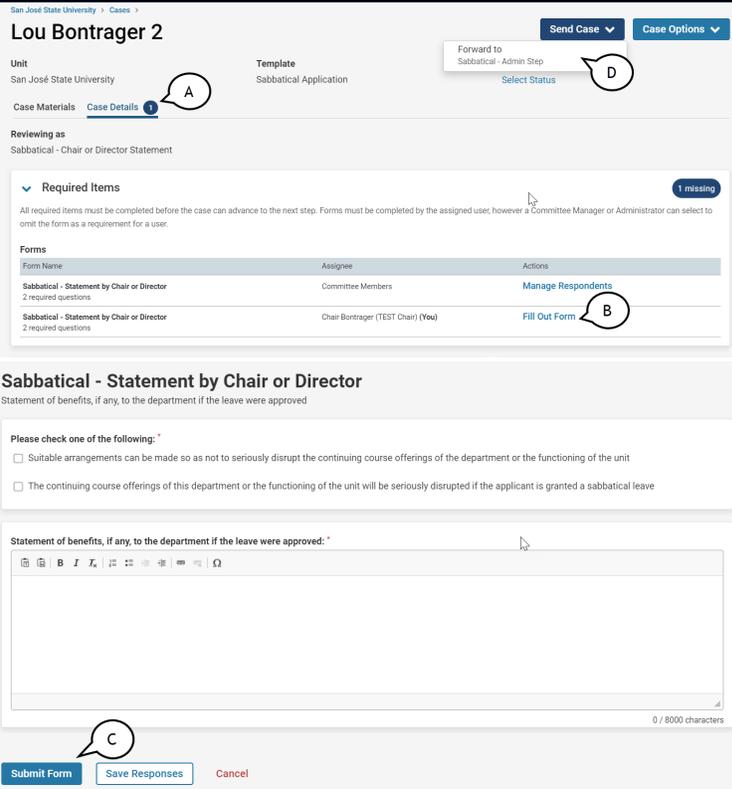
You will be directed to the My Tasks dashboard. Click on the name of the Applicant or on Cases, to open the Sabbatical packet.



In the overview of the packet, click on Read Case to open the Document Viewer.



The Case Details link (A) includes the link to the Statement by Chair or Director Form. Select Fill Out Form (B) to complete the form and submit it (C). If this section is not completed, the case will not move forward.



Click on Send Case (D) and select Forward to Sabbatical-Admin Step. The Sabbatical Admin will be notified once your case has been submitted. The Sabbatical Admin is UP-FA.

***Note:** UP-FA will release the chair/director statement to the applicant.