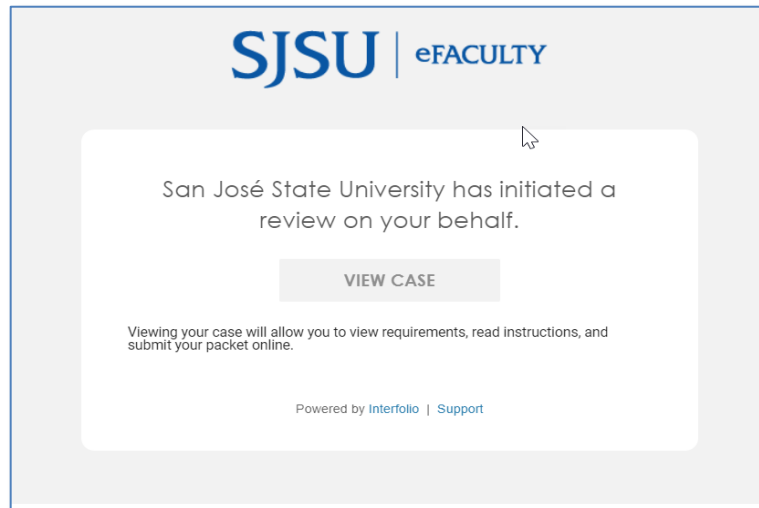


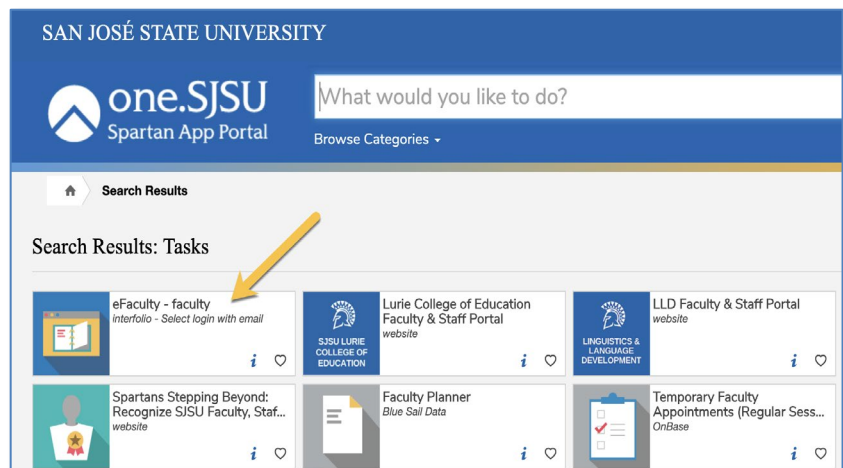
eFaculty QuickTip: Apply for Sabbatical, Optional Response

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

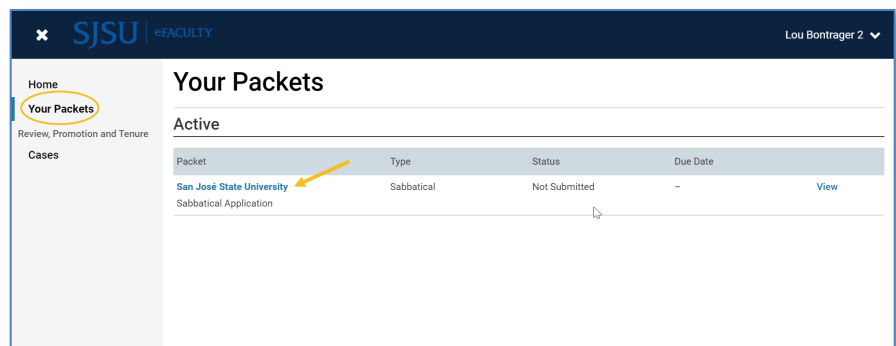
Once your case has been initiated, you will receive an email. Select "View Case" - to login to Interfolio.



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.

The screenshot shows the Interfolio 'Sign In' page. It has a dark blue header with the Interfolio logo. Below the header, there's a 'Sign In' section with 'Sign in with email' and fields for 'Email' and 'Password'. To the right, there's a section 'Or sign in with:' with a yellow arrow pointing to a 'Partner Institution' button and a 'Google' button. At the bottom, there's a 'Sign In' button and a link for 'Forgot your password?'. A footer section says 'Don't have an account?' and 'Create an account'.

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

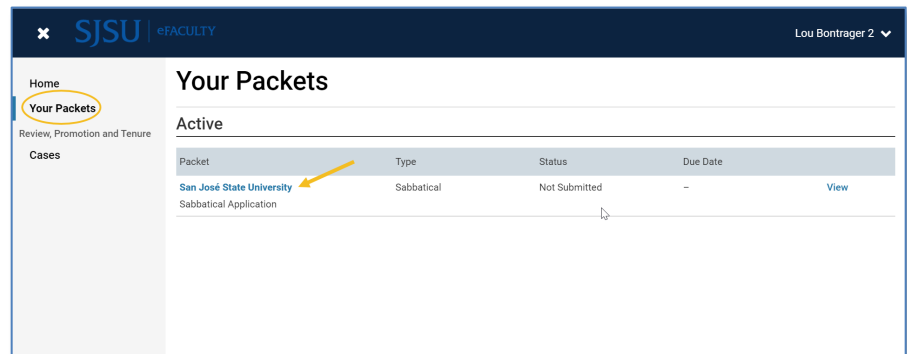
The screenshot shows the 'Sign in through your institution' page on Interfolio. It has a dark blue header with the Interfolio logo. Below the header, there's a section 'Sign in through your institution'. A text box says 'If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.' Below this is a search box containing 'San José State University' and a magnifying glass icon. A yellow arrow points to a blue 'Sign In' button below the search box. At the bottom, there's a link 'Sign in with an Interfolio account >'.

Enter your SJSU Credentials

The screenshot shows the SJSU 'Sign In' page. It has a white header with the SJSU logo and 'SAN JOSÉ STATE UNIVERSITY'. Below the header, there's a 'Sign In' section. It has a field for 'SJSU ID Number' with a yellow arrow pointing to it. Below this is a red error message 'Please enter a username'. Then there's a 'Password' field with a yellow arrow pointing to it. Below the password field is a 'Remember me' checkbox. At the bottom is a blue 'Sign In' button and a link 'Need help signing in?'.

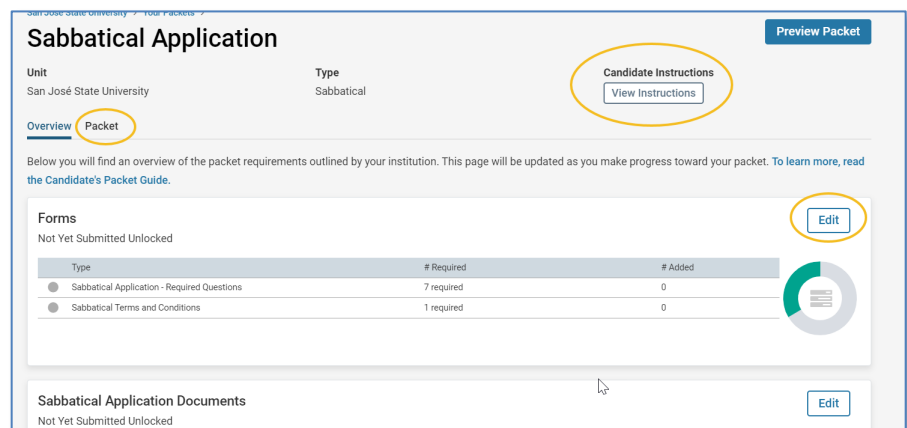
On the **Your Packets** dashboard, click on the department name to open the Sabbatical Application.

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



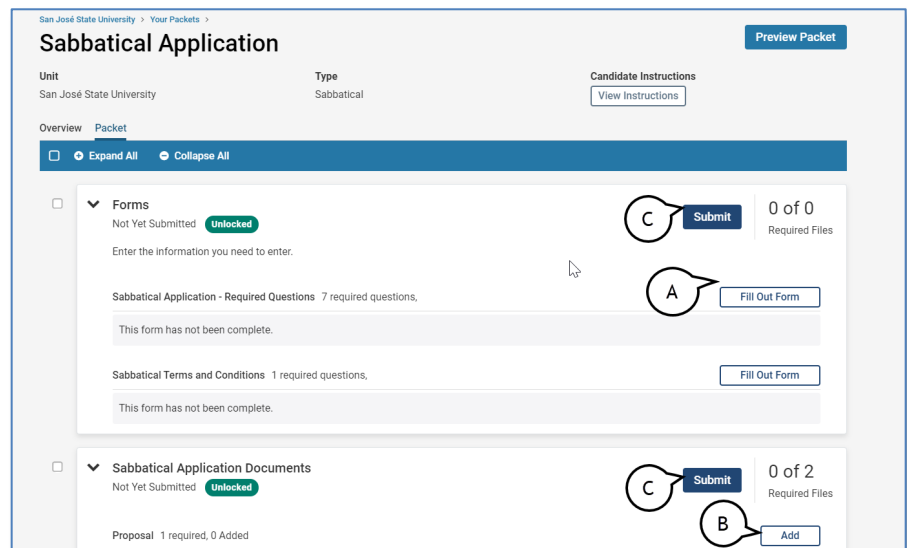
From the Sabbatical Application dashboard, click on **View Instructions** to read the information.

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**.

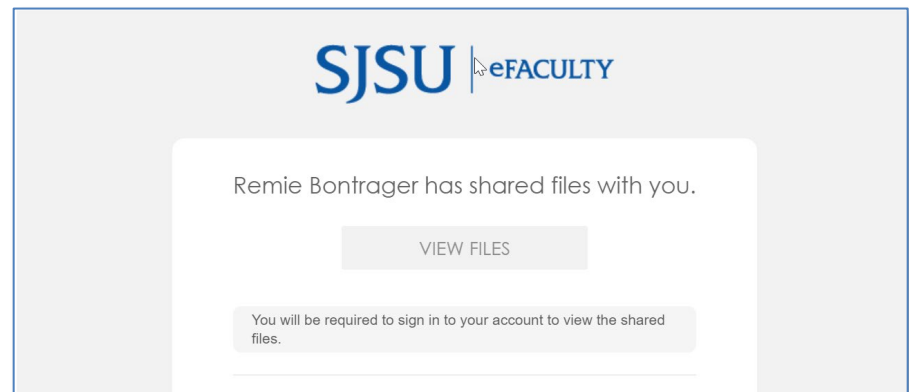
Once submitted, the packet will be locked.

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

The screenshot shows the eFaculty interface with the 'Packet' tab selected. The 'Submit Sections' button is highlighted with a yellow circle. Below the navigation bar, there are two main sections: 'Forms' and 'Sabbatical Application Documents'. The 'Forms' section shows 'Sabbatical Application - Required Questions' and 'Sabbatical Terms and Conditions', both with 'Submit' buttons. The 'Sabbatical Application Documents' section shows 'Proposal' with an 'Add' button. The 'Submit Sections' button is located at the top of the 'Forms' section.

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.

The screenshot shows the 'Your Packets' dashboard. The table has the following columns: Packet, Type, Status, Due Date, and a 'View' button. The data row shows: San José State University (Open for Response), Sabbatical, Submitted (Aug 28, 2020), and a 'View' button. The 'View' button is highlighted with a yellow circle.

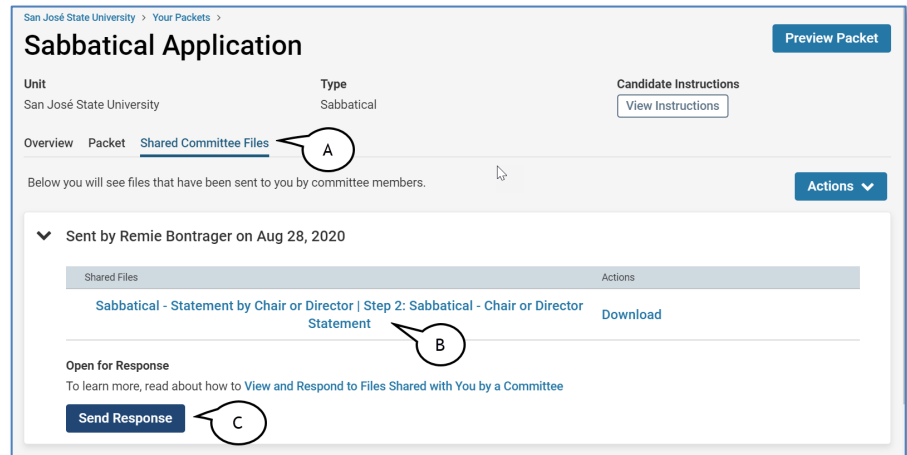
Packet	Type	Status	Due Date	
San José State University Response Sabbatical Application	Sabbatical	Submitted Aug 28, 2020	-	View

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.

