

Process to Submit a Sabbatical or DIP Application

The deadline for submitting applications is September 15th

Create a Google Drive Folder and provide access to Faculty Affairs using the following process:

1. Log-in to the SSU portal.

Online Services

Username

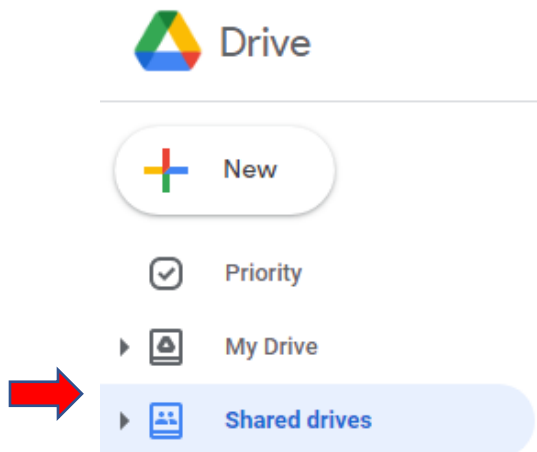
Password

LOGIN

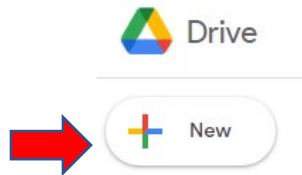
2. Select the "Google Drive" icon.



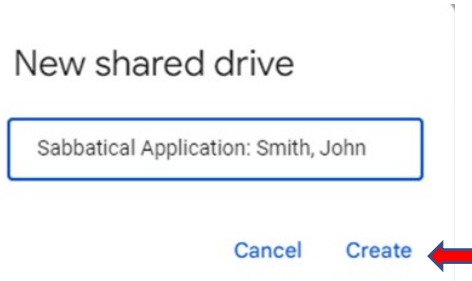
3. Select "Shared Drives" from the menu located on the upper left side of your screen.



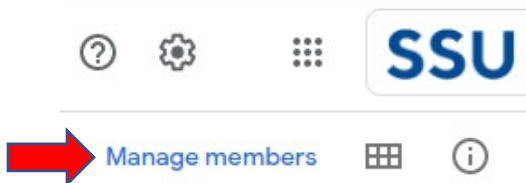
4. Select “+ New”



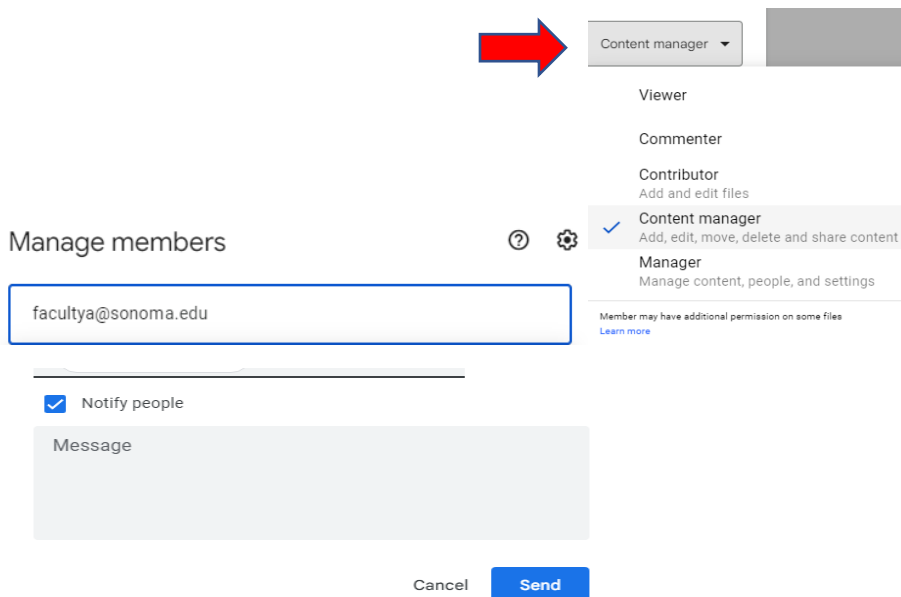
5. Enter the name of your new Google Drive Folder using the following naming convention: **Sabbatical or DIP Application: FACULTY NAME**. Once you have titled your Google Drive Folder select “Create”.



6. Select “Manage members” so that you can grant access to your application materials.



7. Add Faculty Affairs facultya@sonoma.edu and set the access as “Content Manager”



8. Select “Send” once you are all done.



9. You may now begin to add your Sabbatical or DIP Application materials to the Google Drive Folder.

If you have any questions you may contact the Office of Faculty Affairs at facultya@sonoma.edu