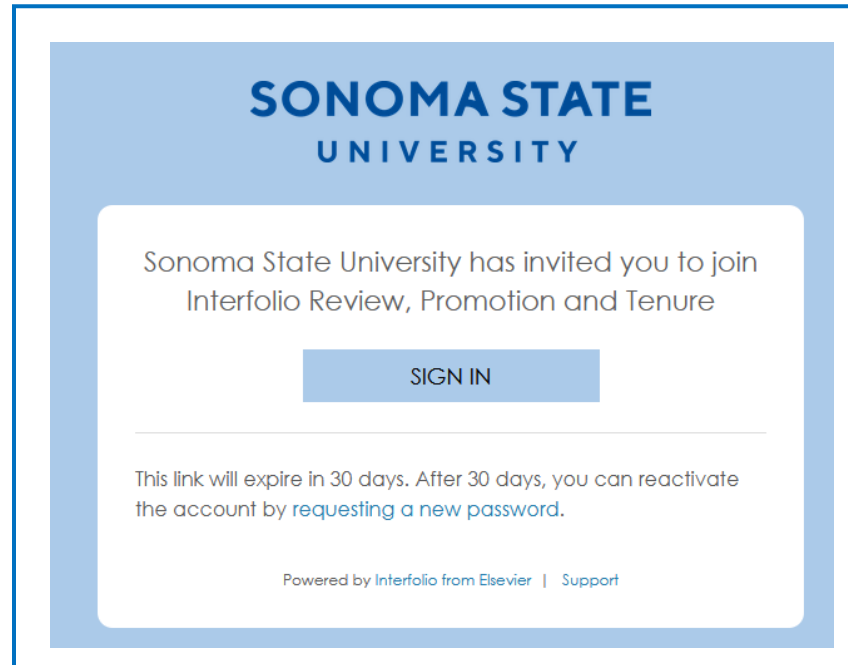


Interfolio instructions for submittal of Sabbatical and Difference-In-Pay applications

You will receive an email at your **Sonoma State email address**. From that email, select the **Sign In** link as shown below.

You can also sign in directly at <https://home.interfolio.com>



The invitation will state that you have been invited to join **Interfolio Review, Promotion, and Tenure**, as this is the primary use of Interfolio. However, you will use Interfolio to complete your **Sabbatical or DIP application**.

To sign in, **do not use the email and password fields on the left**. Instead, select **Sign in with Partner Institution**, which is linked to your SSU username and password.

Begin typing **Sonoma State University**, then select the university when it appears. Click **Sign In** to continue.

Sign In

Sign in with email

Email *

Password *

Sign In

[Forgot your password?](#)

Other Sign In Options

Sign in with Partner Institution

 Sign in with Google

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.

Sonoma State University
Sign in

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

In the top-left corner, under **Home**, select **Your Packets**. Next, select the **Sonoma State University** link.

 **SONOMA STATE UNIVERSITY**

Home

Your Packets

Review, Promotion and Tenure

Cases

My

Your Packets

Active

Packet	Type	Status	Due Date
Sonoma State University Sabbatical	Sabbatical	Not Submitted	Case due Sep 15, 2026

Your **Packet/Case Requirements** screen will appear. Select **Edit** to begin uploading your documents.

Sabbatical

[View Instructions](#)[Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Sonoma State University	Sabbatical	Hard Deadline ⓘ	Sep 15, 2026

[Overview](#)[Packet](#)

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Candidate Requirements

Not Yet Submitted Unlocked

Type	# Required	# Added
☐ Statement of Purpose/Narrative	1 required	0
☐ CV	1 required	0
☒ Prior Sabbatical/DIP Report	0 required	0
☒ Additional Work Request Form	0 required	0
☐ Sabbatical Application Form	5 required	2

Edit



Within each section, read the instructions and select **Add** to upload the required document.

NOTE: Do not select **Submit** until you have completed your entire **Packet/Case**.

▼ Candidate Requirements

Not Yet Submitted **Unlocked**

0 of 2
Required Files

Add

Statement of Purpose/Narrative 1 required, 0 Added

Write a clear narrative explaining the project you are proposing, including details, specific plans, timelines, and outlines of writing, research, professional development, creative projects, etc. If there is particular time urgency to the project (e.g., a collaboration opportunity, timing of a grant proposal, a book contract), please include this information. Also include information about the value of the sabbatical to you personally as an instructor and scholar (for instance, articles used as materials in class), as well as to the university at large. The project narrative should be written in such a way that both the project itself and its significance are clear to readers with a wide range of disciplinary backgrounds. If applicable, include a section that covers service since the last Sabbatical/DIP.

No files have been added yet.

Submit

Choose **Add New File**, where you can either **drag and drop** a file from your desktop or select **Upload** to choose a file.

Choose Existing **Add New File**

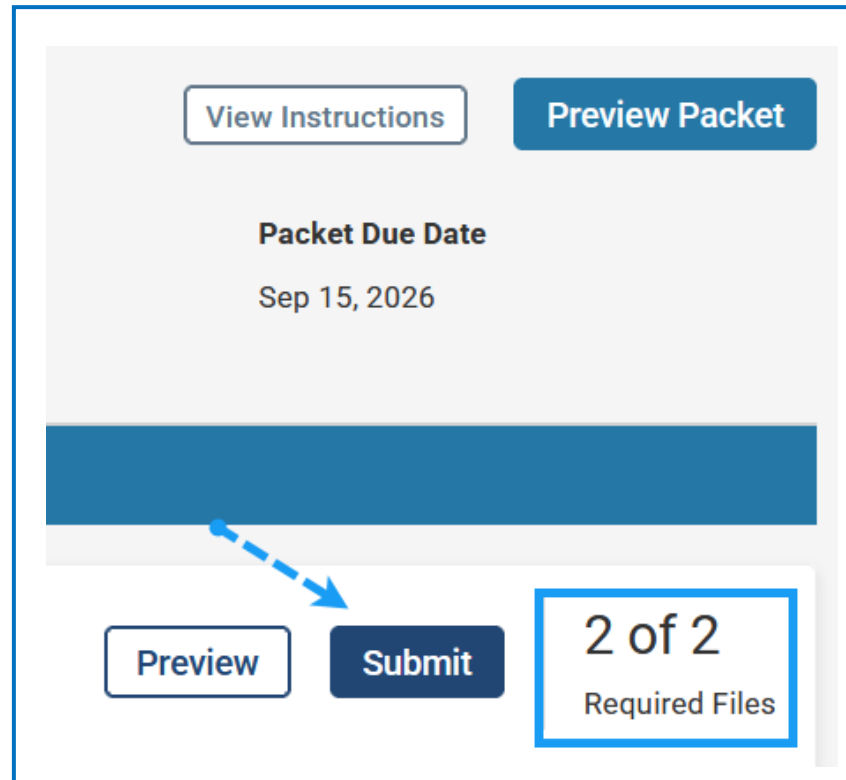
Upload Video Webpage



Drag & Drop your files anywhere or

Browse To Upload

When you have uploaded all required materials, including any optional items that apply to you, as well as the Sabbatical Application form, you can preview your packet in full. Once you have reviewed your packet and confirmed it is complete, select **Submit**.



The screenshot shows a web interface for submitting a sabbatical application. At the top, there are two buttons: "View Instructions" and "Preview Packet". Below these, the "Packet Due Date" is listed as "Sep 15, 2026". A large blue bar is present below the due date. At the bottom, there are two buttons: "Preview" and "Submit". A dashed blue arrow points from the blue bar to the "Submit" button. To the right of the "Submit" button, there is a box indicating "2 of 2 Required Files".

For Reference:

Required: Statement of Purpose/Narrative, CV, and the Sabbatical (or DIP) Application Form

Note: While the system shows **Prior Sabbatical/DIP Report** to be optional, it is required for anyone who has had a prior sabbatical. If a prior report is not available to upload, please note why as part of the required Sabbatical Application Form in Interfolio. Similarly, while the system shows **Additional Work Request Form** to be optional, it is required for anyone who seeks approval to work during their sabbatical/DIP.