Reviewer Guide to Interfolio
Sabbatical/Difference-in-Pay Leave

Interfolio allows you to review sabbatical/difference-in-pay leave applications on a digital platform. A complete, step-by-step, downloadable Interfolio “Evaluator’s Guide” is available on-line here. You may also call Interfolio’s help-line at 877-997-8807. Your department coordinator and College sabbatical representative will also be able to assist you.

Log-in

- Go to www.interfolio.com > Sign In > Partner Institution > select San Diego State University from the dropdown menu and you will be directed to Single Sign On. Log in with your SDSUid as the username, and password associated with your SDSUid.
- Problems with logging in?
  1) Make sure you are using Google Chrome.
  2) Double-check with your department/school to make sure the correct email address was used.
  3) Double-check with department/school to make sure the correct email address was spelled correctly.
  4) Check your email Spam for email.

Reviewing Applications

- Select “View Cases” on the Interfolio Promotion & Tenure card.
- Click the name of the candidate to be reviewed.
- Click “Read” (top right corner of screen) to open the Reader View window.
- Click on the carat next to the “Candidate Documents” section in the navigation pane (left side of screen) to view all documents uploaded by the candidate. Navigate to each document individually by clicking on its name.
- Click on the carat next to the “Committee Documents” section in the navigation pane to view all documents previously uploaded by reviewers.
- Click on the “Annotations” tab in the navigation pane (left side of screen) if you would like to make notes. Click the pencil (bottom right corner of screen) and select one of three options:
  - **Point**: This tool allows you to anchor a text box note in a specific area of the document viewed.
  - **Area**: This tool allows you to anchor a text box to a highlighted area of the document viewed.
  - **Text**: This tool allows you to anchor a text box to a highlighted section of text in the document viewed.
- Annotations are like private “sticky notes,” they will not be seen by anyone else, cannot be shared, and do not appear when candidate documents are printed.
- To delete annotations, select the annotation on the document reader pane and click the trash can at the bottom right hand corner of the screen.
- Click “Return to Case” and “Back to Cases” at the top left of the screen to return to the case list and begin your review of another case.
- When evaluation is complete, prepare your individual or committee recommendation letter and cover letter memo and rankings, and provide it to department coordinator or College RTP Representative, who will review, upload into Interfolio, and send to the candidate and previous reviewing bodies.
- Provide the cover memo and recommendation letter to your department coordinator or College RTP Representative, who will review and upload into Interfolio.