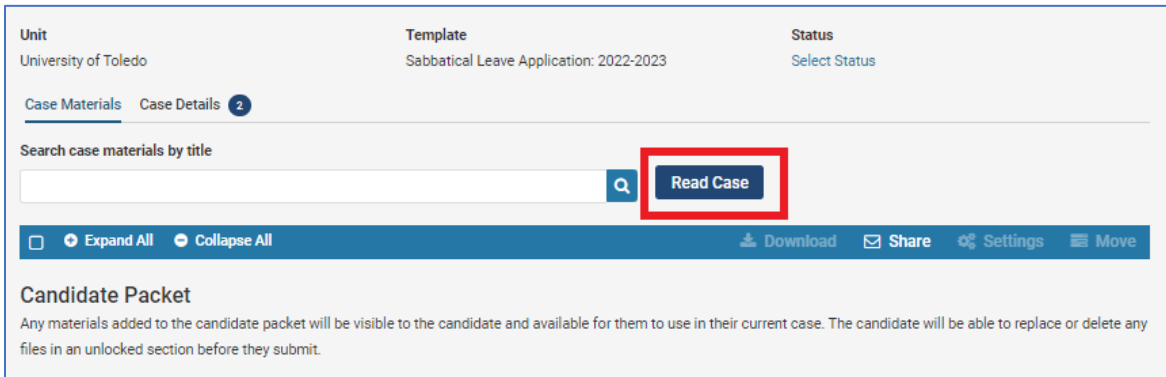


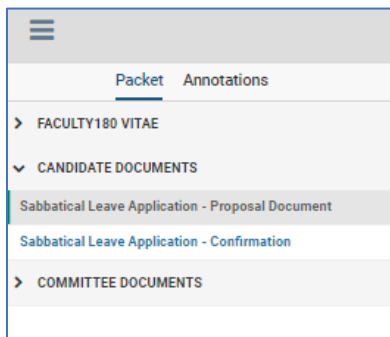
Sabbatical Leave Applications – Dean

Sabbatical Leave Applications will continue to be routed through Faculty180 for review and approval. As Dean, once the applicant’s department chair submits their review, you will receive a notification email. You can access the case by selecting ‘Sign In’ from the email or directly through logging in to Faculty180.

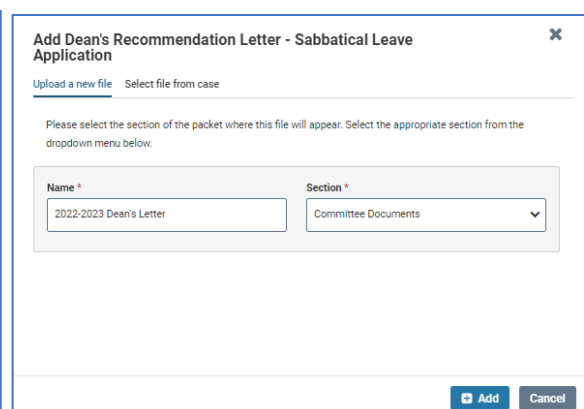
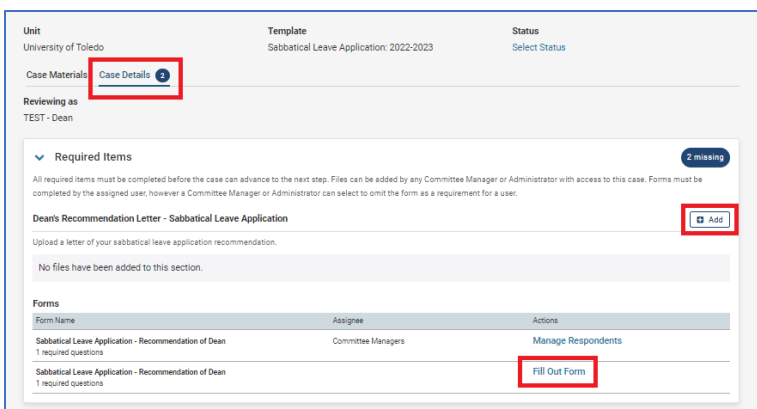
1. To read the proposal and CV, select ‘Read Case’



2. Faculty180 Vitae is the information generated from Faculty180. For this review, it will be only a link to the faculty member’s current Curriculum Vitae.
 - a. Under Candidate Documents will be the proposal and the faculty member’s confirmation that they have uploaded their proposal and current CV.
 - b. Committee Documents will include the Chair’s letter

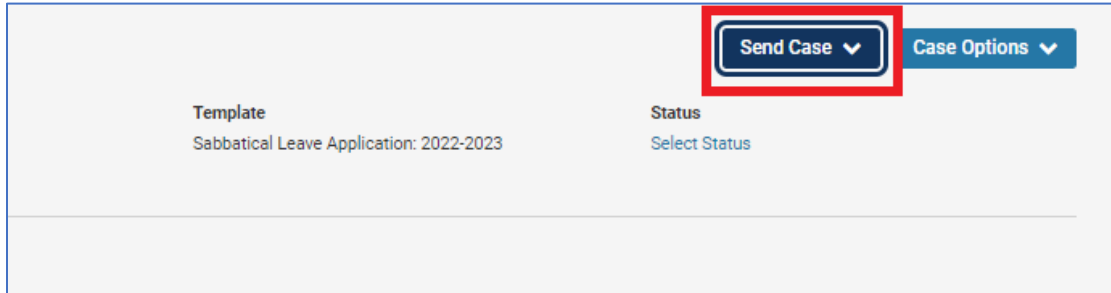


3. When you are ready to upload your letter and submit your recommendation, select the ‘Case Details’ tab and then ‘Add’ within the Required Items section. To record your recommendation, select ‘Fill Out Form’ and complete the information.



Sabbatical Leave Applications – Dean

4. To send to the next review level, select ‘Send Case’ and then ‘Forward to University Committee on Sabbaticals’.



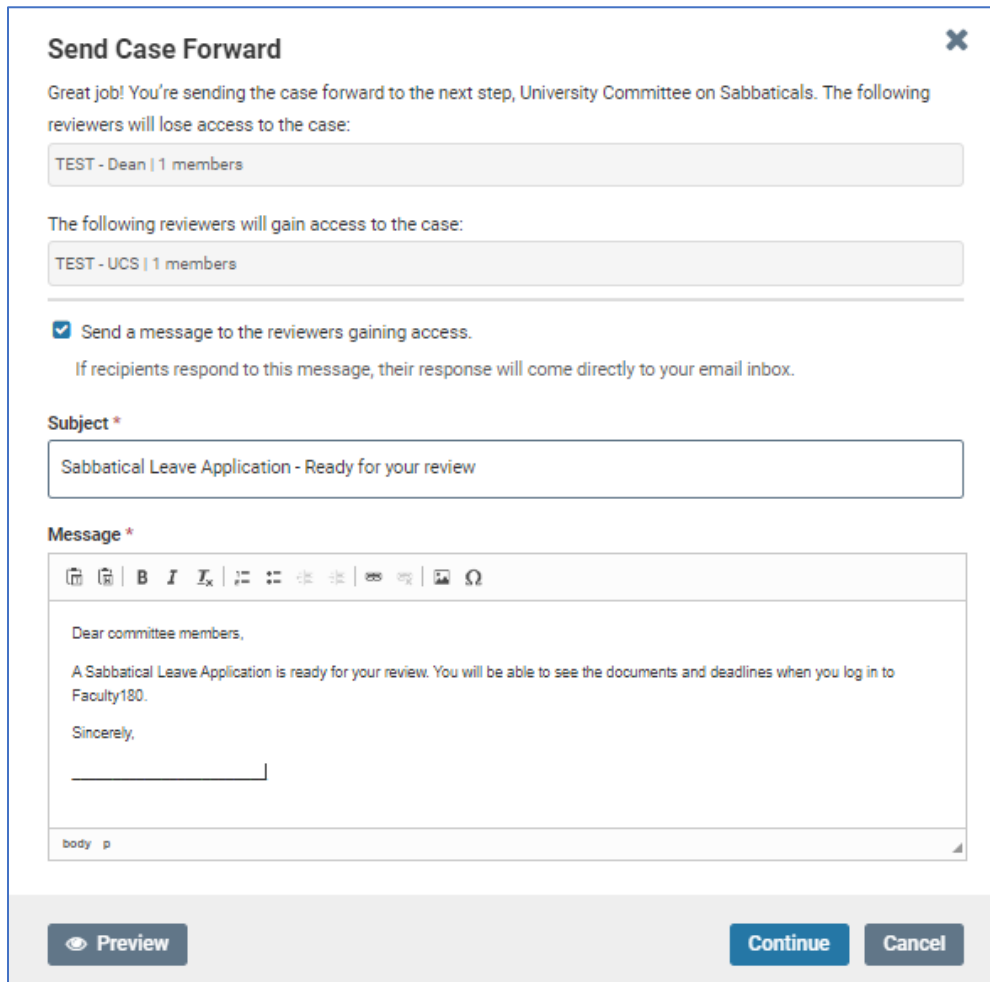
The screenshot shows a form with two main sections: 'Template' and 'Status'. The 'Template' section contains the text 'Sabbatical Leave Application: 2022-2023'. The 'Status' section contains the text 'Select Status'. In the top right corner, there are two buttons: 'Send Case' with a dropdown arrow and 'Case Options' with a dropdown arrow. The 'Send Case' button is highlighted with a red rectangular box.

5. You can enter content within the message below, if you would like. Suggested content is:

Dear University Committee on Sabbaticals,

A Sabbatical Leave Application is ready for your review. You will be able to see the documents and deadlines when you log in to Faculty180.

Sincerely,



The screenshot shows a dialog box titled 'Send Case Forward' with a close button (X) in the top right corner. The dialog contains the following information:

- A message: "Great job! You're sending the case forward to the next step, University Committee on Sabbaticals. The following reviewers will lose access to the case:" followed by a text box containing "TEST - Dean | 1 members".
- A message: "The following reviewers will gain access to the case:" followed by a text box containing "TEST - UCS | 1 members".
- A checked checkbox: "Send a message to the reviewers gaining access." with a sub-message: "If recipients respond to this message, their response will come directly to your email inbox."
- A "Subject *" field containing "Sabbatical Leave Application - Ready for your review".
- A "Message *" field containing the suggested text: "Dear committee members,
A Sabbatical Leave Application is ready for your review. You will be able to see the documents and deadlines when you log in to Faculty180.
Sincerely,
_____".

At the bottom of the dialog, there are three buttons: "Preview", "Continue", and "Cancel".

6. Select ‘Continue’. This will review will now be available to the University Committee on Sabbaticals.