

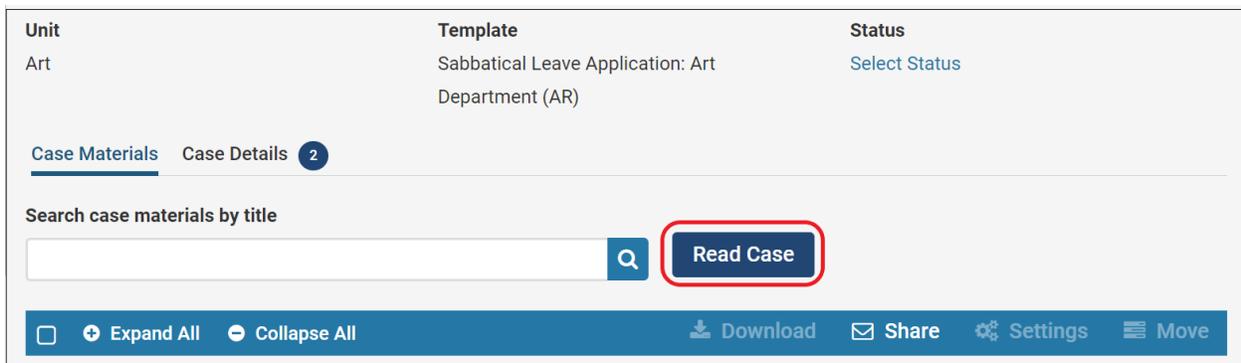
Sabbatical Leave Application

Department Chair Review

The following steps describe the process to review a Sabbatical Leave Application using the university's Faculty 180 and Review, Promotion and Tenure (RPT) system.

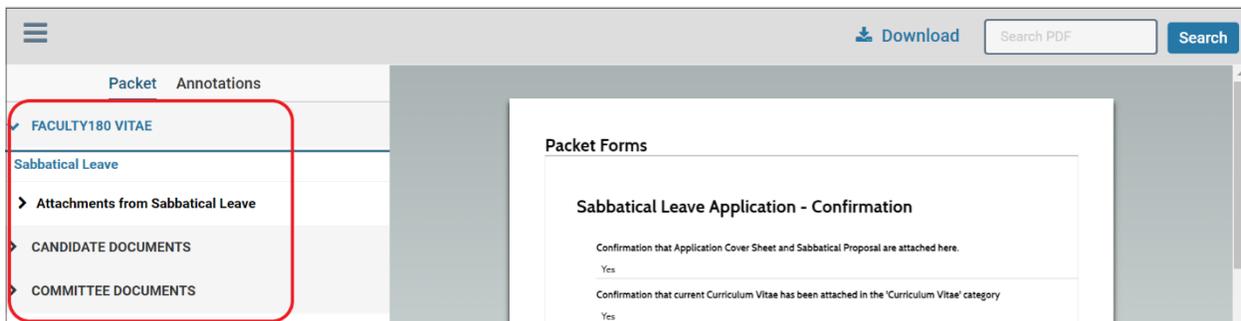
1. Department Chairs will be notified through their University of Toledo email once a sabbatical case is ready for their review. The email will come from Interfolio, the university's vendor for Faculty 180 and RPT. To view the sabbatical leave proposal, select the 'Sign In' link and login using your UToledo credentials.

2. To begin your review, select 'Read Case'



3. On the page that follows, choose from the menu links on the left to view the candidate's curriculum vitae (Faculty180 Vitae), or sabbatical proposal and confirmation of submission (Candidate Documents).

Once the review is complete, select 'Return to Case' found in the upper, right-hand corner of the page.



- When ready, select 'Case Details' link to upload the required recommendation letter and record the committee's recommendation.

| Unit | Template | Status |
|------|--|-------------------------------|
| Art | Sabbatical Leave Application: Art Department (AR) | Select Status |

Case Materials **Case Details** 2

Reviewing as
Test Chair

▼ **Instructions**

Steps for completing a Sabbatical Leave review at the Department Chair level can be found here: <https://www.utoledo.edu/offices/provost/pdfs/faculty-180/department-chair-sabbatical-leave-application.pdf>

***Troubleshooting tip:** Be sure that you are uploading/completing the case's required documents on the Case Details tab. Uploading information on the Case Materials tab will not satisfy the required document settings and will prevent the case from being moved forward.

- In the Required Items section, first select 'Add' to upload the committee's Sabbatical Recommendation letter.

Next, select 'Fill Out Form' to record the committee's Recommend/Do Not Recommend response. Select 'Submit Form' then select 'Yes' to confirm completion of this step and return to the candidate's case.

▼ **Required Items** 2 missing

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Department Chair - Sabbatical Recommendation Letter **Add**

Upload a letter of your sabbatical leave application recommendation.

No files have been added to this section.

Forms

| Form Name | Assignee | Actions |
|---|----------------------------|------------------------------------|
| Sabbatical Leave - Department Chair Recommendation 1 required questions | Committee Managers | Manage Respondents |
| Sabbatical Leave - Department Chair Recommendation 1 required questions | <input type="text"/> (You) | Fill Out Form |

6. Lastly, to forward the completed sabbatical review to the college Dean, select 'Send Case' then 'Forward to Dean'.

A message will pop-up allowing the option to send a pre-populated email to the Dean, or you can customize the message being sent. If you do not wish to send a message, and simply forward the case to the Dean's step, uncheck the 'Send message to reviewers gaining access' box and select 'Continue'. The Department Chair review step is complete.

University of Toledo > Cases >

Send Case ▾ **Case Options** ▾

Unit
Art

Template
Sabbatical Leave Application: Art
Department (AR)

Forward to
Dean

Select Status

Case Materials Case Details