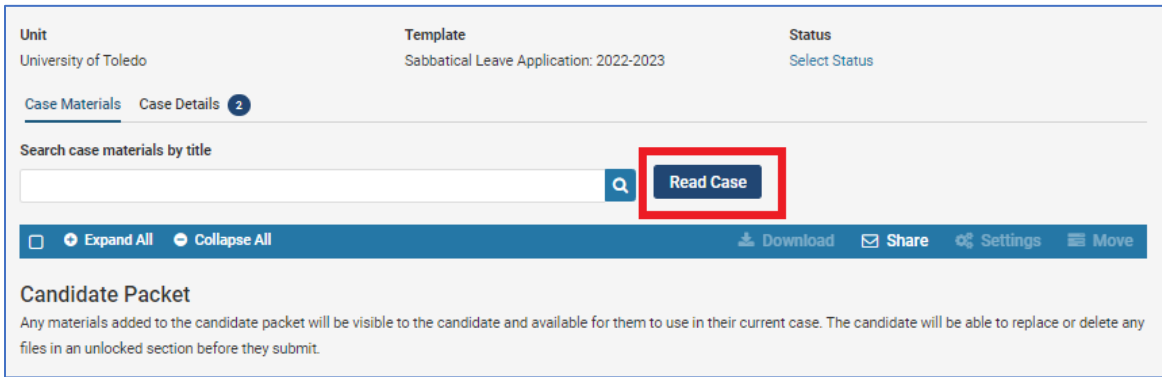


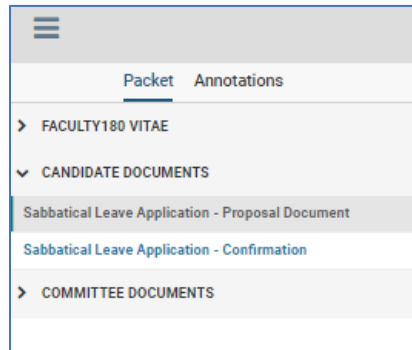
Sabbatical Leave Applications – Department Chair

Sabbatical Leave Applications will continue to be routed through Faculty180 for review and approval. As Department Chair, once your faculty members submit their application, 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.

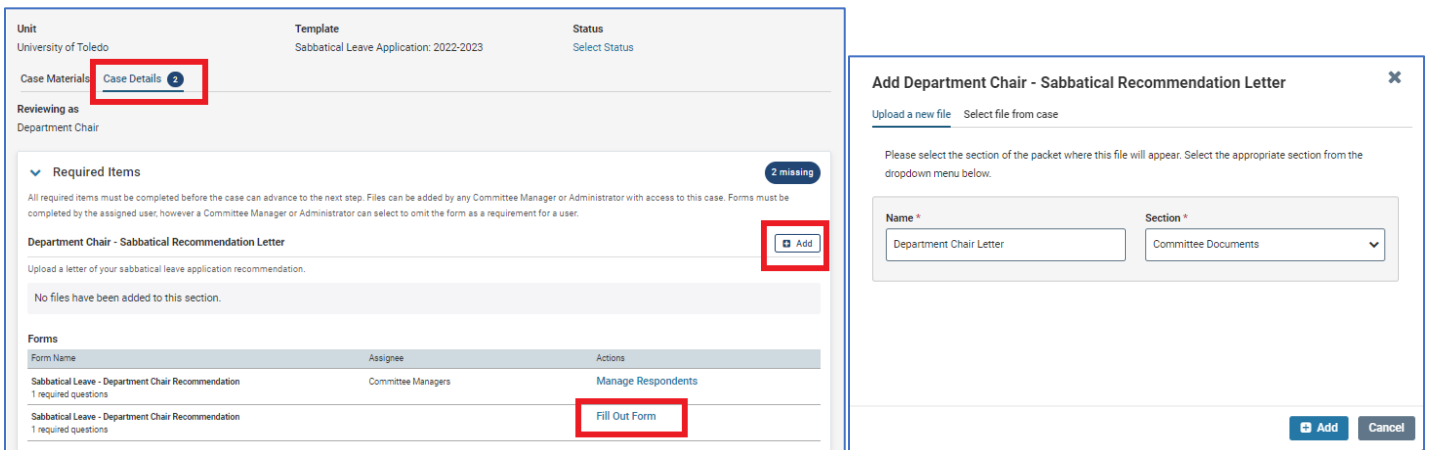
1. To read the proposal and CV, select ‘Read Case’



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.

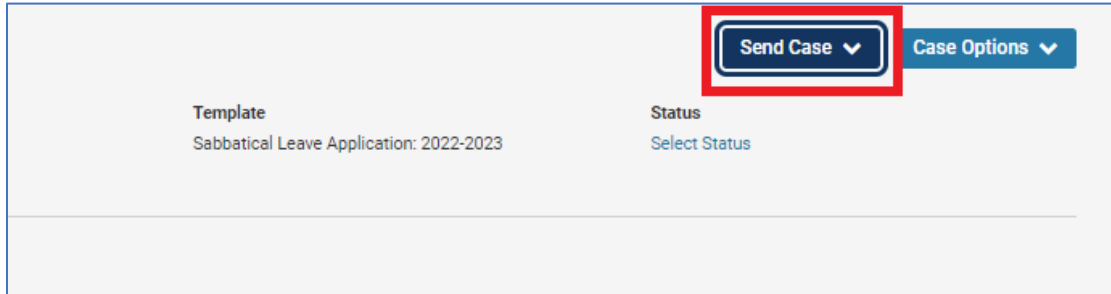


3. When you are ready to upload your letter and submit your recommendation, select the ‘Case Details’ tab and then ‘Add’ within the Required Items section. To record your recommendation, select ‘Fill Out Form’ and complete the information.



Sabbatical Leave Applications – Department Chair

4. To send to the next review level, select ‘Send Case’ and then ‘Forward to Dean’.



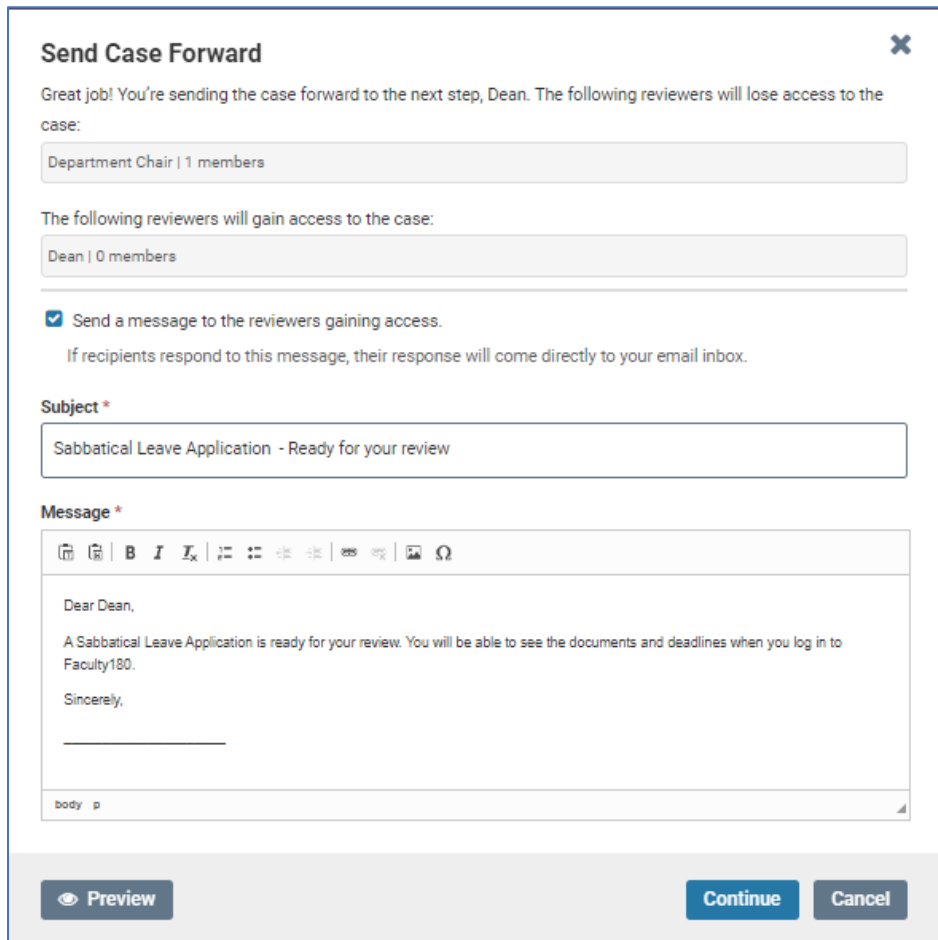
The screenshot shows a form with two columns: 'Template' and 'Status'. The 'Template' column contains the text 'Sabbatical Leave Application: 2022-2023'. The 'Status' column contains the text 'Select Status'. In the top right corner, there are two buttons: 'Send Case' with a dropdown arrow and 'Case 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 Dean,

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, Dean. The following reviewers will lose access to the case:" followed by a text box containing "Department Chair | 1 members".
- A message: "The following reviewers will gain access to the case:" followed by a text box containing "Dean | 0 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 with the text: "Sabbatical Leave Application - Ready for your review".
- A "Message *" field with a rich text editor toolbar and the following content:

Dear Dean,

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 review will now be available to the Dean.