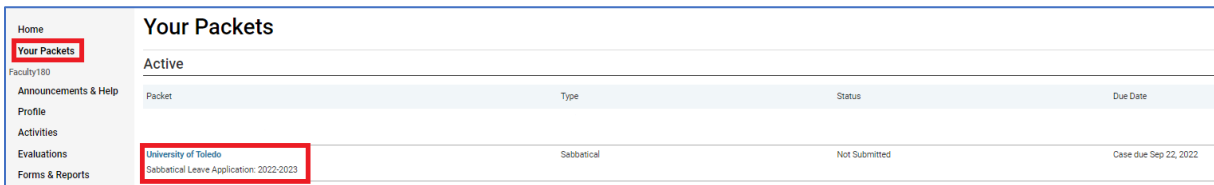


Sabbatical Leave Application – Candidate Submission

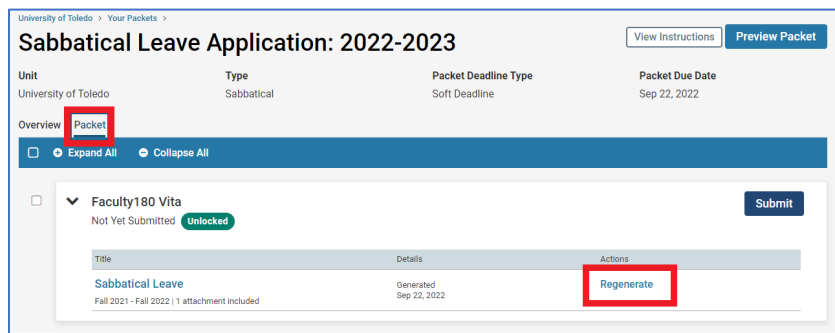
Sabbatical leave applications will continue to be routed through Faculty180 for review and decision. To upload your proposal, follow the steps below.

1. You will receive a notification email that lets you know a review case has been built for you. You can select 'View Case' from the message you receive or log in to Faculty180 and select 'Your Packets', as shown in figure 1.

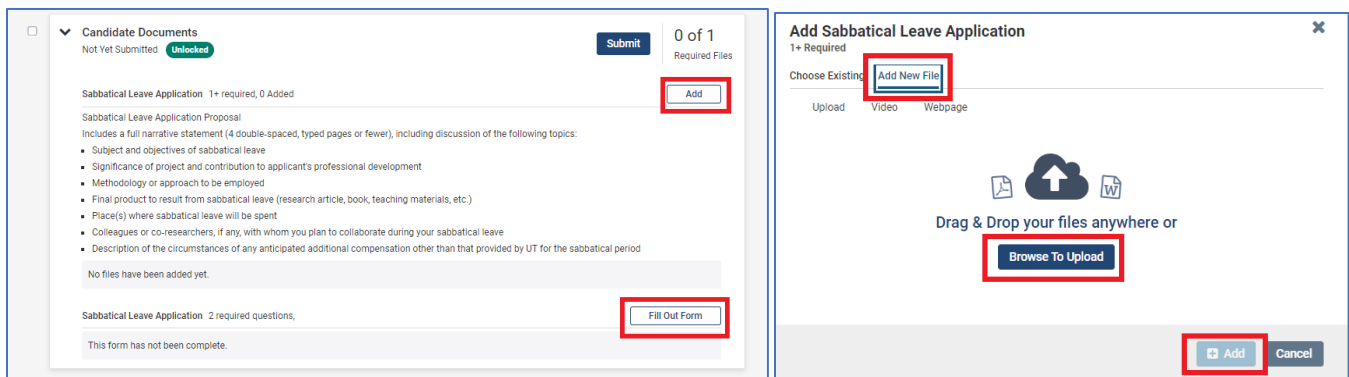


2. For Sabbatical applications, you will need to have uploaded your current Curriculum Vitae to the 'Curriculum Vitae' category (Activities section) in Faculty180. As well as have your prepared proposal document ready to upload within the system.

Select, 'Packet' and then 'Regenerate' within the Faculty180 Vita section to bring in your updated information. Select 'Regenerate' again.

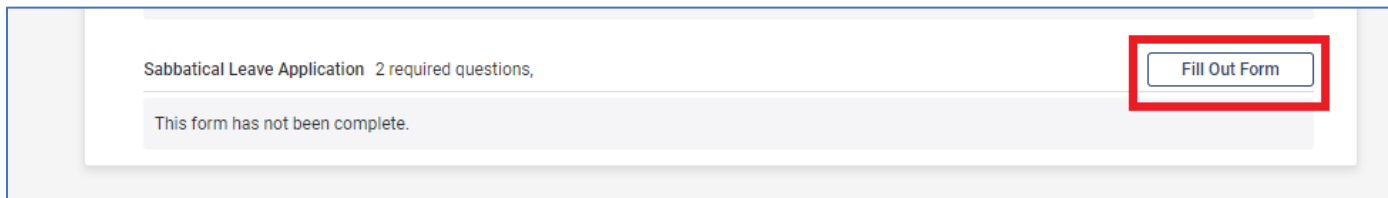


- a. To confirm that your CV displays, select 'Sabbatical Leave' within the 'Faculty180 Vita' section. This will open your uploaded data and will be what your evaluators will have access to.
 - i. If your CV is loaded in F180, but is not showing here, confirm that 'Ongoing' is selected as the end semester.
3. Select 'Add' within the Candidate Documents section to attach your proposal.
 - a. Select the 'Add New File' tab, locate your proposal, select 'Add'.



Sabbatical Leave Application – Candidate Submission

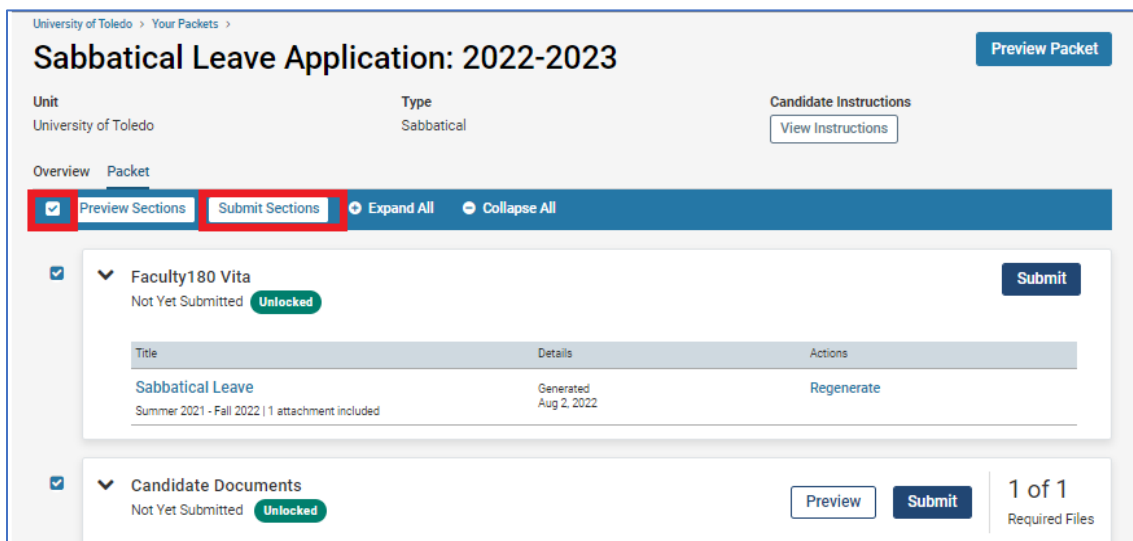
4. Select 'Fill Out Form' to confirm that your CV is loaded in F180 and that your proposal was attached. Select 'Save Responses' and then 'Return to Packet'



Sabbatical Leave Application 2 required questions, Fill Out Form

This form has not been complete.

5. Check within the box to the left of 'Preview Sections' and 'Submit Sections'. **This will notify your Department Chair that your application is ready for review.**



University of Toledo > Your Packets >

Sabbatical Leave Application: 2022-2023

Unit: University of Toledo | Type: Sabbatical | Candidate Instructions: View Instructions | Preview Packet

Overview Packet

Preview Sections Submit Sections Expand All Collapse All

Faculty180 Vita
Not Yet Submitted Unlocked Submit

Title	Details	Actions
Sabbatical Leave	Generated Aug 2, 2022	Regenerate
Summer 2021 - Fall 2022 1 attachment included		

Candidate Documents
Not Yet Submitted Unlocked Preview Submit

1 of 1 Required Files