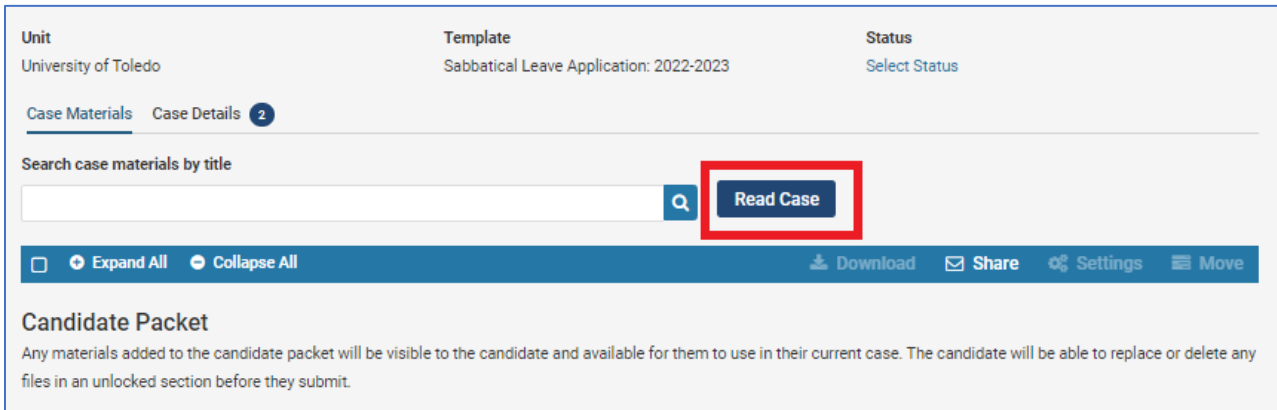


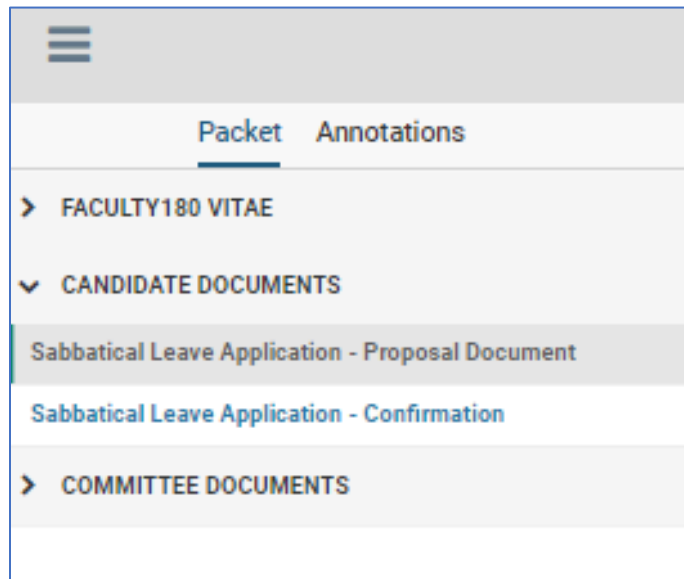
Sabbatical Leave Applications – UCS

Sabbatical Leave Applications will continue to be routed through Faculty180 for review and approval. As members of the UCS, once the applicant’s dean 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’



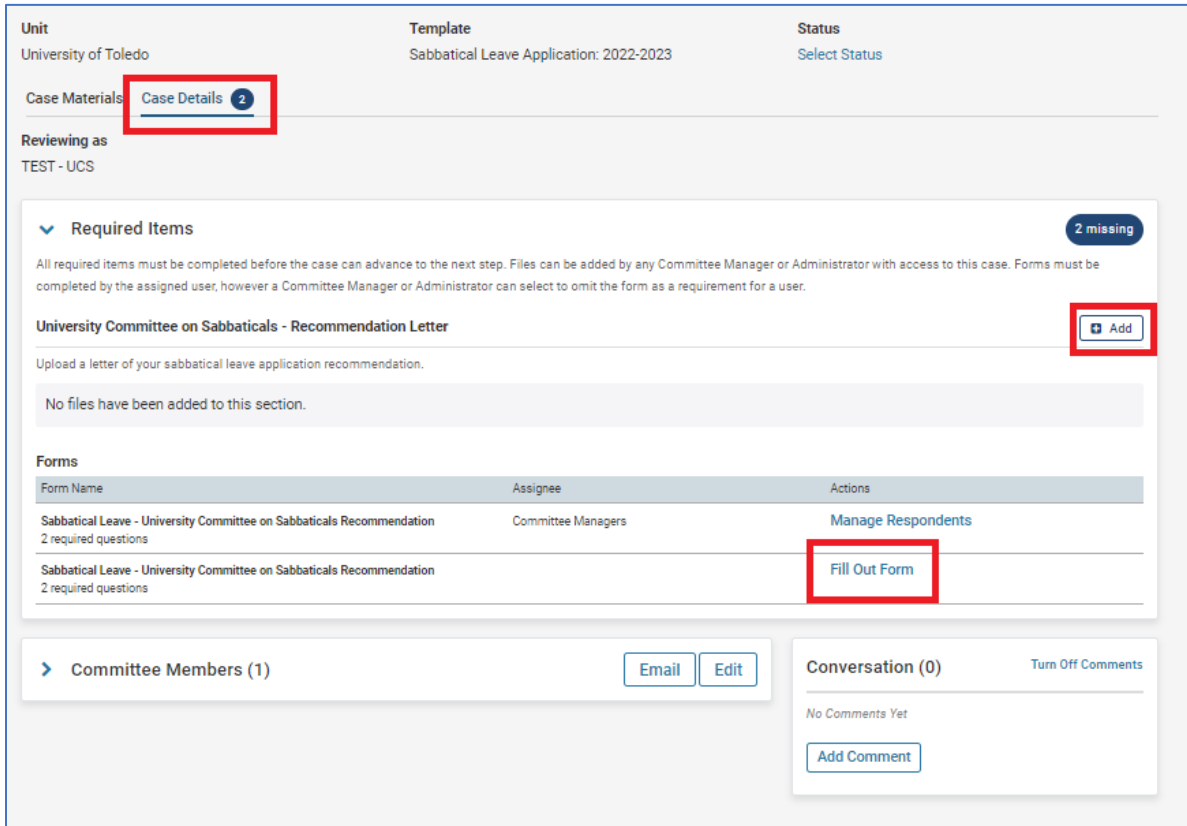
2. Faculty180 Vitae is the information generated from Faculty180. For this review, it will be only a link to the faculty member’s current Curriculum Vitae.
 - a. Under Candidate Documents will be the proposal and the faculty member’s confirmation that they have uploaded their proposal and current CV.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



UCS members done after step 2. UCS Chair will follow the steps below to submit the committee’s recommendation.

Sabbatical Leave Applications – Dean

- UCS Chair:** 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.



Unit: University of Toledo | Template: Sabbatical Leave Application: 2022-2023 | Status: Select Status

Case Materials: **Case Details** (2)

Reviewing as: TEST - UCS

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.

University Committee on Sabbaticals - Recommendation Letter (Add)

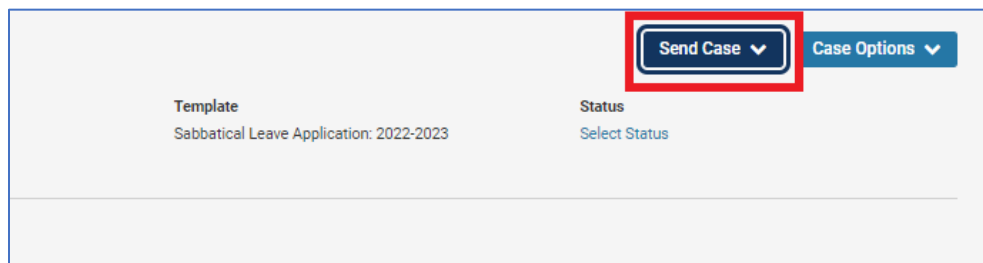
Upload a letter of your sabbatical leave application recommendation.

No files have been added to this section.

Form Name	Assignee	Actions
Sabbatical Leave - University Committee on Sabbaticals Recommendation 2 required questions	Committee Managers	Manage Respondents
Sabbatical Leave - University Committee on Sabbaticals Recommendation 2 required questions		Fill Out Form

Committee Members (1) | Email | Edit | Conversation (0) | Turn Off Comments | Add Comment

- To send to the next review level, select ‘Send Case’ and then ‘Forward to Provost & Executive Vice Provost of Academic Affairs’.



Template: Sabbatical Leave Application: 2022-2023 | Status: Select Status

Send Case (dropdown) | Case Options (dropdown)

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

Dear Provost,

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,

- Select ‘Continue’. This review will now be available to the Provost.