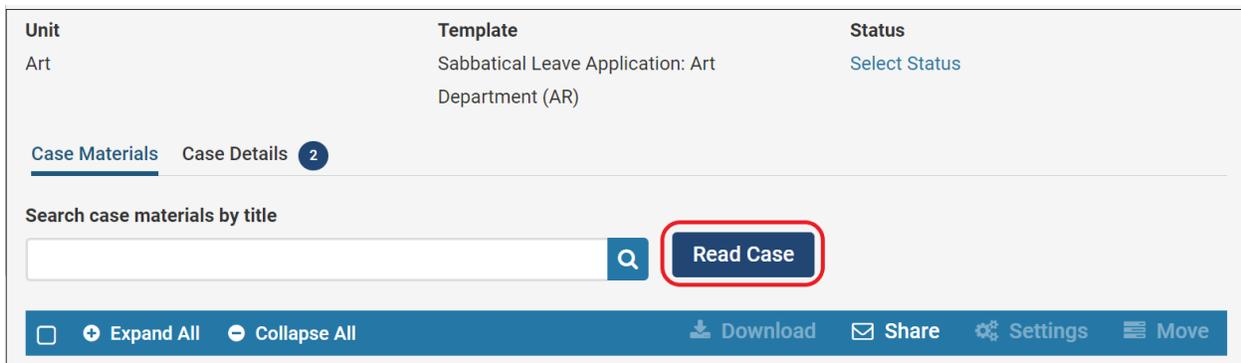


Sabbatical Leave Application

University Committee on Sabbaticals Review

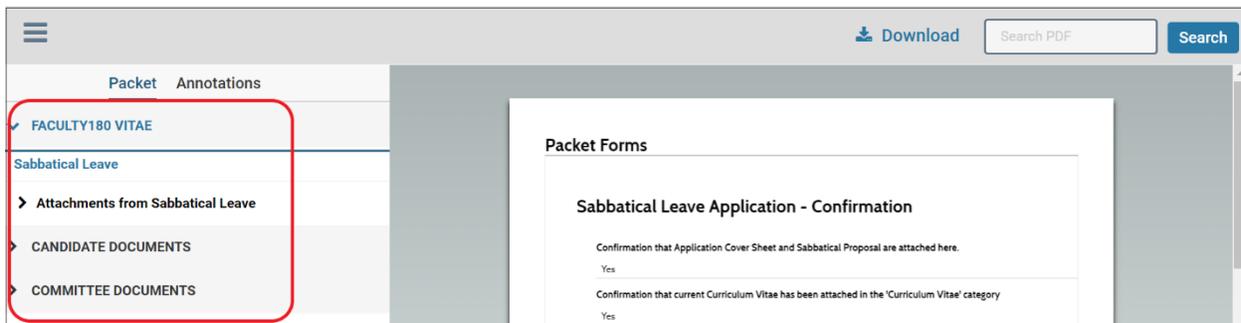
The following steps describe the process to review a Sabbatical Leave Application using the university's Faculty 180 and Review, Promotion and Tenure (RPT) system.

1. University Committee on Sabbaticals (UCS) members 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), sabbatical proposal and confirmation of submission (Candidate Documents) or recommendations from the Department Chair and College Dean committees (Committee Documents).

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



*Please note, UCS members are done after step 3. The steps that follow pertain the UCS chair only.

- When ready, the UCS chair should select the '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 UCS

▼ Instructions

Steps for completing a Sabbatical Leave review at the University Committee on Sabbaticals level can be found here:
<https://www.utoledo.edu/offices/provost/pdfs/faculty-180/ucs-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 UCS' Recommends/Does 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.

University Committee on Sabbaticals - 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 - University Committee on Sabbaticals Recommendation 1 required questions	Committee Managers	Manage Respondents
Sabbatical Leave - University Committee on Sabbaticals Recommendation 1 required questions	<input type="text"/> (You)	Fill Out Form

6. Lastly, to forward the completed sabbatical review to the Provost, select 'Send Case' then 'Forward to Provost & Executive Vice President of Academic Affairs'.

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

