



Sabbatical Leave Application

Candidate Submission

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

1. Candidates will be notified through their University of Toledo email once a sabbatical case has been made available. Using the 'View Case' link provided in the notification, login and select the 'Your Packets' link in the menu on the left.

Your Packets				
Active				
Packet	Type	Status	Due Date	
Sabbatical Leave Application: Art Department (AR)	Sabbatical	Not Submitted	Case due Sep 22, 2023	View

2. Ensure your Curriculum Vitae (CV) is up to date. CV information is stored within the 'Activities' section of Faculty 180. If any updates have been made to your CV you will want to ensure that the most recent version is included with your proposal. To do this, first select the 'Packet' link towards the top, left of the case.

Next, select 'Regenerate' under the Actions header displayed below. A pop-up window will appear. When it does, select 'Regenerate' again then confirm this step by selecting 'Yes' in the message that follows. It may take a couple of minutes for the regeneration to complete. Once finished you will be able to select the Sabbatical Leave document and review your CV.

University of Toledo > Your Packets >

Sabbatical Leave Application: Art Department (AR)

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Art	Sabbatical	Soft Deadline	Sep 22, 2023

Overview **Packet**

Expand All Collapse All

Faculty180 Vita
Not Yet Submitted **Unlocked** [Submit](#)

Title	Details	Actions
Sabbatical Leave Summer 2022 - Summer 2023 1 attachment included	Generated Aug 1, 2023	Regenerate

***Troubleshooting tip:** If your CV is loaded in Faculty 180 but is not displaying in your case, select the 'Activities' section of the Faculty 180 menu on the right. On the page that follows, select the edit button (pencil icon) on the right-hand side for your uploaded CV. Ensure that the End Semester for your CV is set to 'Ongoing' then select 'Save'.

3. Next, attach your Sabbatical Leave proposal and confirm your uploads. Select the 'Add' button in the Candidates Documents section to upload your Sabbatical Leave proposal.

After uploading your proposal, select 'Fill Out Form'. This step requests that you confirm having uploaded your proposal and cover letter along with your updated CV. Save your responses then select 'Return to Packet'.

The screenshot shows a web interface for 'Candidate Documents'. At the top left, there is a dropdown arrow and the text 'Candidate Documents'. Below this, it says 'Due: Sep 22, 2023 | Not Yet Submitted' and a green 'Unlocked' badge. On the top right, there is a blue 'Submit' button and a status indicator '0 of 1 Required Files'. The main section is titled 'Sabbatical Leave Application - Proposal' with a sub-header '1+ required, 0 Added'. To the right of this section is a red-bordered 'Add' button. Below the title, there is a description: 'Sabbatical Leave Application Proposal' and 'Includes a full narrative statement (4 double-spaced, typed pages or fewer), including discussion of the following topics:'. A bulleted list follows: 'Subject and objectives of sabbatical leave', 'Significance of project and contribution to applicant's professional development', 'Methodology or approach to be employed', 'Final product to result from sabbatical leave (research article, book, teaching materials, etc.)', 'Place(s) where sabbatical leave will be spent', 'Colleagues or co-researchers, if any, with whom you plan to collaborate during your sabbatical leave', and 'Description of the circumstances of any anticipated additional compensation other than that provided by UT for the sabbatical period'. Below the list is a grey box with the text 'No files have been added yet.'. The bottom section is titled 'Sabbatical Leave Application - Confirmation' with a sub-header '2 required questions,'. To the right of this section is a red-bordered 'Fill Out Form' button. Below the title is a grey box with the text 'This form has not been completed.'.

4. Lastly, once all information has been uploaded and confirmed select the box located below the Overview header, in the upper right-hand section of the case. This will select all case sections. When ready, select 'Submit Sections'. This will notify the Department Chair that your proposal is ready for review.

Overview Packet

Preview Sections Submit Sections Expand All Collapse All

Faculty180 Vita Not Yet Submitted **Unlocked** [Submit](#)

Title	Details	Actions
Sabbatical Leave Summer 2022 - Summer 2023 1 attachment included	Generated Aug 1, 2023	Regenerate

Candidate Documents Due: Sep 22, 2023 | Not Yet Submitted **Unlocked** [Preview](#) [Submit](#) 1 of 1 Required Files

[Sabbatical Leave Application - Proposal](#) 1+ required, 1 Added [Add](#)

Sabbatical Leave Application Proposal

Includes a full narrative statement (4 double-spaced, typed pages or fewer), including discussion of the following topics:

- Subject and objectives of sabbatical leave
- Significance of project and contribution to applicant's professional development
- Methodology or approach to be employed
- Final product to result from sabbatical leave (research article, book, teaching materials, etc.)
- Place(s) where sabbatical leave will be spent
- Colleagues or co-researchers, if any, with whom you plan to collaborate during your sabbatical leave
- Description of the circumstances of any anticipated additional compensation other than that provided by UT for the sabbatical period

Title	Details	Actions
Sabbatical Leave Proposal	Added Aug 1, 2023	Edit Remove

[Sabbatical Leave Application - Confirmation](#) 2 required questions, [Edit Form](#)

Title	Details	Actions
Sabbatical Leave Application - Confirmation	Completed Not Yet Submitted	Edit