Sabbatical Leave Application

College Dean 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. College Deans 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), the candidate's sabbatical proposal and confirmation of submission (Candidate Documents) or the Department Chair committee's recommendation (Committee Documents).

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

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4. When ready, select 'Case Details' link to upload the required recommendation letter and record the committee's recommendation.

Unit
Art

Template
Sabbatical Leave Application: Art Department (AR)

Status
Select Status

Case Materials   **Case Details** **2**

Reviewing as
Test Dean

∨   **Instructions**

Steps for completing a Sabbatical Leave review at the Dean Level can be found here: https://www.utoledo.edu/offices/provost/pdfs/faculty-180/dean-sabbatical-leave-application.pdf

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*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.

5. In the Required Items section, first select 'Add' to upload the committee's Sabbatical Recommendation letter.

   Next, select 'Fill Out Form' to record the committee's Yes/No response to recommend. Select 'Submit Form' then select 'Yes' to confirm completion of this step and return to the candidate's case.

∨   **Required Items**   **1 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.

Dean's Recommendation Letter - Sabbatical Leave Application   **⊞ 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 Application - Recommendation of Dean 1 required questions	Committee Managers	**Manage Respondents**
Sabbatical Leave Application - Recommendation of Dean 1 required questions	⬜ (You)	**Fill Out Form**

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6. Lastly, to forward the completed sabbatical review to the University Committee on Sabbaticals (UCS), select 'Send Case' then 'Forward to University Committee on Sabbaticals'.

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

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