

Sabbatical Leave Application

Candidate Submission

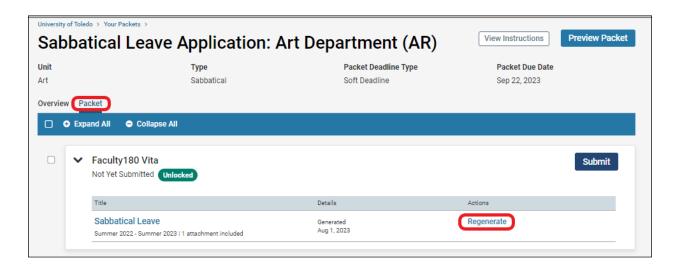
The following steps describe the process to submit a Sabbatical Leave Application using the university's Faculty 180 and Review, Promotion and Tenure (RPT) system.

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.



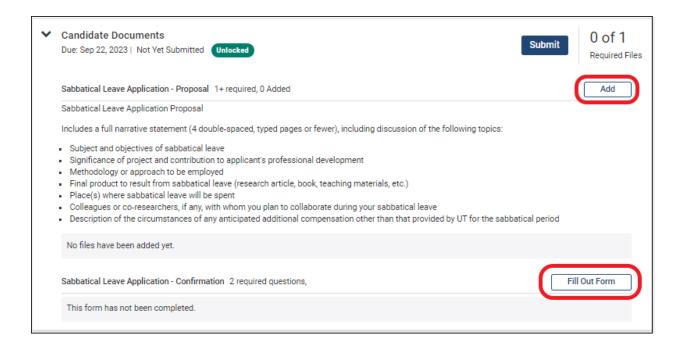
2. Ensure your Curriculum Vitae (CV) is up to date. CV information is stored within the 'Activities' section of Faculty 180. If any updates have been made to your CV you will want to ensure that the most recent version is included with your proposal. To do this, first select the 'Packet' link towards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



- *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'.



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.

