Sabbatical Application – F180 Evaluation Process

Faculty proposal submission

Faculty applying for a sabbatical will prepare the sabbatical leave application proposal, which 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

Uploading your proposal and current Curriculum Vitae:

1. A separate evaluation step will open to you within Faculty180 two weeks prior to the application's due date. Within this window, you will attach your proposal and submit for review.

2. You will then make sure that your current Curriculum Vitae including academic degree information, teaching experience at UT or elsewhere, research grants and/or academic honors received, principal publications (including those related to sabbatical plan), and other information highlighting your background for engaging in this sabbatical activity is attached within the Curriculum Vitae categories within the Activities section.

Note: This evaluation process is built to only display what is uploaded in step 1 and the 'Curriculum Vitae' category. While you may have much more information in Faculty180, only content within steps 1 and 2 will display for your sabbatical leave application.
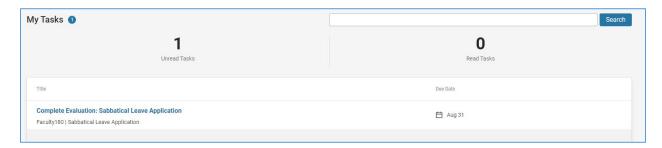
Uploading your proposal:
Faculty are notified by e-mail when the window to upload your proposal has been opened to you. A notification message also displays in your To Do section on their Dashboard in Faculty 180. When your content has been submitted or the due date has passed, the link to the upload window is removed from the Dashboard. If the due date is later extended, the evaluation link will redisplay on the Dashboard.
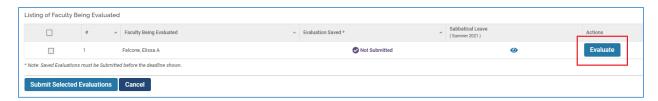
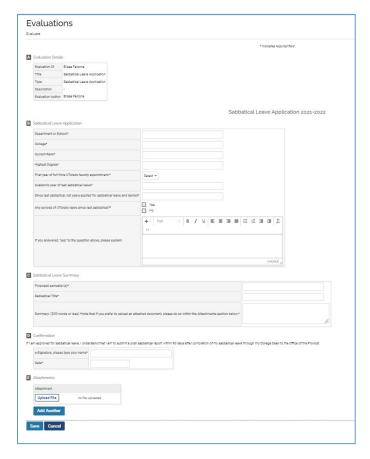## Sabbatical Leave Application – proposal submission window:

- Faculty will receive an email. Click on the Faculty180 login link to "perform evaluation".
- Click on the **Complete Evaluation: Sabbatical Leave Application** link**.**

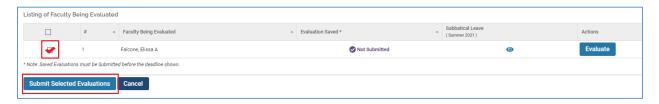- Click on the **Evaluate** button for the faculty member in review.

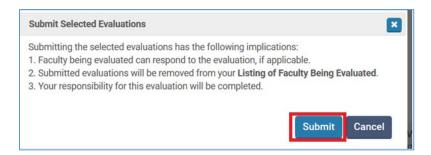- Complete information within the window that opens, this is where you will attach your proposal.

- Click "Save"

- Place a checkmark next to the faculty being evaluated.

- Click on **Submit Selected Evaluations**.
- Click on **Submit** button.

- Click on **Okay** button in notification window.

Sabbatical Leave Application – loading current Curriculum Vitae:

- Click on Activities on the left-hand menu bar
- Click on the Curriculum Vitae category
  - To add a new document, click 'Add'
  - To edit/replace a previously uploaded CV, select the pencil icon within the row of your current document
- Suggestions:
  - The begin date can be one of the earliest dates on your CV—(when you began working). The end semester should be 'Ongoing'.
  - Enter a title for your CV within the Title text box in Section A (this makes it easier for your evaluators)
- Click Save and Go Back once your CV has been attached and section A is completed.

NOTE: It is suggested to only have your current CV loaded within this category—as opposed to multiple copies of previously updated CVs.

Following the steps above will allow your evaluators to access your proposal and Curriculum Vitae.