Instructions for Submitting Applications for Sabbatical Leaves, Fall 2016

Applying for sabbaticals in eFaculty is a 2-step process. In the first step, you provide a notification that you wish to apply, which will then generate a link for you to submit an application. The second step is submitting the actual application. Note that you must respond to the query “Do you plan to apply for Sabbatical Leave?” by August 26, 2016. The deadline to submit your actual application is September 6, 2016.

**Step 1: Notification that you wish to apply.**

- Access eFaculty from the My.SJSU portal and log in by using your campus credentials.

- Indicate that you will apply in Fall 2016 for sabbatical to be taken during the 2017-2018 academic year by clicking on the link on the Dashboard that asks “Do you plan to apply for Sabbatical Leave?”

  ![To Do](image1.png)

- A second screen appears, asking “Planning to apply for Sabbatical?” Select ‘Yes’ from the pull-down bar.

- Then click the ‘Submit Classifications’ button.

  ![Set Faculty Classifications](image2.png)

- You will be asked to confirm by clicking on another “Submit” button.
You will receive a notification that your form has been submitted. Click the “Okay” button.

You have now completed Step 1. You will see the Application form appear in your “To Do” list on your Dashboard.

**Step 2: Submitting an Application for Sabbatical Leave**

- Access the Application form by clicking on the link “Complete Evaluation: Application.”

  ![To Do List](image)

  Click the **Evaluate** button to access the Sabbatical application.

- The application screen will open in a separate window. We recommend expanding this window to full screen while you work on the application itself.
Complete the application as indicated. Fill in information on IRB, appointment history in the past 7 years, and other questions asked here.

This is also where you declare whether you are applying for 1 semester at full pay or 2 semesters at half pay.

Upload attachments as needed, in section H. This feature is available at the bottom of the screen.

You are required to submit your sabbatical proposal here.

You are also required to submit a current vita.

You may be required to submit IRB documentation.

You may wish to submit other supporting documents.

Next, review the Terms and Conditions Form by clicking on the link labelled “Terms and Conditions—Sabbatical Leaves.”

The Terms and Conditions form will appear.
• Sign the Terms and Conditions Form using the Electronic Signature at the bottom of the screen by typing your name in the box labelled “Full Name.” Note: no additional attachments are needed here. You may ignore this part of the instruction.

• Click “Save.” You will then be returned to the evaluation screen.

• Your application is completed and saved. Now it needs to be submitted. (Note: If you aren’t ready to submit yet, you can return to edit the application by clicking on the Evaluate button instead of the submit button.)

To submit:
➢ Check the box in the first column
➢ Then click the “Submit Selected Evaluations”
You will see the following screen. Click Submit.

Submit Selected Evaluations

Submitting the selected evaluations has the following implications:
1. Faculty being evaluated can respond to the evaluation, if applicable.
2. Submitted evaluations will be removed from your Listing of Faculty Being Evaluated.
3. Your responsibility for this evaluation will be completed.

- Your application has been submitted to be reviewed by the Chair. You will see the confirmation message below. Click the Okay button.

Notification

The evaluation has been submitted

Okay

You will also receive an email from the Faculty 180 system confirming that your application is complete and submitted. Congratulations! You have successfully submitted your sabbatical application.

Need Help? Contact Elizabeth Tu or Jean Shiota in the Center for Faculty Development, or Rosa Savercool or Elna Green in the Office of Faculty Affairs.
To follow the progress of the evaluation reviews, from the green menu column, click on “Evaluations”

- Click on the “View” icon under the Evaluations column

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- As each level of evaluation is completed, the “View” icon will appear

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<tr>
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If you wish to respond to one of the reviews,