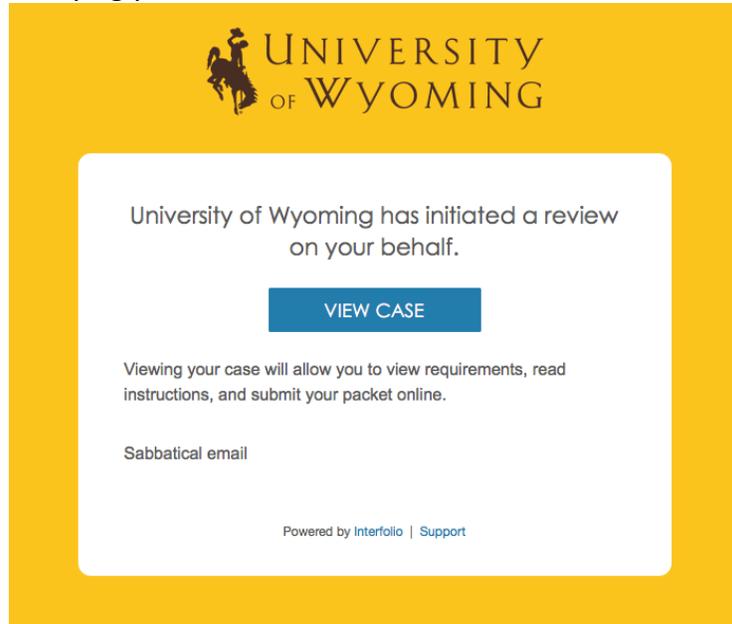


## Quick Reference Guide for Faculty who are submitting a sabbatical proposal

1. Let Dean's office Staff know that you intend to submit a sabbatical proposal.
2. Wait for email saying your case has been created.



- a. The "View Case" link will take you to a sign-in page at [www.interfolio.com](http://www.interfolio.com). Click on "Partner Institution"

### Sign In

#### Sign in with email

Email \*

Password \*

Sign In

[Forgot your password?](#)

#### Or sign in with:

Partner Institution

Google

- b. Type 'Wyoming' in the search box and select University of Wyoming. This will take you to the UW log in screen.

### Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

Sign In

[Sign in with an Interfolio account >](#)

c. Log in with your UW username and Password

Enter Your User Name and Password

Username  
[Input Field]

Password  
[Input Field]

I want to change my password

[I forgot my password](#)

[Get help with logon problems](#)

Logon

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication.

For several UW applications, only Internet Explorer 11, Firefox, or Chrome are supported browsers that provide full application functionality. Windows 10 users who are using applications requiring Internet Explorer please follow these [instructions](#)

3. Click on blue arrow for Sabbatical. (Note: you may have multiple action items, e.g. annual review, etc.)

Welcome back, Aneesa McDonald

Your Action Items

Aneesa McDonald  
Annual Review | VP Academic Affairs Office | Review

Aneesa McDonald  
Sabbatical | Academic Affairs | Sabbatical

4. On the Overview (default) window, you will see a list of documents you are required to submit.

Overview

Aneesa McDonald

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward submitting your packet.

[Edit Packet](#) [Preview Packet](#)



Candidate Documents

NOT YET SUBMITTED

- Request for Sabbatical of Professional Development Leave Form, 1 Required | 0 Added
- Letter detailing purpose of leave, 1 Required | 0 Added
- Brief summary of the proposed activities, 1 Required | 0 Added
- Vitae, 1 Required | 0 Added
- Supporting Documents, 0 Added
- Previous leave accomplishments, 0 Added

[Edit](#)

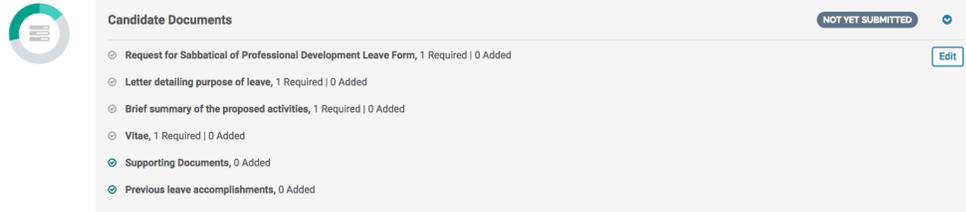
## 5. Click on 'Edit Packet'

### Overview

Anessa McDonald

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward submitting your packet.

[Edit Packet](#) [Preview Packet](#)

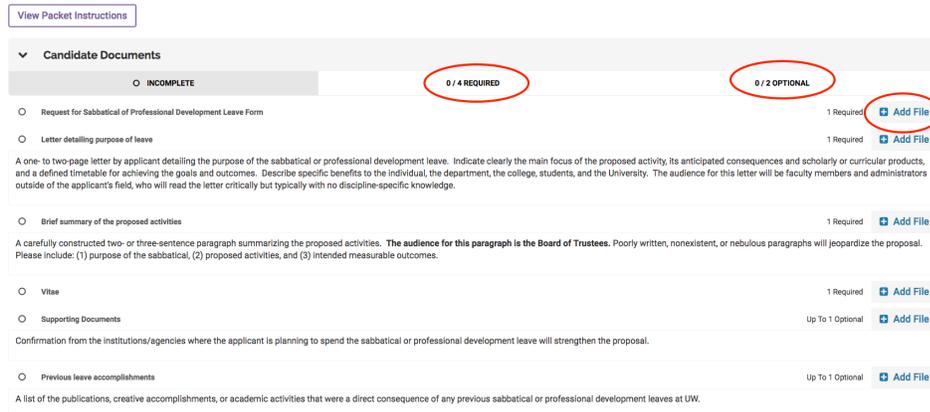


The screenshot shows the 'Candidate Documents' section of the application. At the top right, it says 'NOT YET SUBMITTED'. Below this, there is a list of document requirements:

- Request for Sabbatical of Professional Development Leave Form, 1 Required | 0 Added
- Letter detailing purpose of leave, 1 Required | 0 Added
- Brief summary of the proposed activities, 1 Required | 0 Added
- Vitae, 1 Required | 0 Added
- Supporting Documents, 0 Added
- Previous leave accomplishments, 0 Added

## 6. You will see 4 required documents, plus 2 optional documents. For each requirement:

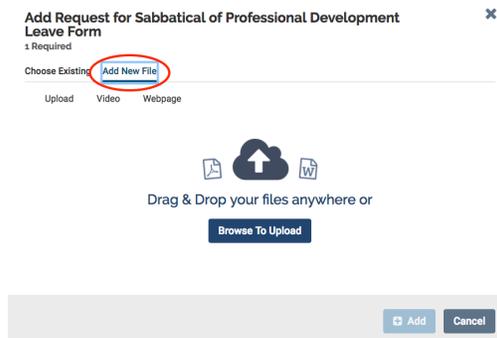
### a. Click on 'Add File'



The screenshot shows a detailed view of the 'Candidate Documents' list. At the top, it says 'INCOMPLETE' and '0 / 4 REQUIRED'. Below this, there are six items, each with an 'Add File' button:

- Request for Sabbatical of Professional Development Leave Form (1 Required)
- Letter detailing purpose of leave (1 Required)
- Brief summary of the proposed activities (1 Required)
- Vitae (1 Required)
- Supporting Documents (Up To 1 Optional)
- Previous leave accomplishments (Up To 1 Optional)

### b. Click on 'Add new file', drag and drop file or browse to upload.



The screenshot shows a file upload dialog box titled 'Add Request for Sabbatical of Professional Development Leave Form'. It has a close button (X) and a 'Choose Existing' button. Below this, there are three options: 'Upload', 'Video', and 'Webpage'. In the center, there is a large area with a cloud icon and a plus sign, with the text 'Drag & Drop your files anywhere or'. Below this is a 'Browse To Upload' button. At the bottom right, there are 'Add' and 'Cancel' buttons.

- c. Once you see 'success' click 'Add'. (Note: Program will automatically convert document to a PDF to ensure integrity of the document)

**Add Request for Sabbatical of Professional Development Leave Form** ✕  
1 Required

Choose Existing Add New File

Upload Video Webpage

sabbatical\_form Success ✕

Add Cancel

7. Once you have uploaded all of your documents click 'Review & Submit'. You may not be able to choose this if the program is still converting to PDF or if you are missing documents. Clicking the refresh button may make it appear.

### Packet Requirements

Aneesa McDonald

[View Packet Instructions](#)

**▼ Candidate Documents**

INCOMPLETE 3 / 4 REQUIRED 0 / 2 OPTIONAL

- Request for Sabbatical of Professional Development Leave Form 1 Required | 1 Added [Add File](#)  
sabbatical\_form Sep 27, 2018 [Edit](#) [🗑️](#)
- Letter detailing purpose of leave 1 Required [Add File](#)  
A one- to two-page letter by applicant detailing the purpose of the sabbatical or professional development leave. Indicate clearly the main focus of the proposed activity, its anticipated consequences and scholarly or curricular products, and a defined timetable for achieving the goals and outcomes. Describe specific benefits to the individual, the department, the college, students, and the University. The audience for this letter will be faculty members and administrators outside of the applicant's field, who will read the letter critically but typically with no discipline-specific knowledge.
- Brief summary of the proposed activities 1 Required | 1 Added [Add File](#)  
A carefully constructed two- or three-sentence paragraph summarizing the proposed activities. **The audience for this paragraph is the Board of Trustees.** Poorly written, nonexistent, or nebulous paragraphs will jeopardize the proposal. Please include: (1) purpose of the sabbatical, (2) proposed activities, and (3) intended measurable outcomes.  
Narrative Example Sep 27, 2018 [Edit](#) [🗑️](#)
- Vita 1 Required | 1 Added [Add File](#)  
CV Example Sep 27, 2018 [Edit](#) [🗑️](#)
- Supporting Documents Up To 1 Optional [Add File](#)  
Confirmation from the institutions/agencies where the applicant is planning to spend the sabbatical or professional development leave will strengthen the proposal.
- Previous leave accomplishments Up To 1 Optional [Add File](#)  
A list of the publications, creative accomplishments, or academic activities that were a direct consequence of any previous sabbatical or professional development leaves at UW.

Review & Submit

8. Once you have added all the required documents you will see 'Complete' at the top.

▼ Candidate Documents

**COMPLETE** 4 / 4 REQUIRED 0 / 2 OPTIONAL

Request for Sabbatical of Professional Development Leave Form 1 Required | 1 Added [Add File](#)

sabbatical\_form Sep 27, 2018 [Edit](#)

Letter detailing purpose of leave 1 Required | 1 Added [Add File](#)

A one- to two-page letter by applicant detailing the purpose of the sabbatical or professional development leave. Indicate clearly the main focus of the proposed activity, its anticipated consequences and scholarly or curricular products, and a defined timetable for achieving the goals and outcomes. Describe specific benefits to the individual, the department, the college, students, and the University. The audience for this letter will be faculty members and administrators outside of the applicant's field, who will read the letter critically but typically with no discipline-specific knowledge.

Narrative Example Sep 27, 2018 [Edit](#)

Brief summary of the proposed activities 1 Required | 1 Added [Add File](#)

A carefully constructed two- or three-sentence paragraph summarizing the proposed activities. **The audience for this paragraph is the Board of Trustees.** Poorly written, nonexistent, or nebulous paragraphs will jeopardize the proposal. Please include: (1) purpose of the sabbatical, (2) proposed activities, and (3) intended measurable outcomes.

a) Next you will click on Review and Submit.

University of Wyoming > Overview >

## Packet Requirements

Justin P. McDonald

[View Packet Instructions](#)

▼ Candidate Documents

**COMPLETE** 2 / 2 REQUIRED 0 / 1 OPTIONAL

Vitae 1 Required | 1 Added [Add File](#)

resume\_mcdonald Sep 26, 2018 [Edit](#)

Narrative/Annual Report 1 Required | 1 Added [Add File](#)

resume\_mcdonald Sep 26, 2018 [Edit](#)

Other Documents Optional [Add File](#)

Determined by Academic Unit and/or College

**Review & Submit**

b) After you have reviewed click “Submit Section(s) to submit your documents.

[University of Wyoming](#) > [Overview](#) >  
[Requirements](#) >

## Review & Submit

Justin P. McDonald

Only sections with completed requirements will appear in this list for you to submit. Once you submit a section, you will not be able to edit the documents and forms within it.

<input checked="" type="checkbox"/>	Section Information	Status	Completeness
<input checked="" type="checkbox"/>	Candidate Documents	NOT YET SUBMITTED	

[Preview Submission](#)

[Submit Section\(s\)](#)

[Cancel](#)

9. Once your materials have been successfully submitted you will see “Thank you!”

[University of Wyoming](#) > [Overview](#) >  
[Requirements](#) >

## Review & Submit

Justin P. McDonald

Thank You!

You've successfully submitted your packet and it will be sent to the appropriate committees for review.

[Sign Out](#)

[Return to Packet](#)

- If you return to your packet you will see that your submission is now “Locked”. You will not be able to make any edits to your documents. If you need to make an edit to your documents you need to contact your dean’s office to unlock your case.

## Overview

Aneesa McDonald

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward submitting your packet.

Edit Packet

Preview Packet



Candidate Documents

LOCKED SUBMITTED SEP 27, 2018

Your materials are now submitted and has moved on to the first step of the review process.

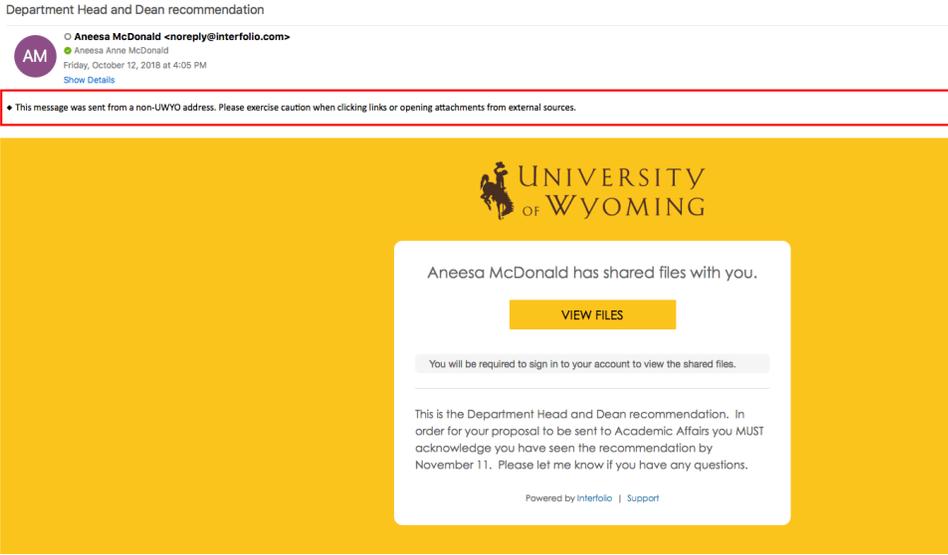
Below is an example of what the review process will look like. This may vary from college to college.

### Case Review Steps

Collaps Steps Expand

1	Unit System Administrator	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Department Admin Review (0)	<input type="checkbox"/> No Instructions <input type="checkbox"/> No Required Documents
		<a href="#">Edit Details</a>
2	Unit Head Recommendation	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Unit Head (0)	<input checked="" type="checkbox"/> Includes Instructions <input type="checkbox"/> 1 Required Document
		<a href="#">Edit Details</a>
3	Joint Appointment Recommendation (if applicable)	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Joint Appointment - Administrator (0)	<input type="checkbox"/> No Instructions <input type="checkbox"/> No Required Documents
		<a href="#">Edit Details</a>
4	College Committee Review (optional)	<input checked="" type="checkbox"/> <input type="checkbox"/>
	College committee (0)	<input type="checkbox"/> No Instructions <input type="checkbox"/> No Required Documents
		<a href="#">Edit Details</a>
5	Dean Recommendation	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Dean (0)	<input checked="" type="checkbox"/> Includes Instructions <input type="checkbox"/> 1 Required Document
		<a href="#">Edit Details</a>
6	Academic Affairs	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Academic Affairs Committee (1)	<input type="checkbox"/> No Instructions <input type="checkbox"/> No Required Documents
		<a href="#">Edit Details</a>
7	University Faculty Review Committee Recommendation	<input checked="" type="checkbox"/> <input type="checkbox"/>
	University Faculty Review Committee (0)	<input type="checkbox"/> No Instructions <input type="checkbox"/> 2 Required Documents
		<a href="#">Edit Details</a>
8	Provost Recommendation	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Provost (0)	<input type="checkbox"/> No Instructions <input type="checkbox"/> No Required Documents
		<a href="#">Edit Details</a>

The candidate will have an opportunity to acknowledge the materials submitted by the previous steps. You will receive an email when you need to acknowledge. Below is a sample of what that email will look like.

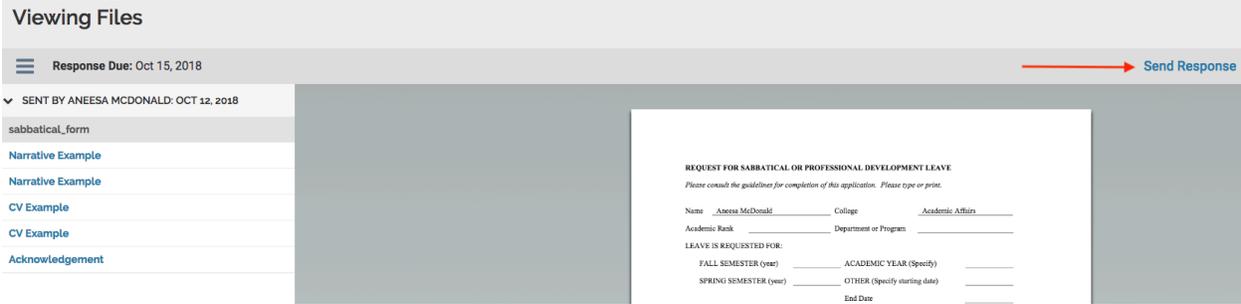


Once you have reviewed the documents, create a document stating that you have seen the Department Head and Dean recommendation. You are required to submit this document stating that you have seen the recommendations. If you fail to do so by the deadline your college sets, your proposal will not be sent to Academic Affairs for consideration.

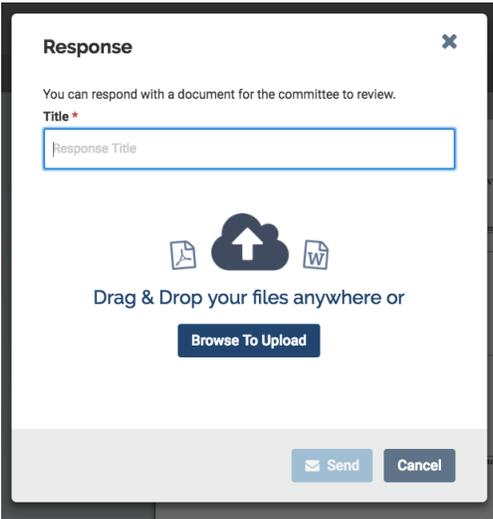
I acknowledge that I have seen both the Department Head and Dean recommendation regarding my sabbatical proposal.

Aneesa McDonald  
 October 12, 2018

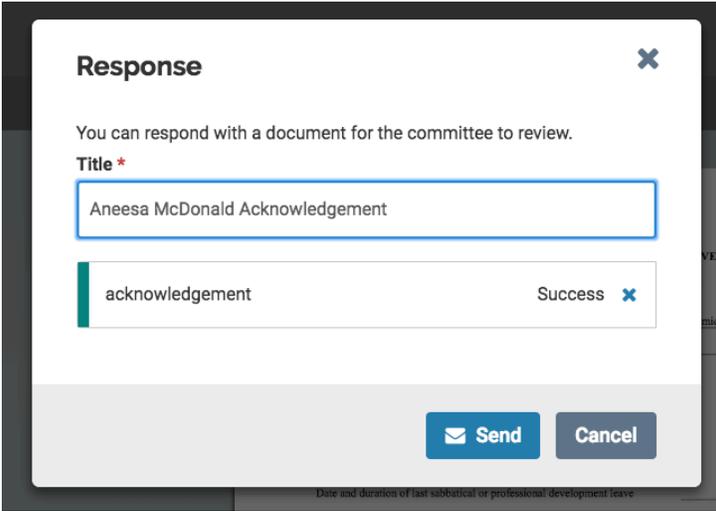
When you get the email, it will take you to the documents that you need to acknowledge. Click on the view file link and it will take you to the documents. Once you have finished reviewing and you are ready to acknowledge, click 'Send Response'



This will take you to a pop up screen where you will upload your acknowledgement document.



Upload or Drag and Drop your acknowledgement file. When you see 'Success' you know that your document has been uploaded. Enter a title of your response, e.g. Aneesa McDonald Acknowledgement. Click 'Send'.



Click 'Committee Files' to return to the files.



In Committee files you will see the files that were shared with you and your response. At this point you are able to view, download or save the files to your Interfolio Dossier. You will also see your acknowledgement.

Sent by Aneesa McDonald on Oct 12, 2018 [View](#)

sabbatical_form	<a href="#">Copy to Dossier</a>   <a href="#">Download</a>
Narrative Example	<a href="#">Copy to Dossier</a>   <a href="#">Download</a>
Narrative Example	<a href="#">Copy to Dossier</a>   <a href="#">Download</a>
CV Example	<a href="#">Copy to Dossier</a>   <a href="#">Download</a>
CV Example	<a href="#">Copy to Dossier</a>   <a href="#">Download</a>
Acknowledgement	<a href="#">Copy to Dossier</a>   <a href="#">Download</a>

Response

<a href="#">Aneesa McDonald Acknowledgement</a> ←	Sent: Oct 12, 2018
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