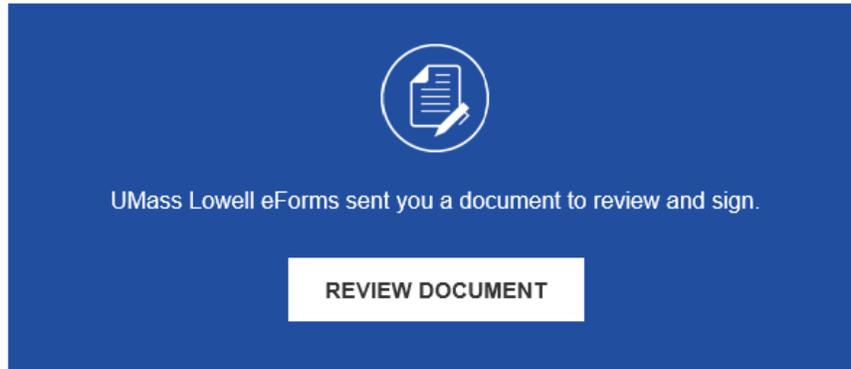


# **DocuSign Job Aids for Personnel Committee**

- a. When you receive an email notification from DocuSign asking you to Review or Sign documents as in below, click "Review Document".



- b. When you are on DocuSign, click "continue" to proceed.



- c. Before signing the document, be sure to check the faculty's eligibility by reviewing the hire date in the box below and the previous sabbatical taken as well as the new requested sabbatical date. See below example in yellow.

## ARTICLE XXI

### SABBATICAL LEAVE

#### A. Eligibility

The Chancellor of the University may grant a sabbatical leave of absence to a faculty member who has served as such at the University or its predecessor institutions for at least six consecutive\* academic years following initial employment or termination of previous sabbatical leave. Subject to the provisions specified by the "Memorandum of Agreement for Sabbatical Leave of Absence", herein attached as Appendix A-10, sabbatical leave may be granted to a faculty member for a period of one year at half pay or a for a period of a half year at full pay.

**For example,**

Shaima Ragab (faculty member) started in Sept 1, 2016 and has completed the required six consecutive years of service. She took an FMLA in fall 2020 and a pre-tenured sabbatical leave in spring 2022. Shaima is currently applying for Promotion to Associate Professor with tenure for the 23-24 cycle. Therefore, she is eligible to move forward with her sabbatical application for a full AY 24-25 at half pay.

Name: Shaima Ragab	Hire Date: 09/01/2016
College: Kennedy College of Sciences	
Department: Miner School of Computer and Information Sciences	
Have you completed six consecutive service years: YES	
Did you apply for Promotion & Tenure to Associate Professor with Tenure this review cycle? YES	
Did you take any other approved leaves [such as FMLA (Medical, Parental, etc.)]: YES	
If yes, enter approved semester(s) and/or Academic Year(s): Fall 2020	
Previous sabbatical (must select one): YES	
If yes, enter semester or Academic Year approved for previous sabbatical: Spring 2022	
Sabbatical Leave of Absence requested:	
Term: Full Academic Year	Year: 2024-2025

[Sabbatical@uml.edu](mailto:Sabbatical@uml.edu) will verify the faculty's eligibility in the next step:

**Eligibility Verification:** Approved  Declined

Additional comments:

All requirements are met!

Declined Comments:

[signature] DocuSigned by: Shaima Ragab

In case a faculty member is ineligible for sabbatical this current cycle, a notification will be emailed to the faculty from [sabbatical@uml.edu](mailto:sabbatical@uml.edu), including reasons and earliest term to reapply.

- d. Effective Oct 1, 2023, a drop-down menu for departmental impact statements has been added to our DocuSign form. Please select one response from the following options:
- Increased workload of other department faculty members
  - Increased class sizes
  - Staggering of courses on a semester basis
  - Postponement of applicant’s courses
  - Team teaching
  - No departmental impact
  - Other (please specify):

**It is imperative that the department impact statement is completed as it is a required field.**

See the following example:

**Department Personnel Committee DPC:**

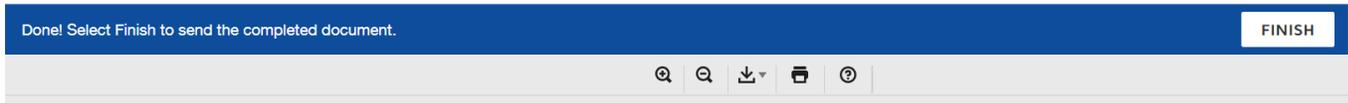
Use the space below or **attach** DPC’s Recommendation, Impact Statement, Cost of Teaching Replacement and Salary Saving.

APPROVE x	DECLINE		INITIALS	
Departmental Impact Statement	Cost of Teaching Replacement (estimated \$)	Salary Saving (estimated \$)		
Increased workload of other department faculty members	\$0	\$50,000.00		

Additional Comments: potential saving 50% estimated

Declined Comments:

- e. Click “finish” to submit to the next approval queue.



- f. The following screen confirming your completion will pop up.

## Save a Copy of Your Document

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### Your document has been signed

If you would like a copy for your records, select Download or Print and save.

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**DOWNLOAD**

**PRINT**

**CLOSE**

Email [Sabbatical@uml.edu](mailto:Sabbatical@uml.edu) for any sabbatical-related questions. Thank you.