

Submitting Sabbatical and Faculty Fellowship Applications through Faculty Review, Promotion & Tenure (RPT)

- 1) To apply for a sabbatical or fellowship, the faculty member must first notify the provost office of their intention to do so by filling out the required information in the following google doc: <https://goo.gl/forms/RXgRonuNgRaFBroN2>. The google doc will ask for your name, BC email, school, department and type of sabbatical or faculty fellowship you wish to apply for.
- 2) Within 3 business days, we will create a “Case” or Application Packet in Interfolio’s Faculty Review, Promotion & Tenure (RPT) that will trigger an email notification similar to this:



**BOSTON
COLLEGE**

Boston College has initiated a review on your behalf.

[VIEW CASE](#)

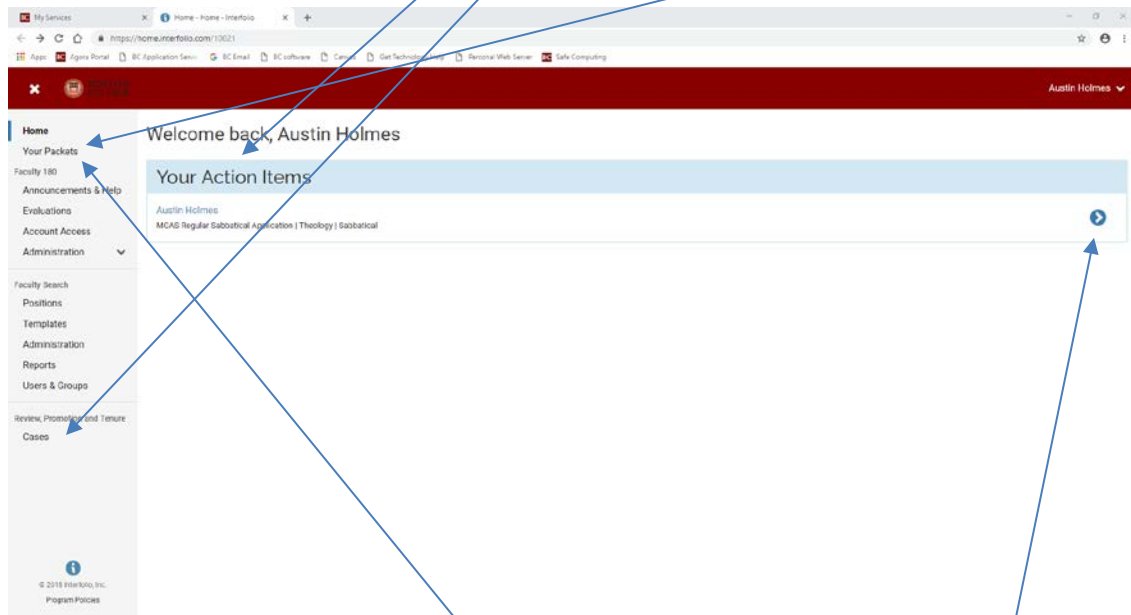
Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

Powered by [Interfolio](#) | [Support](#)

- 3) You do not need the email link to work on your application. If after 3 days you have not received the email notification (check Junk Email Folder), you can verify if a case has already been created by logging in to Agora and clicking on either the **Faculty Search, Review, and P&T** link or the Faculty Annual Report link under the **Academics and Courses** section; both links will take you to the same BC-customized Interfolio Home Page. If you click on the email link directly, it will still ask you to log into Agora first and may even take you directly to the Interfolio corporate home page. Do not log into Interfolio through their corporate home page because it won't recognize your BC-created accounts. Instead, log into Faculty RPT through Agora.

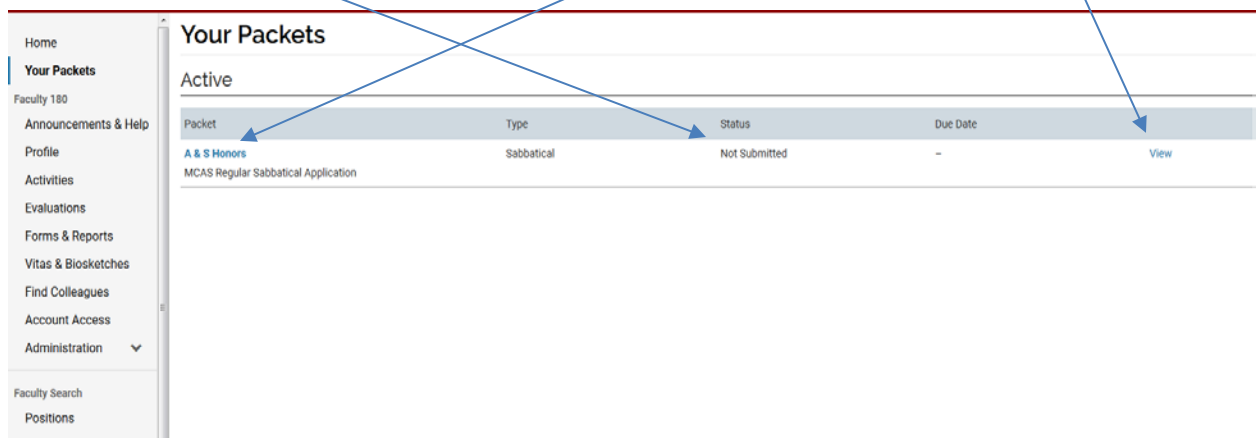
If you have not logged into Interfolio since May 2018, it may also prompt you for (1) your country of residence --- this is in response to the EU General Data Protection Regulation. Please choose “US”; and (2) whether you want to log into your Boston College or Dossier account. Please choose “Boston College.”

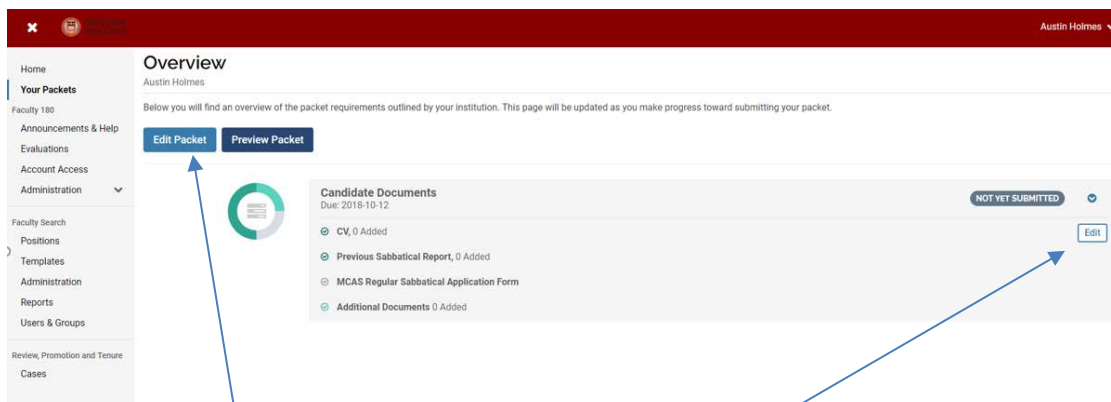
- 4) Once you get into the Interfolio page, you should see on the left-hand side of the page a menu of all the Interfolio products accessible to you. This will include Faculty 180 (Annual Report), Faculty Search, and Review, Promotion and Tenure (RPT). You will be able to access the application or “Case” from the **Your Action Items** list on the Home Page, **Your Packets** right below the Home menu, or by clicking **Cases** under the RPT menu on the left. See picture below.



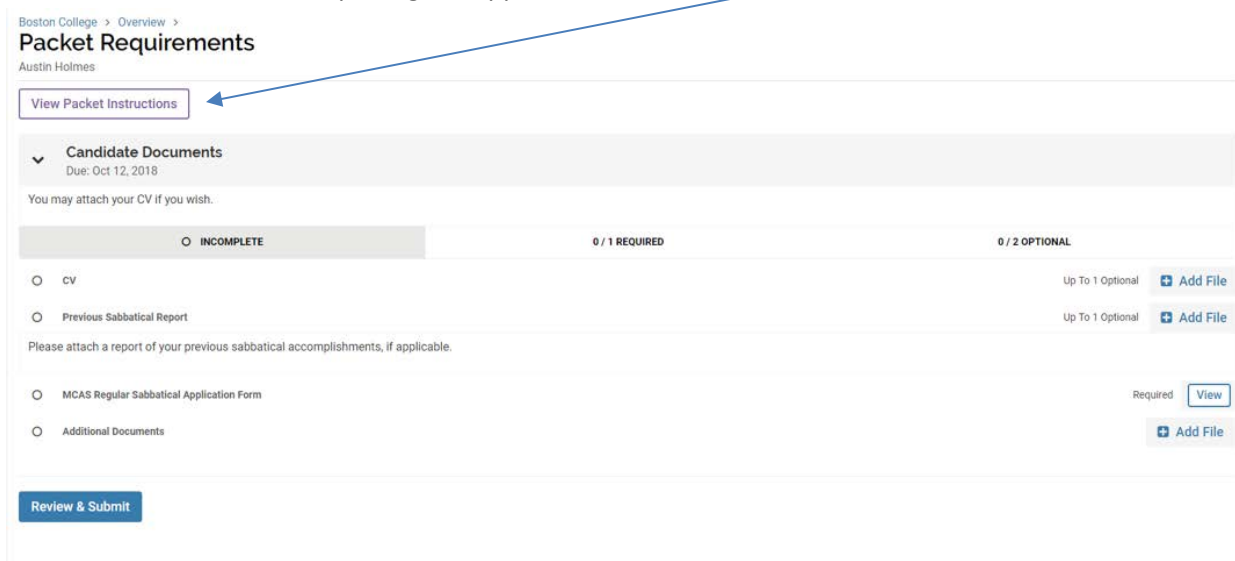
If you are a department chair or serve on a sabbatical/fellowship review committee, **Your Action Items** list will include not only your own application but the applications of every faculty member subject to your review. Click on **Your Packets** to limit the list to your own application.

- 5) For an overview of the application requirements, click on your **name** or the **right blue arrow** under **Your Action Items** on the Home page or your highlighted blue **Department** or **View** option in the **Your Packets** page. Either of them will take you to an Overview of your Case Packet. Note the **Status** of the application is listed as “Not Submitted” until it’s submitted.

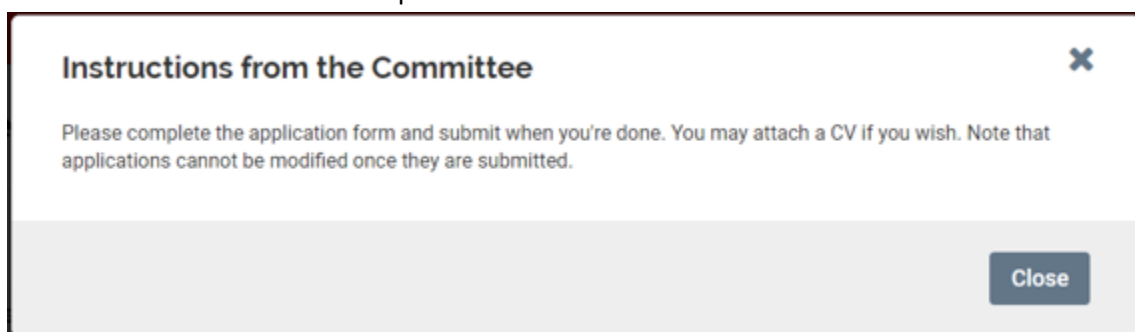




- 6) The **Overview** screen will list all **Candidate Documents** that you are required to complete (the sabbatical/fellowship application form), as well as any optional ones you may submit (e.g., CV, Previous Sabbatical Report, etc.). In some schools, additional documents may be required. Documents that have a green check mark to its left indicate that you have satisfied this requirement; for optional documents, this will always be check marked in green. From this view, you can click on **Edit Packet** or **Edit** to view the **Packet Requirements** which lists the status of the requirements of your application. First, click on the **View Packet Instructions** for all instructions on completing the application.



You should see the following pop-up screen appear. Note that the instructions may vary in some schools because of additional requirements.



Close the window to go back to the Overview page.

Boston College > Overview >
Packet Requirements
Austin Holmes

[View Packet Instructions](#)

▼ **Candidate Documents**
Due: Oct 12, 2018

You may attach your CV if you wish.

	0 / 1 REQUIRED	0 / 2 OPTIONAL
<input type="radio"/> CV		Up To 1 Optional + Add File
<input type="radio"/> Previous Sabbatical Report		Up To 1 Optional + Add File
Please attach a report of your previous sabbatical accomplishments, if applicable.		
<input type="radio"/> MCAS Regular Sabbatical Application Form		Required View
<input type="radio"/> Additional Documents		+ Add File

[Review & Submit](#)

- 7) From the Packet Requirements page, you can upload any required or optional files by clicking on the **Add File** button. The following pop-up screen will appear when you do. Click on **Add New File**.

Add CV
Up To 1 Optional

[Choose Existing](#) [Add New File](#)

All Materials Collections

Search [Filter](#)

There are no existing files to select.


[+ Add](#) [Cancel](#)

To give you the following pop-up screen:

Add CV
Up To 1 Optional

[Choose Existing](#) [Add New File](#)

Upload Video Webpage



Drag & Drop your files anywhere or

[Browse To Upload](#)

[+ Add](#) [Cancel](#)

You can drag and drop your document to the pop-up screen or click on the **Browse to Upload** button to find the file you wish to upload. Once you select it, you will see an updated pop-up screen specifying the name of the file you selected followed by the word “Success”. If that is not the file you wish to upload, click on the “X” to the right of the name and it will take you back to the original pop-up screen. If it is the correct file, click on the **Add** button at the bottom which should now be highlighted.

Add CV
Up To 1 Optional

Choose Existing Add New File

Upload Video Webpage

AustinHolmesCV-14 Success X

+ Add Cancel

- 8) The file will now appear under **Candidate Documents** in the **Packet Requirements** page and a green check mark now appears to the left of the document to indicate the file has been successfully uploaded. Note that you can still delete the file by clicking on the **trash can icon** to the right of the file name. Follow the same instructions to upload any other documents. Until all the requirements have been satisfied, you will not be able submit your packet as the **Review & Submit** button at the bottom of the page will not be activated.

Boston College > Overview >
Packet Requirements
Austin Holmes

View Packet Instructions

▼ **Candidate Documents**
Due: Oct 12, 2018

You may attach your CV if you wish.

INCOMPLETE 0 / 1 REQUIRED 1 / 2 OPTIONAL

CV Up To 1 Optional | 1 Added Add File

AustinHolmesCV-14 Creating PDF

Previous Sabbatical Report Up To 1 Optional Add File

Please attach a report of your previous sabbatical accomplishments, if applicable.

MCAS Regular Sabbatical Application Form Required View

Additional Documents Add File

Review & Submit

Boston College > Overview >

Packet Requirements

Austin Holmes

[View Packet Instructions](#)

▼ **Candidate Documents**
Due: Oct 12, 2018

You may attach your CV if you wish.

INCOMPLETE	0 / 1 REQUIRED	1 / 2 OPTIONAL
<input checked="" type="radio"/> CV <div>AustinHolmesCV-14</div> <div>Up To 1 Optional 1 Added Add File</div> <div>Creating PDF</div>	<input type="radio"/> Previous Sabbatical Report Please attach a report of your previous sabbatical accomplishments, if applicable. <div>Up To 1 Optional Add File</div>	<input type="radio"/> MCAS Regular Sabbatical Application Form <div>Required View</div> <input type="radio"/> Additional Documents <div>Add File</div>

[Review & Submit](#)

- 9) To complete the required **Sabbatical/Faculty Fellowship Application Form**, click on the **View** button in the Packet Requirements page (see #6 above on how to get there). This will take you to the **Application Form** screen (a copy is provided in the appendix). You cannot save your answers to this form unless all questions marked with a red asterisk (*) are at least partially answered. To avoid this, type in at least a letter in all of the required sections before exiting. You can always reenter and edit your answers prior to submission. When you are done for the session, click on the blue **Return to Packet** button at the bottom of the form, and this should take you back to the **Packet Requirements** page.

Boston College > Overview > Requirements >

MCAS Regular Sabbatical Application Form

Billy Soo

Name *

Department *

Which semester of the next academic year are you planning to take the sabbatical? *

☐ Fall

☐ Spring

Rank *

☐ Professor

☐ Associate Professor

☐ Assistant Professor

Semester and Year of Last Sabbatical (if none, enter N/A) *

Please specify the semester and year of your last sabbatical. If none, enter N/A.

- 10) When you have satisfied all the requirements for the packet, you will notice that the **Review & Submit** button at the bottom is now highlighted and you can click on it to begin the submission process. NOTE: There may be a delay in your ability to Review & Submit as your attachments are converted to pdf format.

My Services

Application Requirements - App

https://apply.interfolio.com/10021/packets/33816/requirements

Apps Agoria Portal BC Application Serv BC Email BC software Canvas Get Technology Help Personal Web Server Safe Computing

Austin Holmes

Boston College > Overview > Packet Requirements

Austin Holmes

View Packet Instructions

Candidate Documents

Due: Oct 12, 2018

You may attach your CV if you wish.

COMPLETE 1 / 1 REQUIRED 2 / 2 OPTIONAL

CV Up To 1 Optional | 1 Added Add File

AustinHolmesCV-14 Sep 26, 2018 Edit

Previous Sabbatical Report Up To 1 Optional | 1 Added Add File

Please attach a report of your previous sabbatical accomplishments, if applicable.

Previous Sabbatical Report Sep 26, 2018 Edit

MCAS Regular Sabbatical Application Form Required View

Additional Documents Add File

Review & Submit

- 11) Clicking on the **Review & Submit** button will take you to the following screen:

My Services

Application Requirements - App

https://apply.interfolio.com/10021/packets/33816/requirements

Apps Agoria Portal BC Application Serv BC Email BC software Canvas Get Technology Help Personal Web Server Safe Computing

Austin Holmes

Boston College > Overview > Requirements > Review & Submit

Austin Holmes

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.

Section Information Status Completeness

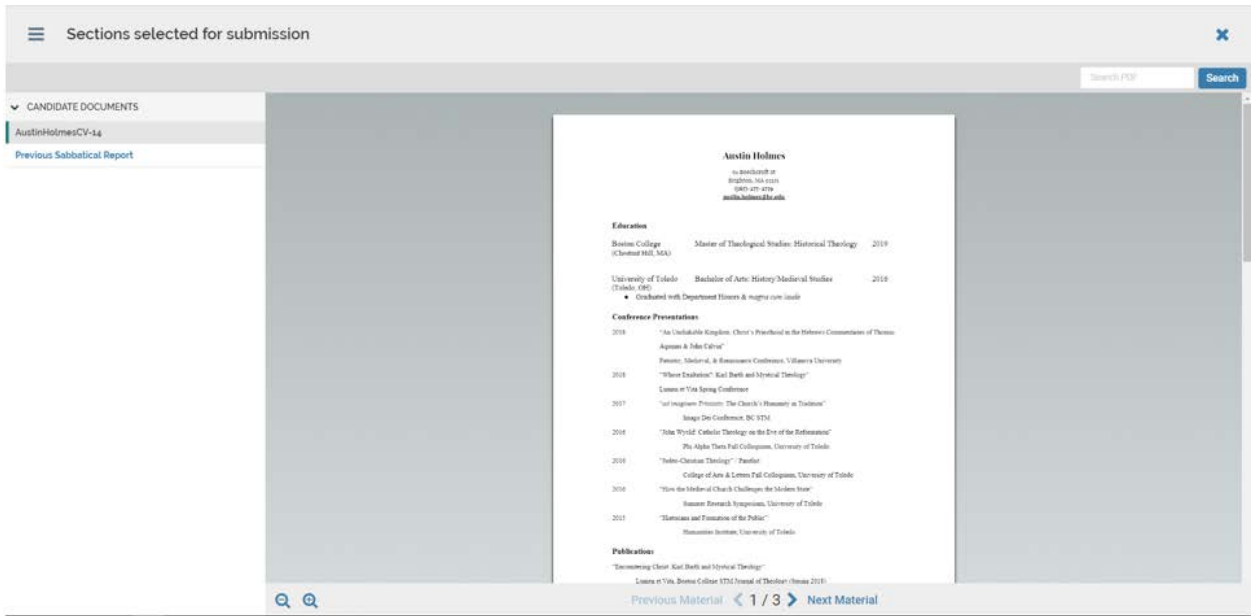
Candidate Documents Due: Oct 12, 2018 NOT YET SUBMITTED

Preview Submission

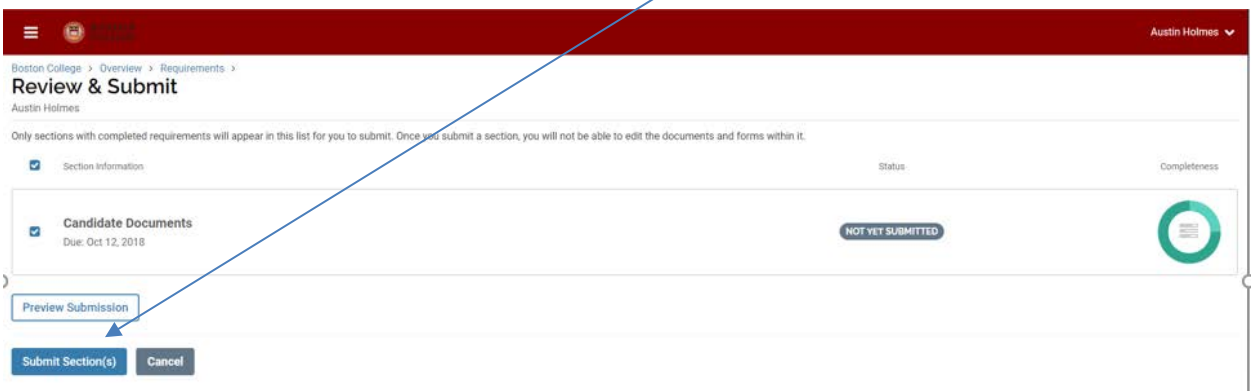
Submit Section(s) Cancel

From here, you can preview your submission by clicking on the **Preview Submission** button or **Submit Section(s)**.

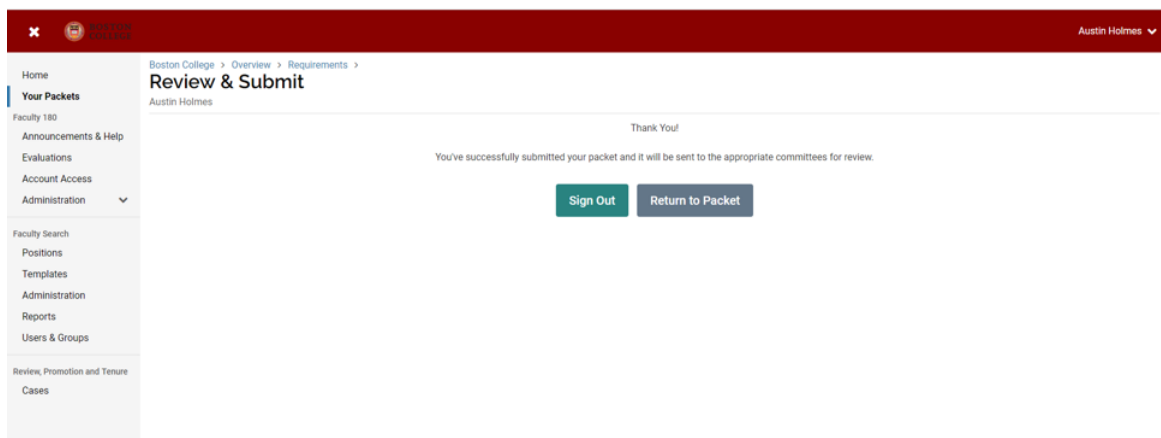
- 12) Clicking on **Preview Submission** takes you to the viewer, which allows you to review your uploaded documents but not the application form. To review the latter, go back to the **Packet Requirements** page and **View** the form. Click on the "X" to exit the **Preview Submission** page.



13) When you are ready to submit your application, click on **Submit Section(s)** in the **Review & Submit** page.



14) You will then get the following acknowledgement screen and your application will now be forwarded to the next party in the review process (Department Chair or Dean).



- 15) You can verify that your application has been submitted and forwarded to the next level when you go to the **Your Packets** screen and the **Status** of your application indicates the date when the application was submitted.

Packet	Type	Status	Due Date
A & S Honors MCAS Regular Sabbatical Application	Sabbatical	Submitted Oct 5, 2018	-

The same update is also provided in the **Overview** page, which specifies the date when the application is submitted. Once submitted, the application is locked and you can no longer change its contents even though it continues to be listed under Your Packets until the case is closed.

Overview

Billy Soo

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
Due: 2018-10-12

LOCKED SUBMITTED OCT 5, 2018

- 16) To view your submitted application packet, you can click on the **Preview Packet** button which takes you to the pdf viewer. This will only show the documents you uploaded to your application. To view the sabbatical/fellowship application form, click on the **Edit Packet** button, which takes you to the Packet Requirements page below. Click on the right arrow.

Boston College > Overview >

Packet Requirements

Billy Soo

[View Packet Instructions](#)

Candidate Documents
Due: Oct 12, 2018

SUBMITTED OCT 5, 2018 LOCKED

[Review & Submit](#)

17) This will take you to the **Packet Requirements** screen below. Click on the **View** button to view your completed application form. Note that you cannot change your answer to any of the questions in the application form.

Boston College > Overview >
Packet Requirements
Billy Soo

[View Packet Instructions](#)

▼ **Candidate Documents**
Due: Oct 12, 2018

SUBMITTED OCT 5, 2018 LOCKED

You may attach your CV if you wish.

COMPLETE 1 / 1 REQUIRED 0 / 2 OPTIONAL

☒ CV Up To 1 Optional

☐ Previous Sabbatical Report Up To 1 Optional

Please attach a report of your previous sabbatical accomplishments, if applicable.

☒ MCAS Regular Sabbatical Application Form Required [View](#)

☐ Additional Documents

[Review & Submit](#)

Due dates:

Faculty notifies provost office of intent to apply for a sabbatical or faculty fellowship: **Monday, October 1.** We will then create a “case” application for the faculty member within three business days.

All sabbatical and faculty fellowship applications must be completed and submitted to their Department Chair (or Dean, if no Department Chair) by **Friday, October 12.** Applications will be reviewed beginning after this date and late submissions may not be considered by your department chair or dean.

All evaluations by Department Chairs must be completed and submitted to their Dean or Review Committee by **Friday, October 19.**

Decisions will be sent out via campus mail in early December.

Feel free to email Kristin Flower (Kristin.flower@bc.edu) or Billy Soo (billy.soo@bc.edu) if you have any questions.

APPENDIX: Sample Sabbatical and Faculty Fellowship Application Form

A copy of the sabbatical & faculty fellowship application form is provided in the next few pages. The actual form you complete may look different depending on your school. In addition, additional questions may be added to this form depending on your school but the Project Description and Outcome Questions below appear in all applications.

Sabbatical and Faculty Fellowship Application Form

Please complete this form if you are applying for a regular or 80% sabbatical, or faculty fellowship. All questions with an asterisk must be answered.

General

Leave Type *

Please indicate if you are applying for a regular or 80% sabbatical, or faculty fellowship.

- ☐ 80% (full year) Sabbatical
- ☐ Regular (one semester) Sabbatical
- ☐ Faculty Fellowship

If applying for a regular sabbatical or faculty fellowship, which semester of the next academic year are you planning to take the sabbatical or fellowship?

- ☐ Fall
- ☐ Spring

If you apply for an 80% sabbatical but do not receive it, what is your second choice?

- ☐ Full year at 50%
- ☐ Fall semester at 100%
- ☐ Spring semester at 100%

Name *

Department *

School *

- ☐ CSOM
- ☐ CSON
- ☐ LAW
- ☐ LSOE
- ☐ MCAS
- ☐ SSW
- ☐ STM

Rank *

Tenure Status *

- ☐ Tenured
- ☐ On tenure-track
- ☐ Non tenure-track

Semester and Year of Last Sabbatical (if none, enter N/A) *

Please specify the semester and year of your last sabbatical. If none, enter N/A.

Number of semesters of service since last sabbatical *

Number of leaves of absence in the past six years *

Please specify the number of semesters you have been on leave (medical, research, fellowship, etc.) from the university in the past six years.

Project Description

Project Title *

Project Objectives (1000 characters or less) *

Significance of Project (1000 characters or less) *

Brief Description of Project (1000 characters or less) *

Outcome

What is the likelihood the project will result in publication (1000 characters or less)? *

Is the project likely to result in subsequent extramural funding? *

Please explain in the next question.

☐ Yes (specify likely sources below)

☐ No (explain why below)

Explanation for Likely Sources of Funding *

[Return to Packet](#)