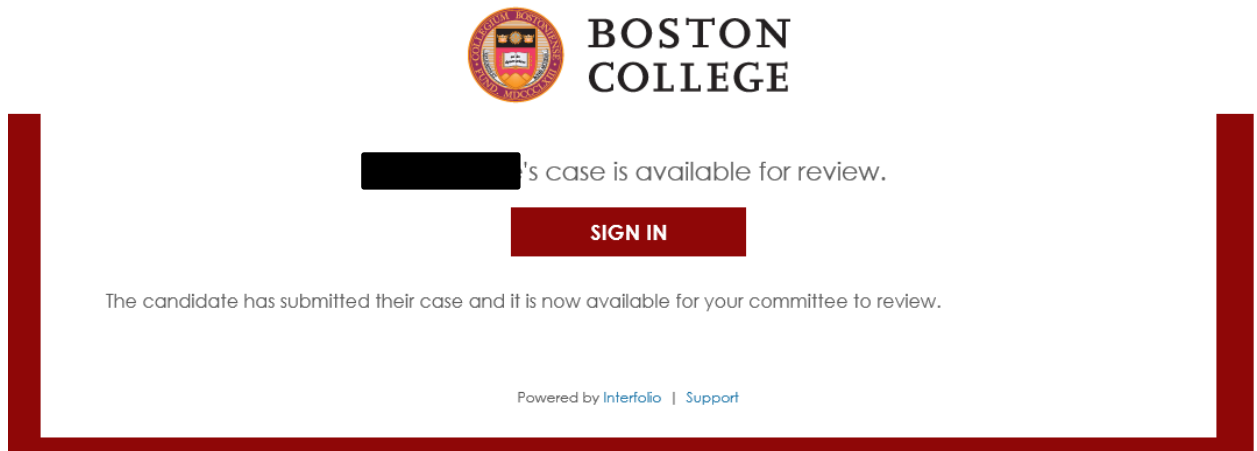


## Evaluating Sabbatical and Faculty Fellowship Applications by Department Chairs through Faculty Review, Promotion & Tenure (RPT)

- 1) Once your faculty submits his/her application, you will receive an email notification similar to this (if you don't, please check your Junk E-mail Folder). You do not need this email, however, to review the application.

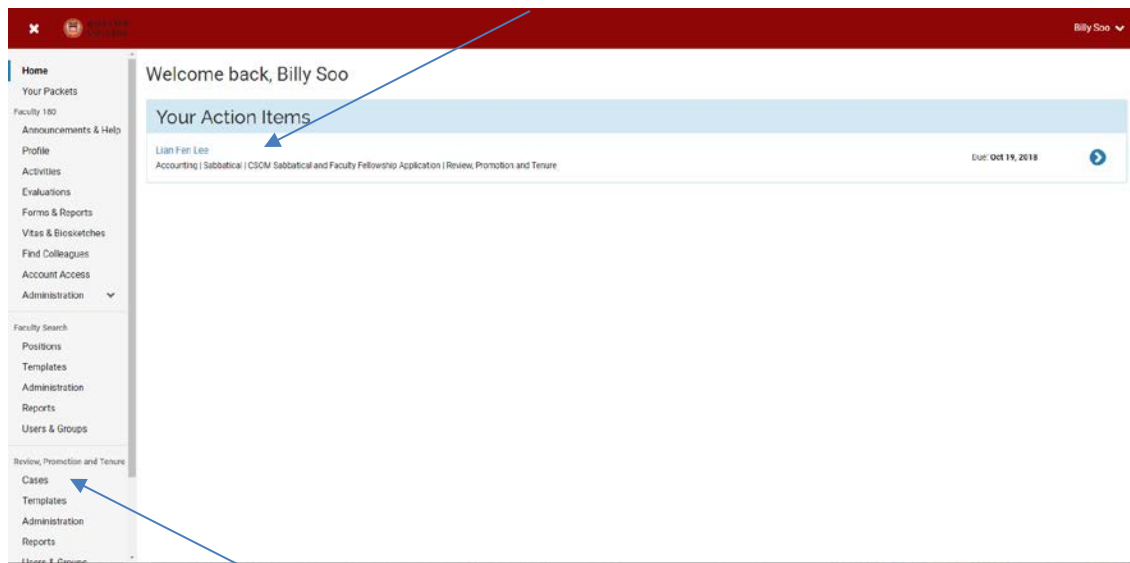


- 2) To view the application, log in to Agora and click on either the **Faculty Search, Review, and P&T** link or the Faculty Annual Report link under the **Academics and Courses** section; both links will take you to the same Interfolio Home Page. If you click on the email link directly, it will still ask you to log into Agora first. Do not log into Interfolio through their corporate home page because it won't recognize your BC-created accounts.

If you have not logged into Interfolio since May, 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."

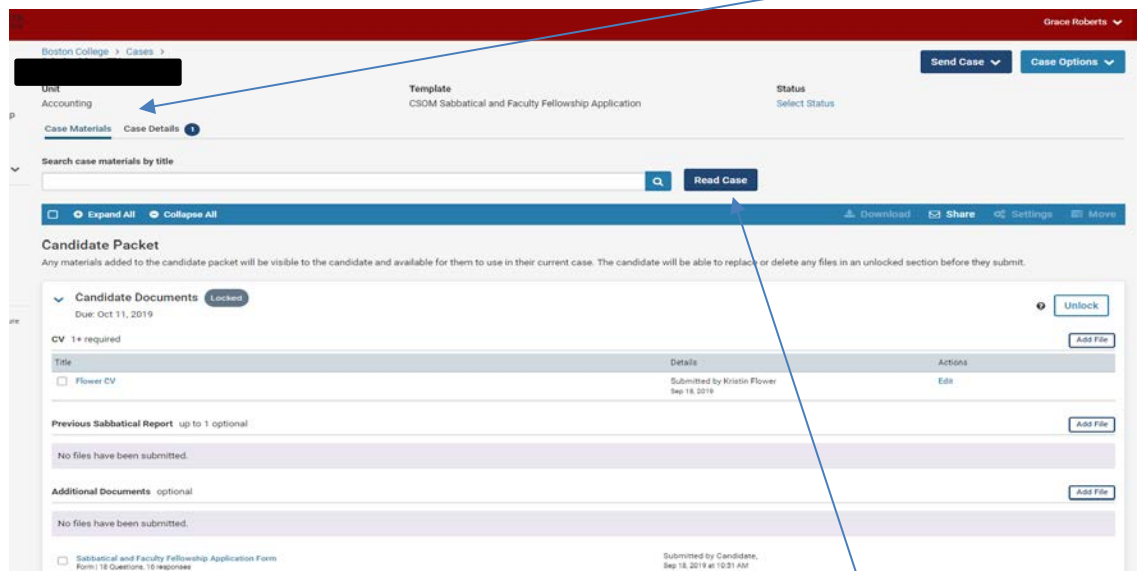
- 3) Once you get into the Interfolio page, you should see on the left-hand side of the page a menu of all the Interfolio products accessible to you. This will include Faculty 180 (Annual Report), Faculty Search (if you are on a search committee) and Review, Promotion and Tenure (RPT). You will be able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

All Active cases will be listed here under the **Home** page.

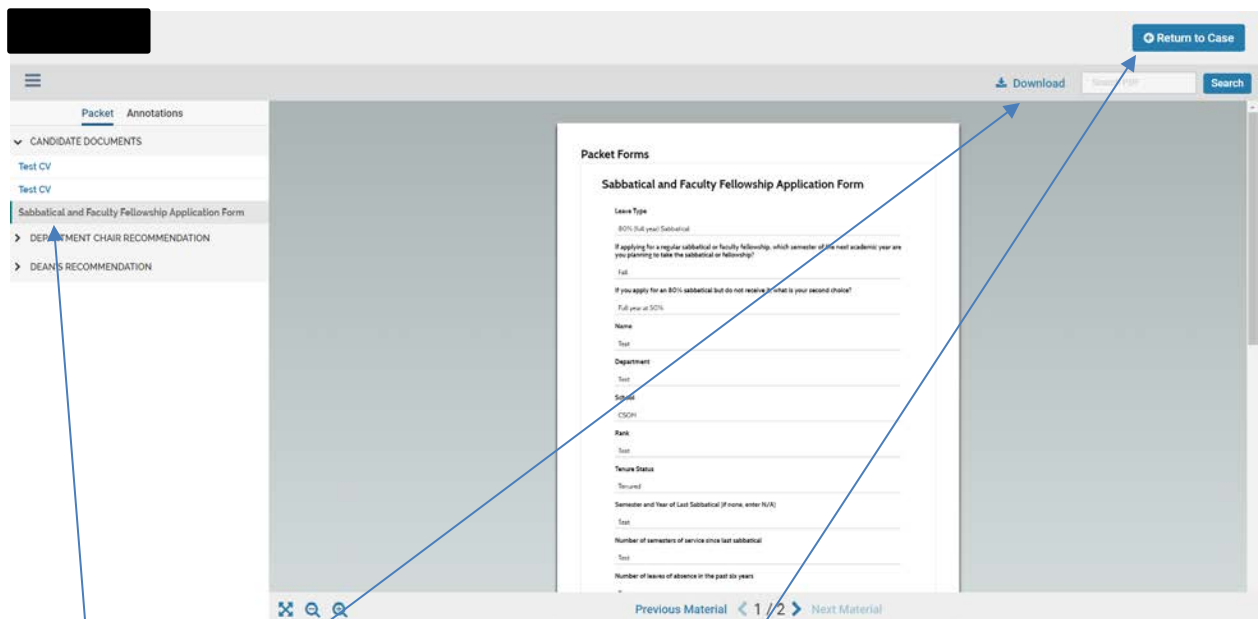


Or listed here if you click on “Cases” under **Review, Promotion and Tenure**

- 4) To review the application, click on the name of the faculty member. This will take you to the **Case Summary** page. There are two sections accessible here: **Case Materials** and **Case Details**.

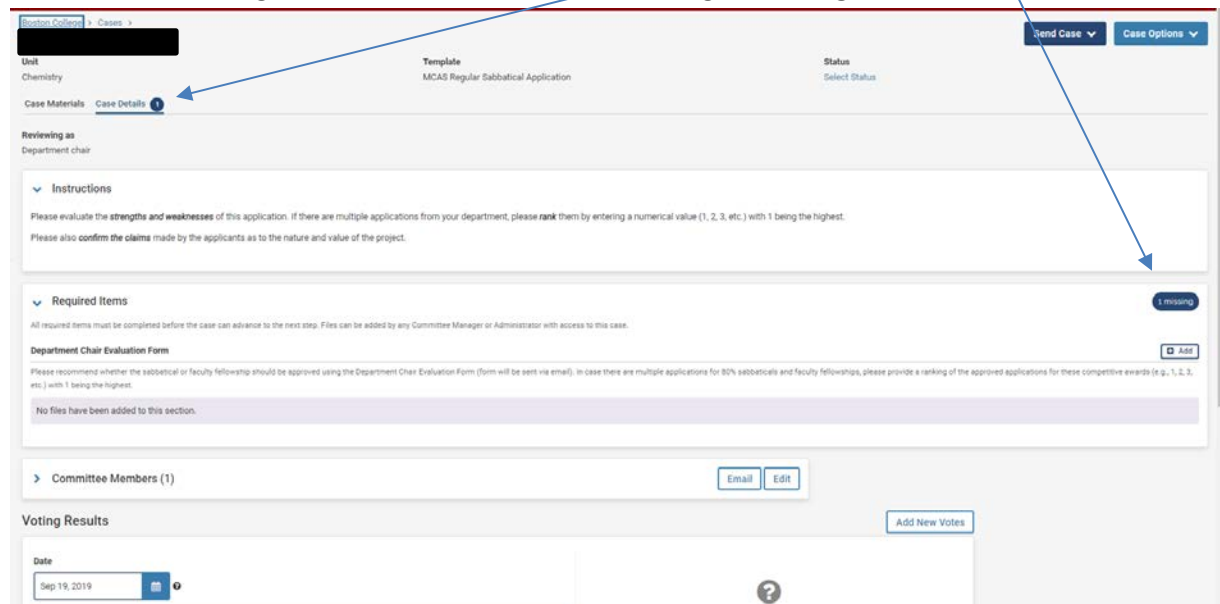


- 5) Listed under **Case Materials** are the required documents (Sabbatical/Faculty Fellowship Application Form and a CV) and other forms submitted by the applicant. This may include an optional Previous Sabbatical Report. To read the materials, click on the **Read Case** button or on any of the documents highlighted in blue. This will take you to the application viewer page.



- 6) You can review all submitted documents from this page by selecting the document from the left hand side menu. You can download the contents of the application packet, by clicking on the **Download** icon just above the viewer. You will be prompted to download either a single document or the full packet. If you choose to download a single document, the document will download to your computer directly. If you choose to download the full packet, you will receive a separate email from Interfolio with a link, which will open a secondary Interfolio screen with the downloaded documents. Once you are done downloading, you can return to the Case Summary page by clicking on the **Return to Case** button on the upper right hand corner of the page.

- 7) The **Case Details** page provides the instructions and lists the required documentation for the department chair's evaluation. If you are missing any required form, you will see the number of missing documents highlighted in bold right beside the **Case Details** title and **Required Items** section. You should ignore the rest of the section, including the **Voting Results**.



A Word document, Department Chair Sabbatical Evaluation Form (a copy of which is provided in the appendix), will be sent to you that asks you to evaluate the strengths and weaknesses of the application and, in particular, to confirm the claims made by the applicant as to the nature and value of the project. If there are multiple applications submitted from your department, we also ask that you rank order the applications with 1 (one) being the highest. Please provide separate rankings for (a) regular sabbaticals and for (b) 80% sabbaticals and faculty fellowships.

- 8) To complete your evaluation for each faculty member, use the word document we send as a template. After completing and saving it on your computer, go to the **Case Details** page and click on **Add** to upload the word document to the applicant's packet.

Boston College > Cases > [redacted]

Send Case Case Options

Unit  
Chemistry

Template  
MCAS Regular Sabbatical Application

Status  
Select Status

Case Materials Case Details 1

Reviewing as  
Department chair

Instructions

Please evaluate the **strengths and weaknesses** of this application. If there are multiple applications from your department, please **rank** them by entering a numerical value (1, 2, 3, etc.) with 1 being the highest. Please also **confirm the claims** made by the applicants as to the nature and value of the project.

Required Items

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

Department Chair Evaluation Form

Please recommend whether the sabbatical or faculty fellowship should be approved using the Department Chair Evaluation Form (form will be sent via email). In case there are multiple applications for 80% sabbaticals and faculty fellowships, please provide a ranking of the approved applications for these competitive awards (e.g., 1, 2, 3, etc.) with 1 being the highest.

No files have been added to this section.

1 missing

Add

When you click on **Add**, you should see the following pop-up screen:

Add Department Chair Evaluation Form

Upload a new file Select file from case

Drag & Drop your files anywhere or

Browse To Upload

Add Cancel

You can drag and drop the word document to the pop-up screen or click on the **Browse to Upload** button to find the evaluation document you wish to upload. Once you select it, you will see another pop-up screen specifying the name of the file you selected and asking which section of the application packet you wish to save it to. Select **Department Chair Recommendation** from the drop-down menu and then click on **Add**.

**Add Department Chair Evaluation Form**

Upload a new file Select file from case

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

**Name \*** Dean and Department Chair Sabbatical Fellowship

**Section \*** Department Chair Recommendation

**Add** **Cancel**

If you upload the file incorrectly, click on the blue Pencil icon to the right of the file name and select **Delete Document** from the drop-down menu.

▼ Required Items

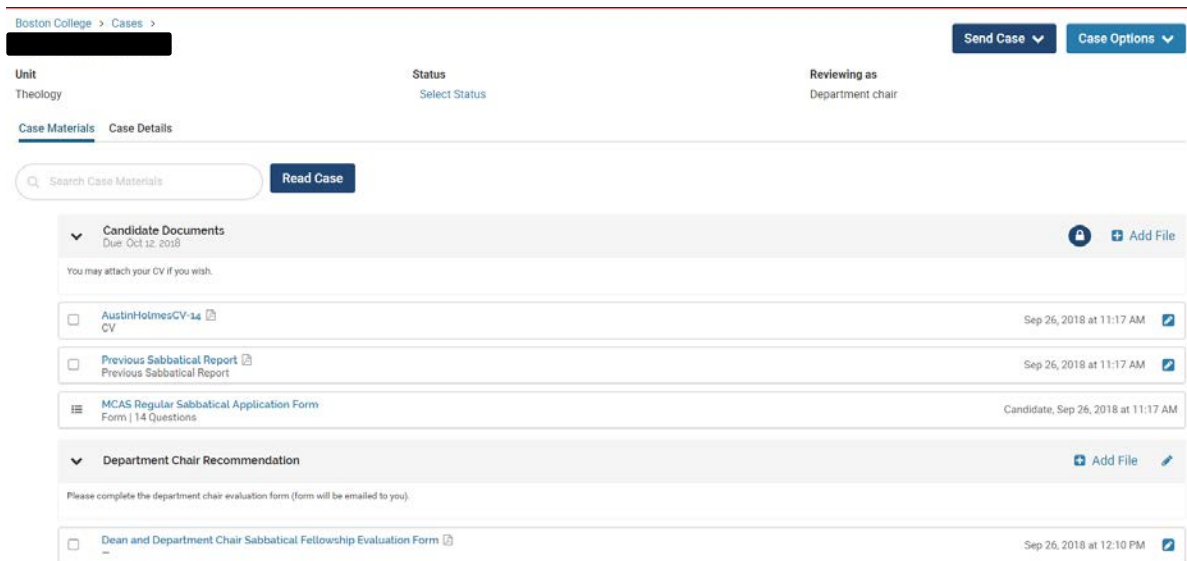
All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

Department Chair Evaluation Form	Complete
Please recommend whether the sabbatical or faculty fellowship should be approved using the Department Chair Evaluation Form (form will be sent via email). In case there are multiple applications for 80% sabbaticals and faculty fellowships, please provide a ranking of the approved applications for these competitive awards (e.g., 1, 2, 3, etc.) with 1 being the highest.	
Name Department Chair Evaluation Form - Roberts	

Once you have uploaded your document, the number of missing documents to the right of **Case Details** and in the **Required Items** section will now disappear.

**NOTE:** Do not attach the document from within the **Case Materials** page. While you will be able to attach a document, doing so will not satisfy the required Department Chair Recommendation, and you will need to reattach it from within the **Case Details** page in order to complete the evaluation and send the case forward. You will notice that if you attach the document through the Case Materials page, the number of missing documents warning does not disappear.

- 9) Once the evaluation form has been attached, you can now send the case to the next step in the process. To move the case forward, click on the dark blue **Send Case** button on the upper right and select “Send the Case Forward” to either the Review Committee or Dean from the drop-down menu. If you do not attach the required document, you will be unable to send the application packet to the next level.



Boston College > Cases >

**Send Case** **Case Options**



Unit  
Theology

Status  
Select Status




Reviewing as  
Department chair



Case Materials Case Details

Search Case Materials **Read Case**


**Candidate Documents**  
Due: Oct 12, 2018   Add File

You may attach your CV if you wish.

<input type="checkbox"/> <a href="#">AustinHolmesCV-14</a> CV	Sep 26, 2018 at 11:17 AM 
<input type="checkbox"/> <a href="#">Previous Sabbatical Report</a> Previous Sabbatical Report	Sep 26, 2018 at 11:17 AM 
 <a href="#">MCAS Regular Sabbatical Application Form</a> Form   14 Questions	Candidate, Sep 26, 2018 at 11:17 AM

**Department Chair Recommendation**  Add File 

Please complete the department chair evaluation form (form will be emailed to you).

<input type="checkbox"/> <a href="#">Dean and Department Chair Sabbatical Fellowship Evaluation Form</a> -	Sep 26, 2018 at 12:10 PM 
---	--

- 10) After you select “Send the Case Forward,” you will receive the following pop-up screen allowing you to send an optional message to the next set of reviewers. In order to send a message, you will need to also specify a Subject in the header box.

**Send Case Forward** ✕

Great job! You're sending the case forward to the next step, Dean Review. The following reviewers will lose access to the case:

Department chair | 1 members

The following reviewers will gain access to the case:

CSOM Dean Sabbatical Review | 1 members

☒ Send a message to the reviewers gaining access.  
If recipients respond to this message, their response will come directly to your email inbox.

**Subject \***

Message Subject

**Message \***

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,  
Billy Soo

Preview Continue Cancel

If you do not wish to send a message, uncheck the mark in the blue box. The message box will disappear and you will see a simplified screen similar to below. Click on the **Continue** box, which should be highlighted.

**Send Case Forward** ✕

Great job! You're sending the case forward to the next step, Dean Review. The following reviewers will lose access to the case:

Department chair | 1 members

The following reviewers will gain access to the case:

CSOM Dean Sabbatical Review | 1 members

☐ Send a message to the reviewers gaining access.  
If recipients respond to this message, their response will come directly to your email inbox.

**Continue** **Cancel**

**YOU ARE DONE!** The case should disappear from **Your Action Items** list.

Due dates:

Faculty notifies provost office of intent to apply for a sabbatical or faculty fellowship: **Monday, October 7.** 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 11.** 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 18.**

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

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



## APPENDIX

### Department Chair Sabbatical/Fellowship Evaluation Form

Faculty Applicant Name:

Faculty Applicant Department:

**Evaluation:** Please evaluate the strengths and weaknesses of this application. Please also confirm the claims made by the applicant as to the nature and value of the project.

**Rank (for multiple applications):** If there are multiple applications from your department or school, please rank each application by entering a numeric value (1, 2, 3 etc.) with 1 being the highest.