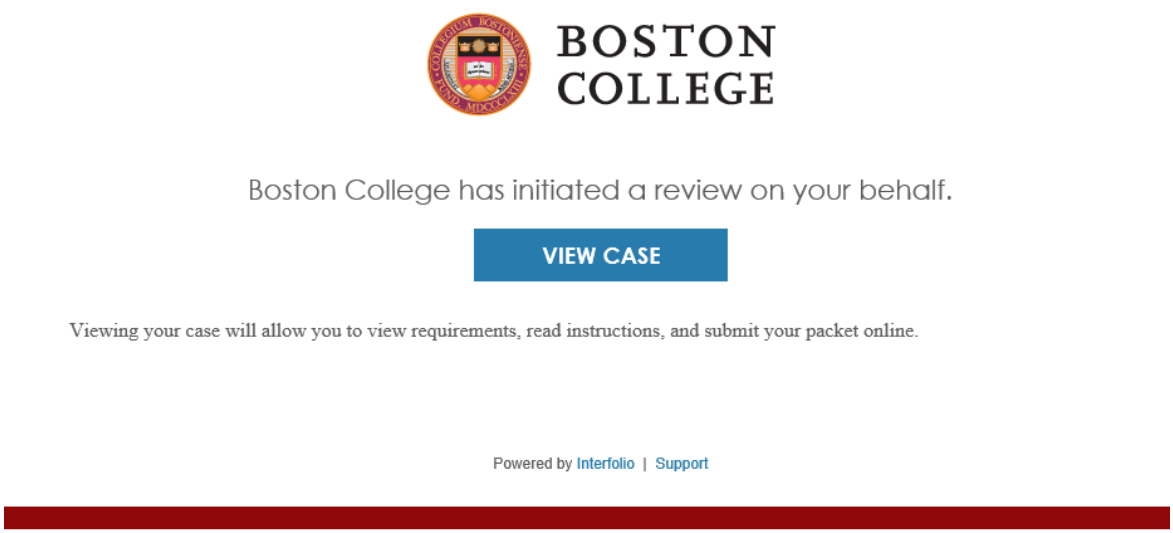
Submitting Sabbatical and Faculty Fellowship Applications through Faculty Review, Promotion & Tenure (RPT)

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://forms.gle/4LgvUG9fRZhG4bGJ6. The google doc will ask for your name, BC email (please use your username@bc.edu email address), school, department, tenure status, and type of sabbatical or faculty fellowship you wish to apply for.

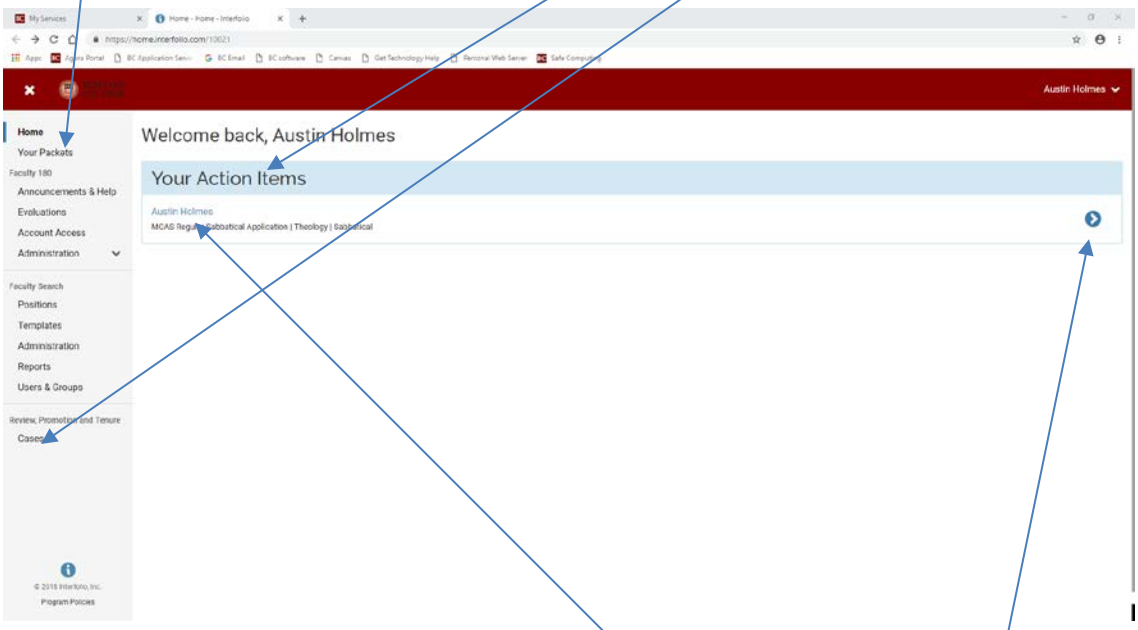
2) Within 3 business days, we will create a "Case" or Application Packet in Interfolio's Faculty Review, Promotion & Tenure (RPT) that will trigger an email notification similar to this:



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*.

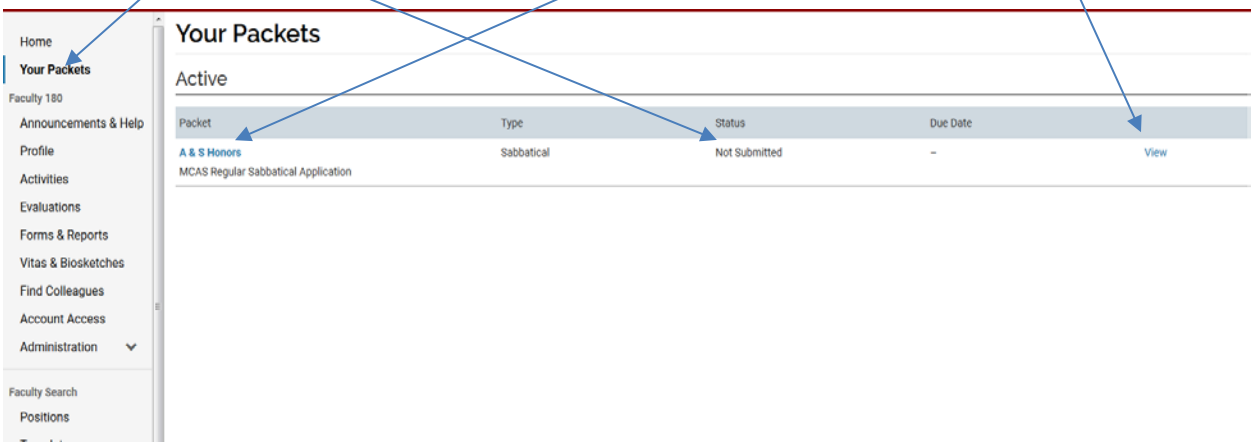
   If you have not logged into Interfolio since May 2018, it may also prompt you for (1) your country of residence --- this is in response to the EU General Data Protection Regulation. Please choose "US"; and (2) whether you want to log into your Boston College or Dossier account. Please choose "Boston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

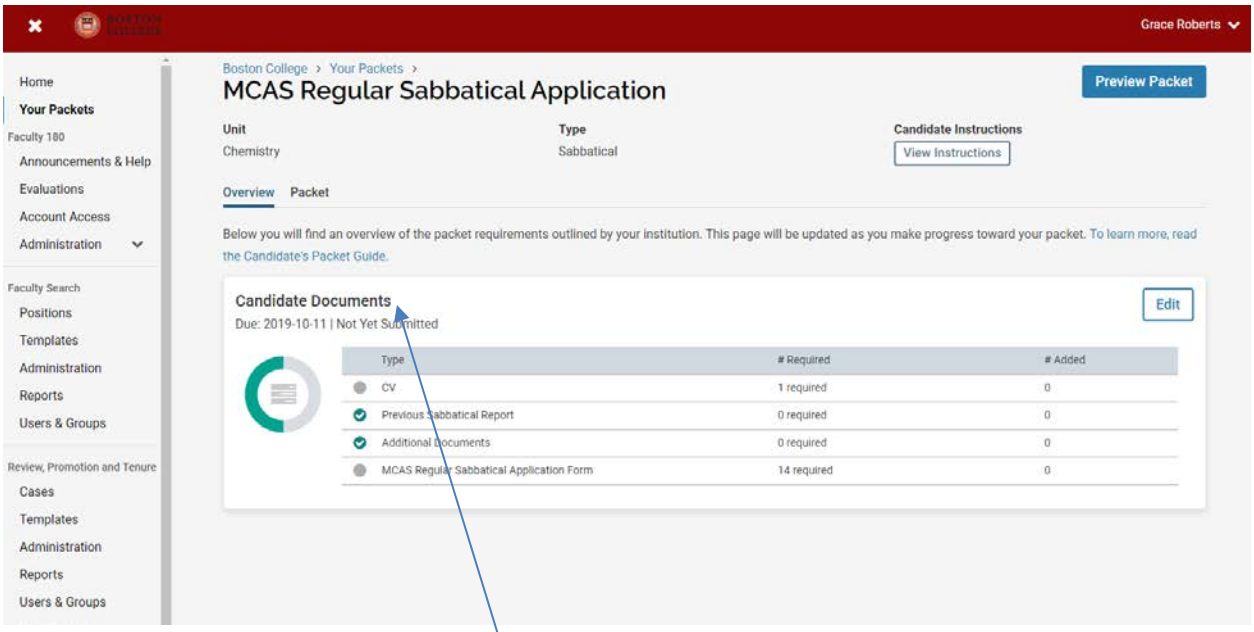
4) If you click on the email link, it will ask you to log into Agora, and then take you directly to the Interfolio page. If you log into Agora directly and click on Faculty Search, Review and P&T or Faculty Annual Reports, it will take you to the Interfolio page below. You should see on the left-hand 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.



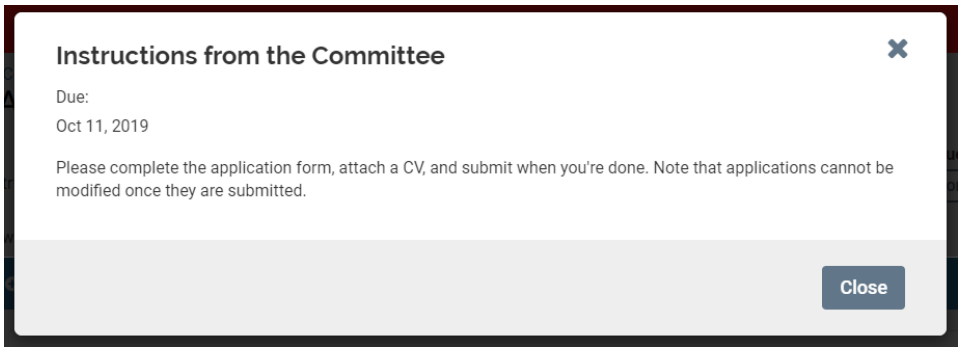
NOTE: If you are a department chair or serve on a sabbatical/fellowship review committee, **Your Action Items** list will include not only your own application but the applications of every faculty member subject to your review. Click on **Your Packets** to limit the list to your own application.

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.



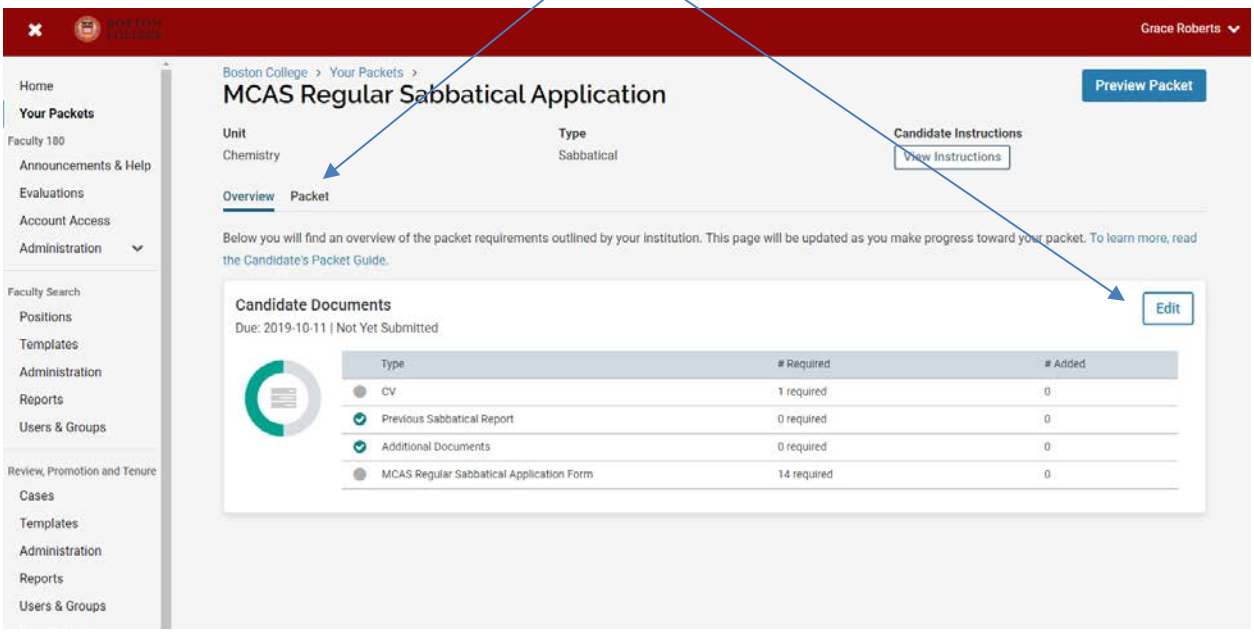


6) The **Overview** tab will list all **Candidate Documents** that you are required to complete (the sabbatical/fellowship application form and a CV), as well as any optional ones you may submit (e.g., Previous Sabbatical Report, Additional Documents). In some schools, additional documents may be required. 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. First, click on the **View 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.

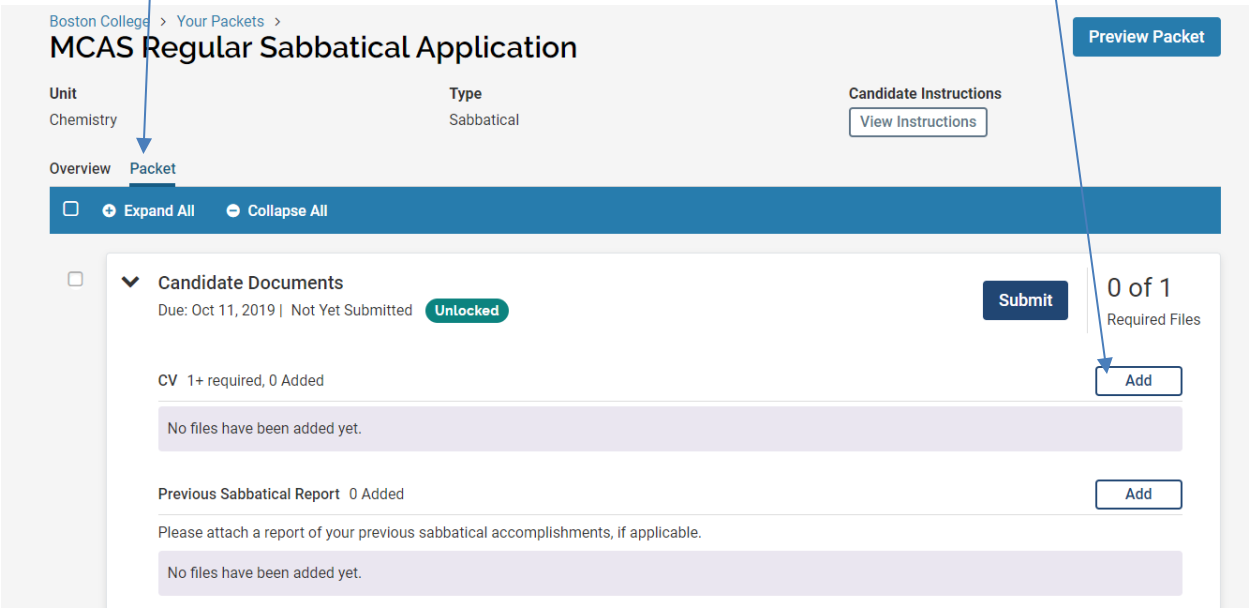


Close the window to return to the **Overview** page.

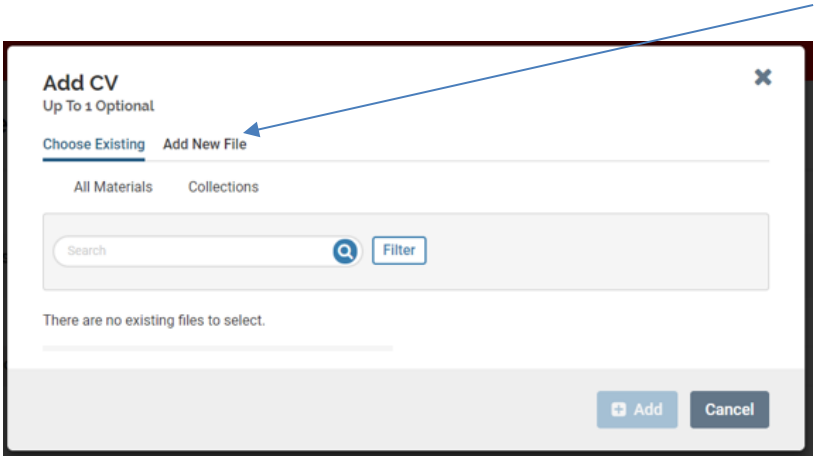
7) From the **Overview Page**, you can click on **Edit** or **Packet** to enter the **Packet Page** and see the requirements of your application, upload documents, and complete your application form.



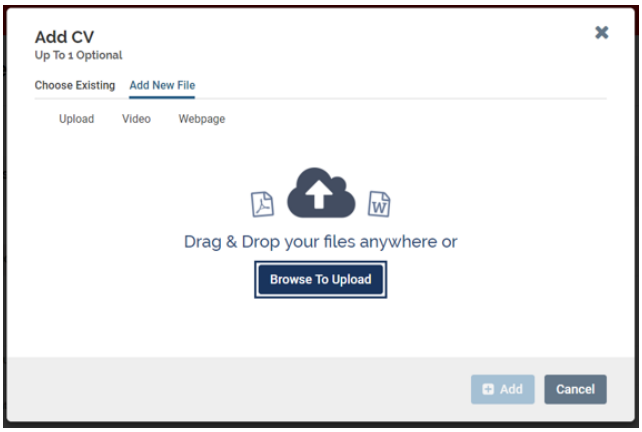
8) From the **Packet** tab, you can upload any required or optional files by clicking on the **Add** button.



The following pop-up screen will appear when you do. Click on **Add New File.**



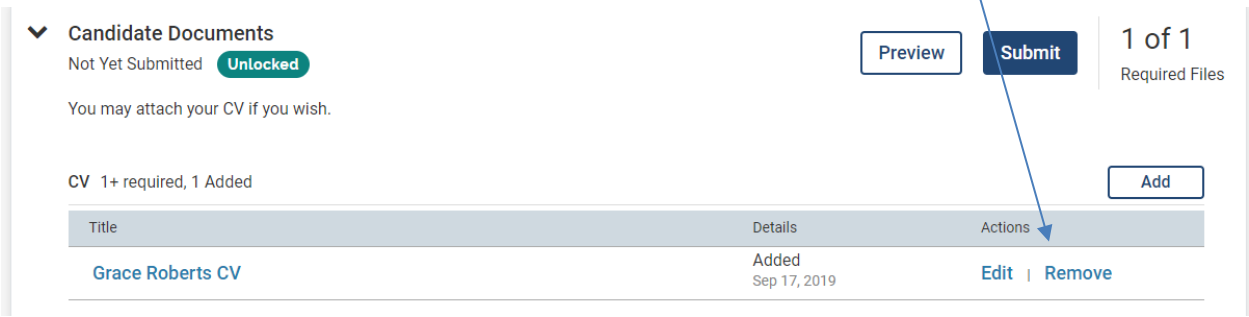
To give you the following pop-up screen:

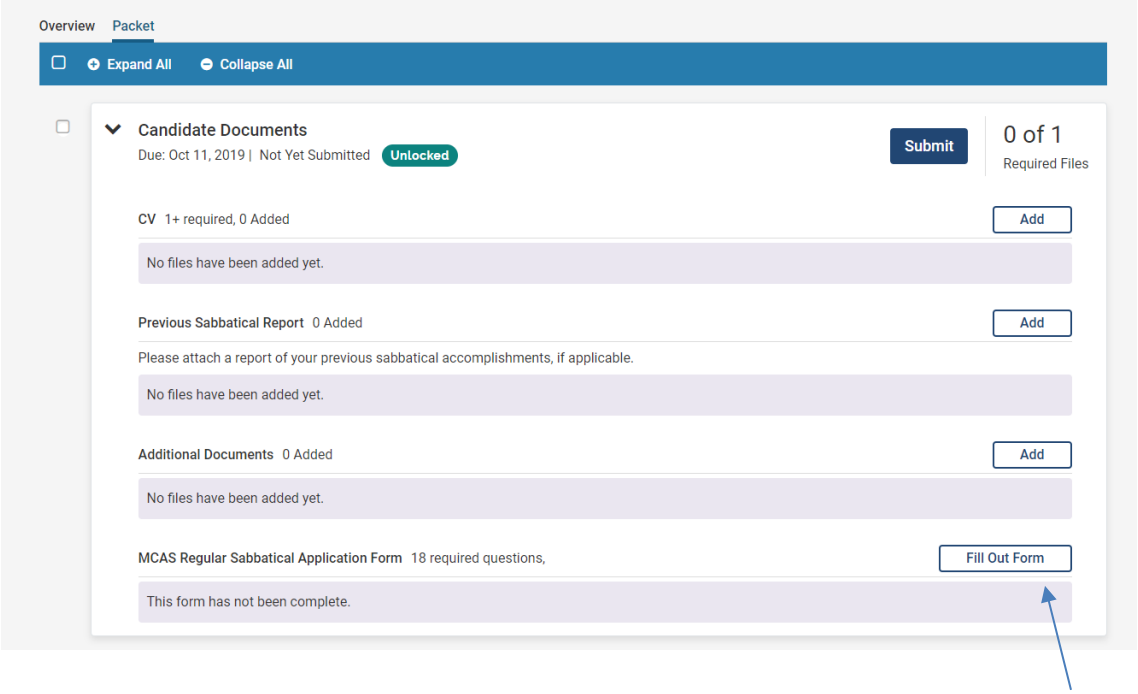


You can drag and drop your document to the pop-up screen or click on the **Browse to Upload** button to find the file you wish to upload.

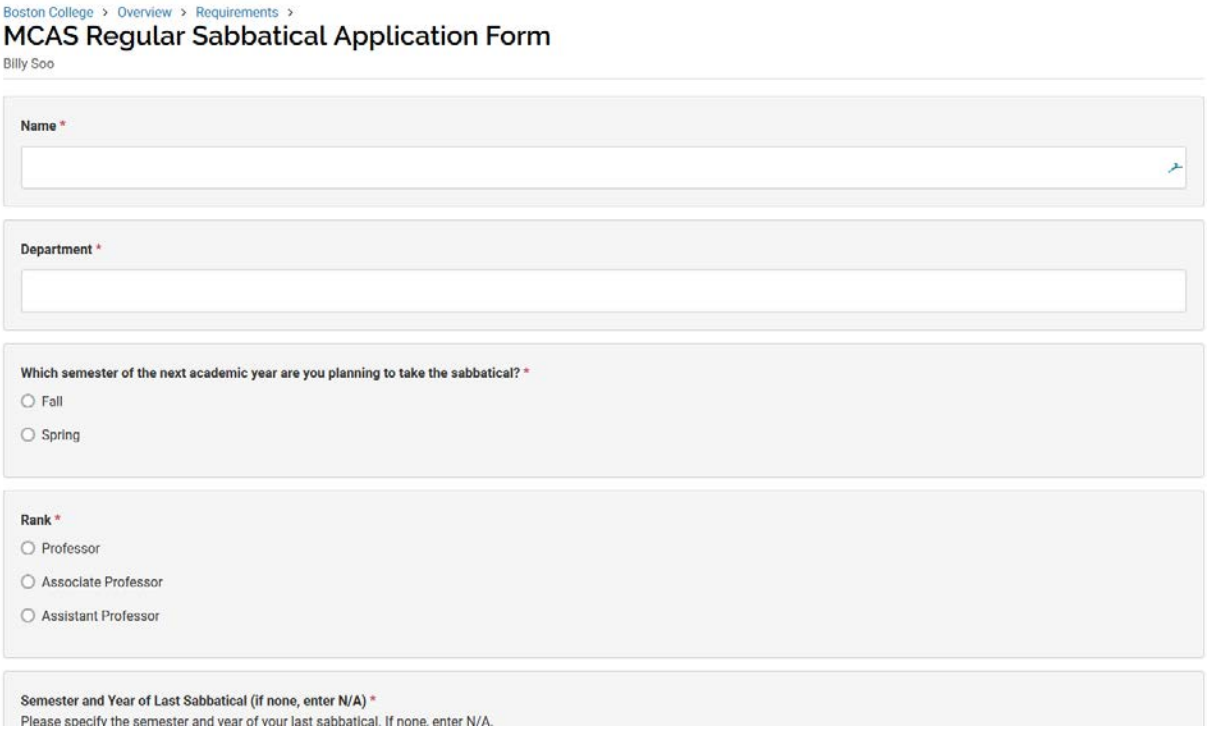
Once you select it, you will see an updated pop-up screen specifying the name of the file you selected followed by the word “Success”. If that is not the file you wish to upload, click on the “X” to the right of the name and it will take you back to the original pop-up screen. If it is the correct file,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

9) The file will now appear under **Candidate Documents** under the **Packet** tab, and a green check mark now appears to the left of the document on the **Overview** tab to indicate the file has been successfully uploaded. Note that you can still delete the file by clicking on **Remove** to the right of the file name or replace the file by clicking on **Edit**. Follow the same instructions to upload any other documents.

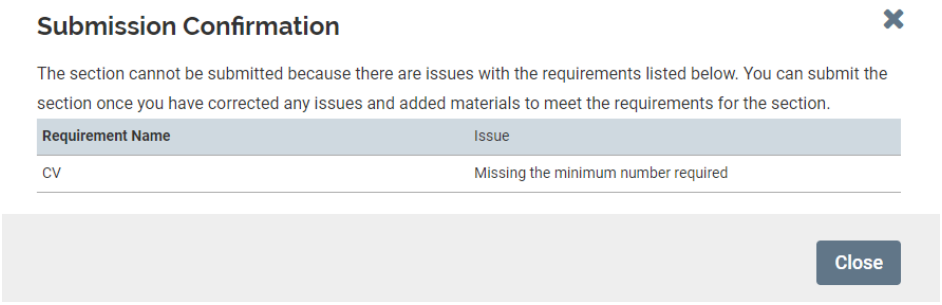




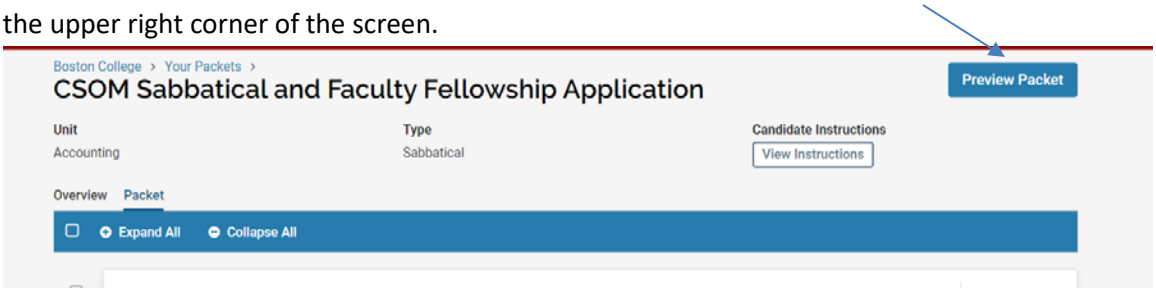
10) To complete the required **Sabbatical/Faculty Fellowship Application Form**, click on the **Fill Out Form** button under the Packet tab (see #7 above on how to get there). This will take you to the **Application Form** screen (a copy is provided in the appendix). You cannot save your answers to this 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** page. **NOTE: The Return to Packet button at the bottom of the application form functions as the SAVE button. DO NOT use your back arrow browser button or your work will be lost.**



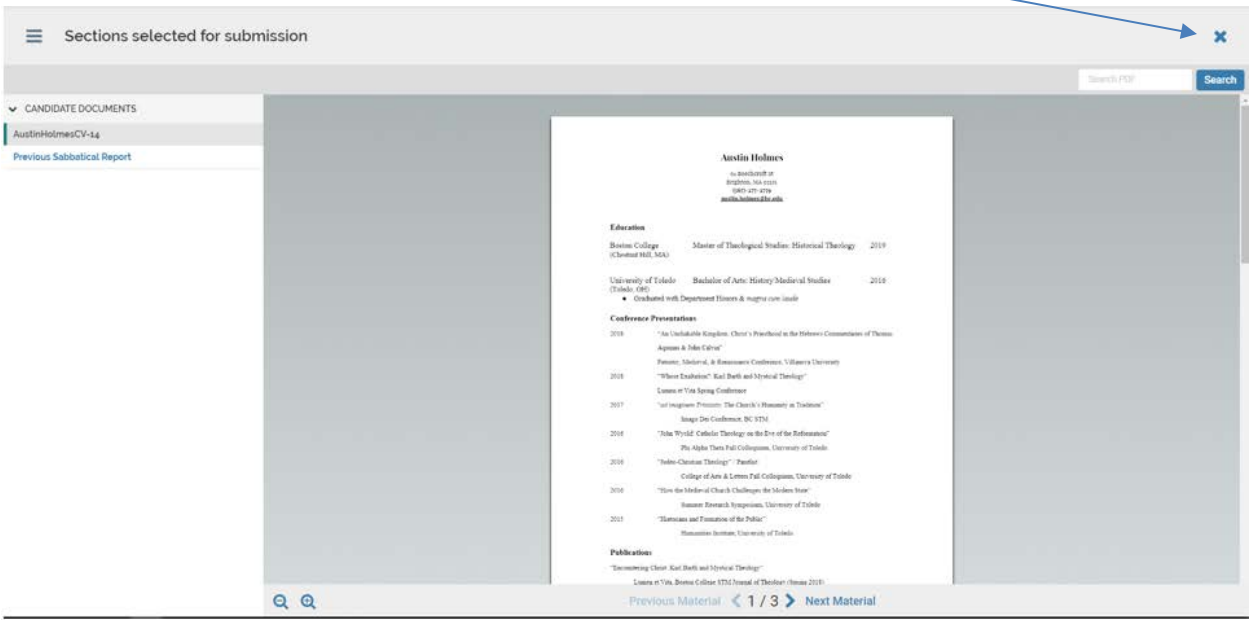
11) If you attempt to submit your application prior to uploading all of the required documents, you will see a pop up similar to the one shown below. The alert will inform you of any missing required documents.



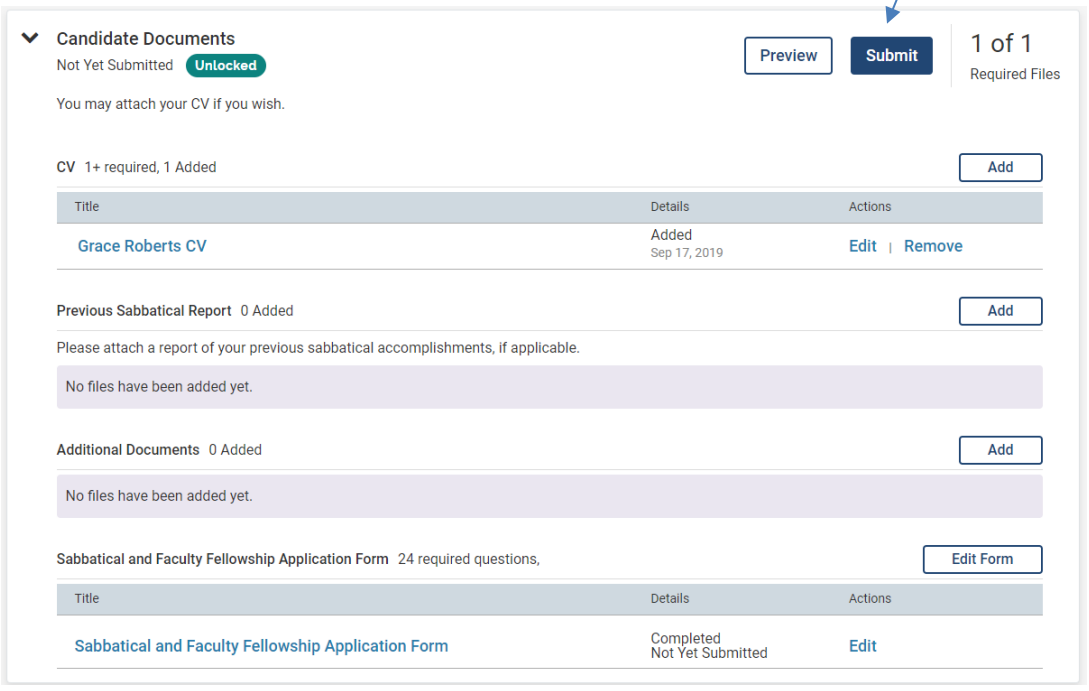
12) At any time, you can preview your sabbatical application packet by clicking **Preview Packet** in the upper right corner of the screen.



Clicking on **Preview Packet** takes you to the viewer, which allows you to review your uploaded documents but not the application form**.** . Click on the **"X"** to exit the **Preview Submission** page. To review your application form, go back to the **Packet** tab and click **Edit Form**.

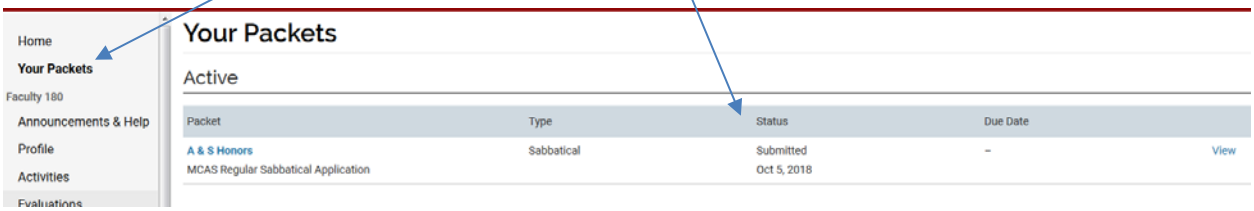


13) When you have satisfied all the requirements for the packet, find the blue **Submit** button on the **Packet** page and click on it to begin the submission process. NOTE: There may be a delay in your ability to submit if your attachments need to be converted to pdf format.

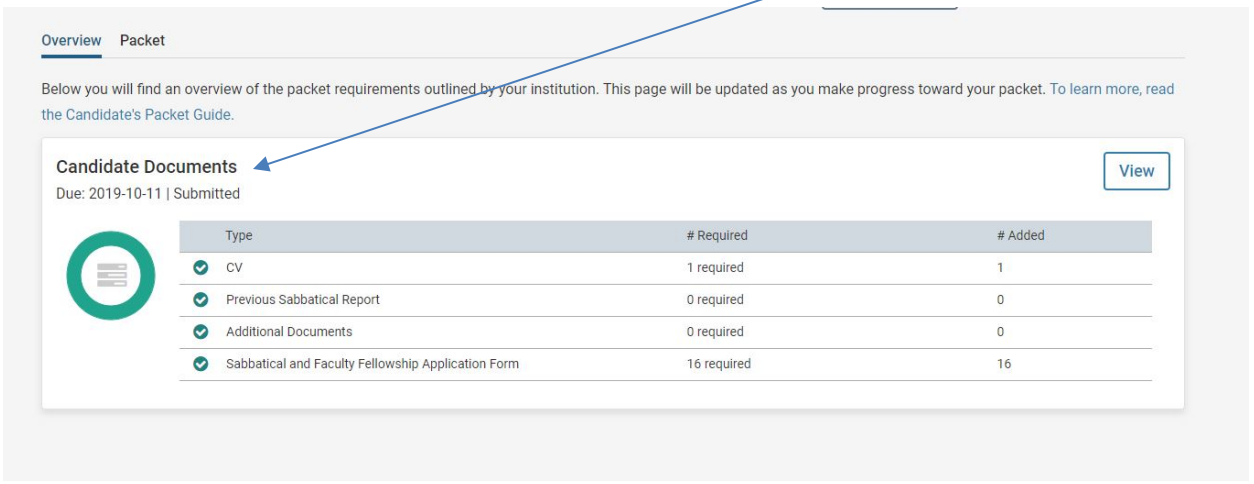


14) You will then receive an acknowledgement pop up in the lower left hand corner of your screen and your application will be forwarded to the next party in the review process (Department Chair or Dean).

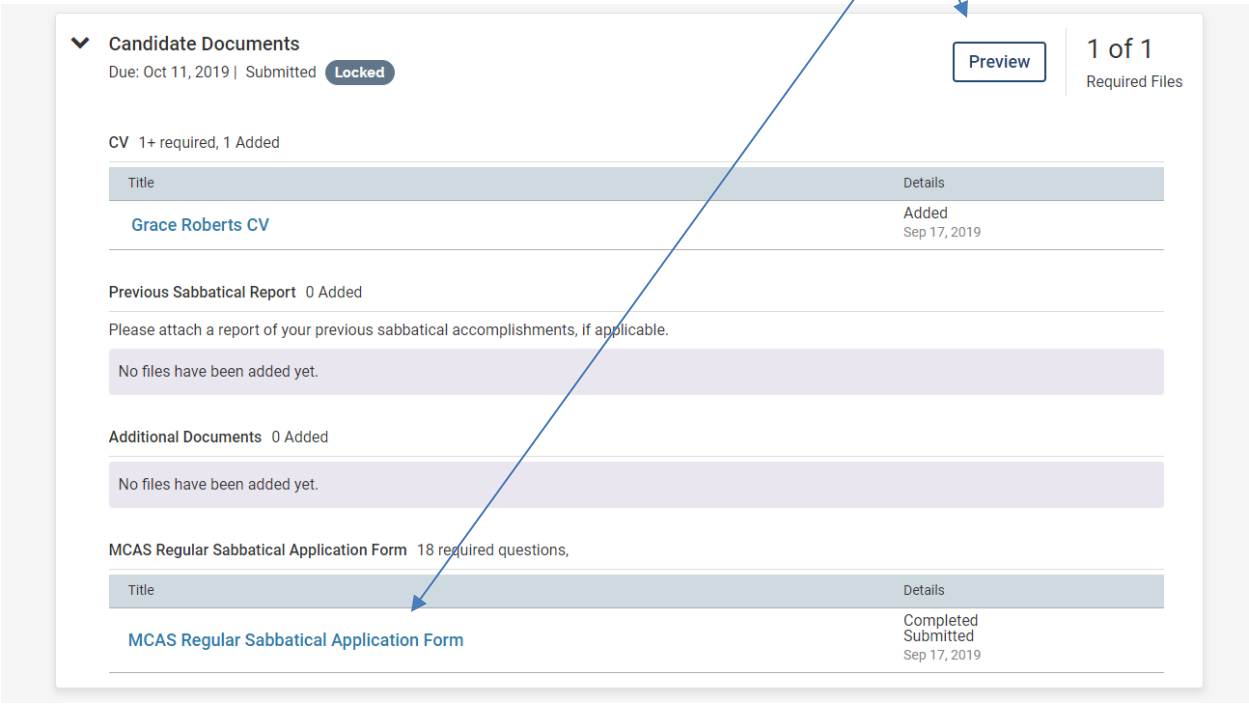
15) You can verify that your application has been submitted and forwarded to the next level when you go to the **Your Packets** screen and the **Status** of your application indicates the date when the application was submitted.



The same update is also provided in the **Overview** page, which specifies the status as 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.



16) To view your submitted application packet, you can click on the **Preview** 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 **[School] Application Form** which takes you to a locked version of your form. Note that you cannot change your answer to any of the questions in the application form once it has been submitted.



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) 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