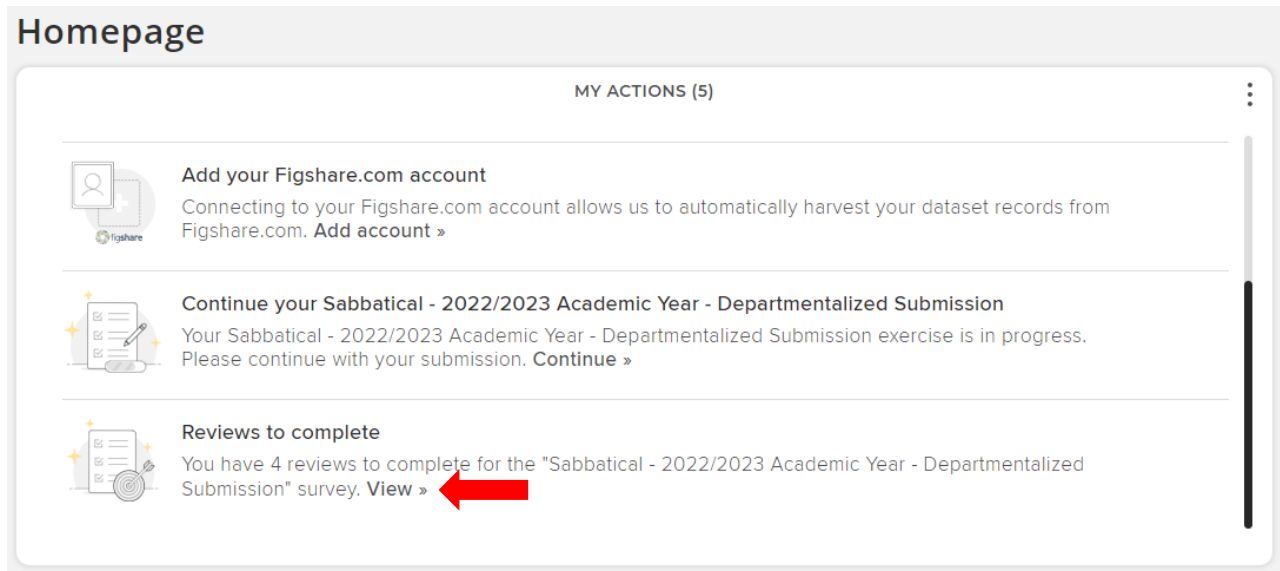


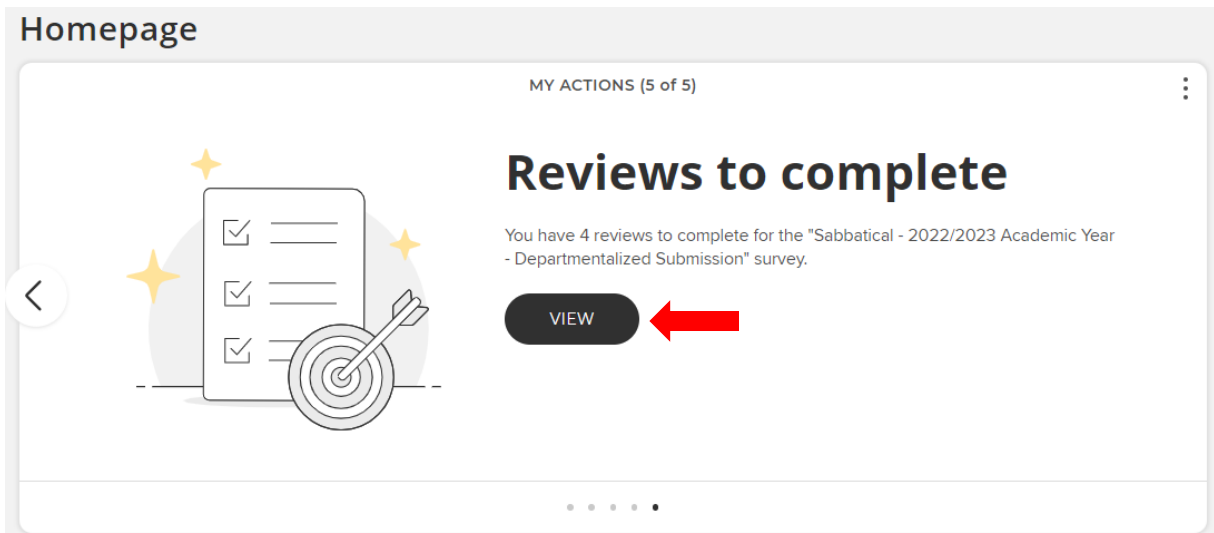
## HOW TO REVIEW A SABBATICAL APPLICATION VIA ELEMENTS

This guide outlines the process of reviewing your faculty sabbatical leave applications at the department head or dean level. Should you have any questions about this process, please contact the Office of Academic Affairs Elements support at [elements@lsu.edu](mailto:elements@lsu.edu) or 578-1519.

1. Go to the Elements website by entering the following URL into your internet browser <https://lsu.elements.symplectic.org/> and login using your LSU credentials. *For faculty, you can also access your Elements account under instructional support in your MyLSU.*
2. Locate your sabbatical applications for review in your **MY ACTIONS** box on your Elements homepage. *Note that the MY ACTIONS box has two view options, list view or carousel view.*
  - a. List view will look like the following screen shot and you will need to scroll down until you see “**Reviews to complete**”. Click **View** to see the list of sabbaticals needing your review.



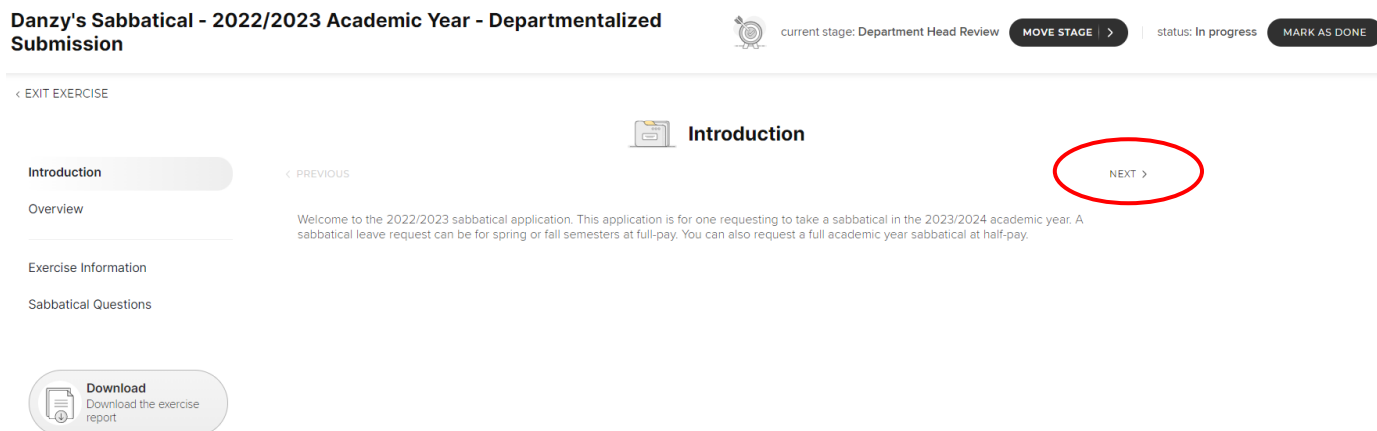
- b. Carousel view will look like the following screen shot and you will need to click the arrow button to scroll to the right until you see “**Reviews to complete**”. Click **View** to see the list of sabbaticals needing your review.



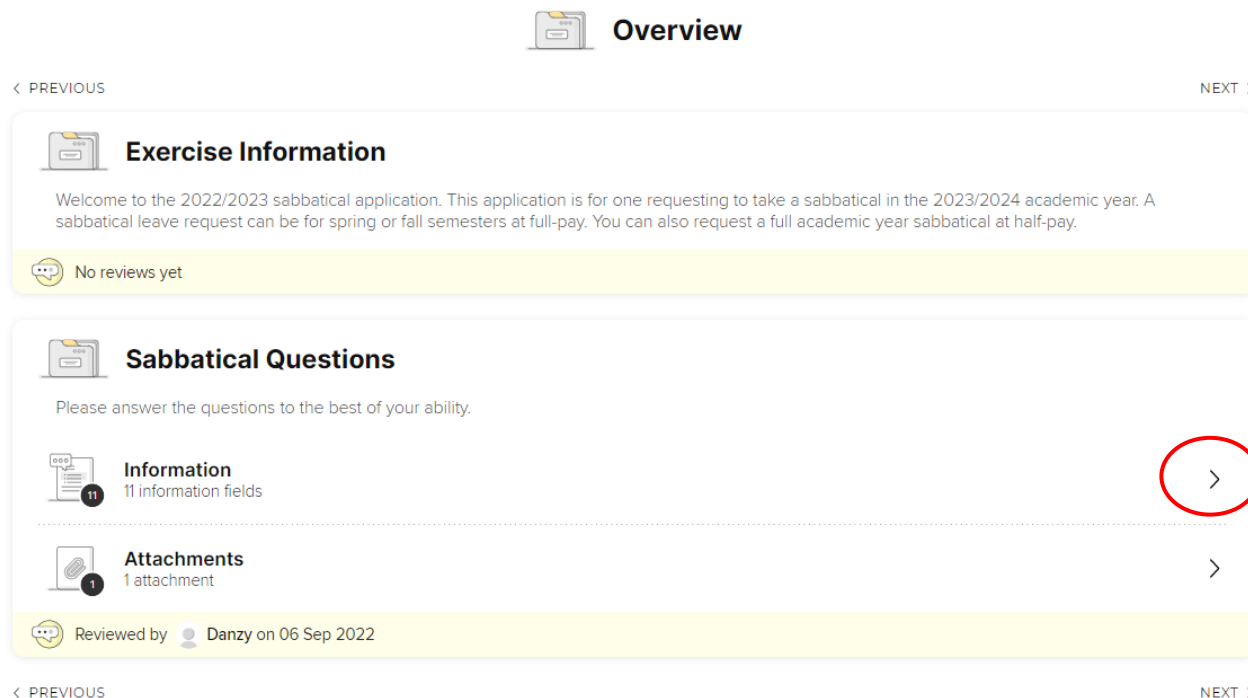
3. Select a faculty application from the list to review and click **“Start Review.”**




4. The **Introduction** page of the application will appear. Click the **NEXT** button.



5. Once on the **Overview** screen, click the **>** in the Information section to view the answered sabbatical questions.



6. The **Sabbatical Questions** screen will appear. You will need to select the **see more** button to view guidance for the reviewer.




### Sabbatical Questions

< PREVIOUS
NEXT >

Please answer the questions to the best of your ability.  
 Please provide an evaluation of the sabbatical proposal by completing the items listed below the appropriate review level.

[see more](#)



#### Information


11 information fields

**Period of Leave Requested (e.g., Fall, Spring, Full)** ⓘ  
 Fall Semester

**List Previous Leave Granted** ⓘ  
 test

**Give the purpose and objective of the leave** ⓘ

7. Reviewer questions will appear for the department head review and dean review. Within your review, you should answer the questions that coincide with your review level. *In step 9, you will need to copy and paste the review questions into the Reviews textbox at the bottom of the screen.*



### Sabbatical Questions

< PREVIOUS
NEXT >

Please answer the questions to the best of your ability.  
 Please provide an evaluation of the sabbatical proposal by completing the items listed below the appropriate review level.

**Department Head Review**


1. How will the leave enhance the ability of the applicant to meet their responsibilities within the LSU system?
2. What is your overall evaluation of the request (Recommended, Recommended with Conditions, Not Recommended)?
3. If you selected "Recommended with Conditions" or "Not Recommended," please state the reasons.
4. How would you rank this request amount all other requests from your department (e.g. 1 out of 5)?
5. Is replacement teaching needed? (Yes/No)
6. If replacement teaching is needed, please explain how the applicant's teaching load will be covered (e.g. rank, courses covered, costs, etc.).
7. Is replacement needed for other departmental duties?
8. If replacement is needed, what responsibilities need to be covered and how will this be accomplished? Please include costs.

**Dean Review**

1. What is your overall evaluation of this request? (Recommended, Recommended with Conditions, Not Recommended)
2. If you indicated "Recommended with Conditions" or "Not Recommended," please provide reasons.
3. Do you agree with the evaluation and replacements needs of the Department Head? (Yes/No)
4. If you indicated "No," please provide reasoning.
5. How do you rank this request among all other sabbatical requests from your college (e.g. 1 out of 5)?

[see less](#)


8. Scroll down to view attachments which should include the applicants CV and supporting documents. You will need to select the download button to download the attachments in order to open and view the attachment.



### Attachments


Please attach a current University PS-36 Curriculum Vitae (required) along with any letter(s) of invitation or relevant correspondence from outside institutions pertaining to the requested sabbatical.

1 attachment



**Sabbatical application test CV attachment.docx**

Uploaded on 28 Sep 2022 05:25 | 12 kB



**Type**  
Curriculum Vitae (CV)

**Description**  
PS36 CV

9. Scroll down to the **Reviews** text box. Copy and paste the questions provided for the reviewer at the top of the screen into the Reviews text box.




### Reviews

Stage: Department Head Review

[EDIT](#)

10. Once you have answered all of the reviewer questions, click **SAVE**.



### Reviews

Stage: Department Head Review

Test department head review of faculty sabbatical application.

CANCEL SAVE

11. If you are satisfied with your review and recommendation, mark the review as done by scrolling to the top of the screen and selecting the **MARK AS DONE** button.

Danzy's Sabbatical - 2022/2023 Academic Year - Departmentalized Submission

current stage: Department Head Review | MOVE STAGE > | status: In progress | **MARK AS DONE**

< EXIT EXERCISE

### Sabbatical Questions

Introduction | Overview | Exercise Information | **Sabbatical Questions**


Download Download the exercise report

Information  
11 information fields

Period of Leave Requested (e.g., Fall, Spring, Full)  Fall Semester

List Previous Leave Granted


Give the purpose and objective of the leave



12. Select **CONFIRM**.


### Summary

You are about to mark this survey as done.



- Exercise Information**  
Appears complete
- Sabbatical Questions**  
Appears complete

**CANCEL** **CONFIRM**



13. Move the review to the next review stage by clicking the **MOVE STAGE** button and selecting the appropriate stage.

**Danzy's Sabbatical - 2022/2023 Academic Year - Departmentalized Submission**

04:47 Survey marked as done. X Department Head Review **MOVE STAGE** > status: Marked as done UNMARK AS DONE

< EXIT EXERCISE The survey has been marked e

**Sabbatical Questions**

Introduction < PREVIOUS NEXT >

Overview Please answer the questions to the best of your ability. Please provide an evaluation of the sabbatical proposal by completing the items listed below the appropriate review level.

Exercise Information see more

14. For this example, the review is at the department head review stage and should be moved forward to the **Dean Review** stage. *Note, if an applicant needs to make changes to their application, you can select Faculty Submission to move the application back to the faculty stage.*

current stage: Department Head Review **MOVE STAGE** v

Faculty Submission

Dean Review

15. Click **CONFIRM** to move the review forward.

Summary

---

You are about to update this survey to 'Dean Review'.

**Exercise Information**

✓ Appears complete

**Sabbatical Questions**

✓ Appears complete

CANCEL **CONFIRM**

## HELPFUL TIPS AND TOOLS

1. Faculty responses can be downloaded by clicking the Download button in the left-hand menu of the screen. *Please note that reviewer recommendations are not included in the downloaded document.*

Introduction

Overview

Exercise Information

**Sabbatical Questions**

