DocuSign Job Aids for College Deans

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.

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, 2015 and has completed the required six consecutive years of service. She has not taken a previous sabbatical and is currently applying for AY 2024-2025. Therefore, she is eligible to move forward with her application to the next level.

Sabbatical@uml.edu will verify the faculty’s eligibility in the next step:

**Eligibility Verification:** APPROVE: ☐ DECLINE: ☐

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

d. Complete the following fields

<table>
<thead>
<tr>
<th><strong>COLLEGE DEAN:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s recommendation (in ranks) includes impact and resolution statement along with salary savings and cost of replacement (Excel spreadsheet to attach).</td>
</tr>
<tr>
<td>Approve</td>
</tr>
<tr>
<td>College Impact Statement</td>
</tr>
</tbody>
</table>
It is imperative that all fields are completed and accurately verified. See the following example:

<table>
<thead>
<tr>
<th>College Impact Statement</th>
<th>Cost of Teaching Replacement (estimated $)</th>
<th>Salary Saving (estimated $)</th>
<th>Dean’s ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring one adjunct</td>
<td>$6,500.00</td>
<td>$0.00</td>
<td>1</td>
</tr>
</tbody>
</table>

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

f. A following screen confirming your completion will pop up.

Save a Copy of Your Document

Your document has been signed
If you would like a copy for your records, select Download or Print and save.

DOWNLOAD   PRINT   CLOSE

Email Sabbatical@uml.edu for any sabbatical-related questions. Thank you.