DocuSign Job Aids for Personnel Committee

a. When you receive an email notification from DocuSign asking you to Review or Sign documents as in below, click “Review Document”.

![UMass Lowell eForms sent you a document to review and sign.](image)

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. See below example in yellow.

**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, 2016 and has completed the required six consecutive years of service. She took an FMLA in fall 2020 and a pre-tenured sabbatical leave in spring 2022. Shaima is currently applying for Promotion to Associate Professor with tenure for the 23-24 cycle. Therefore, she is eligible to move forward with her sabbatical application for a full AY 24-25 at half pay.

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

**Eligibility Verification**: Approved  X  Declined

Additional comments: All requirements are met!

Declined Comments:

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. Effective Oct 1, 2023, a drop-down menu for departmental impact statements has been added to our DocuSign form. Please select one response from the following options:

- Increased workload of other department faculty members
- Increased class sizes
- Staggering of courses on a semester basis
- Postponement of applicant’s courses
- Team teaching
- No departmental impact
- Other (please specify):

It is imperative that the department impact statement is completed as it is a required field.

See the following example:

**Department Personnel Committee DPC:**
Use the space below or attach DPC’s Recommendation, Impact Statement, Cost of Teaching Replacement and Salary Saving.

<table>
<thead>
<tr>
<th>APPROVE</th>
<th>DECLINE</th>
<th>INITIALS</th>
</tr>
</thead>
</table>

**Departmental Impact Statement**  
Increased workload of other department faculty members  
Cost of Teaching Replacement (estimated $): $0  
Salary Saving (estimated $): $50,000.00

**Additional Comments:** Potential saving 50% estimated Declined Comments:

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