

# Sabbatical Leaves of Absence

## DocuSign Job-Aids for Faculty Applicants

1. Go to <https://www.uml.edu/Academics/Provost-office/Faculty-success/Career-Navigation/sabbaticals.aspx> and click the "apply" button. You will be directed to the Sabbatical DocuSign form.
2. Enter your name and UML email to begin the signing process (see below).

### PowerForm Signer Information

Fill in the name and email for each signing role listed below.  
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

#### Faculty

Your Name: \*

Your Email: \*

Please provide information for any other  
signers needed for this document.

3. Consult the [Sabbatical Webpage](#) for a list of DPC Chairs whom you will enter in your DocuSign form. **Be sure to check for spelling errors as the system won't correct automatically. Failure to do so will result in workflow errors.** For any further questions, email [Sabbatical@uml.edu](mailto:Sabbatical@uml.edu).
4. Click "continue" on the top right corner to proceed.
5. Complete all required fields highlighted in red boxes. Remember to accurately enter your details.
  - a. You will have the options to attach large documents that won't fit in the provided text boxes. When doing so, please type "**see attachment**" in the box.

- b. Be sure to verify your eligibility by answering the required six consecutive years of service, Promotion & Tenure, and other previous sabbatical and approved leave questions.
- c. For each document attached, we highly encourage you to put a **corresponding title at the top of the page**. This will be useful to differentiate multiple attachments that you choose to include.
- d. Some helpful attachment guidelines:
- Document: .doc, .docm, .docx, .dot, .dotm, .dotx, .htm, .html, .msg, .pdf, .rtf, .txt, .wpd, .xhtml, .xps
  - Image: .bmp, .gif, .heic, .jpg, .jpeg, .png, .tif, .tiff
  - Presentation: .pot, .potx, .pps, .ppt, .pptm, .pptx
  - Spreadsheet: .csv, .xls, .xlsm, .xlsx
  - Maximum file size: 25 MB
  - Recommended file size: 5 MB
  - Maximum # pages per document: 2,000 pages
- e. If you opt out from completing Appendix A-9, you will have the option to upload your CV.

Optional: upload your CV or complete Appendix A-9

Are you uploading your CV? YES  NO

- f. After completing all required fields, proceed to signing your Appendix A-10 (see below).

Upon termination of authorized sabbatical leave, I further agree to return to the service of the University of Massachusetts Lowell for a period equal to twice the length of granted sabbatical leave and that in default of completing such service I agree to refund to the Commonwealth of Massachusetts, unless excused therefrom by the Chancellor of the University of Massachusetts Lowell, an amount equal to such portion of the salary received while on sabbatical leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered.

DocuSigned by:  
  
Signature of Sabbatical Request

9/21/2023 | 12:36 PM EDT

Date of Signature

g. Be sure to check your final summary before hitting "finish".



### SABBATICAL APPLICATION FORM

Name: Shaima Ragab Hire Date: 09/01/2016

College: Kennedy College of Sciences

Department: Miner School of Computer and Information Sciences

Have you completed six consecutive service years: YES

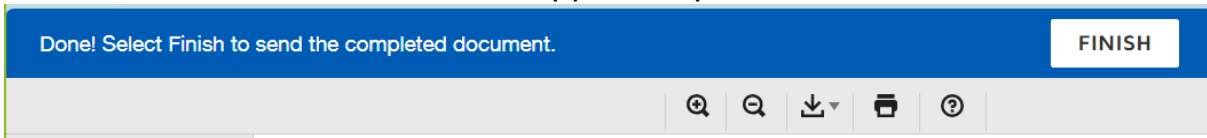
Did you apply for Promotion & Tenure to Associate Professor with Tenure this review cycle? YES

Did you take any other approved leaves [such as FMLA (Medical, Parental, etc)]: YES  
If yes, enter approved semester(s) or Academic Year(s): Fall 2020

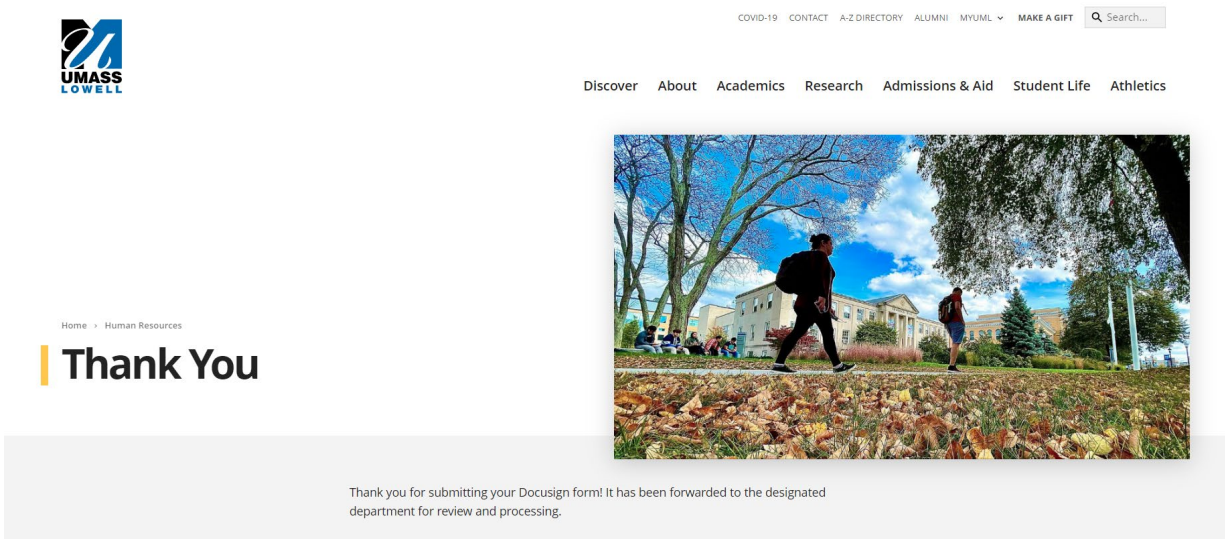
Previous sabbatical (must select one): YES  
If yes, enter semester or Academic Year approved for previous sabbatical: Spring 2022

Sabbatical Leave of Absence requested:  
Term: Full Academic Year Year 2024-2025

h. Click "Finish" to submit to the next approval queue.



i. "Thank you" page is a confirmation of your submission.



If you don't see the "thank you" page, contact [sabbatical@uml.edu](mailto:sabbatical@uml.edu). Thank you.