DocuSign Job Aids for Personnel Committee

a. When you receive an email notification from DocuSighing 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. See below example in yellow.

For example,

Shaima Raga@acuty member) started in Sept 1, 260and has completed the required six consecutive years of service. Strok an FMLA in fall 2020 and a program ured sabbatical leaver spring 2022. Shaima currently applying for Promotion to Associate Professor with tenure for the 23-24 cycle. Therefore, she is eligible to move forward with her sabbatication for a full AY 2425 at half pay.

Sabbatical@uml.edwill verify the faculty's eligibility in the next step:

In case a faculty member is ineligible for sabbatical this current cycle, a notification will be emailed to the faculty from sabbatical@uml.emai

- d. Effective Oct 1, 2023, a droop own menu fordepartmental impact statements has been added to our DocuSign form Please select on response from the following options:
 - x Increased workload of other department faculty members
 - x Increased class sizes
 - x Staggering of courses on a semester basis
 - x Postponement of applicant's courses
 - x Team teaching
 - x No departmental impact
 - x Other (please specify):

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

See the following example:

e. Click "finish" to submit to the next approval queue.

f. Thefollowing screen confirming your completion will pop up.

EmailSabbatical@uml.edfor any sabbaticalelated questions. Thank you.