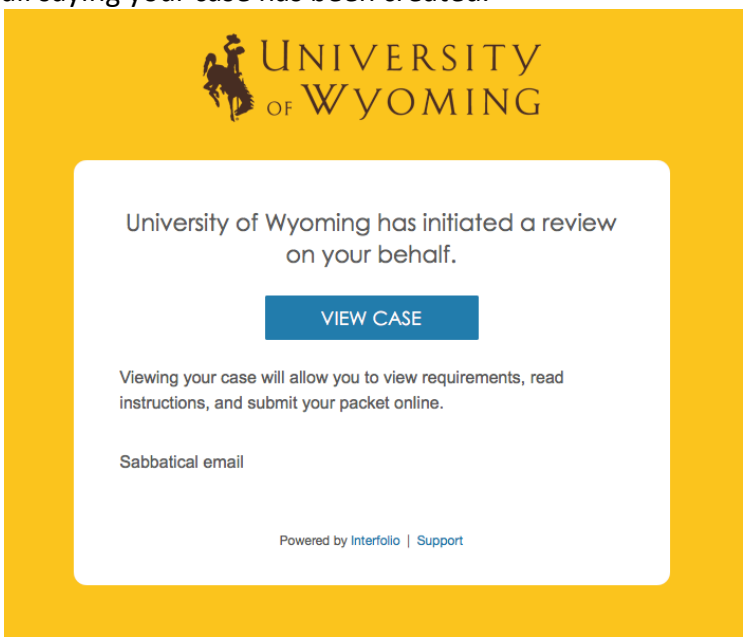
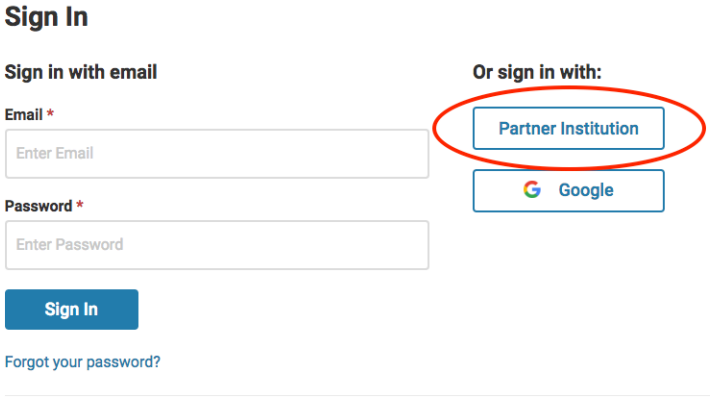
Quick Reference Guide for Faculty who are submitting a sabbatical proposal

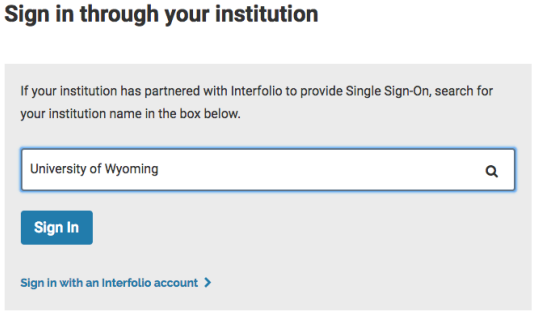
1. Let Dean's office Staff know that you intend to submit a sabbatical proposal.
2. Wait for email saying your case has been created.



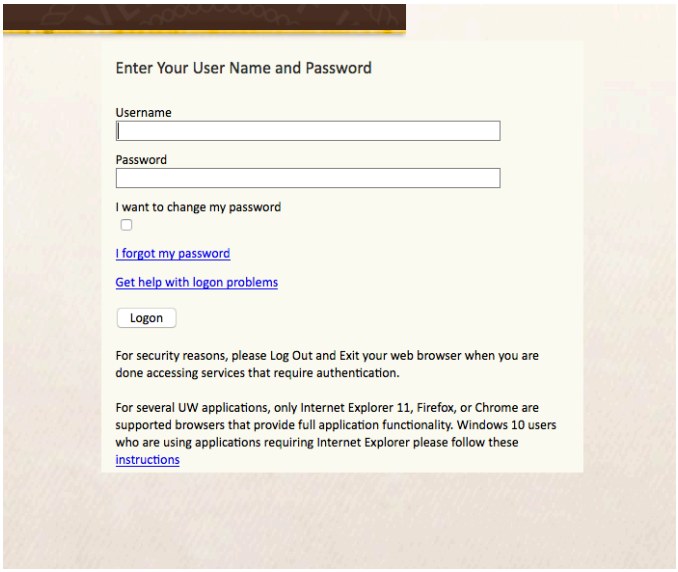
a. The "View Case" link will take you to a sign-in page at www.interfolio.com. Click on "Partner Institution"



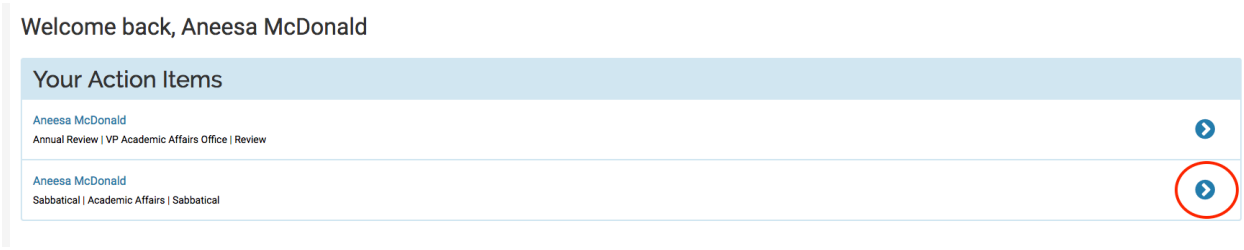
b. Type 'Wyoming' in the search box and select University of Wyoming. This will take you to the UW log in screen.



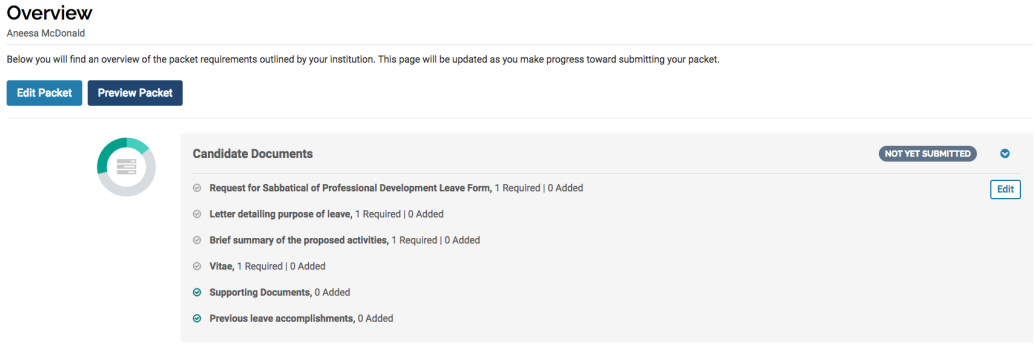
c. Log in with your UW username and Password



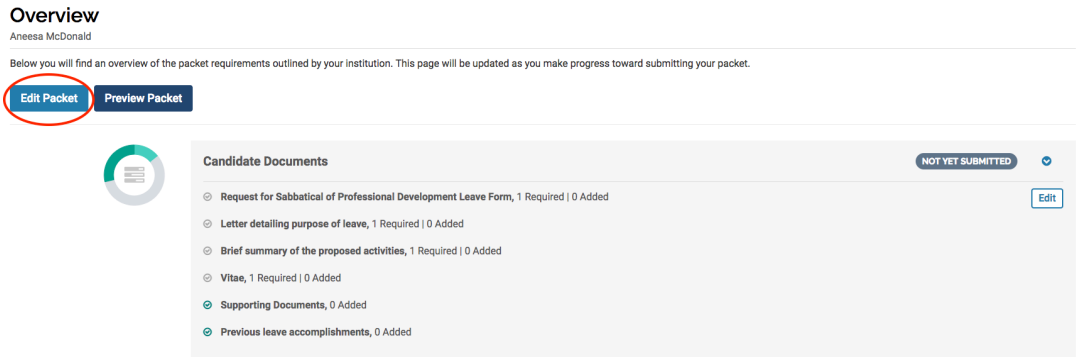
3. Click on blue arrow for Sabbatical. (Note: you may have multiple action items, e.g. annual review, etc.)



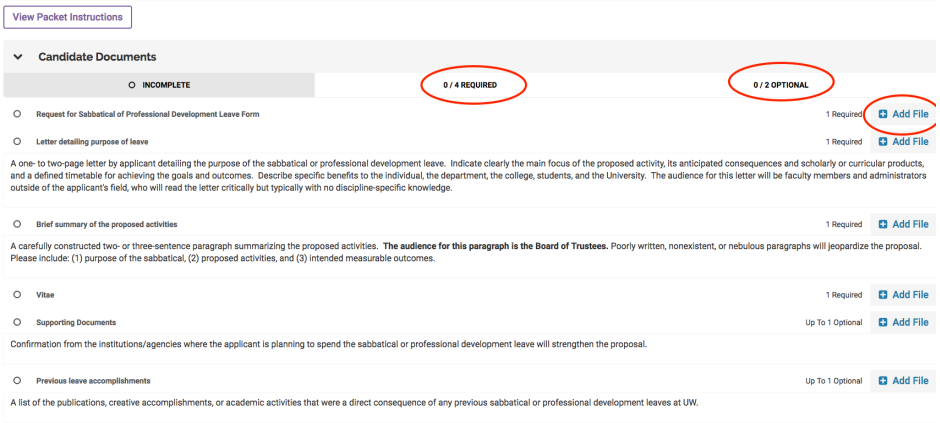
4. On the Overview (default) window, you will see a list of documents you are required to submit.



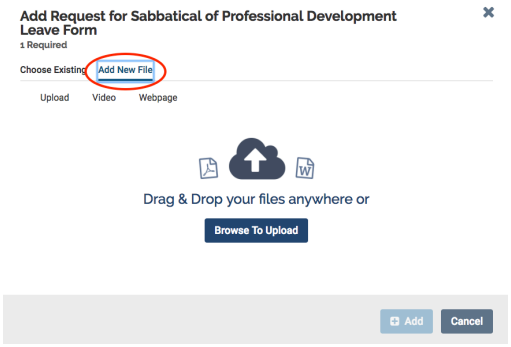
5. Click on ‘Edit Packet’



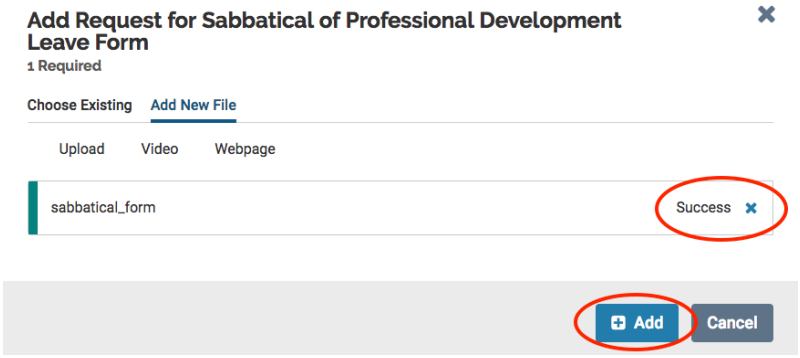
6. You will see 4 required documents, plus 2 optional documents. For each requirement:
   a. Click on ‘Add File’



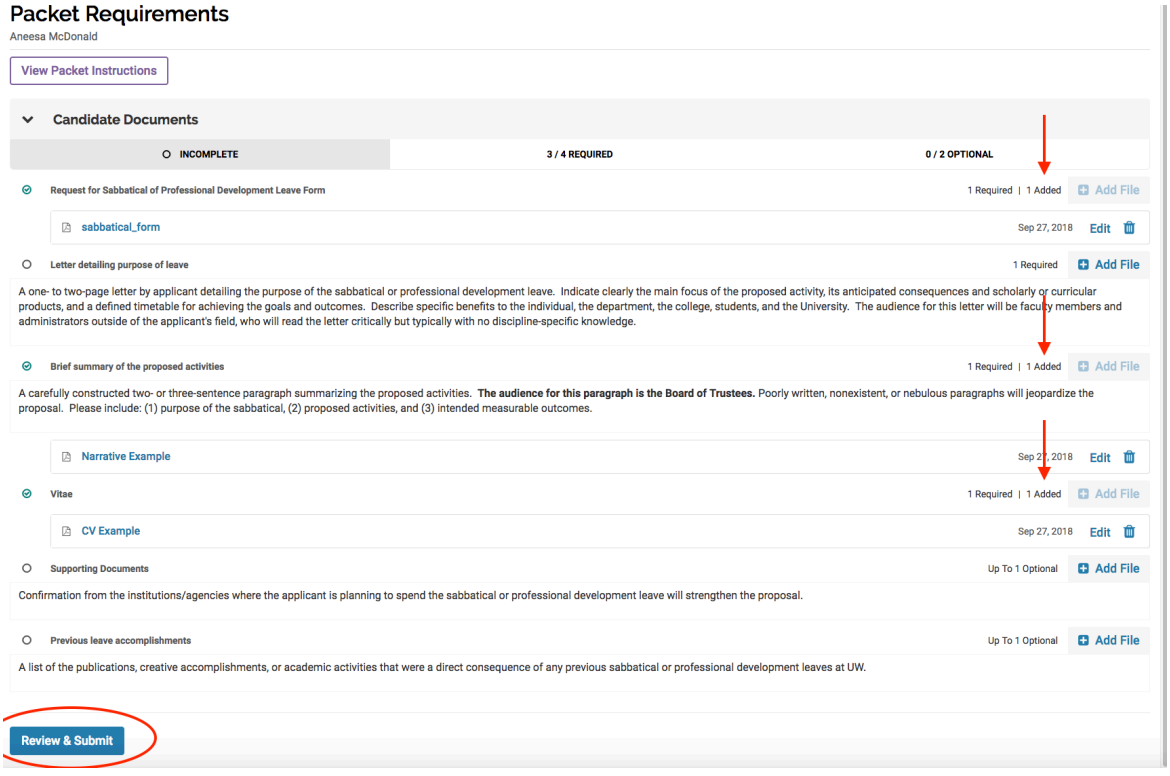
   b. Click on ‘Add new file’, drag and drop file or browse to upload.



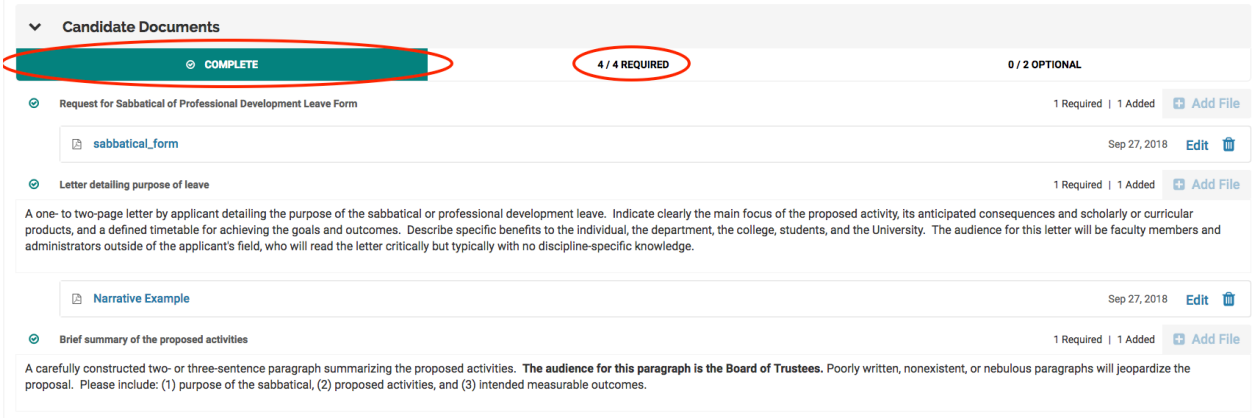
c. Once you see ‘success’ click ‘Add’. (Note: Program will automatically convert document to a PDF to ensure integrity of the document)



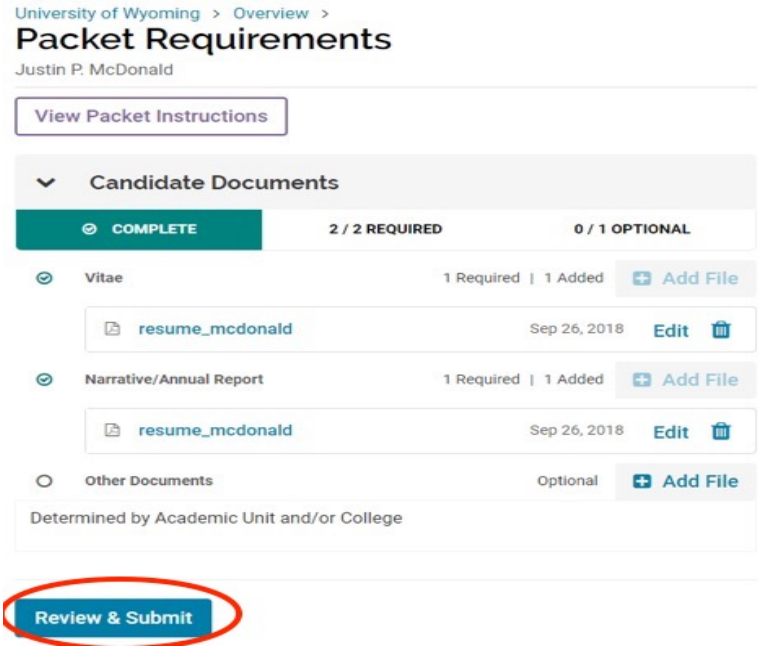
7. Once you have uploaded all of your documents click ‘Review & Submit’. You may not be able to choose this if the program is still converting to PDF or if you are missing documents. Clicking the refresh button may make it appear.



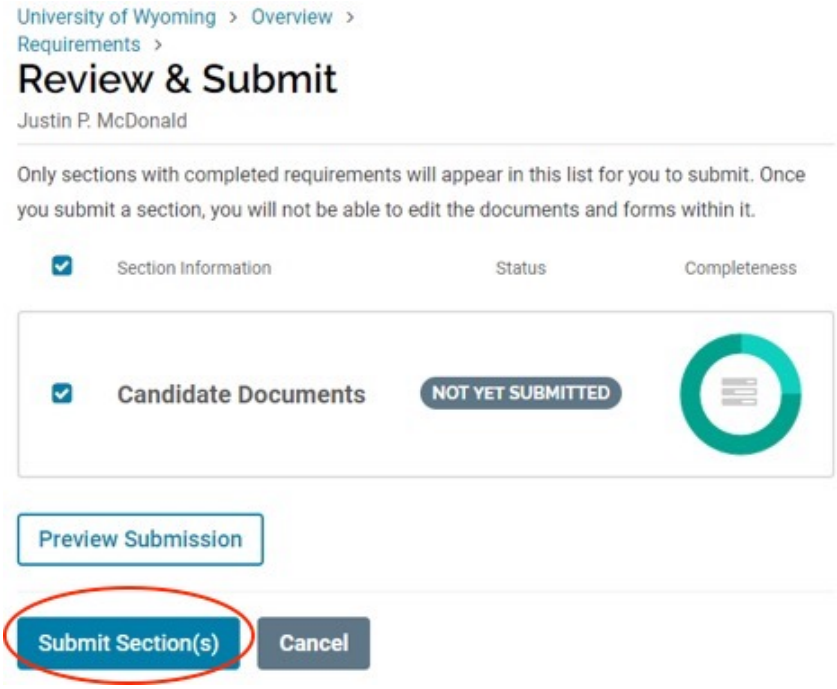
8. Once you have added all the required documents you will see ‘Complete’ at the top.



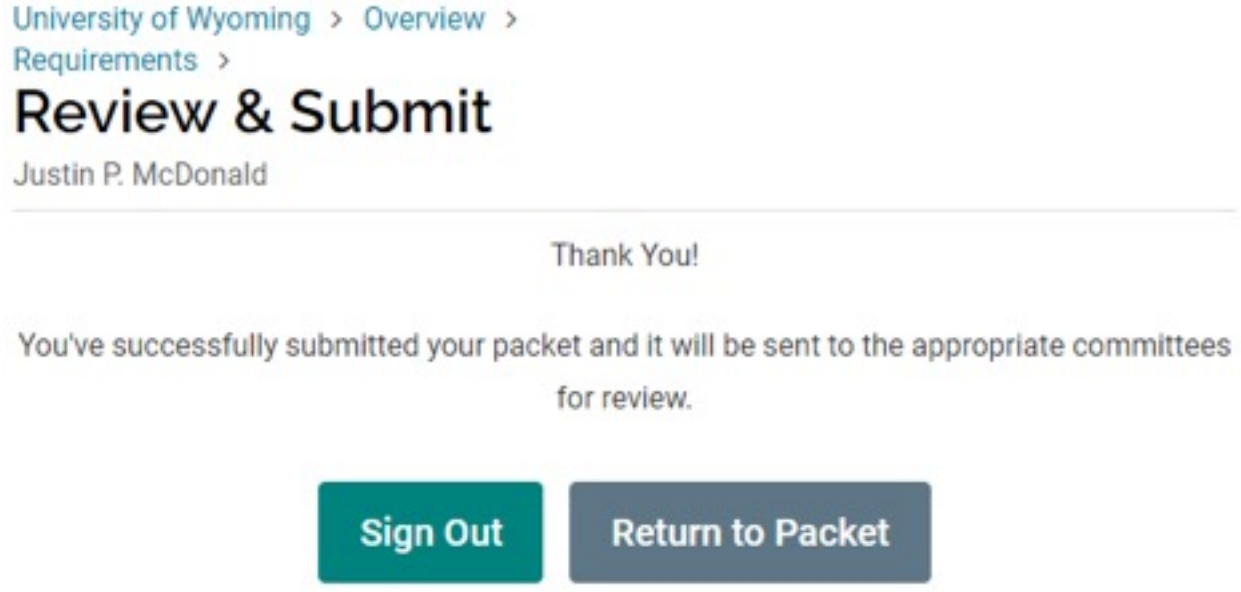
a) Next you will click on Review and Submit.



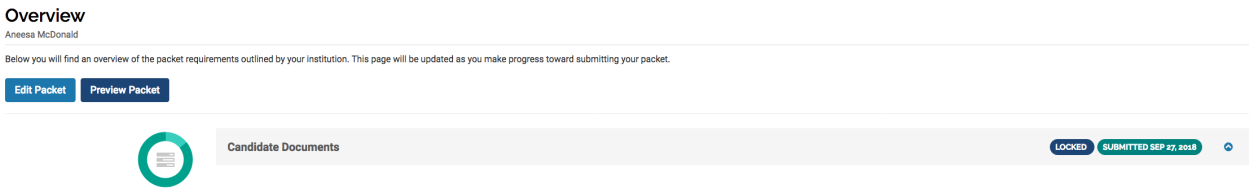
b) After you have reviewed click “Submit Section(s) to submit your documents.



9. Once your materials have been successfully submitted you will see “Thank you!”

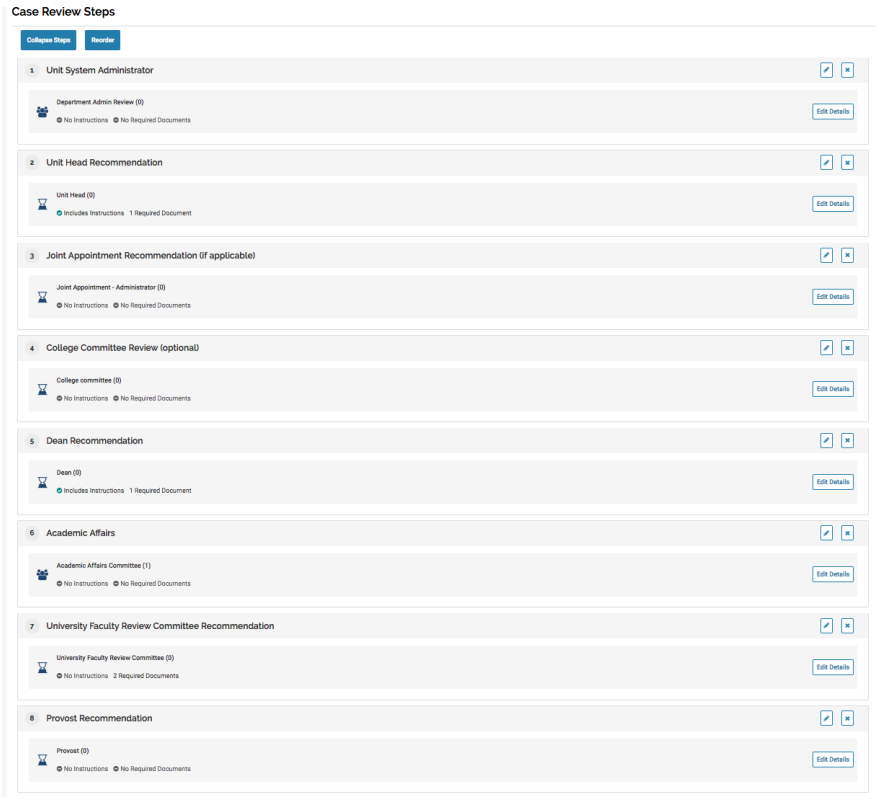


10. If you return to your packet you will see that your submission is now “Locked”. You will not be able to make any edits to your documents. If you need to make an edit to your documents you need to contact your dean’s office to unlock your case.

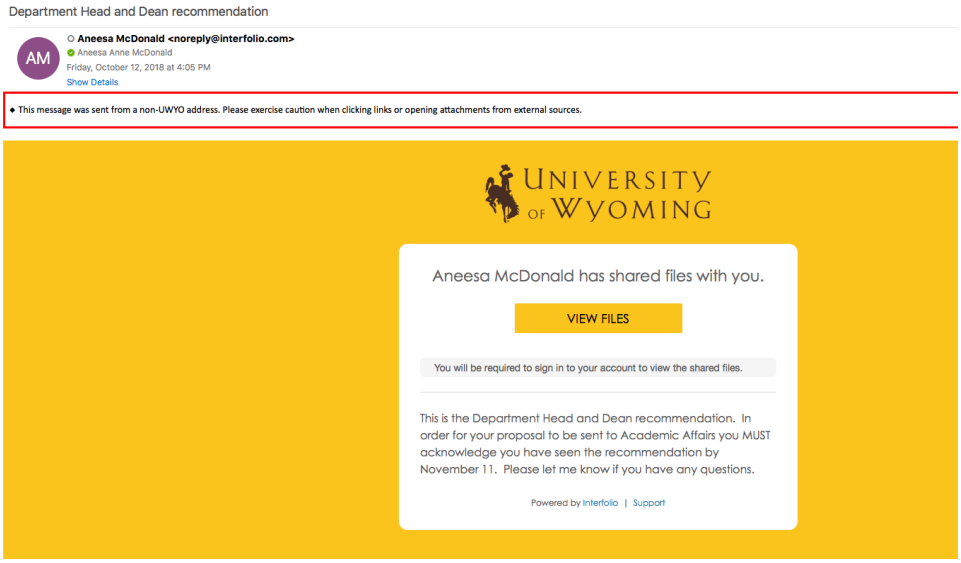


Your materials are now submitted and has moved on to the first step of the review process.

Below is an example of what the review process will look like. This may vary from college to college.



The candidate will have an opportunity to acknowledge the materials submitted by the previous steps. You will receive an email when you need to acknowledge. Below is a sample of what that email will look like.

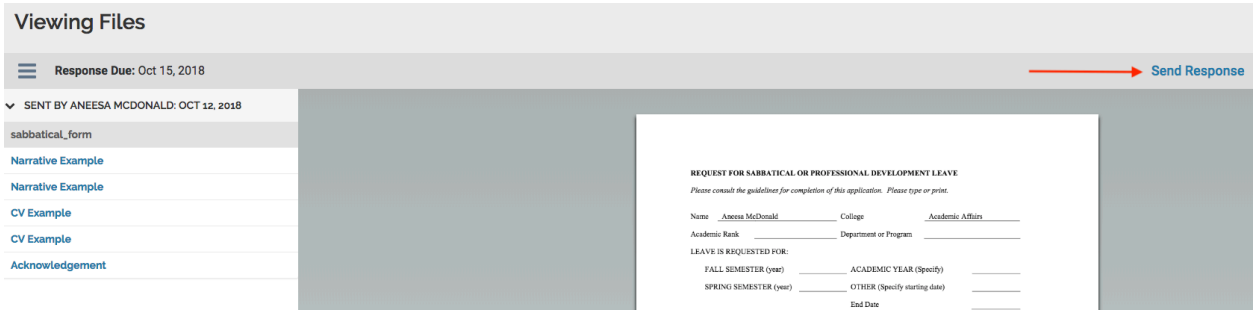


Once you have reviewed the documents, create a document stating that you have seen the Department Head and Dean recommendation. You are required to submit this document stating that you have seen the recommendations. If you fail to do so by the deadline your college sets, your proposal will not be sent to Academic Affairs for consideration.

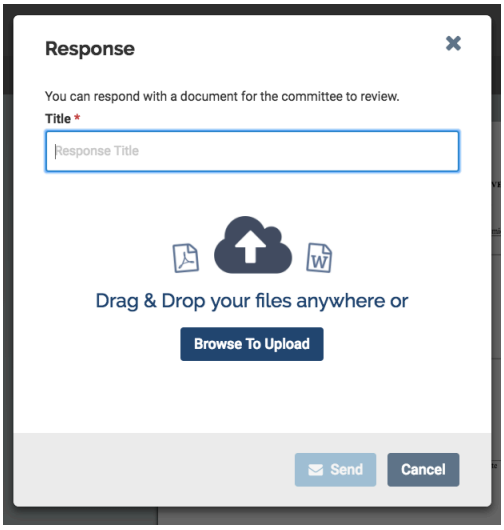
I acknowledge that I have seen both the Department Head and Dean recommendation regarding my sabbatical proposal.

Aneesa McDonald
October 12, 2018

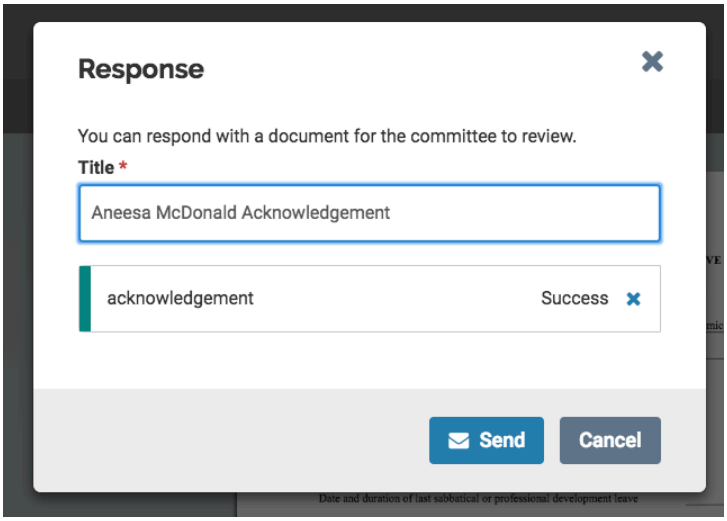
When you get the email, it will take you to the documents that you need to acknowledge. Click on the view file link and it will take you to the documents. Once you have finished reviewing and you are ready to acknowledge, click 'Send Response'



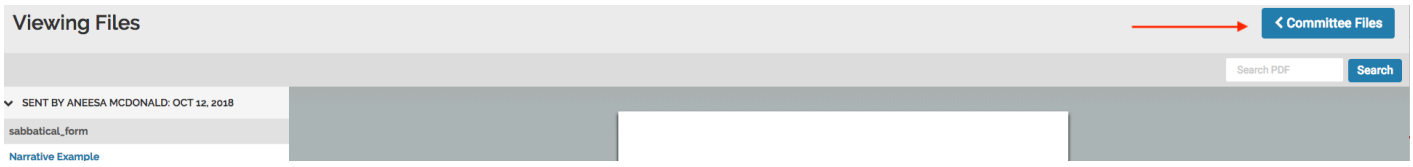
This will take you to a pop up screen where you will upload your acknowledgement document.



Upload or Drag and Drop your acknowledgement file. When you see 'Success' you know that your document has been uploaded. Enter a title of your response, e.g. Aneesa McDonald Acknowledgement. Click 'Send'.



Click 'Committee Files' to return to the files.



In Committee files you will see the files that were shared with you and your response. At this point you are able to view, download or save the files to your Interfolio Dossier. You will also see your acknowledgement.