

HOW TO SUBMIT A SABBATICAL APPLICATION VIA ELEMENTS

- This guide outlines the process of submitting your sabbatical leave application to your department head (for departmentalized colleges) or dean (for non-departmentalized colleges) using Elements. Should you have any questions about this process, please contact the Office of Academic Affairs Elements Support at elements@lsu.edu or 578-1519.
- 1. To access the application, go to the Elements website by entering the following URL into your internet browser https://lsu.elements.symplectic.org/.
- 2. Login to Elements using your MyLSU credentials.
- 3. Locate your sabbatical application on your Elements homepage. Click "Start" to start the application.

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| | | MY ACTIONS (9) | : |
| | | Start your 2024 Application to Take Sabbatical in AY 25/26 (Departmentalized) Your "2024 Application to Take Sabbatical in AY 25/26 (Departmentalized)" exercise is ready for you to start. Please review the form and start your submission. Start » | ĺ |
| | | Reviews to complete You have 1276 reviews to complete for the "2022 Annual Review" review process. View » | |

4. Click "Sabbatical Application".

2024 Application to Take Sabbatical in AY 25/26 (Departmentalized)

| EXIT EXERCISE | Introduction |
|---|--|
| Introduction | < PREVIOUS NEX |
| Overview Sabbatical Application | Welcome to the 2024 sabbatical application. This application is for one requesting to take a sabbatical in the 2025/2026 academic year. A sabbatical leave request can be for spring or fall semesters at full-pay. You can also request a full academic year sabbatical at half-pay. Please note that once you submit your application to your department head, you will no longer be able to edit the application. If you need to make changes to your application, contact your department head or dean to request they send it back to the faculty submission stage. |
| Sabbatical Change Request (if applicable) | When submitting or reviewing an application, the following should be taken into consideration: 1. Clarity in the topic of the project and the outcome at the end of the sabbatical. |
| Sabbatical Cancellation (if applicable) | Project is one that could not be accomplished without locused unne away from teaching and service to accomplish. Work must be related to research; learning new techniques is fine as long as it maps back to research. Sabbaticals to write and submit grants are not approved because should the grant not be funded there would be no ROI to LSU's investment. Proposals to write a book require evidence that significant work has already been done. This could be chapters completed, book contract, heavily |
| Sabbatical Leave Report | annotated outline of chapters, previous trips to libraries to do research, etc. It needs to be plausible that the book would be complete or substantial progress was made toward publication by the end of the sabbatical. 6. If travel is necessary to complete the sabbatical and the outcome depends on a host institution, there must be a letter of invitation from any place the faculty member will be spending their time. |

5. Click the "+" button to complete each of the required fields on the form. If you have saved your answers in a Word document, you can copy and paste directly into each text field.



Sabbatical Application Guide

| | Sabbatical Application | |
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| Sabbatical Leave Report | | |
| | Information | |
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| 1 5 | | |
| Information | Cancel Save | Save and exit |
| monnation | | |
| | | |
| | Essential Information | |
| Ac | college | |
| | | |
| A Depa | rtment [Select an option] | |
| | | |
| Annual work | period [Select an option] | |
| | | |
| A Years of service | at LSU | |
| A Curren | nt rank | |
| | | |
| Year te | enured | |
| | | |

Note: Click "Save" at the top of the screen to save your work while remaining on the same screen.

6. Once you have completed each field and are satisfied with your answers, click "Save and Exit" located at the top of the form. This will take you to a summary screen so you can review your responses.



| Information | Cancel Save and exit |
|---------------------------|--------------------------------|
| | |
| | Essential Information |
| A College | College of Agriculture |
| A Department | Department of Agricultural an: |
| Annual work period | 9 Month |
| A Years of service at LSU | 6 |
| A Current rank | Professor • |
| Year tenured | |

Scroll down to attach any relevant documentation by clicking the "+" button in the Attachments section. Be sure to
include a CV (a PS 36 CV is no longer required) as well as any relevant correspondence from outside institutions
pertaining to your requested sabbatical leave.

| Attachments | |
|---|---|
| Attach a current Curriculum Vitae along with any letter(s) of invitation or relevant correspondence from outside institutions pertaining to the requested sabbatical. You can also attach any additional documents that support your sabbatical proposal. | |
| | + |
| No attachments have been added for this section. Add | |
| Note: If you have multiple files, please upload them as separate documents, one at a time. | |

8. Once you have filled out all of the questions and added your attachments, submit your application by clicking the "SUBMIT" button in the top right corner of the screen.

| 2024 Application to Take Sabbatical in AY 25/26 (Departmentalized) | | | Current stage: Faculty Submission SUBMIT |
|--|--|----------|--|
| < EXIT EXERCISE | | | |
| | Sabbatical Application | | |
| Introduction | < PREVIOUS | NEXT > | |
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| Sabbatical Application | 1. Clarity in the topic of the project and the outcome at the end of the sabbatical | see more | |
| Sabbatical Change Request (if applicable) | Information | | |



9. Click "CONFIRM".

| Summary |
|--|
| You are about to move this survey to Department Head Review. |
| Please consider addressing the following issues: |
| Sabbatical Application |
| Section has no attachments |
| Sabbatical Change Request (if applicable) |
| Section has no information Section has no attachments |
| Sabbatical Cancellation (if applicable) |
| Section has no information |
| () Section has no attachments |
| Sabbatical Leave Report |
| ⊗ Section is missing key information ⑦ |
| U Section has no attachments |
| CANCEL CONFIRM |

10. Upon submission, the Stage should change to 'Department Head Review' or 'Dean Review'. Note: Elements will not send an email notification to the reviewer when the application has been submitted for review. It is suggested you email your department head and/or dean to notify them the application is now pending their review.