ONBASE SABBATICAL APPLICATION REVIEW GUIDE
FOR URTP

If you have any question please contact Vanessa Poblano at vanessa.poblano@sonoma.edu
### Reviewing the Sabbatical Applications

**Introduction:** “A Professional Leave Committee composed of tenured faculty unit employees shall review sabbatical applications. The Professional Leave Committee shall be elected by probationary and tenured faculty unit employees. A faculty unit employee applying for a sabbatical leave shall not be eligible for election to the Professional Leave Committee. The recommendation ensuing from such a review shall be submitted to the appropriate administrator. This review shall consider questions related to the quality of the proposed sabbatical project.” *(CBA: Article 27.5)*

**Instructions:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Information</th>
</tr>
</thead>
</table>
| 1.   | You will receive an email notification from OnBase prompting you to review the Sabbatical applications and upload the ranked list of all Sabbatical applications and a ranked list for each school. | **Hello URTP Committee Members,**  
*Please review the Sabbatical applications for the upcoming 2020-2021 academic year. By Monday, October 4th you will need to upload a ranked list of all Sabbatical applications and a ranked list of the Sabbatical applications for each school. After this you will need to digitally sign in OnBase. (Please contact Vanessa Poblan at Vanessa.poblanonoma.edu if you need assistance with this step)*  
*Once The Committee Chair Has Save The Completed Form, The Application Will No Longer Be Visible.*  
*From an on-campus wired office workstation, please use this link: [https://onbase-app-test.sonoma.edu/Appnel/FolderPop/FolderPop.aspx?FT=179&clienttype=html&chksum=6b3b8e0a5ceeb69cc966f18201f681e5f8d16b900b816547eaa05da7d3236a19](https://onbase-app-test.sonoma.edu/Appnel/FolderPop/FolderPop.aspx?FT=179&clienttype=html&chksum=6b3b8e0a5ceeb69cc966f18201f681e5f8d16b900b816547eaa05da7d3236a19)*  
*From off-campus or campus Wi-Fi, please use the following link. Multi-Factor Authentication (MFA) is required to access OnBase in this manner. You can contact the IT Helpdesk to sign-up for MFA.*  
*[https://onbase-proxy.dev.sonoma.edu/Remote/FolderPop/FolderPop.aspx?FT=179&clienttype=html&chksum=6b3b8e0a5ceeb69cc966f18201f681e5f8d16b900b816547eaa05da7d3236a19](https://onbase-proxy.dev.sonoma.edu/Remote/FolderPop/FolderPop.aspx?FT=179&clienttype=html&chksum=6b3b8e0a5ceeb69cc966f18201f681e5f8d16b900b816547eaa05da7d3236a19)*  
*Thank you* |
| 2.   | Log-in with your SSU credentials. | **Online Services**  
[Username][Password][Login] |
3. Once you have logged in to OnBase you will see the folders for the faculty requesting a Sabbatical leave on the left-hand side.

When you select a folder (it will be highlighted in yellow) you will be able to see the Sabbatical Leave Application.

4. Once you select a folder, you will be able to see the application materials under the “Document Contents” section.
5. Once the committee has reviewed the applications and prepared their recommendations, the committee chair will need to upload a ranked list of all Sabbatical applications and a ranked list of the Sabbatical applications for each school on the “URTP Ranked Applicant Upload Form” (located in the “Document Contents” section).

6. Once the committee chair has uploaded all of the ranked lists, click “Submit” to save the documents.

### FAC List Of Ranked Applicants Upload Form

All Ranked Lists by School and the Master List must be uploaded in order to proceed to the next step of the App. The Master List should include all of the Applicants applying for a Sabbatical. Once the Master PDF document is uploaded, the PDF of the Ranked List by School must also be uploaded in the appropriate School’s upload field below. Once the PDF has been attached, click “Submit” to save it to the system.

Once a Sabbatical has both the Master List and its associated School List uploaded, the URTP Committee Chair (please make sure to close this window in order to prevent any technical issues for other users – Thank you.)

- **Master List Of Applicants (0)**
  - [Attach Master List](#)

  Ranked List by School should only include applicants that belong to that specific School.

- **School of Education List (0)**
  - [Upload The School of Education's List](#)
  - [Attach The School of Education's List](#)

  Ranked List by School should only include applicants that belong to that specific School.

### Control Data

- **Submit**
7. After you have uploaded and saved the ranked lists, navigate back to the “Application” document.

8. The chair will need to enter what the faculty member’s ranking is (based on the Master Ranked Sabbatical List) and whether they are recommending approval for a Sabbatical leave.

**URTP Committee Chair:**

Review the Sabbatical Application materials. Your review shall consider School Ranked List of Sabbatical Applications. Make sure to upload a Pocket File of the Master List of Ranked Applicants and the Lists of Ranked Applicant & Save”. (Please make sure to close this window in order to prevent any technical issues.)

Masterlist of All Ranked Applicants Uploaded: **YES**
School’s List of Ranked Applicants Uploaded: **YES**

Ranking #: **3**
Recommended?: **Yes**
9. In order to finalize the recommendation, the chair will digitally sign in the signature field (on the Application document).

<table>
<thead>
<tr>
<th>Ranking #</th>
<th>Recommended?</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**URTP Chair's Signature**

Click to Sign Document

10. Once the committee chair has signed, they will answer “Yes” to the following question and select “Save & Submit”.

Have You Uploaded The Needed Document And Are Finished With This Application? *

Yes

Save & Submit

11. Once you select “Save and Submit” the response will be saved and the application will no longer be visible.