

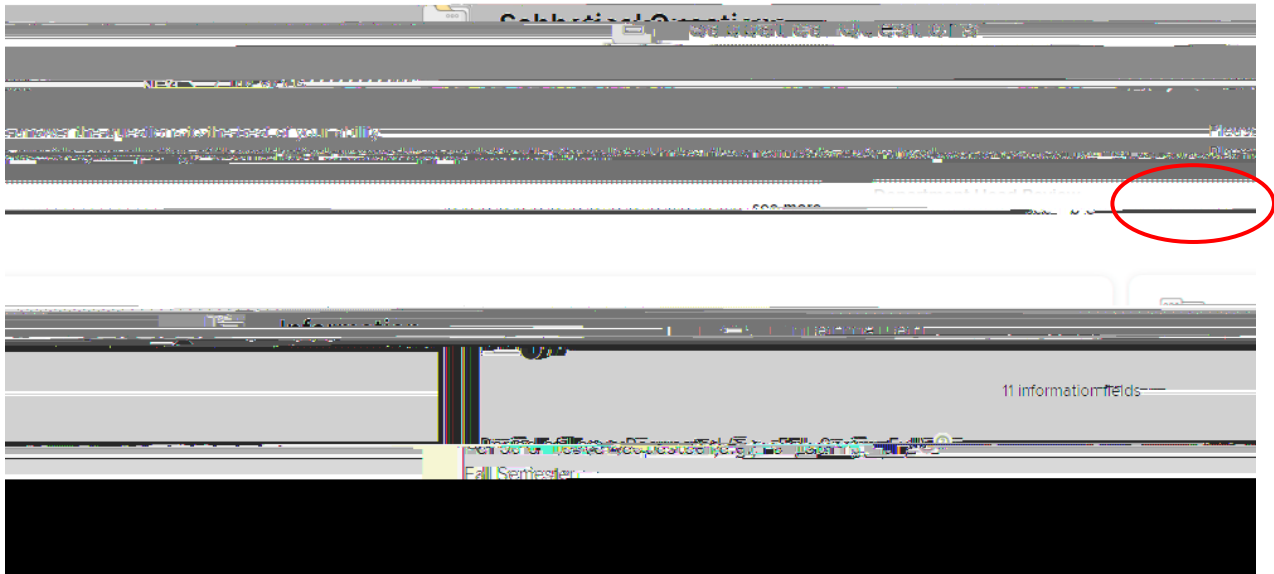
HOW TO REVIEW A SABBATICAL APPLICATION VIA ELEMENTS

This guide outlines the process of reviewing your faculty sabbatical leave application at the department head or dean level. Should you have any questions about this process, please contact the Office of Academic Affairs Elementssupport at elements@lsu.edu or 578-1519.

1. Go to the Elements website by entering the following URL into your internet browser



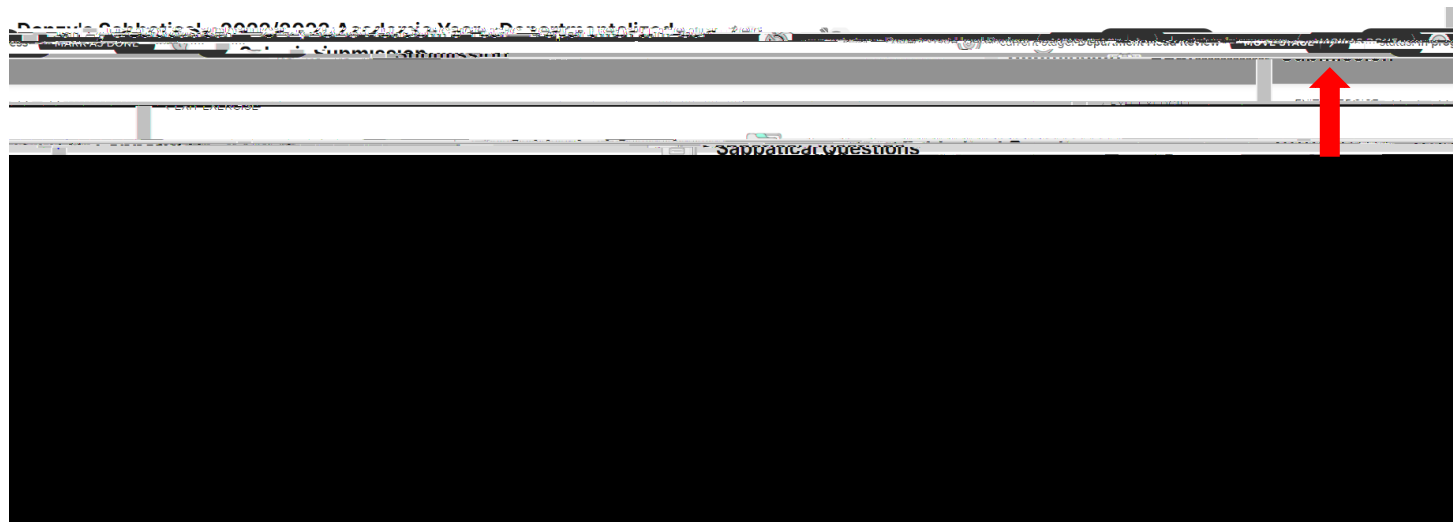
- 6. The Sabbatical Questions screen will appear. You will need to select the **see more** button to view guidance for the reviewer.



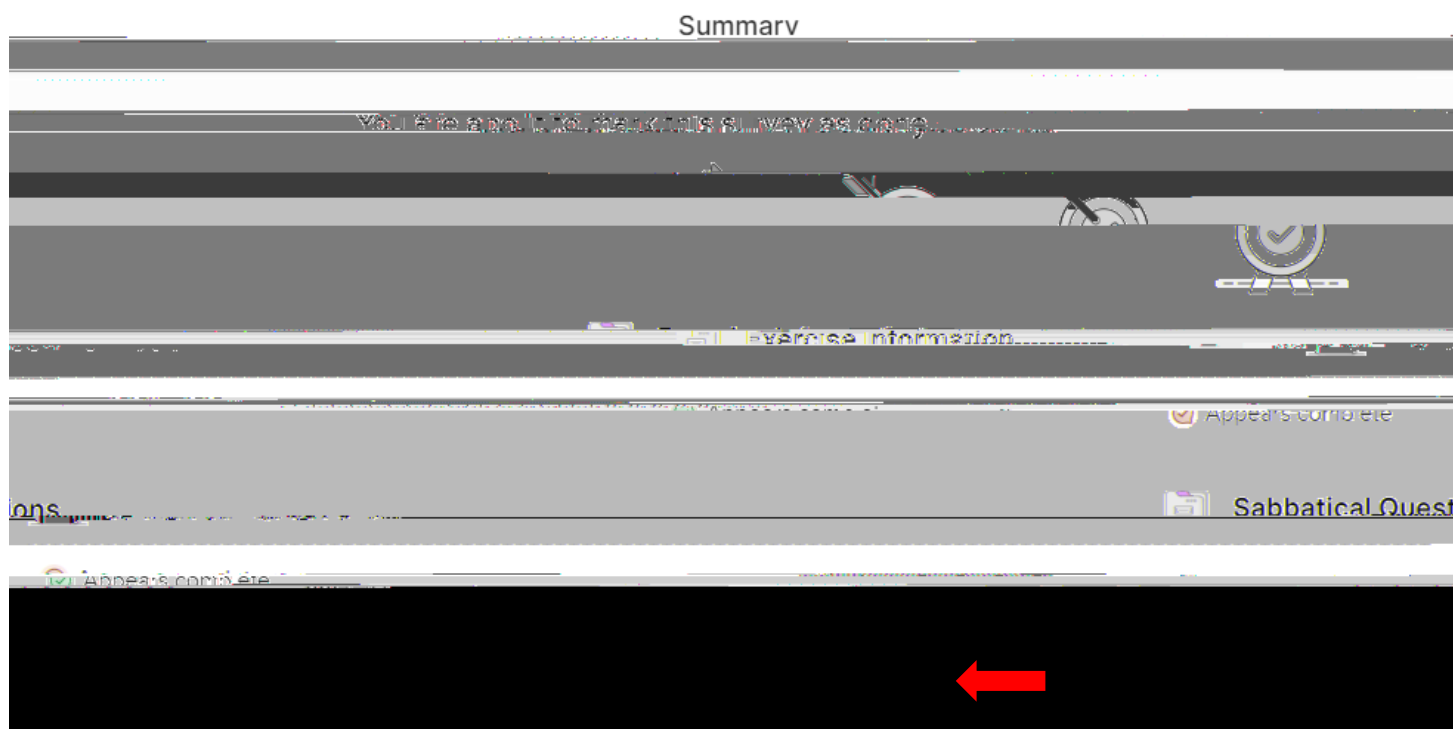
- 7. Reviewer questions will appear for the department head review and dean review. Within your review, you should answer the questions that coincide with your review level. In step 9, you will need to copy and paste the review questions into the Reviews textbox at the bottom of the screen.



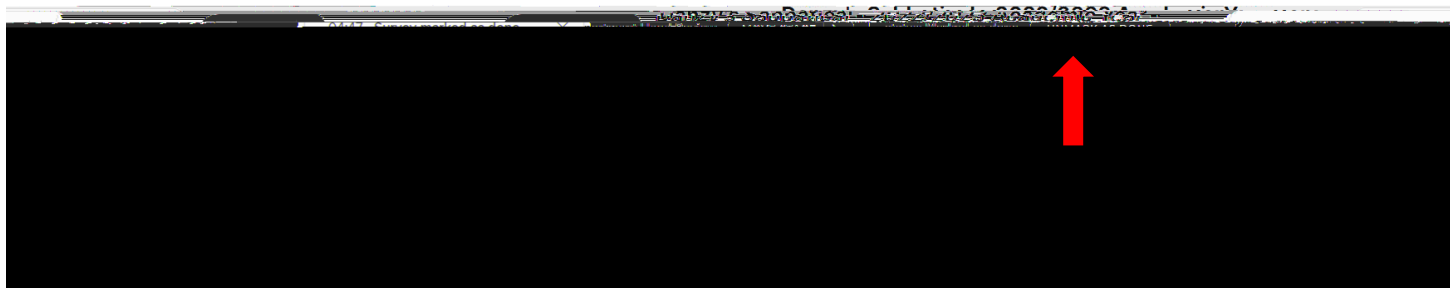
11. If you are satisfied with your review and recommendation, mark the review as done by scrolling to the top of the screen and selecting the **MARK AS DONE** button.



12. Select **CONFIRM**



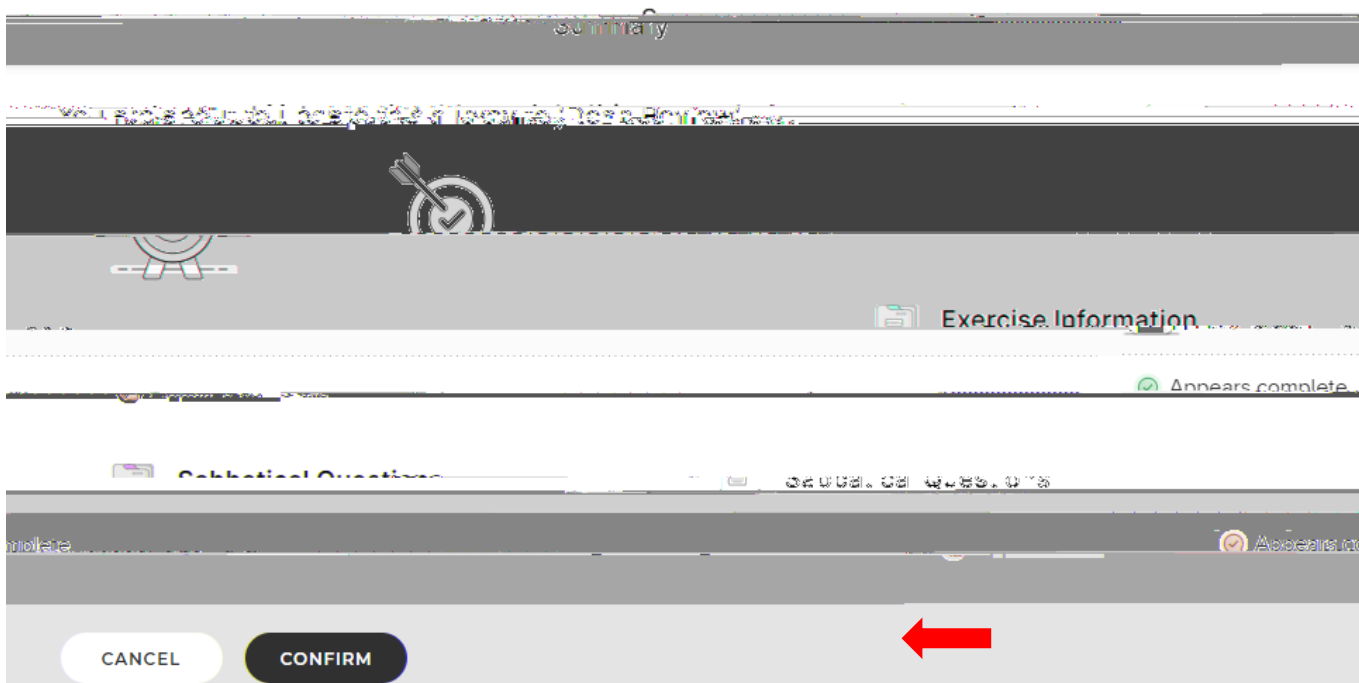
13. Move the review to the next review stage by clicking **MOVE STAGE** button and selecting the appropriate stage.



14. For this example, the review is at the department head review stage and should be moved forward to the **Dean Review** stage. Note, if an applicant needs to make changes to their application, you can select Faculty Submission to move the application back to the faculty stage.



15. Click **CONFIRM** to move the review forward.



HELPFUL TIPS AND TOOLS

1. Faculty responses can be downloaded by clicking the Download button on the left-hand menu of the screen. Please note that reviewer recommendations are not included in the downloaded document.

