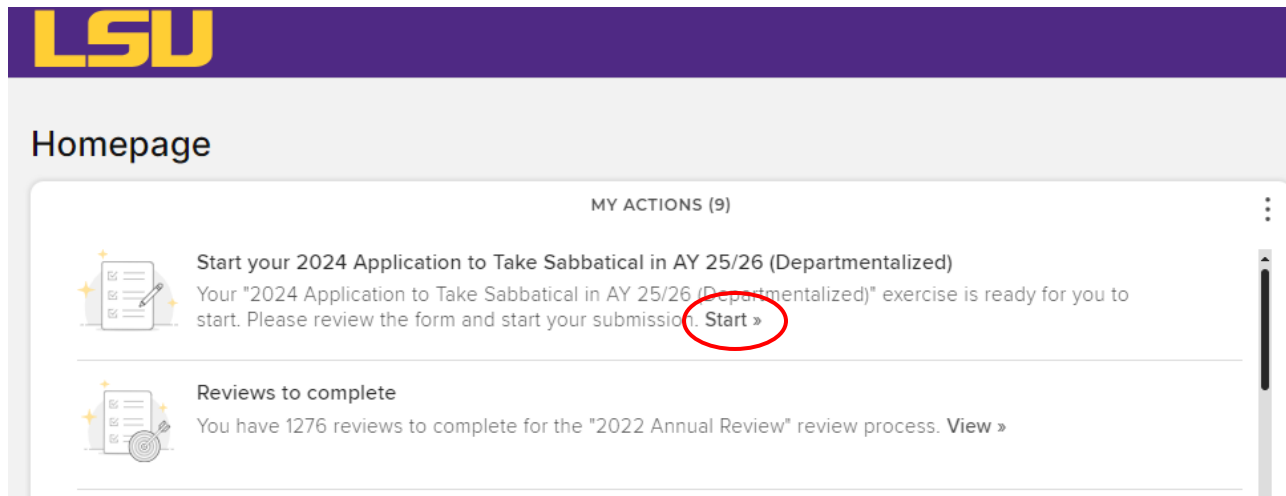


## HOW TO SUBMIT A SABBATICAL APPLICATION VIA ELEMENTS

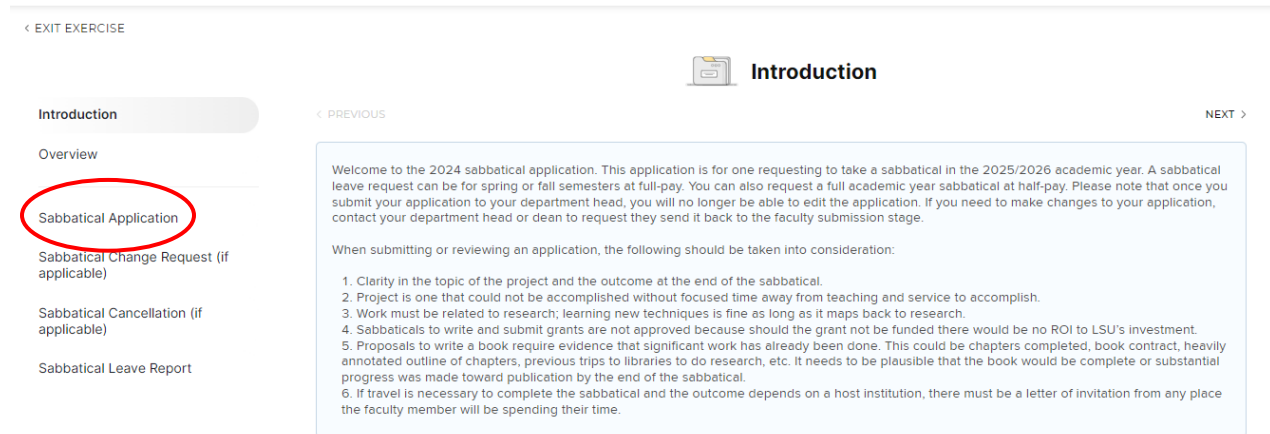
This guide outlines the process of submitting your sabbatical leave application to your department head (for departmentalized colleges) or dean (for non-departmentalized colleges) using Elements. Should you have any questions about this process, please contact the Office of Academic Affairs Elements Support at [elements@lsu.edu](mailto: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.




4. Click **“Sabbatical Application”**.

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



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**

Introduction

< PREVIOUS

NEXT >

Overview

**Sabbatical Application**

Sabbatical Change Request (if applicable)


Sabbatical Cancellation (if applicable)

Sabbatical Leave Report

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.
2. Project is one that could not be accomplished without focused time away from teaching and service to accomplish.
3. Work must be related to research; learning new techniques is fine as long as it maps back to research.
4. 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.
5. Proposals to write a book require evidence that significant work has already been done. This could be chapters completed, book contract, heavily 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.

[see less](#)


 **Information**



Information

[Cancel](#)
**Save**
Save and exit

**Essential Information**

<b>▲ College</b>	<input type="text" value="[Select an option]"/>
<b>▲ Department</b>	<input type="text" value="[Select an option]"/>
<b>▲ Annual work period</b>	<input type="text" value="[Select an option]"/>
<b>▲ Years of service at LSU</b>	<input type="text"/>
<b>▲ Current rank</b>	<input type="text" value="[Select an option]"/>
<b>Year tenured</b>	<input type="text"/> 

**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 **Save and exit**

**Essential Information**

▲ College

▲ Department

▲ Annual work period

▲ Years of service at LSU

▲ Current rank

Year tenured

7. 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.



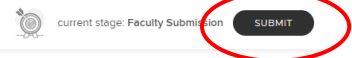
No attachments have been added for this section. Add...



**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)



EXIT EXERCISE

**Sabbatical Application**

Introduction

PREVIOUS

NEXT

Overview

**Sabbatical Application**

Sabbatical Change Request (if applicable)



**Information**


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... [...see more](#)

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)**

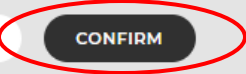
---

-  Section has no information
-  Section has no attachments

 **Sabbatical Leave Report**

---

-  Section is missing key information 
-  Section has no attachments

CANCEL 

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.