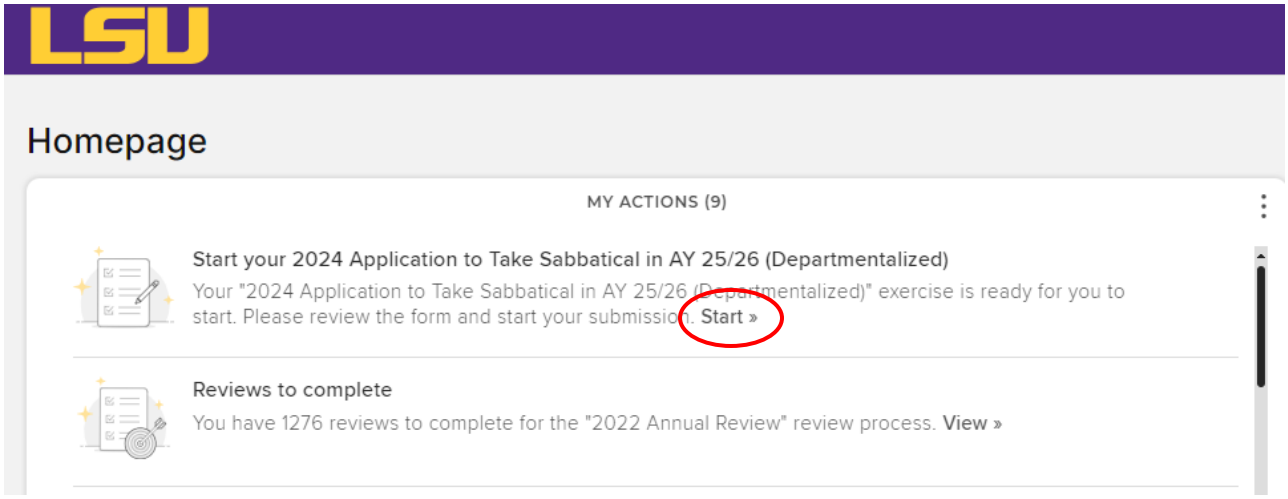
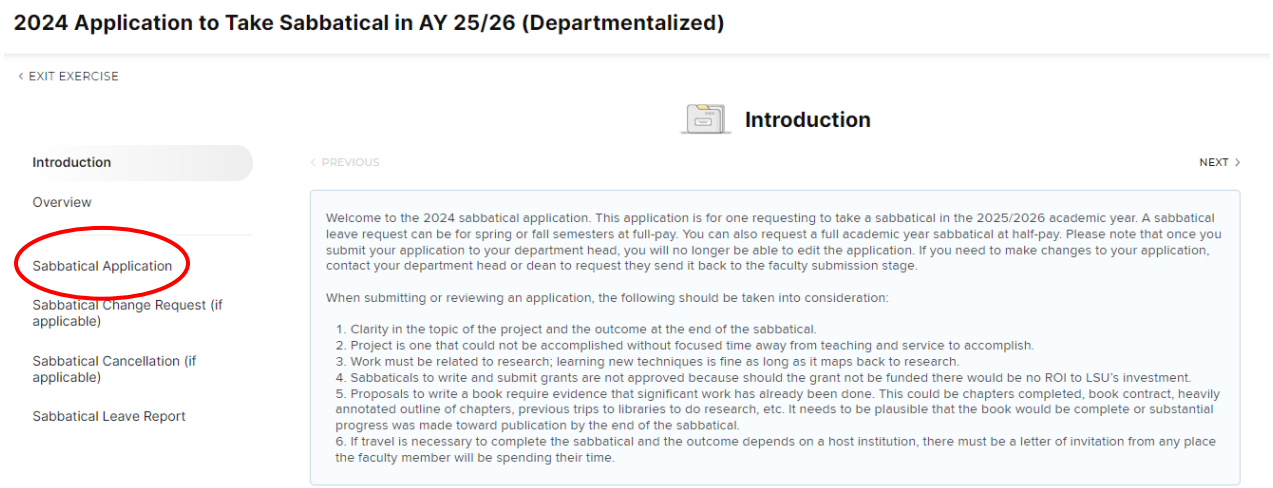
HOW TO SUBMIT A SABBATICAL APPLICATION VIA ELEMENTS

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.

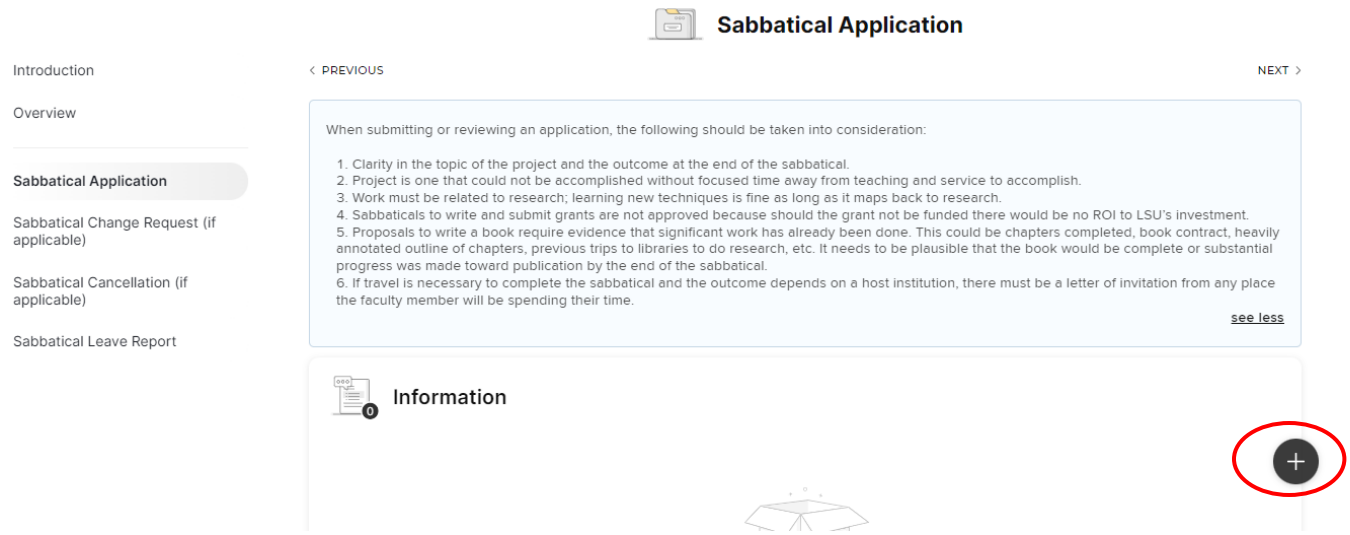
1. To access the application, go to the Elements website by entering the following URL into your internet browser https://lsu.elements.symplectic.org/.
2. Login to Elements using your MyLSU credentials.
3. Locate your sabbatical application on your Elements homepage. Click "Start" to start the application.

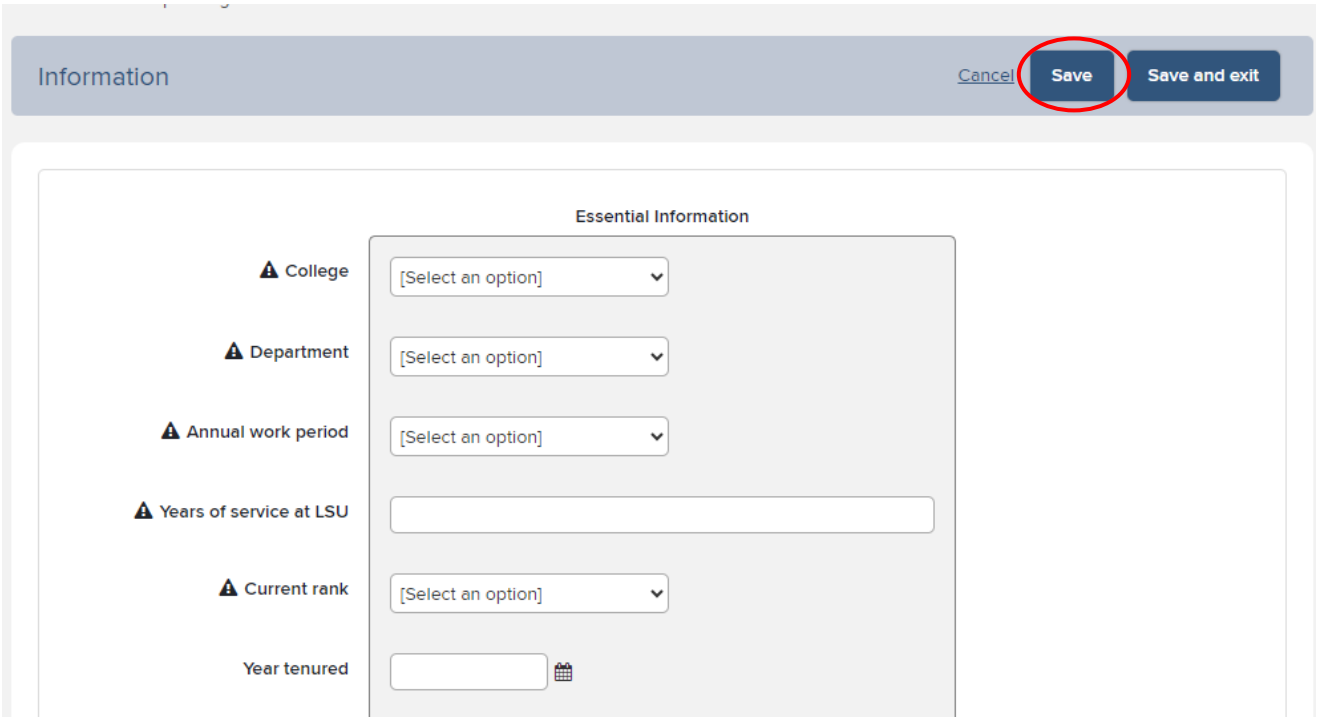


4. Click "Sabbatical Application".



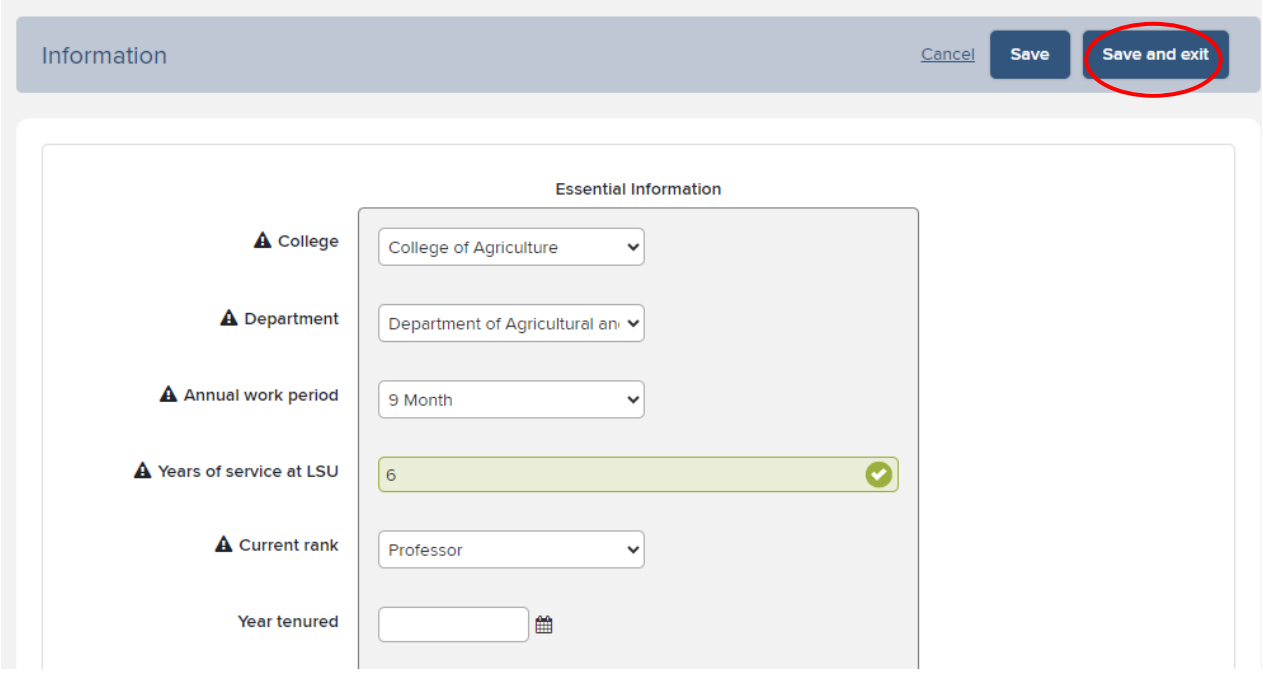
5. Click the "+" button to complete each of the required fields on the form. If you have saved your answers in a Word document, you can copy and paste directly into each text field.



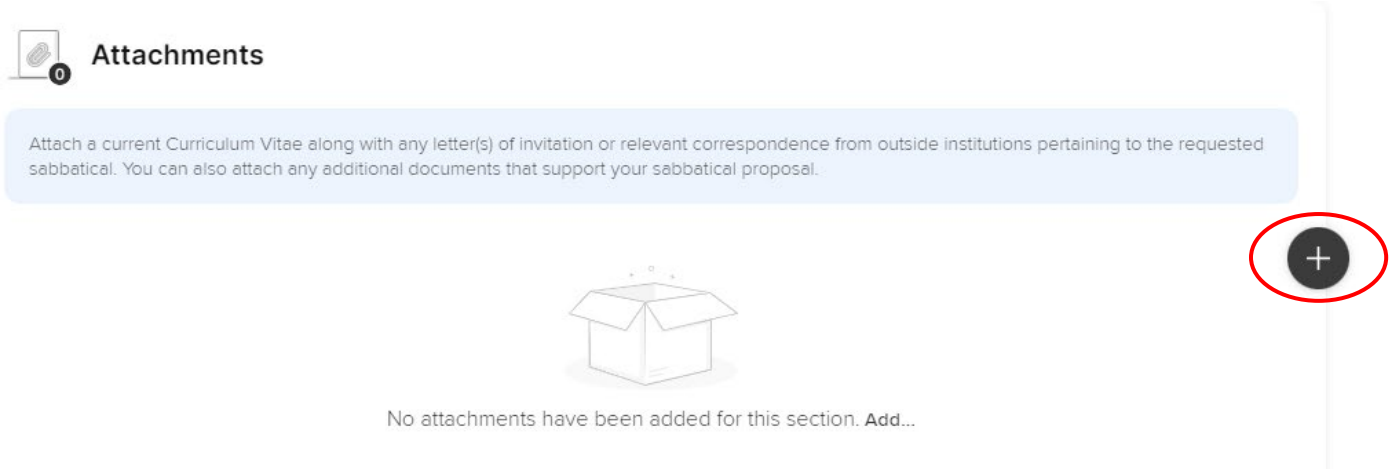


Note: Click "Save" at the top of the screen to save your work while remaining on the same screen.

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.

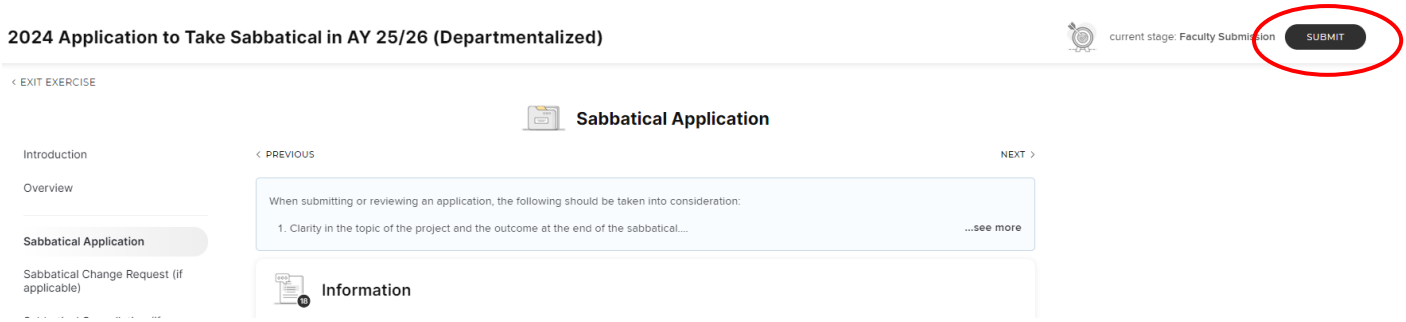


7. Scroll down to attach any relevant documentation by clicking the "+" button in the Attachments section. Be sure to include a CV (a PS 36 CV is no longer required) as well as any relevant correspondence from outside institutions pertaining to your requested sabbatical leave.

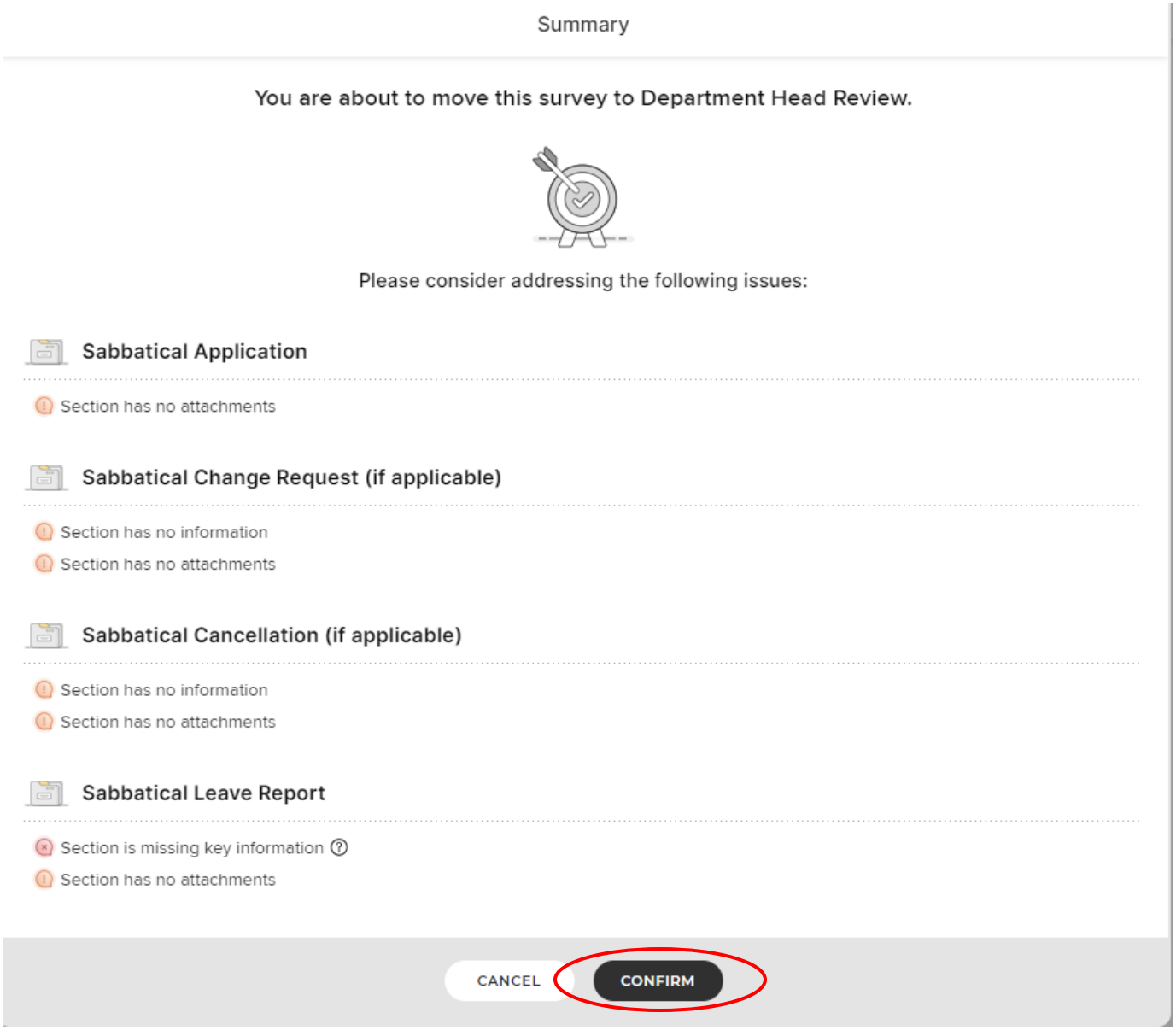


Note: If you have multiple files, please upload them as separate documents, one at a time.

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.



9. Click "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.