Submitting Sabbatical Applications in Panther180

Tutorial

*Updated Fall 2019
How Do I Login to Panther180?

- [http://panther180.fiu.edu](http://panther180.fiu.edu)
- [https://my.fiu.edu](https://my.fiu.edu)

OR

- Click on Faculty tab > Faculty Applications > Panther180
Single Sign-On has been implemented which allows faculty to login with their AD credentials.
Click on the Dashboard Message

OR

Click on the “Forms & Reports” tab on the left

You will find the application under "Initiated Activity Input Forms"
Your application will have sections to fill out, click on the "add" button to enter information.

If there are any "Activities Require Your Attention" flags, you must update the section.

Make sure all sections are filled out when going from section to section.
Fill out the Application

Designate order of preference (1-most preferred); if unwilling to accept 2nd or 3rd option, do not choose more than 1st preference

* Indicates required field

In accordance with the purpose, eligibility, and terms of the sabbatical program as established in the BOT-UFF Policy on Professional Development Leave and Sabbaticals, I hereby apply for a sabbatical for:

- Start Semester*
- End Semester*
- First Sabbatical Preference
- Second Sabbatical Preference
- Third Sabbatical Preference
- Fourth Sabbatical Preference
- Faculty Rank*
- Date of Rank*
- Date of Tenure/Anticipated Tenure Date*
- College/School*
- Department*

Attachments

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment</th>
<th>Type</th>
<th>Lock</th>
</tr>
</thead>
<tbody>
<tr>
<td>File</td>
<td>Choose File</td>
<td>Select</td>
<td></td>
</tr>
</tbody>
</table>

Add Another

Save | Save and Add Another | Save and Go Back | Cancel
Once you have completed the application and Leave Proposal as well as updated all appropriate sections, select the "Submit For Review" button located at the top and bottom of the application.

You may also save at any time during the application by selecting the "Save and Go Back" button.
Register for training sessions at [http://professionaldevelopment.fiu.edu](http://professionaldevelopment.fiu.edu)

1. click on “Enroll”
2. Select “Academic Affairs” from Department List
3. Select Panther180 Open Labs
4. Select desired session and hit “Select”
5. Select “Confirm Pending Enrollments”

Questions?

[Panther180@fiu.edu](mailto:Panther180@fiu.edu) or call 305-348-2169