

Faculty Success Sabbatical Report Update

1. Log In to Faculty Success
2. Click on “Activities”



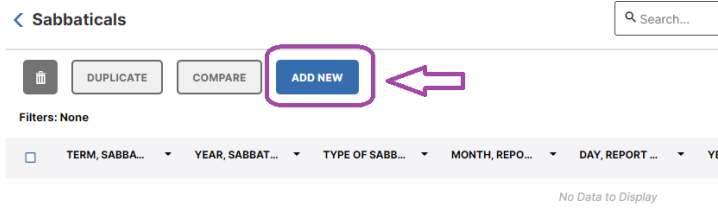
Activities - Seton Hall University

[Review a guide](#) to manage your activities.

3. Under Administrative Data, select “Sabbaticals.”



4. Select “Add New” to start a new entry (only one entry is required for a sabbatical. For example, if you are approved for a Fall 2024 and Spring 2025 Sabbatical- only one entry is necessary).



5. Fill our required fields:
 - a. Term/ Year
 - b. Type of Sabbatical
 - c. Report Deadline (1) Mid-Year Report and (2) Sabbatical Report)



- 6.
7. Once you are ready to submit your Mid-Year Report (please log in to FS and follow steps 1-3, and then select the sabbatical entry you are trying to update.) you can:
 - a. paste your report into the text field or
 - b. type directly into it.

IMPORTANT: make sure to check off the “**completed**” box for each report

Mid-Year Report

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Completed

** Please repeat this step for each report (1) Mid-Year Report (2) Sabbatical Report (3) Sabbatical Panorama