



UNIVERSITY OF
CALGARY

People and Culture

User Guide: Academic Portfolio for RSL

Step-By-Step Guide for Faculty RSL Committee

July 2025

www.ucalgary.ca/hr/work-compensation/labour-relations/academic-labour-relations/rsl



Introduction

Research and Scholarship Leaves (RSL) are available to academic staff holding full-time or part-time Continuing, Contingent Term, or Limited Term appointments. The primary objective of an RSL is to support the academic staff member's development as a scholar and teacher, thereby contributing to the University's mission of advancing learning and fostering excellence in teaching.

Research and Scholarship Leaves are governed by the provisions set out in [Article 16](#) of the Collective Agreement.

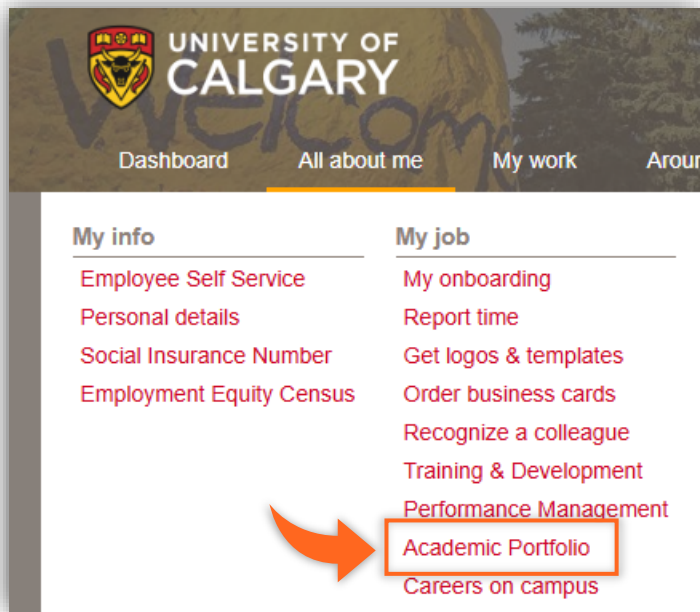
To apply for RSL, academic staff members must first submit their [Intent to Apply](#) via the webform available on the [RSL website](#). Following this, People and Culture will verify eligibility and initiate a case in Academic Portfolio. The staff member will receive an email notification once the case has been created.

This guide outlines step-by-step instructions for reviewing the RSL application package in Academic Portfolio and submitting a recommendation on behalf of the Faculty RSL Committee.

Table of Contents

Introduction.....	1
How to Login to Academic Portfolio.....	4
Reviewing the Application Package.....	5
Reviewing the Case	5
Submitting Recommendation for RSL (<i>Committee Chair Only</i>)	8
Forward Case to Committee	10
Resources	11

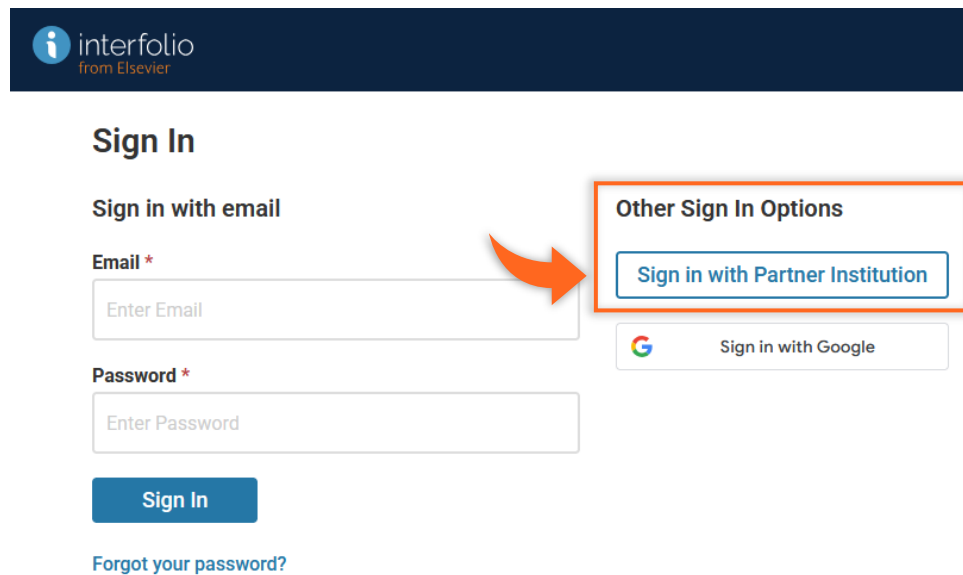
How to Login to Academic Portfolio



Login to Academic Portfolio using the [My UCalgary Portal](#).

My UCalgary > All About Me > My Job > Academic Portfolio

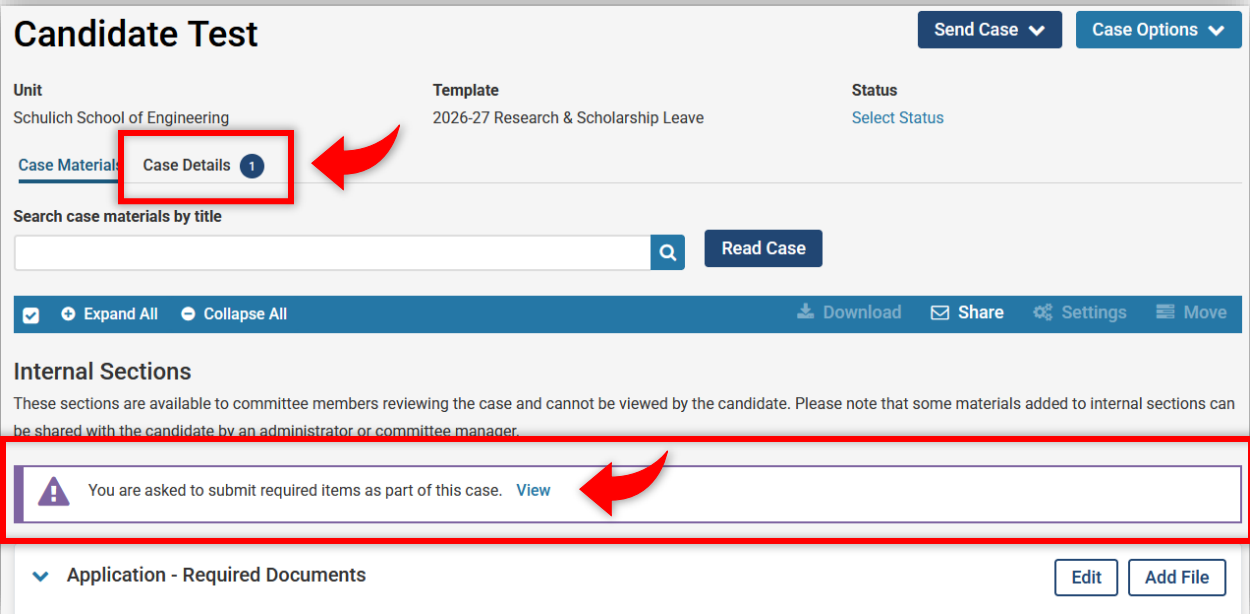
Alternatively, click on the link in the Interfolio email notification and sign-in through the [Interfolio website](#) using your UCalgary email and password.



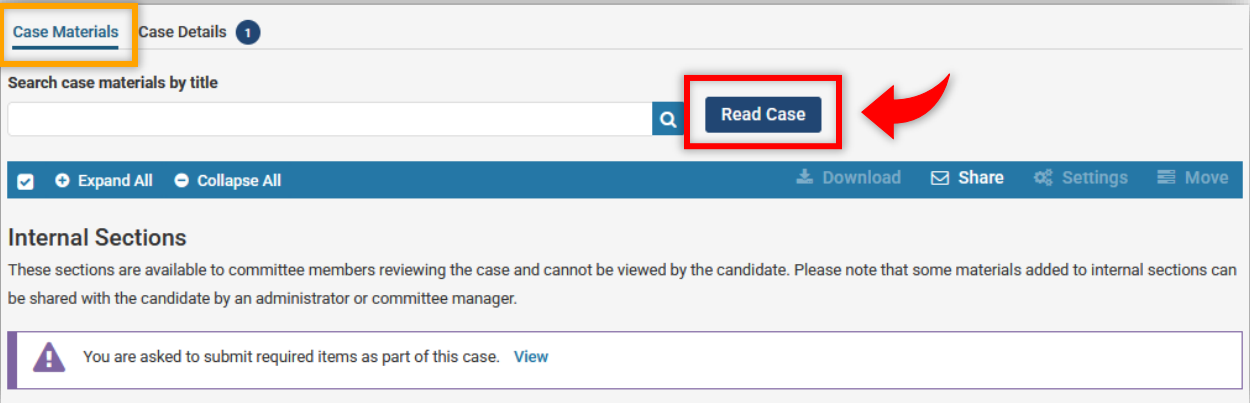
Reviewing the Application Package

Reviewing the Case

Click on the case submitted by the applicant you wish to review. On the landing page, click on the **Case Details** tab or **View** under *Internal Sections* to review the requirements.



To view the applicant’s application package, return to the **Case Materials** tab and review the documents listed under both *Application – Required Documents* and *Application – Conditional Documents*. Alternatively, click on **Read Case**.



Application - Required Documents

Edit

Add File

Applicant documents including leave details, application form, proposal, itinerary, CV.

Materials

Title	Details	Actions
<input type="checkbox"/> Leave Proposal and Itinerary	Added by Candidate Test Jul 27, 2025	Edit
<input type="checkbox"/> CV	Added by Candidate Test Jul 27, 2025	Edit

Committee Forms

Title	Details	Actions
<input type="checkbox"/> Leave Details (RSL) Step 1: Allison Parsons	Last Response Submitted Jul 16, 2025	Edit
<input type="checkbox"/> RSL Application Form Step 2: Candidate Test	Last Response Submitted Jul 27, 2025	Edit

Application - Conditional Requirements

Edit

Add File

Additional documentation to be included as indicated in the application form.

- Facility Use/Institutional Collaboration** - Provide documentation confirming that any collaboration or use of facilities at other institution(s) has been arranged or is being pursued. This documentation must be completed prior to final approval of the leave.
- Arrangements for Contract Research** - If applicable, please upload the completed form in the link provided. [Arrangements for Contract Research During Research & Scholarship Leave or Administrative Leave](#)
- Graduate Supervision** - If applicable, please upload the completed form in the link provided. [Proposed Arrangements for Graduate Student Supervision During Leave](#)
- Financial Supports** - Upload any supporting documents for financial support such as fellowships, travel grants, etc. **Note: RSL Grant applications must be submitted by email to hrcadem@ucalgary.ca and will not be reviewed or approved through the Academic Portfolio system.**
- Paid Employment** - If intending to engage in employment for compensation while on leave, please upload the completed form in the link provided. **Note: Completed applications must be submitted by email to hrcadem@ucalgary.ca.** While the application may be included in the packet for informational purposes, approvals are not facilitated within the Academic Portfolio system. [Application for Approval of Employment for Compensation](#)
- Previous RSL Report** - If you have previously taken a Research & Scholarship Leave, please submit a copy of the most recent report provided to the Dean.

Materials

Title	Details	Actions
<input type="checkbox"/> Graduate Supervision Form Signed	Added by Candidate Test Jul 27, 2025	Edit

Committee Documents

Edit

Add File

Materials

No files have been added to this section.

Committee Forms

Title	Details	Actions
<input type="checkbox"/> RSL - Department Head or Equivalent Recommendation Step 3: Department Head or Equivalent Standing Committee	Last Response Submitted Jun 25, 2025	Edit

Review the [Leave Details](#) form submitted by People and Culture, which reflects the information provided in the original *Intent to Apply*. All workflow approvals will be based on the details in this form. If any updates or changes are needed, contact hracadem@ucalgary.ca for assistance.

Candidate Test

Unit: Schulich School of Engineering | Template: 2026-27 Research & Scholarship Leave | Status: [Select Status](#)

Case Materials | Case Details 3

Search case materials by title

Expand All | Collapse All | Download | Share | Settings | Move

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

You are asked to submit required items as part of this case. [View](#)

Application - Required Documents

Applicant documents including leave details, application form, proposal, itinerary, CV.

Materials

No files have been added to this section.

Committee Forms		
Title	Details	Actions
<input type="checkbox"/> Leave Details (RSL) Step 1:	Last Response Submitted Jul 16, 2025	Edit

Note: To view the leave information, scroll to page 2 of the [Leave Details](#) form.

Start Date of Leave
Jul 1, 2026

Length of RSL

- 6 months

Salary Assistance

- 90% of rank salary

First RSL after tenure?

- No

Submitting Recommendation for RSL (Committee Chair Only)

Return to the [Case Details](#) tab.

Review the *Instructions* and, when ready, click [Fill Out Form](#) to provide the Committee's recommendation for the application.

Instructions

Review the application package by clicking [Read Case](#).

Please complete the form below to submit the Committee's recommendation for RSL. For support, contact hrcadem@ucalgary.ca before completing the recommendation form.

Once the above is completed, advance the case to the Dean or Equivalent review step **by December 1**.

Resources:

- [Research and Scholarship Leave website](#) - provides **instructional guides, FAQs, timeline and resources** to support the RSL application process.
- [Collective Agreement](#) – Article 16 details **eligibility and important process information**.

Required Items 1 missing

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Forms

Form Name	Assignee	Actions
RSL - FRSLC Recommendation 2 required questions	Committee Members	Manage Respondents
RSL - FRSLC Recommendation 2 required questions	Committee Test (You)	Fill Out Form

Once the form is completed, click [Submit Form](#).

As indicated in the form, if any changes to the leave details are being requested, please contact hrcadem@ucalgary.ca before submitting the form. Recommendations for leave must be based on the Leave Details form provided in the application package.

Comments entered in the form are visible only to subsequent reviewers in the workflow. **They will not be visible to the applicant.**

RSL - FRSLC Recommendation

The recommendation below is based on the RSL leave dates and type submitted in the application section. *
If changes to leave dates or type are being requested, contact hrcadem@ucalgary.ca before submitting this form. Do not use the comment box below to request changes.

Yes

Does the Faculty RSL Committee approve the applicant's request for Research and Scholarship Leave? *
Please indicate whether the Faculty Research and Scholarship Leave Committee approves the applicant's request for Research and Scholarship Leave.

If the leave is not being recommended, the FRSLC must provide the applicant with a copy of its assessment and recommendation, and inform the applicant of their right to appeal to the Dean or equivalent.

A staff member may appeal the FRSLC's recommendation to the Dean or equivalent regarding their Research and Scholarship Leave application. The appeal must be submitted in writing and received by the Dean within five (5) working days from the date the FRSLC forwards its recommendation. The staff member must also provide a copy of the appeal to the FRSLC no later than the date the appeal is submitted to the Dean, in accordance with [Article 16.22.2](#).

Approve

Deny (Due to Teaching or Operational Reasons)

Other

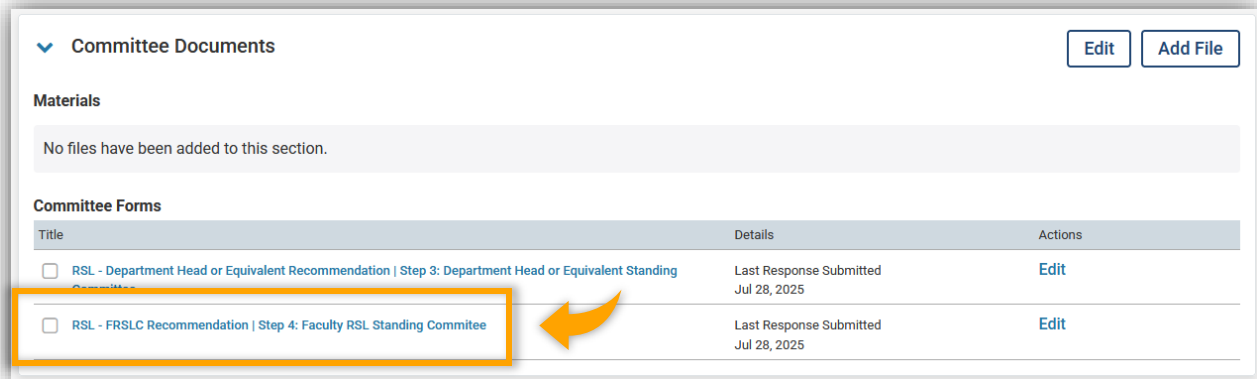
Comments to the Dean
Enter any comments regarding your recommendation. These comments are not visible to the applicant or prior reviewers.

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Insert Link, Insert Image, Insert Video, Insert Audio, Insert Table, Insert Form, Insert Table of Contents, Insert Page Number, Insert Page Header, Insert Page Footer, Insert Comment, Insert Signature, Insert Date, Insert Time, Insert Location, Insert Address, Insert Phone, Insert Email, Insert Social Media, Insert QR Code, Insert Barcode, Insert Table, Insert Table of Contents, Insert Page Number, Insert Page Header, Insert Page Footer, Insert Comment, Insert Signature, Insert Date, Insert Time, Insert Location, Insert Address, Insert Phone, Insert Email, Insert Social Media, Insert QR Code, Insert Barcode.

body

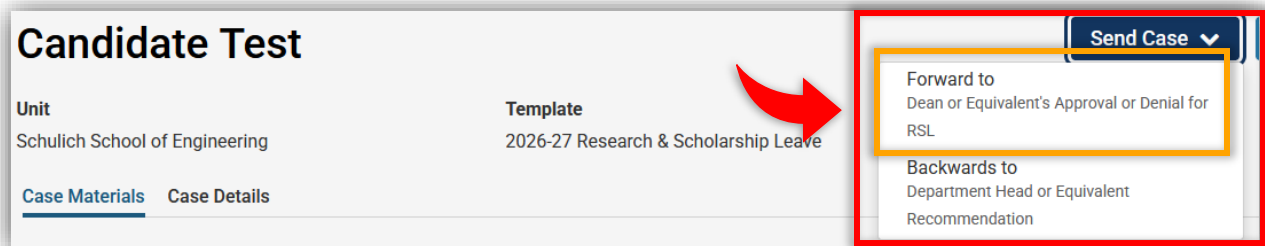
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The completed form will appear under the *Committee Documents* section of the case.



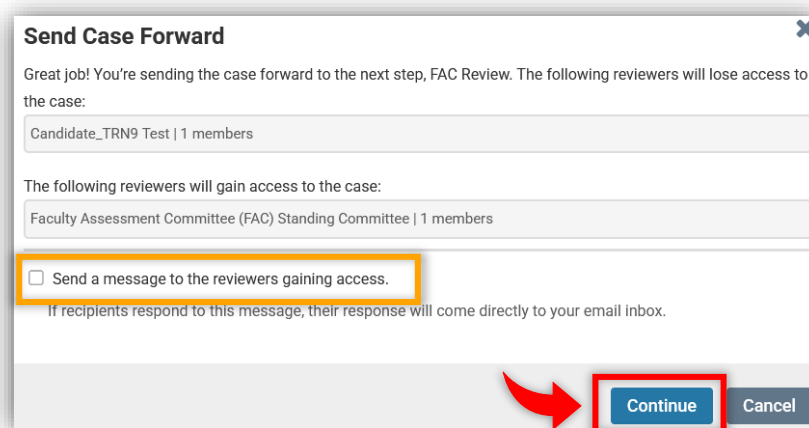
Forward Case to Committee

Once the recommendation has been submitted, at the top of the case, click **Send Case** > **Forward to Dean or Equivalent's Approval or Denial for RSL***.



You can uncheck the box to **Send a message to the reviewers gaining access**—they will still receive a standard email notifying them that the case has progressed to their review step. Alternatively, you may enter a custom message to send a personalized email to the nominee.

Click **Continue** to forward the case. The review process is now complete for this application.



Resources

[Research and Scholarship Leave website](#) – provides **instructional guides, FAQs, timeline and resources** to support the RSL application process.

[Collective Agreement](#) – Articles 16 and 17 detail **eligibility and important process information**.

For support with the application process, contact hrcadem@ucalgary.ca.

For technical support with Academic Portfolio, contact Interfolio-support@elsevier.com.