



People and Culture

User Guide: Academic Portfolio for RSL

Step-By-Step Guide for Heads and Equivalents

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.

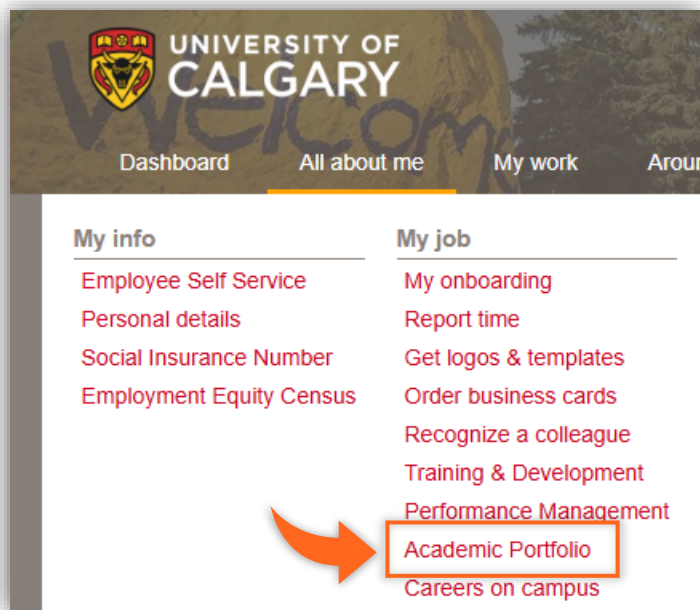
To apply for RSL, academic staff members must first submit their [Intent to Apply](#) via the webform available on the [RSL website](#). Following this, People and Culture will verify eligibility and initiate a case in Academic Portfolio. The staff member will receive an email notification once the case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

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

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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.

A screenshot of the Interfolio 'Sign In' page. The top header shows the 'interfolio from Elsevier' logo. Below it, the 'Sign In' heading is followed by the 'Sign in with email' section, which includes 'Email' and 'Password' input fields and a 'Sign In' button. To the right, the 'Other Sign In Options' section is highlighted with a red box and an orange arrow. This section contains a 'Sign in with Partner Institution' button and a 'Sign in with Google' button. A link for 'Forgot your password?' is located below the 'Sign In' button.

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.

Candidate Test Send Case Case Options

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

[Case Materials](#) **Case Details 1**

Search case materials by title Q Read Case

☒ 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 Edit Add File

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**.

Case Materials Case Details 1

Search case materials by title Q Read Case

☒ 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](#)

Edit Add File

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

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

[Edit](#) [Add File](#)

1. **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.
2. **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](#)
3. **Graduate Supervision** - If applicable, please upload the completed form in the link provided. [Proposed Arrangements for Graduate Student Supervision During Leave](#)
4. **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.**
5. **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](#)
6. **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.

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

Send Case

Case Options

Unit

Schulich School of Engineering

Template

2026-27 Research & Scholarship Leave

Status

Select Status

Case Materials

Case Details 3

Search case materials by title

Read Case

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

Edit Add File

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

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

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

▼ Instructions

Review the application package by clicking *Read Case*.

Please complete the form below to submit your recommendation for RSL. If changes to leave dates or type are requested, or for support, contact hrcadem@ucalgary.ca before completing the recommendation form.

Once the above is completed, advance the case to the FRSL Committee review step.

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 - Department Head or Equivalent Recommendation 2 required questions	Committee Members	Manage Respondents
RSL - Department Head or Equivalent Recommendation 2 required questions	Department Head Test (You)	Fill Out Form

As indicated in the form, if any changes to the leave details are being requested, please contact hracadem@ucalgary.ca before submitting the form.

Recommendations for leave must be based on the Leave Details form provided in the application package.

RSL - Department Head or Equivalent Recommendation

My 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

Please indicate whether you approve the applicant's request for Research and Scholarship Leave. *

Denials:

- If you do not recommend approval, you must provide the applicant with a copy of your assessment and recommendation, and inform them of their right to appeal to the Faculty Research and Scholarship Leave Committee (FRSLC).
- A staff member may appeal the Department Head's recommendation to the FRSLC regarding their RSL application.
- Appeals must be submitted in writing and received by the FRSLC within one (1) week of the date the Department Head forwards the recommendation, as per [Article 16.22.1](#).

Please note: Comments entered here are not visible to the applicant. If any changes to the leave dates or leave type are required, contact hrcadem@ucalgary.ca before forwarding the case to the FRSLC.

☐ Approve

☐ Deny (Due to Teaching or Operational Requirements)

☐ Other

Comments to the FRSL Committee/Dean

Enter any comments regarding your recommendation. These comments are not visible to the applicant.

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent Left, Indent Right, Undo, Redo, Link, Unlink, Insert Link, Insert Image, Insert Video, Insert Audio, Insert Table, Insert Form, Insert Code, Insert Quote, Insert Table of Contents, Insert Page Header, Insert Page Footer, Insert Table of Figures, Insert Table of Equations, Insert Table of References, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations, Insert Table of References.

body

0 / 8000 characters

Submit Form

Save Responses

Return to Case

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

Title	Details	Actions
<input type="checkbox"/> RSL - Department Head or Equivalent Recommendation Step 3: Department Head or Equivalent Standing Committee	Last Response Submitted: 10/1/2025	Edit

Forward Case to Committee

Once the recommendation has been submitted, at the top of the case, click **Send Case** > **Forward to FRSL Committee Recommendation***.

Candidate Test

Unit: Schulich School of Engineering

Template: 2026-27 Research & Scholarship Leave

Send Case ▼

- Forward to FRSL Committee Recommendation
- Backwards to Applicant Submission

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.

Send Case Forward

Great job! You're sending the case forward to the next step, FAC Review. The following reviewers will lose access to the case:

Candidate_TRN9 Test | 1 members

The following reviewers will gain access to the case:

Faculty Assessment Committee (FAC) Standing Committee | 1 members

☐ Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Continue **Cancel**

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 hracadem@ucalgary.ca.

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