



UNIVERSITY OF
CALGARY

People and Culture

User Guide: Academic Portfolio for RSL and Administrative Leaves

Step-By-Step Guide for Academic Staff

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.

Administrative Leave is an entitlement available to eligible academic staff members who hold significant leadership responsibilities, such as those in the roles of Department Head, Associate Dean, or equivalent. This leave is intended to provide an opportunity for academic staff members to refocus their scholarly and teaching activities following the completion of their administrative term, ultimately supporting the University's commitment to excellence in teaching and the advancement of learning.

Administrative Leaves are governed by the provisions set out in [Article 17](#) of the Collective Agreement.

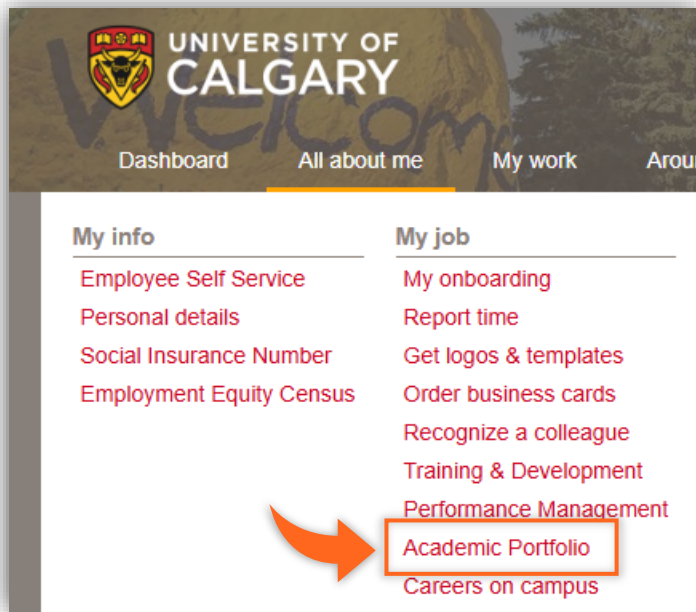
To apply for RSL or Administrative Leave, academic staff members must first submit their **Intent to Apply** via the webform available on the [RSL website](#) or [Administrative Leaves website](#). Following this, People and Culture will verify eligibility and initiate a case in Academic Portfolio. The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

The following guide provides step-by-step instructions for submitting the formal application package for RSL or Administrative Leave through Academic Portfolio.

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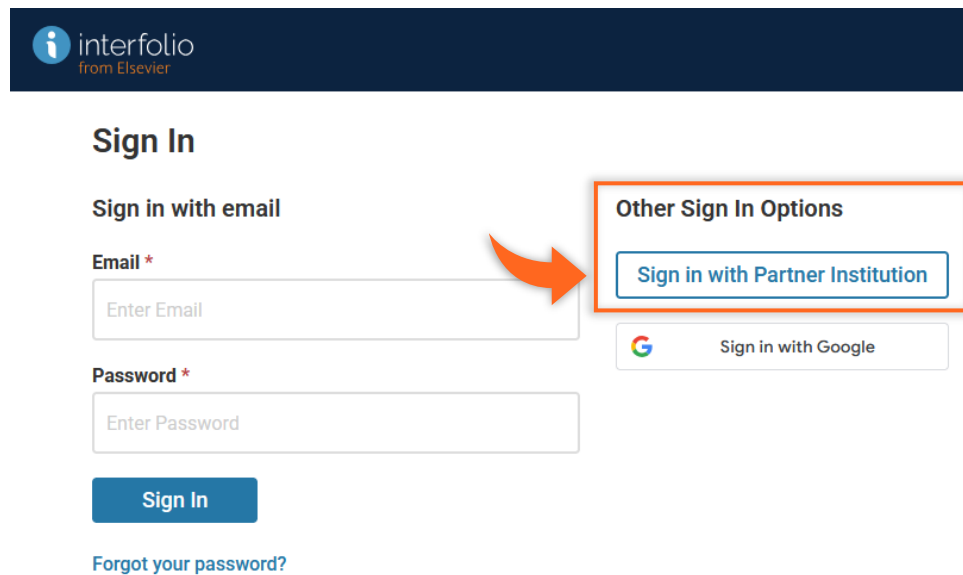
How to Login to Academic Portfolio



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.



Completing the Application Package

Reviewing the Case

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 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

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

Click on the [Case Details](#) tab or [View](#) under *Internal Sections* to review the requirements.

The screenshot displays the 'Candidate Test' interface. At the top, there are buttons for 'Send Case' and 'Case Options'. Below this, the 'Unit' is 'Schulich School of Engineering', the 'Template' is '2026-27 Research & Scholarship Leave', and the 'Status' is 'Select Status'. A navigation bar contains 'Case Materials' and 'Case Details' (with a '3' notification and a red arrow pointing to it). A search bar for 'Search case materials by title' is present, along with a 'Read Case' button. A blue bar contains 'Expand All', 'Collapse All', 'Download', 'Share', 'Settings', and 'Move'. The 'Internal Sections' section explains that these are for committee members. A red-bordered box highlights a notification: 'You are asked to submit required items as part of this case. View' (with a red arrow pointing to the 'View' link). Below this are three expandable sections: 'Application - Required Documents' (with 'Edit' and 'Add File' buttons), 'Application - Conditional Requirements' (with 'Edit' and 'Add File' buttons), and 'Committee Documents' (with 'Edit' and 'Add File' buttons). The 'Required Documents' section shows a table of committee forms.

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

Review the [Instructions](#) and, when ready, proceed to the [Required Items](#) section below to complete the application form and upload required documents.

Candidate Test

[Send Case](#) [Case Options](#)

Unit Schulich School of Engineering	Template 2026-27 Research & Scholarship Leave	Status Select Status
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Case Materials [Case Details](#) 3

Reviewing as
Candidate Test

You are the only reviewer at this step. For details on best practices, read our [Guide to Reviewing Case Materials](#).

[Instructions](#)

[Article 16 of the Collective Agreement](#) outlines the regulations governing Research and Scholarship Leaves (RSL) for academic staff holding Continuing, Contingent Term, or Limited Term appointments.

Requirements:

1. Complete the RSL Application Form and upload your RSL proposal & itinerary, and most current CV,
2. Upload any applicable documents to the 'Conditional Requirements' section of the packet.

Once the above is completed, click **Submit** on the 'Packet' tab to advance the case to the next review step **no later than October 15**.

Key Considerations:

- Appropriate arrangements must be made for handling academic duties and responsibilities during the leave period.
- The staff member must return and render regular, full-time service to the university equal to the number of months comprising the Research & Scholarship Leave, or reimburse the university for the amount of assistance received during the leave period.
- A written report must be submitted to the Dean (and Head if applicable) within three months of completing the Research & Scholarship Leave, outlining the activities undertaken during the leave period.

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**.
- [Risk Management & Insurance website](#) - offers essential resources, guidelines, and information for both domestic and international travel.

Submitting Documents

1. Required Documents

The application must include a completed application form along with two required supporting documents.

Required Items 3 missing

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. 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.

1 **Leave Proposal and Itinerary**

Provide a detailed description of how the Research and Scholarship Leave will be used, including specific objectives and their connection to your responsibilities at the University. If travel is planned during the leave, include the proposed itinerary.

No files have been added to this section.

CV

Submit your most recent curriculum vitae.

No files have been added to this section.

2 **Forms**

Form Name	Assignee	Actions
RSL Application Form 4 required questions	Committee Members	Manage Respondents
RSL Application Form 4 required questions	Candidate Test (You)	Fill Out Form

1 Click **Add** to upload the 2 required documents:

- Leave Proposal and Itinerary
- CV

To upload a document, select the **Add New File** tab, then click **Browse to Upload** or simply drag and drop your file. Once uploaded, click **Add**.

Add Academic Performance Report (APR) 1 Required

Choose Existing **Add New File**

Upload Video Webpage

Drag & Drop your files anywhere or

Browse To Upload

Add Cancel

2

Click **Fill Out Form** to begin completing the application. Once finished, select **Submit Form** to finalize your submission.

RSL Application Form

Please complete this application form as part of your Research and Scholarship Leave application package. Note: Leave dates, salary assistance, and other application details are outlined in the Leave Details (RSL) form based on the submitted Intent to Apply. If any revisions to this information are required, please contact hracadem@ucalgary.ca.

Active Academic Appointments

Do you currently hold a Chair or Administrative Appointment? *

Yes

No

If you answered 'Yes' to the previous question, will you be continuing this appointment while on RSL?

Yes

No

Responsibilities During Leave

Do you have any contractual obligations the University has accepted on your behalf? This includes projects which will be ongoing during the leave period and/or are scheduled to be completed and reported on before or during the proposed leave. *

If yes, please complete and upload the [Contract Research During RSL form](#) in the Conditional Requirements section of the packet.

Yes

No

Do you currently supervise Graduate Student(s)? *

If yes, please complete and upload the [Proposed Arrangements for Graduate Student Supervision During Leave form](#) in the Conditional Requirements section of the packet.

Yes

No

Are you intending to engage in employment for compensation (paid employment) while on leave? *

If yes, please complete the [Application for Approval of Employment for Compensation form](#) in the Conditional Requirements section of the packet.

Yes

No

If applicable, please provide a statement indicating the availability of other financial support such as fellowships, grants, part-time employment, etc.

Upload any supporting documents related to these financial supports in the Conditional Requirements section of the packet.

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Insert Link, Insert Image, Insert Video, Insert Table, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations.

body

0 / 8000 characters

Submit Form Save Responses Return to Case

On the **Case Details** tab, the completed application form and documents will appear in the *Internal Sections* under **Application – Required Documents**.

Case Materials Case Details

Search case materials by title

Expand All Collapse All

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.

Application - Required Documents

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

Materials

Title	Details	Actions
<input type="checkbox"/> RSL Proposal	Added by Candidate Test Jul 3, 2025	Edit
<input type="checkbox"/> CV	Added by Candidate Test Jul 3, 2025	Edit

Committee Forms

Title	Details	Actions
<input type="checkbox"/> Leave Details (RSL) Step 1:	Last Response Submitted Jul 3, 2025	Edit
<input type="checkbox"/> RSL Application Form Step 2: Candidate Test	Last Response Submitted Jul 3, 2025	Edit

2. Conditional Documents

Review the **Conditional Requirements** instructions, then click **Add File** to upload any relevant documents for your application package. **If a requirement was indicated in the application form, the corresponding documentation must be included in this section.**

The screenshot displays two sections of the application interface. The top section, 'Application - Required Documents', contains two tables. The first table, 'Materials', lists 'RSL Proposal' and 'CV'. The second table, 'Committee Forms', lists 'Leave Details (RSL) | Step 1: Allison Parsons' and 'RSL Application Form | Step 2: Candidate Test'. The bottom section, 'Application - Conditional Requirements', contains a list of six requirements and a 'Materials' table with one entry: 'graduate_supervision_during_leave'. Red arrows point to the 'Add File' button in the top right and the 'graduate_supervision_during_leave' entry in the bottom table. A yellow arrow points to the 'graduate_supervision_during_leave' entry in the bottom table.

Application - Required Documents Edit Add File

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

Materials

Title	Details	Actions
<input type="checkbox"/> RSL Proposal	Added by Candidate Test Jul 3, 2025	Edit
<input type="checkbox"/> CV	Added by Candidate Test Jul 3, 2025	Edit

Committee Forms

Title	Details	Actions
<input type="checkbox"/> Leave Details (RSL) Step 1: Allison Parsons	Last Response Submitted Jul 3, 2025	Edit
<input type="checkbox"/> RSL Application Form Step 2: Candidate Test	Last Response Submitted Jul 3, 2025	Edit

Application - Conditional Requirements 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 hracadem@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 hracadem@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_during_leave	Added by Candidate Test Jul 3, 2025	Edit

All application documents and forms can be reviewed by clicking on **Read Case** at the top of the packet.

The screenshot shows the 'Case Materials' interface. At the top, there are two tabs: 'Case Materials' (selected) and 'Case Details' with a '2' notification. Below the tabs is a search bar labeled 'Search case materials by title'. A red arrow points to the search button, and another red arrow points to the 'Read Case' button in the bottom right corner.

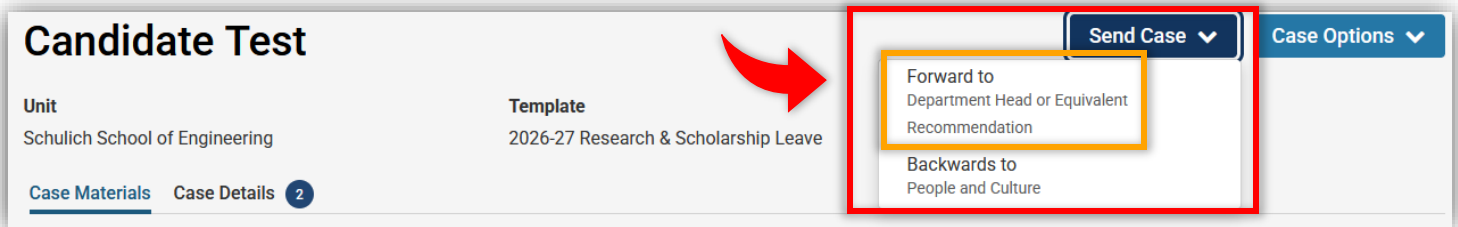
Case Materials Case Details 2

Search case materials by title

Read Case

Forward Case for Review (Submit Application)

Once the application has been completed (Required and Conditional Documents), at the top of the case, click **Send Case > Forward to Department Head or Equivalent Recommendation***.



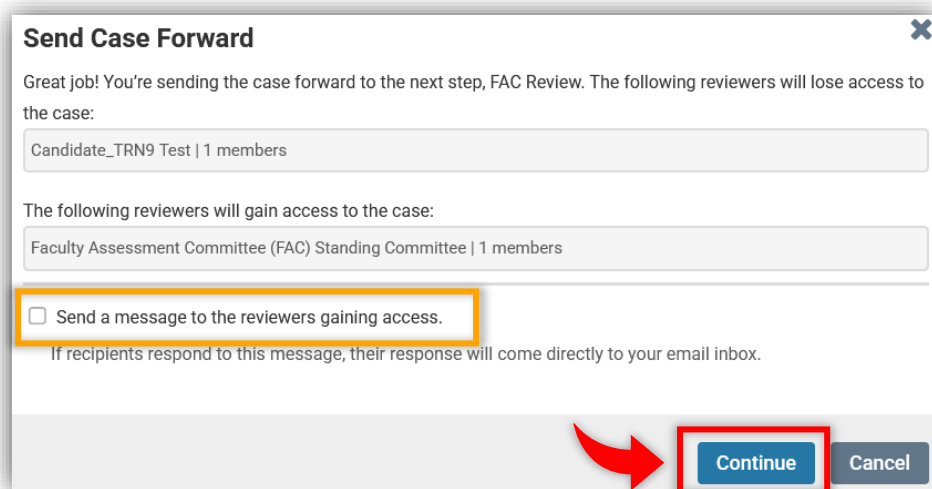
* For Faculties that have opted not to include the Department Head or equivalent in the review process, select **Forward to FRSL Committee Recommendation**.

* For Administrative Leaves, select **Forward to Dean or Equivalent's Approval or Denial for Administrative Leave**.

*Advance the case to the next review step **no later than October 15.***

Applicants may 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, applicants may enter a custom message to send a personalized email to the reviewer.

Click **Continue** to forward the case.



The application has now been submitted in Academic Portfolio.

Resources

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

[Administrative Leaves website](#) – provides **instructional guides, FAQs, timeline and resources** to support the Administrative Leave 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.