## Merited Leave for Full-Time Faculty Requests for the 2021-2022 Academic Year

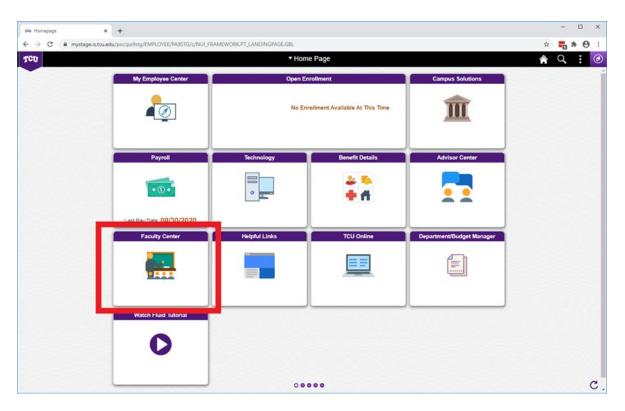
Eligible full-time, tenured faculty can request merited leave for the 2021-2022 academic year through the <u>https://my.is.tcu.edu/</u> Faculty Center portal. Faculty must submit merited leave requests by **Sunday, November 15, at 11:59 p.m**. Faculty will be notified of approved or denied merited leave no later than Friday, December 18, 2020.

Full-time, tenured faculty are eligible for merited leave in the **2021-2022 academic year** if the following conditions have been met:

- Employment at TCU in a full-time faculty position began in academic year 2014-2015, or earlier.
- The most recent merited leave, if applicable, was during the 2013-2014 academic year, or earlier.

## **Tracking Summary**

Year 0	2013-2014	Last Merited Leave
Year 1	2014-2015	Start Date (for new faculty)
Year 2	2015-2016	
Year 3	2016-2017	
Year 4	2017-2018	
Year 5	2018-2019	
Year 6	2019-2020	
Year 7	2020-2021	Merited Leave Application
Year 8	2021-2022	Merited Leave Awarded/Taken



**Step 1:** Enter the <u>https://my.is.tcu.edu/</u> portal. Navigate to the Faculty Center icon.

Step 2: Select the Faculty Request Form.

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My Schedule		
Class Roster	Faculty Center Advisor Center My Schedule   Qlass Roster   Grade Roster	
Grade Roster	Faculty Center My Schedule	
SPOT	2021 Spring Term   Texas Change Term Christian University	
Faculty180	Select display option	
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Classroom Survey	Show All Classes      Show Enrolled Classes Only      Please note: Classes taught "In-Person" are also expected to be delivered in dual modality. The in-person designatis pertains to how faculty will conduct the course. Students may choose to attend either in-person or online. All faculty plan to have online students joining in on day one.	
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Step 3: Select "Add a New Merited Leave Request".

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C Home Page	Faculty Center
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Class Roster	Add a New Merited Leave Request
Grade Roster	
F SPOT	
Faculty180	
Classroom Survey	
Faculty Request Form	

**Step 4:** Complete the Merited Leave Request form. Attach a description of the project proposed for the leave period (A). Complete the section for prior merited leaves, if applicable (B).

TCU ID	101202303	Frog, Super						
Title	Asoc Professo	or						
Department	Department of	f Biology						
College	College of Sci	ience & Engineering						
Request Status	Submitted for	Approval						
Agreement Accepted	10/28/2020 (this	is is the date the Faculty s	ubmitted the	request)				
Term(s)	2022 Spring	Term Only		~				
Project Description Provide a description of t project and a description funding requests, if any.	of the product to be							
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**Step 5:** Submit the Merited Leave Request for review by the department chair, dean and provost.

The Provost's Office will provide approval or denial letters to faculty via email no later than December 18, 2020.

Should you have questions or concerns about eligibility for merited leave and/or the system, please contact Mica Bibb, Assistant Director of Faculty Services, at <u>m.k.bibb@tcu.edu</u>.