

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 <https://my.is.tcu.edu/> 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.

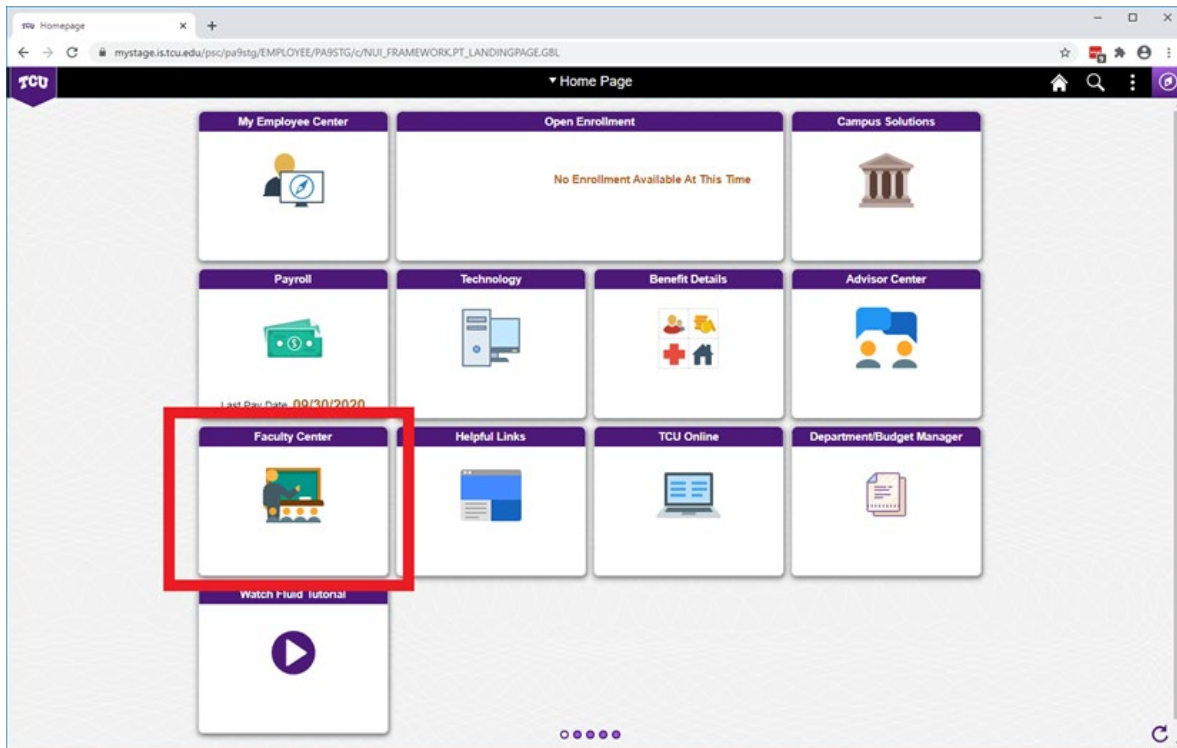
Full-time, tenured faculty are eligible for merited leave in the **2021-2022 academic year** if the following conditions have been met:

- 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.

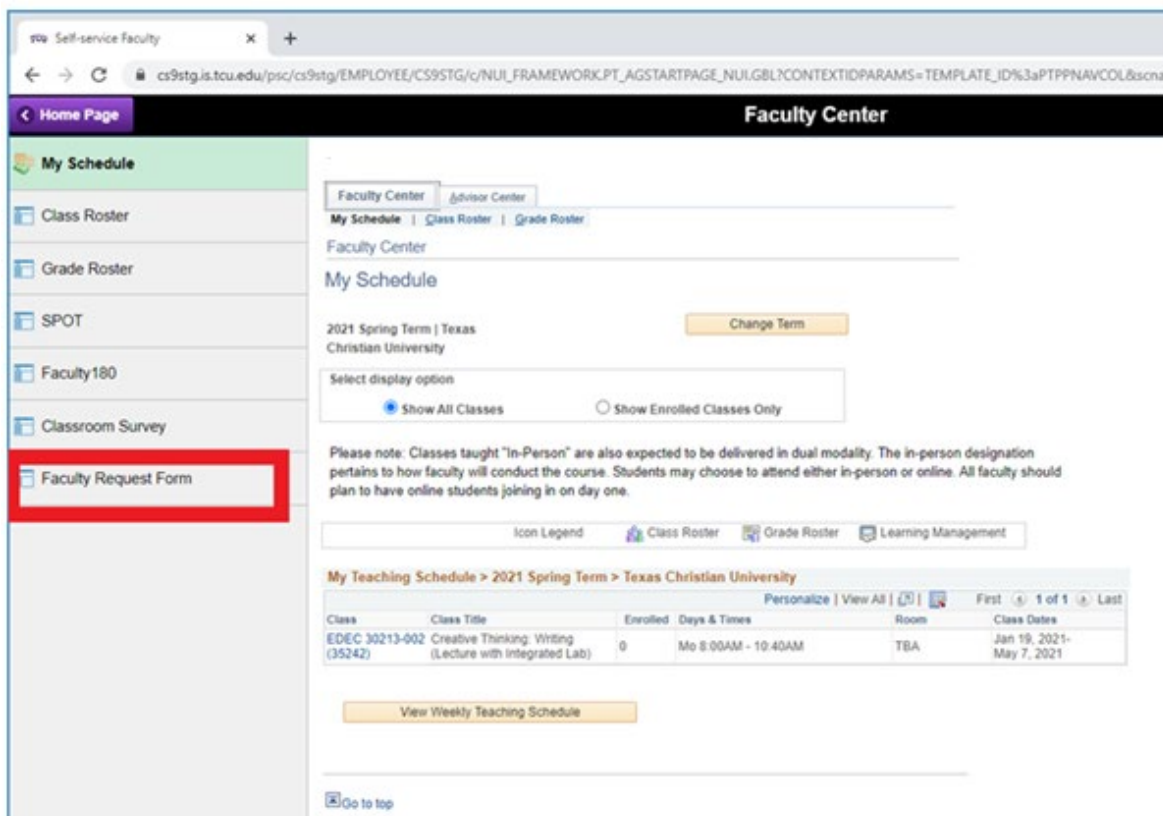
Tracking Summary

| | | |
|---------------|------------------|----------------------------------|
| 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 |

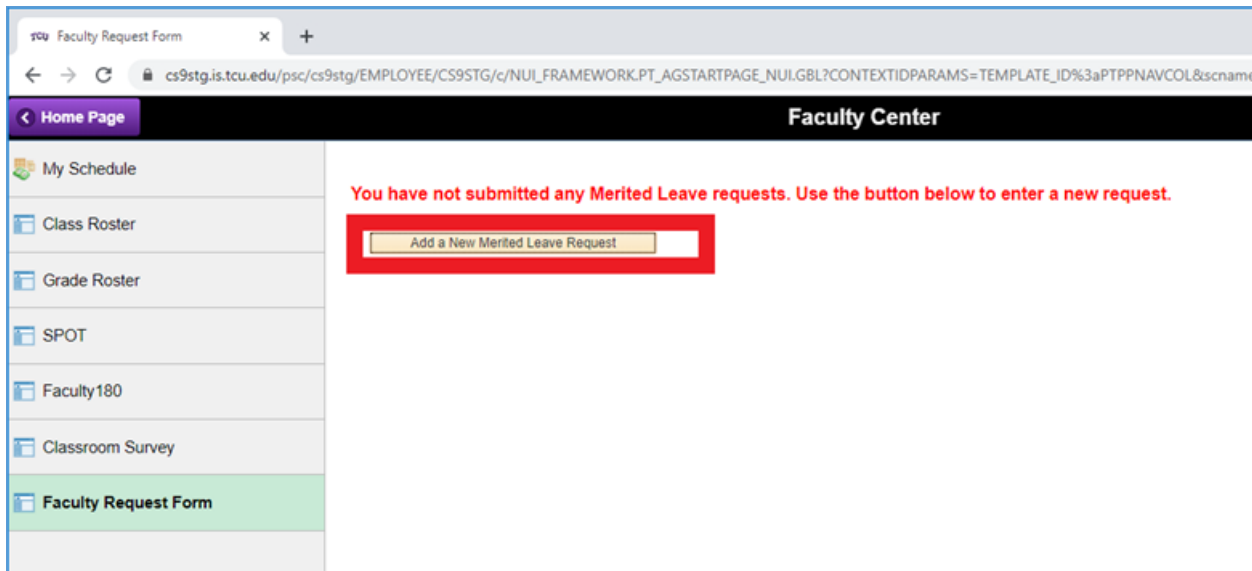
Step 1: Enter the <https://my.is.tcu.edu/> portal. Navigate to the Faculty Center icon.



Step 2: Select the Faculty Request Form.



Step 3: Select “Add a New Merited Leave Request”.



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 Professor | |
| Department | Department of Biology | |
| College | College of Science & Engineering | |
| Request Status | Submitted for Approval | |
| Agreement Accepted | 10/28/2020 (this is the date the Faculty submitted the request) | |
| *Term(s) | 2022 Spring Term Only | |

Project Description

Provide a description of the project you propose for the leave period (not to exceed 5 pages). Include the current status of the project and a description of the product to be derived from the project (book, article, performance). Indicate the status of external funding requests, if any.

Project Description File Upload

| | | |
|--------------------------------------|----------|--|
| File Name | | |
| My_Project_Description_Document.docx | A | |

Optional: Additional comments and/or please explain anything that is unclear about the request.

Please list prior merited leave(s) in chronological order (or leave blank if no prior leaves) 1 of 1

| | | |
|---------|---------------------|--|
| Term(s) | 2012 Fall Term Only | |
|---------|---------------------|--|

Attach a description of the prior leave

| | | |
|---------------------------------------|----------|--|
| File Name | | |
| Final_Report_for_Fall_2012_Leave.docx | B | |

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 m.k.bibb@tcu.edu.