

Merited Leave for Full-Time Faculty Requests for the 2025-2026 Academic Year

Eligible full-time, tenured faculty can request merited leave for the 2025-2026 academic year through the <https://my.is.tcu.edu/> Faculty Center portal. Faculty must submit merited leave requests by **Friday, November 15, at 11:59 p.m.** Faculty will be notified of approved or denied merited leave no later than Monday, December 16, 2024.

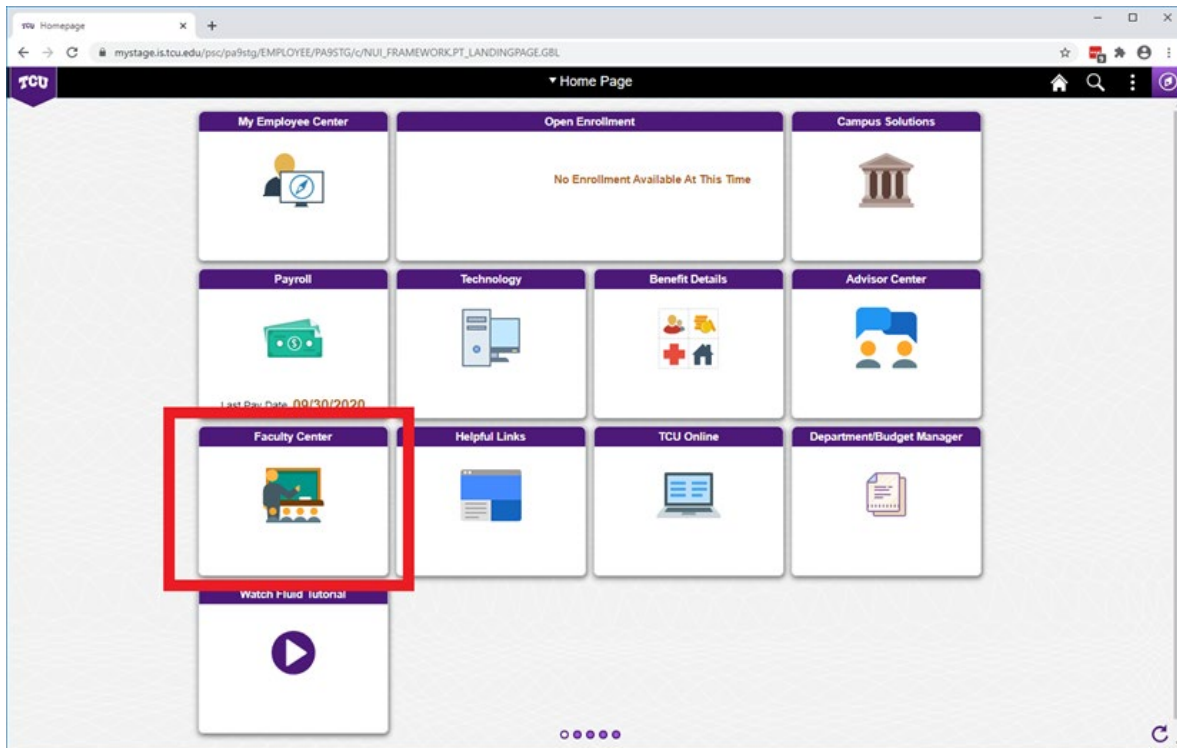
Full-time, tenured faculty are eligible for merited leave in the **2025-2026 academic year** if the following conditions have been met:

- Employment at TCU in a full-time faculty position began in academic year 2018-2019, or earlier.
- The most recent merited leave, if applicable, was during the 2017-2018 academic year, or earlier.

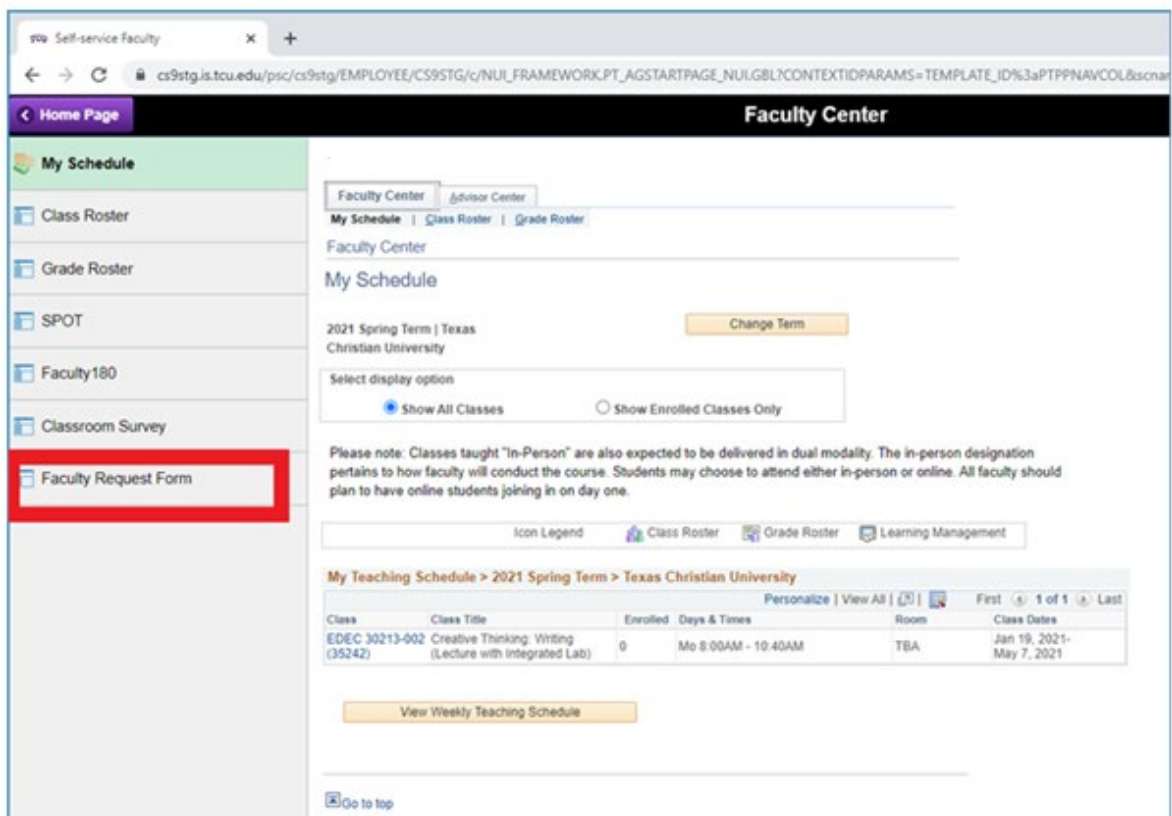
Tracking Summary

Year 0	2017-2018	Last Merited Leave
Year 1	2018-2019	Start Date (for new faculty)
Year 2	2019-2020	
Year 3	2020-2021	
Year 4	2021-2022	
Year 5	2022-2023	
Year 6	2023-2024	
Year 7	2024-2025	Merited Leave Application
Year 8	2025-2026	Merited Leave Awarded/Taken

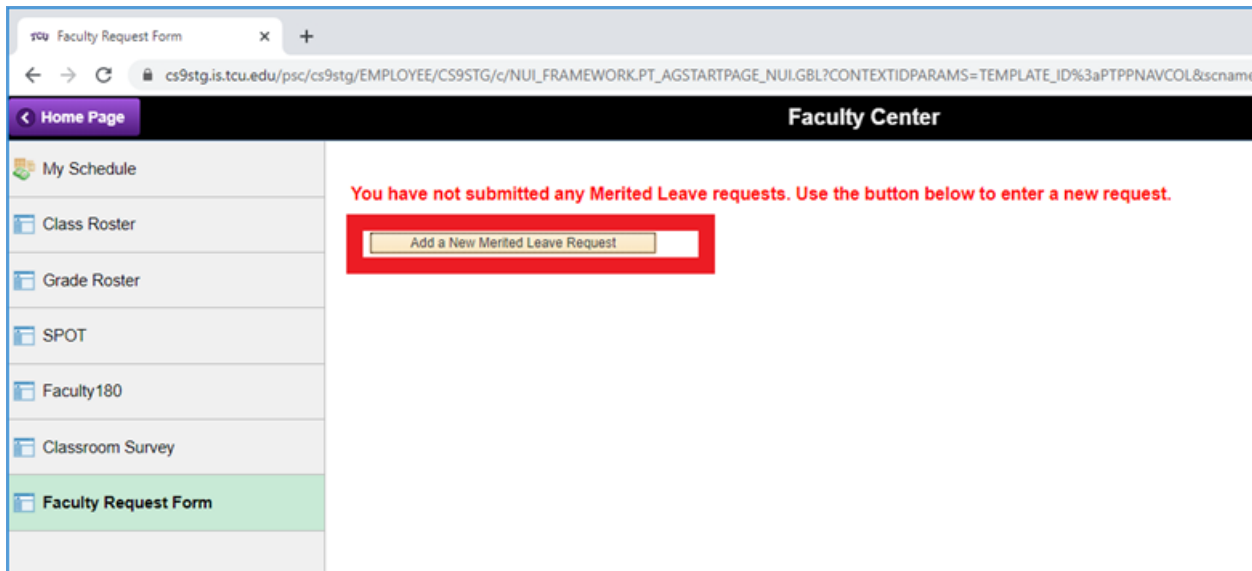
Step 1: Enter the <https://my.is.tcu.edu/> portal. Navigate to the Faculty Center icon.



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 16, 2024.

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