

QUICK GUIDE TO THE FACULTY SCHEDULE ADJUSTMENT REQUEST PORTAL

<https://facleave.dartmouth.edu/>

The following options appear in the schedule adjustment request portal. Refer to the Faculty Handbook for further details (Section 4 for professional leaves and Section 10 for personal leaves). The portal is used to request changes to a faculty member's standard schedule for any reason. All requests are subject to approval by the department chair and associate dean.

Selections under "Teaching Assignments"

- Free (F): An "off term" in which faculty do not have teaching, service, or residency expectations.
- Residence term (R): An on-term in residence on campus when faculty do not have a teaching assignment.
- Teaching term (T + # of courses): An on-term in residence on campus when faculty have a teaching assignment. Faculty teach either one or two courses during a teaching term (T1 or T2).
- Term Trade (TT): Term trading can enable a faculty member to be free from all College commitments for one of the three terms comprising the normal academic year assignment. In other words, two free terms can take place in one year (and none in the following year).
- Course Trade (CT): The academic calendar provides opportunities for course trading from one year to the next.
- Chair (C): Faculty serving as department chairs may need to use this option in place of a summer free term.
- Acting Chair (A): Faculty serving as acting department chairs may need to use this option in place of a summer free term.

Selections under "Leave Options"

- Sabbatical (SAB): Use to indicate sabbatical terms. Must attach a description of sabbatical plans.
- Pregnancy (PREG): Granted to birthparent; must be taken in the academic term during or immediately after the birth. Can be combined with parental leave for a two-term leave.

- Parental (PAR): Faculty receive one term of parental leave for the birth, adoption, or foster care placement of a child or children in a 12-month period. Can be combined with pregnancy leave for a two-term leave.
- Medical (MED): Faculty are eligible for one or two terms of medical leave (FMLA) in one academic year. Must be approved by Lincoln Financial Group; see above for more details.
- Junior Faculty Fellowship (JFF): All Assistant Professors who are reappointed to a second three-year term are awarded a JFF. JFFs provide a 1-term leave, which must be taken in the first or second year following the reappointment decision. JFF often combines with SAB for a 2-term leave.
- Senior Faculty Grant (SFG): SFGs are made each year to a limited number of Full Professors and Associate Professors on a competitive basis. A 1-term SFG can be combined with a 1-term Sabbatical to create a 2-term leave, or with a 2-term Sabbatical to create a 3-term leave, with the approval of the Chair and Associate Dean.
- Prestigious Award Program (PRST): Faculty who are awarded fellowships from external institutions may apply for support under PRST. If approved, Dartmouth makes up the difference between the award amount and the faculty member's salary to allow for leave terms.
- Research Leave (RESL): Research Leave typically applies to sponsored projects, where a faculty member requests to use grant funds to reduce their teaching assignment. Commonly known as a “course buy-out,” RESL approval is not automatic. Leave on Own Charges (LOC): Leaves of absence on own charges are leaves without compensation. They are granted to enable faculty members to pursue professional activities outside of Dartmouth under circumstances that are judged to be reasonable for the institution as well as for the faculty member.
- Other (OTHER): Only select this when directed to do so by the Assistant Dean for Faculty Affairs or Division Coordinator.

When you have completed your request, make sure to click through **all** “submit for approval” screens—there are two (the second is a pop-up)!