

Full time Tenured Instructional Faculty Study Leave Guidelines (10.2025)

Purpose

Study Leaves provide paid temporary leave to advance scholarly research, teaching, and/or creative activity, including development of innovative teaching approaches and methods.

Eligibility

- At the time of application, applicants must be full-time, tenured faculty with six (6) or more years of completed service at George Mason University.
- Individuals whose rank is prefixed with Affiliate, Adjunct, Research, Visiting, or Term are not eligible for this announced study leave.
- Full-time Administrative Faculty who meet these criteria are eligible.
- In addition to the required six (6) or more years of completed service at George Mason at the time of application, faculty who have had previous study or other leaves must meet these eligibility criteria:
 - Six (6) years must elapse between successive study leaves.
 - An applicant may apply in year six (6) for a study leave in year seven (7), with year one (1) being the first year back from the completed study leave.

Conditions of the Award

- A faculty member who receives a study leave must agree to remain a full-time employee of the University for at least one academic year after the conclusion of the leave.

Study Leave Period

Leave may be taken during the Fall or Spring semester of the academic year following announcement of the award. Leave may be taken for one semester at full pay or two semesters at half pay. The leave schedule must be approved by the department chair and Dean.

Application materials

The following items are must be included in the application:

- A. Cover Page:** Use the cover page provided as part of this call for proposals.
- B. Curriculum Vitae:** The CV should include accomplishments in research, teaching, and service.
- C. Project Proposal:** The proposal should include up to three (3) pages (1500 words) describing the objectives, work plan, and products of the study leave. The proposal may include several types of activities such as research, book writing, and course/courseware development.
- D. Study Leave Report (if applicable):** Include a brief report on products and outcomes from previous study leave. (Maximum of two (2) pages.)
- E. Chair or Director Letter of Support:** This letter should explain the importance of the contributions of the applicant. It should also provide sufficient information about the applicant's publication outlets (or other scholarly activity) so that reviewers outside the discipline can judge the importance of the publications or activity (e.g., peer reviewed journal articles, books, conference proceedings, performances, etc.). The Chair letter should be sent directly by the Chair to ctompkin@gmu.edu to maintain confidentiality. (Maximum of one page.)

Application Process

- Faculty Study Leave Applications are due to the Dean's Office in October of each year.
- **For study leaves taken during the 2026-2027 academic year, the application deadline is Monday, October 20, 2025.** Applications should be sent by email to Cathy Tompkins, Associate Dean for Faculty & Staff Affairs, ctompkin@gmu.edu
- Final decisions are made by the Dean in consultation with the department chair of the unit.

Study Leave Review Criteria

Study leaves will be awarded on the basis of quality of the proposal and a collective record of high-quality past performance.

All faculty who meet eligibility criteria may apply. However, preference will be given to applicants seeking their first tenured study leave, or for applicants with a longer elapsed time since a prior Faculty Study Leave.

Study Leave Report

At the completion of the study leave, faculty must submit a study leave report that describes the accomplishments that were made possible by the faculty study leave, as well as any continuing plans related to the scholarly work. The report should be emailed to ctompkin@gmu.edu no later than August 1, 2027.