

Full-time Term Instructional Faculty Study Leave Guidelines (10.2025)

Purpose

The purpose of this leave program is to support professional development initiatives designed to advance scholarly research, teaching, and/or creative activity, including the development of innovative teaching approaches and methods. Leaves are for one semester at full pay and full benefits or an academic year at half pay with full benefits (based on 50% of base salary). [Mason's Faculty Handbook section 3.6.2].

Eligibility

- At the time of application, faculty must be full-time, on a **term instructional, multi-year 9-month or 12-month contract** with six or more years of completed service at George Mason University and have completed six years of such service since a previous study leave. This six-year period includes time spent on leave of absence.
- In addition to the required six 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 years must elapse between successive study leaves.
 - An applicant may apply in year six for a study leave in year seven, with year one 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 and agree to serve as a reviewer of future applications at least once. It is anticipated that there will be up to two term instructional faculty study leaves supported each year by the College.

Study Leave Period

Leave may be taken during the fall or spring semester of the academic year following announcement of the award. The leave schedule must be approved by the department chair/school director and Dean.

[Please note: The purpose, eligibility, conditions of the award and study leave period all come from Mason's Faculty Handbook section 3.6.2]

Application materials

Mason's Faculty Handbook states that colleges and schools establish the procedures, criteria and deadlines for submission and review of leave proposals. The College of Public Health developed the following guidelines for **term instructional faculty study leave**:

Cover Page: Use the cover page provided as part of this call for proposals.

Curriculum Vitae: The CV should include accomplishments in research (if applicable), teaching, and service. Please include administrative work on your CV if that is part of your term instructional faculty responsibilities.

Project Proposal: The proposal should include up to three pages (1500 words) describing

the objectives, work plan, and products of the study leave. The proposal may include several types of activities that align with the faculty member's professional goals and objectives and the needs of the local unit such as research on the scholarship of teaching; publishable case studies; developing best practice guidelines for student feedback and course evaluations, and other ideas approved by the chair or director of the local unit. The applicant needs to address how the study leave will enhance their career.

Study Leave Report from previous years (if applicable): Include a brief report on products and outcomes from previous study leaves (maximum of two pages).

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/Director letter should be sent directly by the Chair/Director to Cathy Tompkins, ctompkin@gmu.edu to maintain confidentiality (maximum of one page).

Application Process

- **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 and 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 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.