



Vice President Research & Economic Development

4400 University Drive, MS 6D5, Fairfax, Virginia 22030
Phone: 703-993-2268; Fax: 703-993-5027

STUDY LEAVE FOR TENURED FACULTY

Study Leave

The purpose of study leave is to provide paid temporary leave for the support of advancing scholarly research, teaching, and/or creative activity, including development of innovative teaching approaches and methods. At George Mason University, study leave differs from a sabbatical in that faculty must submit a proposed project for review, as opposed to a sabbatical which at other universities is often awarded automatically after a certain number of years of service.

Availability

Funding is available for 30 – 35 faculty study leaves each year. (40 – 50 faculty typically apply)

Submissions Accepted: September 1, 2011, through October 1, 2011. In fairness to all applicants, late applications will not be considered.

Eligibility

- Must be a full-time, tenured faculty with 5 or more years of service at George Mason University
- Individuals whose rank is prefixed with Affiliate, Adjunct, Research, Visiting, or Term are not eligible
- A total of 7 academic years (which may include time spent on leave of absence) must elapse between successive study leaves
- Full-time Administrative Faculty who otherwise meet these criteria are eligible
- 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
- A faculty member who accepts a study leave must agree to serve as a reviewer of future applications

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, dean, or institute director. Faculty contemplating taking two semesters leave at half pay are urged to consult with Human Resources regarding possible fringe benefit implications.

Application materials

The following items are mandatory in every application:

- A. Curriculum Vitae (Past Period of Performance):** The CV should include accomplishments in research, teaching, and service during the **past 5 years only**. (No page limit)
- B. Project Proposal:** The proposal should include a cover letter plus up to three pages describing the objectives of the study leave. The proposal may include several types of activities such as research, book writing, course and courseware development. (Maximum of 3 pages)
- C. Study Leave Report (if applicable):** Brief report on products and outcomes from previous study leave. (Maximum of 2 pages)
- D. Dean, Director, or Chair 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 relative importance of the publications or activity (e.g., peer reviewed journal articles, books, conference proceedings, performances, etc). In addition to submitting this letter of support to the Office of Research & Economic Development, a copy must be sent to the applicant's Associate Dean for Research or Senior Associate Dean. (Maximum of 1 page)

- E. Institution Permission (if applicable):** If the proposed study leave is to be spent in residence at another institution, a letter agreeing to the arrangement from an appropriate official of that institution should also be submitted. Obviously, a study leave is incompatible with a salaried position or extended consultancy at another institution. (Maximum of 1 page)

Examples of items that could be included in the past period of performance CV are provided below as guidelines. It is not expected that applicants will have entries in every category. Other categories may be added at the discretion of the applicant.

- A. Publications**
 - Books
 - Book chapters
 - Refereed journal articles
 - Refereed conference Proceedings papers
 - Best Paper Awards
- B. Presentations**
 - Invited (e.g., keynote addresses, distinguished lecturer, etc.)
 - Conference papers presented
 - Conference panel participation
 - Conference panels organized/chaired
 - Presentation Awards
- C. Research Funding**
 - Awards/Contracts obtained (include sponsor, total amount, start date, duration, role (PI/co-PI), percent of total attributable to applicant)
- D. Recognition**
 - Induction as Fellow of scientific societies
 - Election as member to the National Academies
 - Lifetime achievement awards
- E. Patents Issued**
 - List patent name, number, issue date, and inventors
- F. Software developed**
 - List software name, basic functionality, type (e.g., open source), role in the design and development, URL to software web site (if any), adoption of software by other organizations
- G. Editorial functions**
 - Editor-in-chief roles
 - Associate editorial positions
 - Editorial board
- H. Teaching**
 - Courses taught and semester
 - Evaluations (student/peer)
 - Course/Program development activities
 - Student advising (undergraduate, MS, and PhD)
 - Teaching Awards
- I. Service Activities**
 - To unit, e.g., Dean, Associate Dean, Chair, Program Director, and/or university - Summarize the main achievements in the positions held
 - To departments, e.g., Associate Chair, chair of major committees, and so on - Summarize the main achievements in the position held
 - To discipline and/or broader community beyond Mason, e.g. grant proposal reviewer

Application Submission Process

All application materials for study leave will be submitted entirely online at the following web site: <https://randed.gmu.edu/sl11/index.cfm>. You will need your Mason email username and password to login. All application materials must be converted to PDF format in order to be uploaded to the web site. The application cannot be edited once it is submitted, so please review your information before submitting.

In order to maintain confidentiality, all support letters (i.e. Dean Letter of Support and Institution Letter of Support) should be emailed directly to the program coordinator at dsherrar@gmu.edu rather than uploaded to the database by the applicant.

All application materials, including letters of support, must be received by close of business on October 1, 2011. Late materials will not be accepted.

Study Leave Review Committee Selection Process and Criteria

Study leaves will be awarded on the basis of either the collective record of high quality past performance or of an exceptional record in any of the categories of past performance. It is recognized that study leaves may be needed not only for faculty who have been exceptionally productive in research or teaching but also for faculty who have excelled in service as a Dean, Associate Dean, Chair, or other administrative roles. The mere exercise of teaching or service does not warrant a study leave by itself.

The Provost awards Study Leaves guided by recommendations of the Vice President for Research & Economic Development.

- A.** Committee members will review and evaluate all of each applicant's material assigning up to **75 points to the merits of the past period of performance and up to 25 points to the applicants proposal.**
- B.** The entire committee will meet in person to discuss the applications and resolve cases that have conflicting scores. Additional external reviews may be sought for these cases.
- C.** The committee will rank the proposals and provide scores and a brief justification to the Vice President for Research and Economic Development.
- D.** The Vice President for Research and Economic Development will consider the recommendations of the committee before making a final recommendation and decision.
- E.** The Vice President for Research and Economic Development will prepare a report summarizing the process including the number of applicants from each school, the list of recipients including their school affiliation and the titles of their proposals.

Study Leave Report

At the completion of the study leave, faculty must file a report of accomplishments and plans for continuing activities related to the study leave (Maximum of 2 pages). This report can be sent by email to dsherrar@gmu.edu or by campus mail to MSN 6D5. (Academic units may establish additional reporting requirements)

Please contact the program coordinator, Donna Sherrard, at (703) 993-2268 or via email at dsherrar@gmu.edu with any questions.