

Mason Korea Faculty Study Leave Program AY 2025-2026

Purpose

Study leaves provide paid temporary leave to advance scholarly research, teaching, and/or creative activity, including development of innovative teaching approaches and methods. At Mason Korea, the Faculty Study Leave allows for faculty to be relieved of their teaching responsibilities and focus on professional development and scholarly activities that would support their subsequent application for Tier 2 Promotion (either to Master Instructor or Full Professor). See the Faculty Handbook (Section 3.6.2) for more details.

Eligibility

At the time of application, applicants must be on a multi-year contract, with six (6) or more years of completed service at George Mason University, including time spent at Mason Korea.

Conditions of the Award

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

Study Leave Period and Benefits

Leave may be taken during the Fall or Spring semester of the 2025-2026 academic year. Leave may be taken for one semester at full pay. Alternately, faculty are welcome to take two semesters leave at half pay. The leave schedule must be approved by the Associate Dean for Faculty and Academic Affairs and Campus Dean.

The benefits of the study leave include only the relief of teaching and service responsibilities during the semester(s) for which the leave is approved. There are no additional benefits that accompany leaves (e.g., no travel funds), although contractual benefits are expected to remain intact.

All faculty members are strongly urged to consult with Human Resources regarding possible contractual employment benefit implications of the study leave (e.g., taxation, insurance) before accepting the leave.

Application Materials

The following items are must be included in the application:

- A. Project Proposal:** The proposal should be no more than five (5) pages in length describing the objectives, work plan, and products of the study leave. The proposal may include several types of activities such as professional development/training, curricular development, implementation of data collection for on-going or new research projects, and article/book writing. The proposal needs to describe how and why the semester(s) are needed for the work, and how the proposed work will benefit both the faculty member and Mason Korea.

- B. Curriculum Vitae:** The CV should include accomplishments in research, teaching, and service. (Maximum of five (5) pages). Preparation for the work described in the proposal should be evident in the CV.
- C. Program Coordinator or Fairfax Unit Director Letter of Support:** This letter should explain the importance of the contributions of the applicant to Mason Korea. It should also provide sufficient information about the applicant's proposed work products so that reviewers outside the discipline can judge the importance of the proposed work to the professional development of the applicant. The letter should be sent directly by the Coordinator or Unit Director to mkfa@gmu.edu to maintain confidentiality. (Maximum of one page.)

Application Process

- Mason Korea Faculty Study Leave Applications are due to the Office of Faculty Affairs on September of each year.
- **For 2024, the application deadline is Thursday, September 1, 2024.** Applications should be sent by email to mkfa@gmu.edu.
- Final decisions are made by the Associate Dean for Faculty and Academic Affairs in consultation with an ad hoc review committee convened by the Faculty Affairs Committee.

Study Leave Review Criteria

Study leaves will be awarded on the basis of quality of the proposal, including the significance of its projected outcomes for Mason Korea. Up to **two (2)** study leaves will be awarded per academic year.

All faculty who meet the eligibility criteria may apply. However, preference will be given to those applicants whose applications make the strongest case for the leave products supporting their planned promotion timeline.

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. The report should be emailed to mkfa@gmu.edu no later than August 1, 2026.