April 23, 2020

SUBJECT: Considerations for Deferring Faculty Study Leave and Tenure-Track Study Leave Awarded in AYs ’20 and ‘21:

Faculty currently on Awarded Study Leave and whose work has been disrupted by COVID-19 may apply to defer all or a portion (50%) of their Study Leave to a future semester/academic year.

Faculty whose Study Leave has been disrupted by COVID-19 may request deferrals for a number of COVID-19-related reasons, including:

- access to necessary physical facilities was disrupted. For example, faculty were not able to access: research labs on campus; clinical or field settings critical to their research and scholarship objectives;
- access to human subjects/ research participants was disrupted. For example, interviews, focus groups, or participatory action research activities could not proceed as planned;
- unexpected caregiving responsibilities emerged in spring 2020. For example, faculty with children whose daycare or K-12 schools were closed and faculty had to become primary caregivers; or faculty caring for frail, older family members whose adult day care facilities closed.
- travel plans, nationally or globally, were cancelled, preventing access to critical resources for research and scholarship; and,
- unanticipated medical circumstances arose. For example, faculty or their loved ones were diagnosed with COVID-19, or experienced other health issues related to the COVID-19 pandemic that made them unable to pursue their research as planned.

Requests to defer all or a portion of their Study Leave awarded for the Spring 2020 should be submitted electronically to the head of the faculty’s local academic unit (LAU) by Thursday, May 7, 2020. LAU heads should forward, with comment and/or endorsement, to their dean’s office. Deans should notify faculty members and forward their comments and/or approval, along with the new semester or academic year when the leave will be taken, to the Vice President for Research, Innovation, and Economic Impact at poba@gmu.edu by Thursday, May 21, 2020. A request must provide a brief explanation of how or why the purpose of the Study Leave could not be completed.

Faculty who have Awarded Study Leave in AY ’21 may apply to defer their Study Leave to a future year.

Requests to defer Awarded Study Leaves for FY 20/21 should be submitted electronically to the head of the faculty’s LAU by Tuesday, June 5, 2020. LAU heads should forward, with comment and/or endorsement, to their dean’s office. Deans should notify faculty members and forward their comments and/or approval, along with the new semester or academic year when the
leave will be taken, to the Vice President for Research, Innovation, and Economic Impact at poba@gmu.edu by Tuesday, June 19, 2020. A request must provide a brief explanation of how or why the purpose of the Study Leave may not be able to be completed.