



SCHAR SCHOOL OF POLICY AND GOVERNMENT
Van Metre Hall
3351 Fairfax Drive, MSN 3B1, Arlington, VA 22201
Phone: 703-993-2280; Email: schar@gmu.edu;
Web: <https://schar.gmu.edu/>

June 20, 2025

Michael R. Pence
4395 Brendun Orchard Lane
Zionsville, IN 46077

Dear Vice President Pence,

It is my pleasure to offer you the position of Distinguished Professor of Practice. I believe you will find George Mason University an exciting and rewarding environment in which to work, and a place where the contributions of faculty are valued.

This offer is subject to the terms and conditions of the Faculty Terms and Conditions of Employment, attached hereto as "Attachment A", which is incorporated herein by reference.

The terms of this offer are as follows:

- Title: Distinguished Professor of Practice (position # F069BZ)
- Rank: Professor of Practice
- Term: August 25, 2025 through May 24, 2026
- Appointment: Part-Time 9-month Instructional (PG) Term Faculty appointment, 0.33 FTE. Service in this position is not applied for consideration for tenure.
- Salary: \$150,000.00
- Assignment: You are assigned to Schar School of Policy and Government and will report to the Dean of the Schar School of Policy and Government. This is an instructional faculty position. The teaching load for this position is determined according to the School's workload policy.
- Other Terms: All annual accrued leave must be used prior to separation from the University. There will be no payout for unused annual leave at the end of your employment.

During the term of this appointment, you will teach or co-teach one (1) course in Spring 2026. In lieu of additional teaching, you will make appearances at public facing events serving as a speaker or panelist, provide guest lectures for other Schar School faculty on occasion, and provides services including advising to Schar School students.

If you are a new employee, before your first day of employment, please visit the New Employee Welcome (NEW) Center website (<https://hr.gmu.edu/onboarding>), for complete in-processing instructions.

Michael R. Pence
June 30, 2025

If these terms and conditions are acceptable to you, please electronically sign and date in the space provided below and initial at the bottom right of each page. By doing so you also, to the fullest extent permitted by Code of Virginia, Title 59.1, Chapter 42.1, expressly authorize and consent to the use of electronic signatures as a method of signing and/or initialing this offer and agree electronic signatures (for example, the delivery of a PDF copy of the signature of either party via facsimile or electronic mail or signing electronically by utilizing an electronic signature service) are the same as manual executed handwritten signatures for the purposes of validity, enforceability and admissibility. This offer will remain open until close of business on July 25, 2025; if you do not sign and return this offer of employment on or before such time and date, this offer and any contract for employment will be voidable by the University at any time without cause.

I look forward to your acceptance of this offer and to a rewarding professional association in the future. Should you need additional information or assistance, please do not hesitate to call Christopher Anclien. The telephone number is (703) 993-9802.

Sincerely,



Mark J Rozell
Dean, Schar School of Policy and Government

I accept the appointment described under the terms and conditions set forth in this letter, including all terms and conditions in the Attachment referenced in this letter. I further acknowledge that I will be governed by the administrative policies and regulations of the University, currently in force and as amended in the future. I also acknowledge that said rules do not create any vested employment rights and that the University reserves the right to reassign me during my term of employment.

Electronically signed by Michael R. Pence from IP: 47.227.6.192

6/30/2025

Michael R. Pence

Date

CC: Human Resources and Payroll
Office of the Provost

ATTACHMENT A

Faculty Terms and Conditions of Employment

- 1. Eligibility for Employment.** Your employment is contingent upon providing the University, **prior** to your first day of employment, official documentation of degrees earned, including an official transcript for the highest degree earned, and an official transcript for any other degree qualifying that individual to teach the assigned course(s). Please forward to - Office of the Provost, Attention: Director of Academic Personnel Management, 4400 University Drive MSN 3A2, Fairfax, VA 22030 or to provppm@gmu.edu. You are responsible for providing a certified third-party translation and evaluation of your academic transcripts, if required by the University. Your employment is contingent upon satisfying all federal employment eligibility requirements, including any necessary work authorizations, and is contingent upon compliance with all applicable federal rules and regulations, including but not limited those federal rules and regulations regarding sponsored research. Your employment is contingent upon making no false or misleading representations in your application for employment. Your employment is contingent upon a successful background investigation; if the results of such investigation are not satisfactory to the University, this contract is voidable by the University. Questions regarding employment-based immigration should be directed to the Office of International Programs and Services.
- 2. Approval of Appointment.** This appointment is subject to approval by the appropriate University administrative officers. The appointment is also subject to the policies and bylaws of the Board of Visitors and approval by the Board of Visitors.
- 3. Faculty Handbook.** Your appointment is subject to all terms and conditions of the Faculty Handbook (the "Handbook") and any future modifications to it. The Handbook, as modified, is hereby incorporated by reference, except as otherwise specifically provided by your offer letter. In the event of a conflict between the Handbook and your offer letter, the terms of your offer letter will take precedence.
- 4. General Conditions of Employment.** George Mason University is an agency of the Commonwealth of Virginia, organized pursuant to statute. As is the case for all University employees, your employment is subject to the Acts of the General Assembly of Virginia, Executive Orders of the Governor, regulations adopted by the Board of Visitors of the University, all applicable regulations, and all policies of the University. As a condition of your employment, you are subject to all applicable practices, policies and procedures of the University, including but not limited to policies regarding conflicts of interests, nondiscrimination, outside professional activities, leave, and intellectual property. It is your responsibility to be aware of these policies and procedures, as well as all others which may apply to you. University policies and procedures are subject to change without notice. You agree to make best efforts to successfully perform your duties under this contract.
- 5. Benefits.** You may be eligible to receive certain benefits provided to Commonwealth of Virginia and University employees. You are responsible for making all decisions and for taking all actions relating to such benefits, within established timeframes and deadlines. Questions regarding benefits should be directed to the Department of Human Resources and Payroll.
- 6. Taxation and Direct Deposit.** All amounts paid by the University to you may be subject to taxation both for reporting and withholding. Any amounts subject to withholding will have taxes withheld in accordance with federal and state law. If you accept this offer and it is your first appointment to George Mason University, you must complete tax forms in order to receive payment. Electronic direct deposit is mandatory for all employees.
- 7. Assignment.** The University reserves the right to change your assignment, as well as your physical location, at any time during the Term of this contract, and you may be reassigned duties as determined by

the University.

8. Outside Activities. You may not engage in any outside activities which interfere with the proper performance of your duties. You are also subject to all University policies regarding outside activities, including policies regarding conflicts of interest.

9. Resignation. If you resign prior to completion of the Term of this contract, you agree to provide notice to the University as provided in the Handbook.

10. General Terms. This contract may be modified only by a written agreement signed by both you and by an authorized employee of the University. The waiver by either party of a breach of any provision of this contract will not operate or be construed as a waiver by that party of any prior or subsequent breaches. All agreements and covenants contained herein are severable, and if an appropriate court declares any such agreement or covenant to be invalid, this contract will be interpreted and applied as if such invalid agreements or covenants were not contained herein. This contract shall be construed in accordance with the laws of the Commonwealth of Virginia. Venue for determination of the legal rights and obligations of the parties to this contract shall be an appropriate court in the Commonwealth of Virginia. This contract contains the entire agreement for employment by and between you and the University for the position stated in this contract. Oral modifications, additions, or supplementation to this contract shall have no effect and shall not bind the parties. This contract supersedes all prior contracts of employment entered into between you and the University. Paragraph headings are mere catchwords and shall not be used in interpretation of the terms of this contract. Electronic signatures are effective as original signatures.

11. Availability. All instructional faculty must be available two weeks before classes begin and two weeks after classes end.

12. Reappointment or Extension. Reappointment or extension of the Term, if any, is at the sole option of the University and the University need not provide explanation of the decision to renew or not renew (except as the Handbook otherwise provides for Tenure-Track Faculty). Reappointment depends upon many factors including but not limited to availability of funding, organizational need, or acceptable performance. Reappointments or extensions of Term may be for a different period than the initial Term, and satisfactory performance does not guarantee renewal of appointment. You understand that there is no claim on future employment beyond the Term of this contract. To be valid, any extension or renewal of the Term must be in writing and signed by the Provost or appropriate designee of the University. This contract will expire on the last day of the Term stated in your contract.