CEHD Bylaws
Adopted by the Faculty April 2005 – Amended January 2018

ARTICLE I. CEHD Membership

Section 1.

a. The faculty of the College of Education and Human Development (CEHD), hereafter referred to as the faculty, is composed of the Dean of the college and:
   i. All full-time instructional, research, professional, and administrative faculty who are tenure-track, tenured, or on term contracts; and
   ii. All part-time faculty with appointments equal to or greater than .50 FTE.

b. Voting rights extend to full-time and part-time faculty as previously defined except as otherwise specified in these bylaws. Voting membership during the summer shall be limited to persons holding membership in the preceding academic semester who will return as voting members in the succeeding semester, whether or not engaged in summer session teaching duties.

Section 2.

The Office of the Dean of CEHD, prior to the first faculty meeting of each semester, shall certify to the faculty secretary of the School of Recreation, Health, and Tourism (SRHT) and to the faculty secretary of the Graduate School of Education (GSE) the names of all CEHD faculty. Changes in individual status that affect eligibility to vote shall be promptly communicated by the Office of the Dean to each secretary as they occur.

ARTICLE II. CEHD Officers

Section 1.

a. The officers of the faculty shall be a chair, who shall be the CEHD Dean (or the Dean’s designee), a secretary from SRHT, and a secretary from GSE. The responsibility to serve as secretary for CEHD faculty meetings shall rotate between SRHT and GSE with the SRHT secretary serving as CEHD faculty secretary in academic years that begin in even numbered academic years and the GSE secretary serving as CEHD faculty secretary in academic years that begin in odd-numbered academic years.

b. The SRHT and GSE faculty secretaries shall be members of the CEHD faculty and have at least one year of prior George Mason University service.

c. The SRHT secretary shall be selected pursuant to procedures in Article VII, Section 1 of these bylaws. The GSE secretary shall be selected pursuant to procedures in Article VII, Section 2 of these bylaws.
d. Duties of Officers
   i. The chair shall schedule and convene regular and special meetings of the faculty and prepare an agenda for each faculty meeting. The chair shall appoint an interim secretary in the event of the absence of the faculty secretary, and carry out all other responsibilities assigned to the chair by these bylaws and/or by the faculty.
   ii. The CEHD faculty secretary shall record the minutes of all faculty meetings. The minutes shall be distributed within two weeks of the conclusion of each meeting. Minutes of any meeting must be distributed to the faculty prior to convening a subsequent meeting. Dissemination of minutes may be done electronically. The secretary shall write and distribute any communications as may be directed by the chair or by formal action of the faculty in a faculty meeting; maintain an accurate, current list of voting members of the faculty and of the members of all CEHD, GSE, and SRHT committees together with their charges, which shall be open for inspection to all members of the academic community; and carry out all other responsibilities assigned to the CEHD faculty secretary in these bylaws or by the faculty. It shall be the duty of the secretary to resolve any challenges raised by faculty to the eligibility of any faculty to vote. If the position of CEHD faculty secretary becomes vacant, nominations shall be made by the GSE or SRHT faculty responsible for electing the secretary that academic year. The nominations and election shall be by electronic ballot.

ARTICLE III. Responsibilities of the CEHD Faculty

Section 1.
   a. The faculty shall be responsible for the academic policies, academic programs, centers, institutes, initiatives, degrees, certificates, minors, and licensure endorsements in CEHD (SRHT and GSE), including instruction, curriculum, research, and outreach. Unless otherwise stated in these bylaws, the faculty expressly delegates these responsibilities to the CEHD, SRHT, and GSE faculty committees as designated in Articles V, VI, and VII of these bylaws.
   b. The faculty, acting as a body of the whole, is responsible for authorizing conferral of those degrees, certificates, and endorsements upon students who have been certified by the registrar or faculty, as appropriate, to have fulfilled the requirements set for them.

Section 2.
   It shall be within the province of the faculty as delineated by the George Mason University Faculty Handbook to make recommendations to appropriate GMU or CEHD administrators concerning the organization of CEHD; hiring, promotion, tenure, and contract renewal decisions for CEHD faculty; operation of the
university library; selection of the university president, deans, and other
administrative officers; and other such matters as provided for by the Board of
Visitors or outlined in the GMU Faculty Handbook.

ARTICLE IV. Meetings of the Faculty

Section 1.
Meetings of the faculty shall be conducted according to Robert’s Rules of Order
(Revised), except as the rules and procedures prescribed therein have been or shall
be modified by adoption of these or of future bylaws or standing rules. The chair,
who shall be the CEHD Dean (or the Dean’s designee), shall be the presiding
officer of all meetings of the CEHD faculty.

Section 2.
The faculty may meet in closed session by majority vote of the faculty present.
Only members of the faculty as defined in Article I of these bylaws shall be
present during a closed session.

Section 3.

a. The agenda for each regular and special faculty meeting shall be distributed at
least five working days before the meeting to all members of the faculty and
appropriate administrative officers of the University. This agenda may be
distributed electronically.
b. The Dean, CEHD committees, and CEHD senators shall report to the faculty
annually or upon request of 25 percent of the faculty.
c. All business to come before the CEHD faculty at regular faculty meetings
shall be submitted to the Dean or faculty secretary at least seven days before
the scheduled faculty meeting. This does not prohibit the introduction of items
of new business from the floor.
d. Any member of the faculty, as defined in Article I of these bylaws, may
submit items of new business for inclusion on a faculty meeting agenda.
e. Explanatory or background information on all agenda items shall be prepared
by the sponsor of the item and, when appropriate, shall be attached to the
agenda. Agenda items submitted for faculty action by members of the faculty
shall be accompanied by the text of all principal motions to be put on
substantive matters and shall be circulated with the agenda. This may be done
electronically.

Section 4.

a. Meetings of the CEHD faculty shall be held at least once in the fall
semester and once in the spring semester. These meetings shall occur no
later than two weeks after the start of the fall and spring semesters.
b. Special meetings of the faculty must be announced by the chair or CEHD
faculty secretary at least 10 working days in advance of the date of the
meeting. This may be done electronically.
Section 5.

a. The chair may call a special meeting of the faculty.

b. In response to a petition signed by 10 percent of the faculty, as defined in Article I, the chair must call a special meeting to be convened within 10 working days.

c. The written call to a special meeting shall include a statement of the purpose of the meeting and shall be distributed to all members of the faculty and to all other persons entitled to attend at least four working days before the meeting. This may be done electronically.

d. Only that business stipulated in the call to a special meeting may be transacted at that meeting.

Section 6.

The quorum for a CEHD faculty meeting shall consist of not fewer than one-quarter of the members of the faculty as defined in Article I. However, the quorum for authorizing the conferral of degrees, certificates, and minors and for considering matters related thereto shall be a minimum of 10 percent of the tenured and tenure-track members of the faculty.

Section 7.

Balloting shall be by voice vote upon a call by the chair for the ayes and nays or by standing vote upon a call from the floor for a division, except that any voting member may request that a secret ballot be taken.

Section 8.

a. Items of new business not appearing on the agenda may be introduced from the floor by any member of the faculty after consideration of all agenda items has been completed, but disposition of any item introduced without prior notice and information may be carried over to the next regular meeting of the faculty, if a majority of voting faculty present support a motion to do so. A motion carried over under this provision shall appear on the agenda of the next regular meeting as an item of old business and shall be supported by background information as provided in Section 3.e. of this Article.

b. A special meeting of the faculty held to complete the agenda of a previous meeting shall not count as a regular meeting within the meaning of these bylaws.

Section 9.

The faculty secretary shall prepare the minutes of all meetings of the faculty. The minutes shall convey actions and the results of votes taken on each item of business considered. The minutes shall be distributed to all CEHD faculty, appropriate officers of the University, and others as appropriate. At least one copy of the minutes of every meeting shall be preserved in the CEHD Dean’s Office as part of the permanent archives of the college. Minutes shall be available and open for inspection by any other member of the academic community.
ARTICLE V. CEHD Governance Committees

Section 1. General

a. The governance of CEHD (SRHT and GSE) shall be vested in committees and councils referred to in these bylaws as “committees.”

i. The charges for all governance committees are established, revised, and approved by the faculty. Proposed changes to a committee’s charge shall be presented to the faculty for discussion and affirmation at a regularly scheduled CEHD faculty meeting.

ii. The members of governance committees, except for the Dean and any designated ex-officio members are elected by and from the faculty.

iii. Unless otherwise specified in these bylaws and except for the Dean or the Dean’s designee, the terms of all members of governance committees shall be two years. No member may serve more than two consecutive terms on the same committee.

iv. One-half of the membership of each committee shall be elected each year.

vi. Election of members for CEHD governance committees shall be conducted by secret electronic ballot immediately following the May SRHT and GSE meetings as described in Article VII, Sections 3 and 4.

vii. The CEHD Professional Development Committee shall coordinate and facilitate the process of receiving nominations for committee vacancies. Additional nominations may be made from the floor during SRHT and GSE May faculty meetings at the time the slate of candidates is presented to the faculty. The CEHD Professional Development Committee shall assure that candidates meet the eligibility requirements put forth in these bylaws. Voting shall be by secret electronic ballot conducted no more than 10 days following the May SRHT and GSE faculty meetings. The candidates receiving the highest number of votes cast shall be elected. In the event of a tie, a second secret electronic ballot shall immediately be sent to the faculty. The candidate receiving the highest number of votes cast shall be elected.

viii. CEHD governance committee terms shall commence on August 1st following election except in the case of a special election.

ix. A vacancy on a CEHD governance committee with an unexpired term shall be filled for the remainder of that term. The nomination and election process will be conducted specifically by the school faculty for whom the vacancy exists. This shall be done electronically.

x. All CEHD governance committees shall establish a quorum for their meetings and such quorum shall require representation of at
least one faculty member from SRHT and one faculty member from GSE.

xi. The work of the CEHD, SRHT, and GSE governance committees shall be guided by the college mission and priorities.

b. CEHD Council
   i. The CEHD Council shall consist of the Dean, one representative from each CEHD division, and three at-large members elected from each of the following academic ranks: full professors, associate professors, and assistant professors. All faculty as defined in Article I are eligible to serve except Division Directors.
   ii. Nominations for CEHD Council positions may only be made by members of the subgroups being represented. However, all voting faculty are eligible to vote for each position.
   iii. The Dean or the Dean’s designee shall serve as chair of the CEHD Council.
   iv. The CEHD Council shall carry out the charges stated in these bylaws and assigned by action of the faculty; maintain records of its actions; present reports of actions, as appropriate, at regularly scheduled CEHD faculty meetings; present an annual report to the faculty and distribute to all faculty the minutes of their meetings within one week after they have met. This may be done electronically. Copies of minutes and reports shall also be sent to the CEHD Dean’s Office for inclusion in the archives of the college.
   v. The CEHD Council makes recommendations to the Dean with regard to the CEHD mission, strategic plans, policy, resource allocations, and coordination and communication of CEHD functions. It shall be the responsibility of CEHD Council members to report actions by the Council to their respective divisions or faculty group they represent and to solicit advice from those they represent to inform Council discussions.
   vi. It shall be the responsibility of the CEHD Council to annually review the CEHD bylaws and make recommendations to the faculty, as needed, for amendments.
   vii. The CEHD Council shall be responsible for recommending the appropriate proportion of faculty senators from CEHD to be elected from the SRHT and GSE faculty, respectively.
   viii. Vacancies for members of the CEHD Council shall be filled by electronic ballot following the procedures specified in V.1.b.ii.

c. CEHD Professional Development Committee
   i. The CEHD Professional Development Committee shall consist of five members, three shall be elected from GSE and two shall be elected from SRHT. All faculty, as defined in Article I, are eligible to serve.
ii. Voting for candidates to serve on the CEHD Professional Development Committee is open to all faculty as defined in Article I.

iii. The CEHD Professional Development Committee shall elect a chairperson or chairpersons and secretary.

iv. The CEHD Professional Development Committee shall carry out the charges stated in these bylaws and assigned by action of the faculty; maintain record of its actions; present reports of actions, as appropriate, at regularly scheduled CEHD faculty meetings; present an annual report to the faculty, and distribute to all faculty the minutes of their meeting within one week after they have met. This may be done electronically. Copies of minutes and reports shall also be sent to the CEHD Dean’s Office for inclusion in the archives of the college.

v. The CEHD Professional Development Committee shall establish professional development activities in the areas of teaching, research, and service. It shall also be the responsibility of the CEHD Professional Development Committee to coordinate and facilitate the process of receiving nominations for CEHD, SRHT, and GSE governance committees and to assure that candidates meet the eligibility requirements put forth in these bylaws.

d. CEHD Tenure-Track Annual Review Committee

i. The CEHD Tenure-Track Annual Review Committee shall consist of five members, three shall be elected from GSE and two shall be elected from SRHT. Full-time tenured instructional faculty with the rank of associate or full professor are eligible to serve.

ii. Voting for candidates to serve on the CEHD Tenure-Track Annual Review Committee is reserved for full-time instructional and other faculty with tenured appointments or those who are eligible for tenure or promotion in rank.

iii. The committee shall elect a chairperson or chairpersons and secretary.

iv. The CEHD Tenure-Track Annual Review Committee shall establish a quorum for its own functions; carry out the charges stated in these bylaws, and assigned by action of the faculty; maintain record of its actions; present reports of actions, as appropriate, at regularly scheduled CEHD faculty meetings; and present an annual report to the faculty.

v. It shall be the responsibility of the CEHD Tenure-Track Annual Review Committee to review annual evaluation materials for all tenure-track CEHD faculty and to make appropriate recommendations to the Dean. In addition, this Committee shall be responsible for providing written feedback regarding progress toward tenure.

vi. No less than once each academic year, the CEHD Tenure-Track Annual Review Committee shall meet with the CEHD Promotion
and Tenure Committee, the GSE Faculty Evaluation Committee,
the SRHT Faculty Evaluation Committee, and the CEHD Dean (or
the Dean’s designee) to discuss the criteria each school and the
college uses for promotion, tenure, and merit awards.

e. CEHD Promotion and Tenure Committee
   i. The CEHD Promotion and Tenure Committee shall consist of five
      members, three shall be elected from GSE and two shall be elected
      from SRHT. Full-time tenured instructional faculty with the rank
      of associate or full professor are eligible to serve and at least two
      of the five members must hold the rank of professor.
   ii. Voting for candidates to serve on the CEHD Promotion and Tenure
      Committee is reserved for full-time instructional and other faculty
      with tenured appointments or those who are eligible for tenure or
      promotion in rank.
   iii. The committee shall elect a chairperson or chairpersons and
        secretary.
   iv. The CEHD Promotion and Tenure Committee shall establish a
      quorum for its own functions; carry out the charges stated in these
      bylaws, and assigned by action of the faculty; maintain record of
      its actions; present reports of actions, as appropriate, at regularly
      scheduled CEHD faculty meetings; and present an annual report to
      the faculty.
   v. It shall be the responsibility of the CEHD Promotion and Tenure
      Committee to make recommendations regarding the promotion of
      faculty, awarding of tenure, and renewal of faculty contracts.
   vi. Recommendations on promotion of candidates to the rank of full
      professor shall be reserved to members of the Promotion and
      Tenure Committee holding the rank of full professor supplemented
      by additional full professors to total five. The additional professors
      shall be selected by a special election conducted electronically in
      September and shall serve as members of the Committee for a one-
      year term. Voting for candidates to supplement the CEHD
      Promotion and Tenure Committee is reserved for full-time
      instructional and other faculty with tenured appointments or those
      who are eligible for tenure or promotion in rank.
   vii. No less than once each academic year, the CEHD Promotion and
        Tenure Committee shall meet with the CEHD Tenure-Track
        Annual Review Committee, the GSE Faculty Evaluation
        Committee, the SRHT Faculty Evaluation Committee, and the
        CEHD Dean (or the Dean’s designee) to discuss the criteria each
        school and the college will use for promotion, tenure, and merit
        awards.

f. CEHD Student Appeals/Faculty Grievance Committee
   i. The CEHD Student Appeals/Faculty Grievance Committee shall
      consist of five members, three shall be elected from GSE and two
shall be elected from SRHT. All faculty, as defined in Article I, are eligible to serve.

ii. Voting for candidates to serve on the CEHD Student Appeals/Faculty Grievance Committee is open to all faculty as defined in Article I.

iii. The CEHD Associate Dean for Student and Academic Affairs shall convene meetings of the CEHD Student Appeals/Faculty Grievance Committee when a student appeal is deemed appropriate. The Dean shall convene meetings of the CEHD Student Appeals/Faculty Grievance Committee when a forum is needed for instructional and research faculty grievances concerning (i) alleged violations of academic freedom; (ii) other conditions of employment, such as work assignments, salaries, facilities, and support services; and (iii) charges of unprofessional or unethical conduct brought by one faculty member against another. The CEHD Student Appeals/Faculty Grievance Committee is not responsible for hearing grievances related to annual performance evaluations (see Article VI, Section 1c).

iv. Student appeals shall be heard by the CEHD Student Appeals/Faculty Grievance Committee. If there is no faculty representation on this committee from the student’s program area, one additional faculty member from this area will be asked to participate. Faculty grievances shall be heard by the CEHD Student Appeals/Faculty Grievance Committee, minus any member(s) who would otherwise be sitting in judgment of their own actions. If the objectivity of any committee member comes into question, that would constitute a separate grievance that must be resolved before the initial grievance can be evaluated. The Committee is expected to be particularly alert to instances of inequitable treatment and retaliation against colleagues who have filed grievances. Upon receipt of a grievance that alleges discrimination in violation of federal or state civil rights laws or University non-discrimination regulations, the committee must consult with the Office of Equity and Diversity Services to ensure adherence to the University’s Non-Discrimination policy (1201) at http://www.gmu.edu/facstaff/policy/newpolicy/1201gen.html, Sexual Harassment Policy (1202) at http://www.gmu.edu/facstaff/policy/newpolicy/1202gen.html, and Equal Opportunity/Affirmative Action Grievance Procedure at https://diversity.gmu.edu/about/grievance-procedures

v. Records of the meetings of this committee shall be kept by the Associate Dean for Student and Academic Affairs (for student appeals) and the Dean (for faculty grievances). All decisions and deliberations shall remain confidential.

vi. The Student Appeals/Faculty Grievance Committee shall investigate the facts of the case and determine an appropriate
resolution. Recommendations regarding student appeals shall be forwarded to the Associate Dean for Student and Academic Affairs, whose decision shall be final. For faculty grievances involving instructional and research faculty, the determination of the Student Appeals/Faculty Grievance Committee shall be final. For faculty grievances involving administrative or professional faculty below the level of Dean/Associate Dean/Assistant Dean, the recommended resolution is forwarded to the Dean, whose decision is final. Grievances against administrative or professional faculty with a dean title are heard by the University Grievance Committee.

g. PhD in Education and Human Development Committee. The PhD in Education and Human Development Committee has primary responsibility for developing policies to bring to the faculty or to the GSE or SRHT Curriculum Committee for approval. The committee shall also be responsible for developing and approving program procedures; monitoring and evaluating the PhD program; overseeing the admissions process for program candidates; and advising and assisting in the approval and assessment of individual student programs. This committee shall be composed of one representative from each officially approved specialization or concentration in the PhD program. Each representative will be elected for a two-year term by the faculty who have a primary affiliation with that particular specialization or concentration. The Director of the PhD program shall chair this committee and shall be appointed by the CEHD Dean.

h. Operations and Accountability to the Faculty

i. All governance committees are representatives of the CEHD faculty as a whole.

ii. All governance committees shall provide an annual report to the faculty at a time determined by the individual governance committee. This report shall include discussion of the committee’s charge and actions taken. The CEHD faculty must be provided with an opportunity to ask questions about the committee’s work.

i. Additional standing committees may be established and charged by the faculty.

ARTICLE VI. CEHD Ad Hoc and Other Committees

Section 1. Ad Hoc Committees

a. Ad hoc committees may be established by the CEHD Dean or the Dean’s designee, the CEHD Council, or the CEHD faculty. The charge to ad hoc committees shall include a fair estimate of the scope of work and length of time the committee will have to complete this work.

b. Each committee shall report to its establishing agent as requested by that agent.
c. Faculty Evaluation Grievance Committee
   i. The faculty reserves the right and accepts the responsibility to advise the Dean on matters pertaining to grievances with formal annual faculty merit evaluations. These rights and responsibilities are maintained without intention to duplicate existing grievance structures specified by the Faculty Senate or to replace processes established by the University.
   ii. Grievances Resulting From Faculty Performance Appraisals: A faculty member may challenge the formal assessment of her or his work performance (as articulated in the annual faculty merit evaluation). Any challenge should be based on claims of inappropriate articulation of the evaluation criteria or inappropriate execution of the assessment process.
   iii. The Faculty Evaluation Grievance Committee is an ad hoc committee appointed by the Dean to consider challenges to the performance evaluation process in specific cases. It shall consist of three senior faculty members (holding the rank of professor) with at least one member selected from SRHT and one from GSE. Persons who were directly involved in the disputed evaluation may not serve on the Faculty Evaluation Grievance Committee. The committee chair shall be selected by the Dean, and members serve until their recommendation concerning the grievance is forwarded to the Dean.
   iv. The principal task of the committee is to determine if standards of performance were articulated and the process appropriately carried out. The committee has no authority to change any quantitative measure of performance.

Section 2. Joint Committees
Joint committees shall be those wholly or primarily established by another segment of the academic community, composed of a substantial portion of faculty members, and those in which the CEHD faculty has agreed to participate through the election of members and/or receipt of reports.

ARTICLE VII. SRHT and GSE Governance

Section 1. SRHT Faculty Meetings
a. The faculty of the School of Recreation, Health, and Tourism (SRHT) is composed of:
   i. All full-time instructional, research, professional, and administrative faculty who are tenure-track, tenured, or on term contracts; and
   ii. All part-time faculty with appointments equal to or greater than .50 FTE.

b. The officers of the faculty shall be the CEHD Dean who will serve as the Chair (or the Dean’s designee) and a secretary. The secretary shall have at
least one-year prior George Mason University service, and be elected by and from the SRHT faculty.

i. The Chair shall schedule and convene regular and special meetings of the faculty and prepare an agenda for each faculty meeting. The Chair shall appoint an interim secretary in the event of the absence of the SRHT secretary, and carry out all other responsibilities assigned to the Chair by these bylaws or by the faculty.

ii. The SRHT secretary shall oversee the recording of the minutes of all SRHT faculty meetings and distribute them within two weeks of the conclusion of each meeting. Minutes of any meeting must be distributed to the faculty prior to convening a subsequent meeting. Dissemination of minutes may be done electronically. The secretary shall write and distribute any communications as may be directed by the Chair or by formal action of the faculty in a faculty meeting; maintain an accurate, current list of voting members of the faculty and of members of all SRHT governance committees together with their charges, which shall be open for inspection to all members of the academic community; and carry out all other responsibilities assigned to the SRHT secretary in these bylaws or by the faculty. It shall be the duty of the secretary to resolve any challenges raised by faculty to the eligibility of any faculty to vote. If the position of SRHT secretary becomes vacant, nominations and election shall be by electronic ballot.

iii. Meetings of the faculty shall be conducted according to Robert’s Rules of Order (Revised), except as the rules and procedures prescribed therein have been or shall be modified by adoption of these or of future bylaws or standing rules. The presiding officer of all meetings of the faculty shall be the Chair of SRHT or the Chair’s designee.

c. Voting rights extend to full-time and part-time faculty as previously defined except as otherwise specified in these bylaws.

i. Voting membership during the summer shall be limited to persons holding membership in the preceding academic semester who will return as voting members in the succeeding semester, whether or not engaged in summer session teaching duties.

ii. Certification of SRHT faculty members shall be done pursuant to provisions in Article I of these bylaws.

d. Procedures set forward in Article II, Article III, and Article IV of these bylaws shall also govern meetings of the SRHT faculty.

Section 2. GSE Faculty Meetings

a. The faculty of the Graduate School of Education (GSE) is composed of:

i. All full-time instructional, research, professional, and administrative faculty who are tenure-track, tenured, or on term contracts; and
ii. All part-time faculty with appointments equal to or greater than .50 FTE.

b. The officers of the faculty shall be the CEHD Dean who serves as the Chair (or the Dean’s designee) and a secretary. The secretary shall have at least one-year prior George Mason University service, and be elected by and from the GSE faculty.

i. The chair shall schedule and chair regular and special meetings of the faculty and prepare an agenda for each faculty meeting. The chair shall appoint an interim secretary in the event of the absence of the GSE secretary, and carry out all other responsibilities assigned to the chair by these bylaws or the faculty.

ii. The GSE secretary shall record the minutes of all GSE faculty meetings and distribute them within two weeks of the conclusion of each meeting. Minutes of any meeting must be distributed to the faculty prior to convening a subsequent meeting. Dissemination of minutes may be done electronically. The secretary shall write and distribute any communications as may be directed by the chair or by formal action of the faculty in a faculty meeting; maintain an accurate, current list of voting members of the faculty and of the members of all GSE governance committees together with their charges, which shall be open for inspection to all members of the academic community; and carry out all other responsibilities assigned to the Secretary in these bylaws or by the faculty. It shall be the duty of the secretary to resolve any challenges raised by faculty to the eligibility of any faculty to vote. If the position of GSE secretary becomes vacant, nominations and election shall be by electronic ballot.

iii. Meetings of the faculty shall be conducted according to Robert’s Rules of Order (Revised), except as the rules and procedures prescribed therein have been or shall be modified by adoption of these or of future bylaws or standing rules. The presiding officer of all meetings of the faculty shall be the chair of GSE or the Chair’s designee.

c. Voting rights extend to full-time and part-time faculty as previously defined except as otherwise specified in these bylaws.

i. Voting membership during the summer shall be limited to persons holding membership in the preceding academic semester who will return as voting members in the succeeding semester, whether or not engaged in summer session teaching duties.

ii. Certification of GSE faculty members shall be done pursuant to provisions in Article I of these bylaws.

d. Procedures set forward in Article II, Article III, and Article IV of these bylaws shall also govern meetings of the GSE faculty.
Section 3. SRHT Standing Committees

a. The governance of SRHT shall be vested in two school committees whose members are elected from and by the SRHT faculty unless otherwise specified in these Bylaws.

b. SRHT Curriculum Committee. It shall be the responsibility of the Curriculum Committee to assist in the development and management of a relevant and coordinated undergraduate and graduate curriculum. The SRHT Curriculum Committee shall review all new and modified course and curricular proposals. The committee is responsible for endorsing course or curricular proposals or revisions and presenting them to the full division faculty for approval. Endorsement reflects the committee’s view that the proposal has been thoroughly scrutinized, constitutes a valuable addition/modification to the SRHT curriculum, and warrants approval. This committee shall have five members elected by and from the SRHT faculty for staggered two-year terms. The SRHT Curriculum Committee shall select its chairperson or co-chairpersons from among the committee membership.

c. SRHT Faculty Evaluation Committee. This committee shall be responsible for reviewing annual evaluation materials for tenured and term SRHT faculty and making appropriate recommendations to the Dean. Membership on this committee shall be four individuals. Two of the members shall be tenured faculty and two shall be term faculty members. No less than once each academic year, the SRHT Faculty Evaluation Committee shall meet with the CEHD Tenure-Track Annual Review Committee, the CEHD Promotion and Tenure Committee, the GSE Faculty Evaluation Committee, and the CEHD Dean (or the Dean’s designee) to discuss the criteria each school and the college will use for promotion, tenure, and merit awards. The chairperson or chairpersons shall be elected by the committee.

d. Membership. SRHT faculty as defined in Article I are eligible to serve on the SRHT Curriculum Committee. Membership on the SRHT Faculty Evaluation Committee is restricted to two tenured faculty members and two term faculty members.

e. Nominations and Elections. Elections for members of the SRHT standing committee and for SRHT representatives to CEHD governance committees shall be conducted immediately following the May SRHT meeting. The CEHD Professional Development Committee shall coordinate and facilitate the process of receiving nominations for committee vacancies, and shall assure that candidates meet the eligibility requirements put forth in these bylaws. Additional nominations may be made from the floor at the May SRHT faculty meeting at the time the slate of candidates is presented to the faculty. Voting shall be by electronic secret ballot conducted no more than 10 days following the May SRHT faculty meeting. Faculty as defined in Article VII, Section 1 are eligible to vote. The candidates receiving the highest number of votes cast shall be elected. In the event of a tie, a second secret electronic ballot shall
immediately be sent to the faculty. The candidate receiving the highest
number of votes cast shall be elected. A vacancy on a SRHT governance
committee with an unexpired term shall be filled for the remainder of that
term by special election. This election shall be done electronically. SRHT
governance committee terms shall commence on August 1st following the
election. The names of nominees for election to SRHT governance
committees and designated SRHT candidates for CEHD governance
committees shall be transmitted to the CEHD Professional Development
Committee.

f. Operations and Accountability to the Faculty
i. All governance committees are representative of the SRHT faculty
   as a whole.
ii. All SRHT committees other than the SRHT Faculty Evaluation
    Committee shall keep minutes of their meetings and distribute
    copies of the minutes to all faculty within 10 days of the
    committee’s meeting. A copy of such minutes shall be kept in the
    CEHD Dean’s Office as part of the archives of the college.
iii. All SRHT governance committees shall provide an annual report
    to the SRHT faculty. This report shall include a discussion of the
    committee’s charge and actions taken, and provide an opportunity
    for faculty to ask questions about the committee’s work.

Section 4. GSE Standing Committees
a. The governance of GSE shall be vested in two committees whose
   members are elected by and from the GSE faculty for staggered two-year
   terms unless otherwise specified in these bylaws. Each GSE standing
   committee shall elect its chair from the committee membership unless
   otherwise specified in these bylaws.

b. GSE Curriculum Committee. It shall be the responsibility of the
   Curriculum Committee to assist in the development and management of a
   relevant and coordinated undergraduate and graduate curriculum. The
   GSE Curriculum Committee shall review all new and modified course and
   curricular proposals. The committee is responsible for endorsing course or
   curricular proposals or revisions and presenting them to the full GSE
   faculty for approval. Endorsement reflects the committee’s view that the
   proposal has been thoroughly scrutinized, constitutes a valuable
   addition/modification to the GSE curriculum, and warrants approval. This
   committee shall have five members elected by and from the GSE faculty
   for staggered two-year terms. The GSE Curriculum Committee shall select
   its chairperson or co-chairpersons from among the committee
   membership. The Associate Dean for Student and Academic Affairs shall
   serve as an ex officio member.

c. GSE Faculty Evaluation Committee. This committee shall be responsible
   for reviewing annual evaluation materials for tenured and term GSE
   faculty and recommending merit points. No less than once each academic
   year, the GSE Faculty Evaluation Committee shall meet with the CEHD
Tenure-Track Annual Review Committee, the CEHD Promotion and
Tenure Committee, the SRHT Faculty Evaluation Committee, and the
CEHD Dean (or the Dean’s designee) to discuss the criteria each school
and the college will use for promotion, tenure, and merit awards. This
committee shall have six members, four of whom shall be tenured faculty
and two of whom shall be term faculty members. The chairperson or
chairpersons shall be elected by the committee.

d. Membership. GSE faculty as defined in Article I are eligible to serve on
the GSE Curriculum Committee. Membership on the Faculty Evaluation
Committee is restricted to four tenured faculty members and two term
faculty members.

e. Nominations and Elections. Elections for members of the GSE governance
committees and for GSE representatives to CEHD governance committees
shall be conducted by electronic secret ballot immediately following the
May GSE meeting. The CEHD Professional Development Committee
shall coordinate and facilitate the process of receiving nominations for
committee vacancies, and shall assure that candidates meet the eligibility
requirements put forth in these bylaws. Additional nominations may be
made from the floor at the May GSE faculty meeting at the time the slate
of candidates is presented to the faculty. Voting shall be by electronic
secret ballot conducted no more than 10 days following the May GSE
faculty meeting. Faculty as defined in Article VII, Section 2 are eligible to
vote. The candidates receiving the highest number of votes cast shall be
elected. In the event of a tie, a second secret electronic ballot shall
immediately be sent to the faculty. The candidate receiving the highest
number of votes cast shall be elected. A vacancy on a GSE governance
committee with an unexpired term shall be filled for the remainder of that
term by special election. This election shall be done electronically. GSE
governance committee terms shall commence on August 1st following the
election. The names of nominees for election to the GSE governance
committees and designated GSE candidates for CEHD governance
committees shall be transmitted to the CEHD Professional Development
Committee.

f. Operations and Accountability to the Faculty.
i. All governance committees are representatives of the GSE faculty
as a whole.

ii. All GSE committees other than the GSE Faculty Evaluation
Committee shall keep minutes of their meetings and distribute
copies of the minutes to all faculty within 10 days of the
committee’s meeting. A copy of such minutes shall be kept in the
CEHD Dean’s Office as part of the archives of the college.

iii. All governance committees shall provide an annual report to the
GSE faculty. This report shall include a discussion of the
committee’s charge and actions taken, and provide an opportunity
for faculty to ask questions about the committee’s work.
Section 5. Establishment of additional SRHT and GSE Standing or Ad Hoc Committees
   a. Additional standing committees may be established and charged by the faculty.
   b. Ad hoc committees within SRHT and GSE shall be established in the manner put forward in Article VI, Section 1 of these bylaws.

ARTICLE VIII. Charters

Section 1. Committee Charters
   a. All standing committees established in CEHD are constituted, organized, charged, and governed according to the written charters approved by a majority of the faculty at the time of their establishment.
   b. All ad hoc committees established in CEHD are constituted, organized, charged, and governed according to the written charters issued by their establishing agent(s) at the time of their establishment.
   c. Copies of all committee charters are kept within the Dean’s Office as part of the permanent records of the faculty.
   d. Changes in a committee charter may be made only by the individual or group (establishing agent) establishing the committee.

ARTICLE IX. University Senate Representation

Section 1.
   a. The faculty of CEHD shall elect the requisite number of its members, as determined by the Senate, to serve in the University Senate.
   b. Senators elected by the CEHD faculty shall meet the eligibility requirements set forth by the University.
   c. Of the number of Senators determined by the Senate to represent CEHD, the CEHD Council shall determine the number to be elected from SRHT and GSE, respectively. The CEHD Professional Development Committee shall facilitate and coordinate the process of receiving nominations for Senators and assure that candidates meet the eligibility requirements put forth in these bylaws.
   d. Elections shall be by secret ballot pursuant to Article VII, Sections 3e and 4e of these bylaws. All faculty as defined in Article I are eligible to vote for Senators.
   e. Senators shall serve for staggered three-year terms commencing with the beginning of the academic year following their election. A vacancy on the faculty senate with an unexpired term shall be filled for the remainder of that term by special election. Nominations and elections shall be done electronically.

ARTICLE X. Effective Date and Bylaws Amendment

Section 1.
a. These bylaws shall become effective upon their formal acceptance by the CEHD faculty as defined in Article I and approved by the Provost and the President. Election of officers or committee members not already elected or appointed for the academic year shall take place as soon as possible after the adoption of these bylaws, and elected representatives shall serve until the next regularly scheduled election. Incumbent members of committees shall continue to serve until the end of their specified terms.

b. Standing rules enacted by the general faculty of George Mason University prior to the adoption of these bylaws remain in force unless specifically replaced by provisions within these bylaws.

Section 2. All motions to amend these bylaws may be offered by any member of the faculty as defined in Article I, Sec. 1.a. of these Bylaws. Amendments shall be transmitted to CEHD faculty electronically no later than 45 days before a CEHD faculty meeting at which the vote to amend will be taken.

ARTICLE XI. General Provisions

Section 1. Faculty governance procedures as outlined in the faculty handbook and other university documents shall govern items not covered in the CEHD bylaws.