

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.

1 d. Duties of Officers

- 2 i. The chair shall schedule and convene regular and special meetings  
3 of the faculty and prepare an agenda for each faculty meeting. The  
4 chair shall appoint an interim secretary in the event of the absence  
5 of the faculty secretary, and carry out all other responsibilities  
6 assigned to the chair by these bylaws and/or by the faculty.
- 7 ii. The CEHD faculty secretary shall record the minutes of all faculty  
8 meetings. The minutes shall be distributed within two weeks of the  
9 conclusion of each meeting. Minutes of any meeting must be  
10 distributed to the faculty prior to convening a subsequent meeting.  
11 Dissemination of minutes may be done electronically. The  
12 secretary shall write and distribute any communications as may be  
13 directed by the chair or by formal action of the faculty in a faculty  
14 meeting; maintain an accurate, current list of voting members of  
15 the faculty and of the members of all CEHD, GSE, and SRHT  
16 committees together with their charges, which shall be open for  
17 inspection to all members of the academic community; and carry  
18 out all other responsibilities assigned to the CEHD faculty  
19 secretary in these bylaws or by the faculty. It shall be the duty of  
20 the secretary to resolve any challenges raised by faculty to the  
21 eligibility of any faculty to vote. If the position of CEHD faculty  
22 secretary becomes vacant, nominations shall be made by the GSE  
23 or SRHT faculty responsible for electing the secretary that  
24 academic year. The nominations and election shall be by electronic  
25 ballot.

26  
27 ARTICLE III. Responsibilities of the CEHD Faculty

28  
29 Section 1.

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

41  
42 Section 2.

43 It shall be within the province of the faculty as delineated by the George Mason  
44 University *Faculty Handbook* to make recommendations to appropriate GMU or  
45 CEHD administrators concerning the organization of CEHD; hiring, promotion,  
46 tenure, and contract renewal decisions for CEHD faculty; operation of the

1 university library; selection of the university president, deans, and other  
2 administrative officers; and other such matters as provided for by the Board of  
3 Visitors or outlined in the GMU *Faculty Handbook*.

4  
5 ARTICLE IV. Meetings of the Faculty

6  
7 Section 1.

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

13  
14 Section 2.

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

18  
19 Section 3.

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

38  
39 Section 4.

- 40 a. Meetings of the CEHD faculty shall be held at least once in the fall  
41 semester and once in the spring semester. These meetings shall occur no  
42 later than two weeks after the start of the fall and spring semesters.
- 43 b. Special meetings of the faculty must be announced by the chair or CEHD  
44 faculty secretary at least 10 working days in advance of the date of the  
45 meeting. This may be done electronically.
- 46

1 Section 5.

- 2 a. The chair may call a special meeting of the faculty.  
3 b. In response to a petition signed by 10 percent of the faculty, as defined in  
4 Article I, the chair must call a special meeting to be convened within 10  
5 working days.  
6 c. The written call to a special meeting shall include a statement of the  
7 purpose of the meeting and shall be distributed to all members of the  
8 faculty and to all other persons entitled to attend at least four working days  
9 before the meeting. This may be done electronically.  
10 d. Only that business stipulated in the call to a special meeting may be  
11 transacted at that meeting.  
12

13 Section 6.

14 The quorum for a CEHD faculty meeting shall consist of not fewer than one-  
15 quarter of the members of the faculty as defined in Article I. However, the  
16 quorum for authorizing the conferral of degrees, certificates, and minors and for  
17 considering matters related thereto shall be a minimum of 10 percent of the  
18 tenured and tenure-track members of the faculty.  
19

20 Section 7.

21 Balloting shall be by voice vote upon a call by the chair for the ayes and nays or  
22 by standing vote upon a call from the floor for a division, except that any voting  
23 member may request that a secret ballot be taken.  
24

25 Section 8.

- 26 a. Items of new business not appearing on the agenda may be introduced  
27 from the floor by any member of the faculty after consideration of all  
28 agenda items has been completed, but disposition of any item introduced  
29 without prior notice and information may be carried over to the next  
30 regular meeting of the faculty, if a majority of voting faculty present  
31 support a motion to do so. A motion carried over under this provision shall  
32 appear on the agenda of the next regular meeting as an item of old  
33 business and shall be supported by background information as provided in  
34 Section 3.e. of this Article.  
35 b. A special meeting of the faculty held to complete the agenda of a previous  
36 meeting shall not count as a regular meeting within the meaning of these  
37 bylaws.  
38

39 Section 9.

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

1 ARTICLE V. CEHD Governance Committees

2  
3 Section 1.

4 a. General

- 5 i. The governance of CEHD (SRHT and GSE) shall be vested in  
6 committees and councils referred to in these bylaws as  
7 “committees.”
- 8 ii. The charges for all governance committees are established,  
9 revised, and approved by the faculty. Proposed changes to a  
10 committee’s charge shall be presented to the faculty for discussion  
11 and affirmation at a regularly scheduled CEHD faculty meeting.
- 12 iii. The members of governance committees, except for the Dean and  
13 any designated ex-officio members are elected by and from the  
14 faculty.
- 15 iv. Unless otherwise specified in these bylaws and except for the Dean  
16 or the Dean’s designee, the terms of all members of governance  
17 committees shall be two years. No member may serve more than  
18 two consecutive terms on the same committee.
- 19 v. One-half of the membership of each committee shall be elected  
20 each year.
- 21 vi. Election of members for CEHD governance committees shall be  
22 conducted by secret electronic ballot immediately following the  
23 May SRHT and GSE meetings as described in Article VII,  
24 Sections 3 and 4.
- 25 vii. The CEHD Professional Development Committee shall coordinate  
26 and facilitate the process of receiving nominations for committee  
27 vacancies. Additional nominations may be made from the floor  
28 during SRHT and GSE May faculty meetings at the time the slate  
29 of candidates is presented to the faculty. The CEHD Professional  
30 Development Committee shall assure that candidates meet the  
31 eligibility requirements put forth in these bylaws. Voting shall be  
32 by secret electronic ballot conducted no more than 10 days  
33 following the May SRHT and GSE faculty meetings. The  
34 candidates receiving the highest number of votes cast shall be  
35 elected. In the event of a tie, a second secret electronic ballot shall  
36 immediately be sent to the faculty. The candidate receiving the  
37 highest number of votes cast shall be elected.
- 38 viii. CEHD governance committee terms shall commence on August 1<sup>st</sup>  
39 following election except in the case of a special election.
- 40 ix. A vacancy on a CEHD governance committee with an unexpired  
41 term shall be filled for the remainder of that term. The nomination  
42 and election process will be conducted specifically by the school  
43 faculty for whom the vacancy exists. This shall be done  
44 electronically.
- 45 x. All CEHD governance committees shall establish a quorum for  
46 their meetings and such quorum shall require representation of at

- 1 least one faculty member from SRHT and one faculty member  
2 from GSE.
- 3 xi. The work of the CEHD, SRHT, and GSE governance committees  
4 shall be guided by the college mission and priorities.
- 5 b. CEHD Council
- 6 i. The CEHD Council shall consist of the Dean, one representative  
7 from each CEHD division, and three at-large members elected  
8 from each of the following academic ranks: full professors,  
9 associate professors, and assistant professors. All faculty as  
10 defined in Article I are eligible to serve except Division Directors.
- 11 ii. Nominations for CEHD Council positions may only be made by  
12 members of the subgroups being represented. However, all voting  
13 faculty are eligible to vote for each position.
- 14 iii. The Dean or the Dean's designee shall serve as chair of the CEHD  
15 Council
- 16 iv. The CEHD Council shall carry out the charges stated in these  
17 bylaws and assigned by action of the faculty; maintain records of  
18 its actions; present reports of actions, as appropriate, at regularly  
19 scheduled CEHD faculty meetings; present an annual report to the  
20 faculty and distribute to all faculty the minutes of their meetings  
21 within one week after they have met. This may be done  
22 electronically. Copies of minutes and reports shall also be sent to  
23 the CEHD Dean's Office for inclusion in the archives of the  
24 college.
- 25 v. The CEHD Council makes recommendations to the Dean with  
26 regard to the CEHD mission, strategic plans, policy, resource  
27 allocations, and coordination and communication of CEHD  
28 functions. It shall be the responsibility of CEHD Council members  
29 to report actions by the Council to their respective divisions or  
30 faculty group they represent and to solicit advice from those they  
31 represent to inform Council discussions.
- 32 vi. It shall be the responsibility of the CEHD Council to annually  
33 review the CEHD bylaws and make recommendations to the  
34 faculty, as needed, for amendments.
- 35 vii. The CEHD Council shall be responsible for recommending the  
36 appropriate proportion of faculty senators from CEHD to be  
37 elected from the SRHT and GSE faculty, respectively.
- 38 viii. Vacancies for members of the CEHD Council shall be filled by  
39 electronic ballot following the procedures specified in V.1.b.ii.
- 40 c. CEHD Professional Development Committee
- 41 i. The CEHD Professional Development Committee shall consist of  
42 five members, three shall be elected from GSE and two shall be  
43 elected from SRHT. All faculty, as defined in Article I, are eligible  
44 to serve.

- 1                   ii.       Voting for candidates to serve on the CEHD Professional  
2                   Development Committee is open to all faculty as defined in Article  
3                   I.
- 4                   iii.       The CEHD Professional Development Committee shall elect a  
5                   chairperson or chairpersons and secretary.
- 6                   iv.       The CEHD Professional Development Committee shall carry out  
7                   the charges stated in these bylaws and assigned by action of the  
8                   faculty; maintain record of its actions; present reports of actions, as  
9                   appropriate, at regularly scheduled CEHD faculty meetings;  
10                  present an annual report to the faculty, and distribute to all faculty  
11                  the minutes of their meeting within one week after they have met.  
12                  This may be done electronically. Copies of minutes and reports  
13                  shall also be sent to the CEHD Dean's Office for inclusion in the  
14                  archives of the college.
- 15                  v.       The CEHD Professional Development Committee shall establish  
16                  professional development activities in the areas of teaching,  
17                  research, and service. It shall also be the responsibility of the  
18                  CEHD Professional Development Committee to coordinate and  
19                  facilitate the process of receiving nominations for CEHD, SRHT,  
20                  and GSE governance committees and to assure that candidates  
21                  meet the eligibility requirements put forth in these bylaws.
- 22       d.       CEHD Tenure-Track Annual Review Committee
- 23                  i.       The CEHD Tenure-Track Annual Review Committee shall consist  
24                  of five members, three shall be elected from GSE and two shall be  
25                  elected from SRHT. Full-time tenured instructional faculty with  
26                  the rank of associate or full professor are eligible to serve.
- 27                  ii.       Voting for candidates to serve on the CEHD Tenure-Track Annual  
28                  Review Committee is reserved for full-time instructional and other  
29                  faculty with tenured appointments or those who are eligible for  
30                  tenure or promotion in rank.
- 31                  iii.       The committee shall elect a chairperson or chairpersons and  
32                  secretary.
- 33                  iv.       The CEHD Tenure-Track Annual Review Committee shall  
34                  establish a quorum for its own functions; carry out the charges  
35                  stated in these bylaws, and assigned by action of the faculty;  
36                  maintain record of its actions; present reports of actions, as  
37                  appropriate, at regularly scheduled CEHD faculty meetings; and  
38                  present an annual report to the faculty.
- 39                  v.       It shall be the responsibility of the CEHD Tenure-Track Annual  
40                  Review Committee to review annual evaluation materials for all  
41                  tenure-track CEHD faculty and to make appropriate  
42                  recommendations to the Dean. In addition, this Committee shall be  
43                  responsible for providing written feedback regarding progress  
44                  toward tenure.
- 45                  vi.       No less than once each academic year, the CEHD Tenure-Track  
46                  Annual Review Committee shall meet with the CEHD Promotion

- 1 and Tenure Committee, the GSE Faculty Evaluation Committee,  
2 the SRHT Faculty Evaluation Committee, and the CEHD Dean (or  
3 the Dean's designee) to discuss the criteria each school and the  
4 college uses for promotion, tenure, and merit awards.
- 5 e. CEHD Promotion and Tenure Committee
- 6 i. The CEHD Promotion and Tenure Committee shall consist of five  
7 members, three shall be elected from GSE and two shall be elected  
8 from SRHT. Full-time tenured instructional faculty with the rank  
9 of associate or full professor are eligible to serve and at least two  
10 of the five members must hold the rank of professor.
- 11 ii. Voting for candidates to serve on the CEHD Promotion and Tenure  
12 Committee is reserved for full-time instructional and other faculty  
13 with tenured appointments or those who are eligible for tenure or  
14 promotion in rank.
- 15 iii. The committee shall elect a chairperson or chairpersons and  
16 secretary.
- 17 iv. The CEHD Promotion and Tenure Committee shall establish a  
18 quorum for its own functions; carry out the charges stated in these  
19 bylaws, and assigned by action of the faculty; maintain record of  
20 its actions; present reports of actions, as appropriate, at regularly  
21 scheduled CEHD faculty meetings; and present an annual report to  
22 the faculty.
- 23 v. It shall be the responsibility of the CEHD Promotion and Tenure  
24 Committee to make recommendations regarding the promotion of  
25 faculty, awarding of tenure, and renewal of faculty contracts.
- 26 vi. Recommendations on promotion of candidates to the rank of full  
27 professor shall be reserved to members of the Promotion and  
28 Tenure Committee holding the rank of full professor supplemented  
29 by additional full professors to total five. The additional professors  
30 shall be selected by a special election conducted electronically in  
31 September and shall serve as members of the Committee for a one-  
32 year term. Voting for candidates to supplement the CEHD  
33 Promotion and Tenure Committee is reserved for full-time  
34 instructional and other faculty with tenured appointments or those  
35 who are eligible for tenure or promotion in rank.
- 36 vii. No less than once each academic year, the CEHD Promotion and  
37 Tenure Committee shall meet with the CEHD Tenure-Track  
38 Annual Review Committee, the GSE Faculty Evaluation  
39 Committee, the SRHT Faculty Evaluation Committee, and the  
40 CEHD Dean (or the Dean's designee) to discuss the criteria each  
41 school and the college will use for promotion, tenure, and merit  
42 awards.
- 43 f. CEHD Student Appeals/Faculty Grievance Committee
- 44 i. The CEHD Student Appeals/Faculty Grievance Committee shall  
45 consist of five members, three shall be elected from GSE and two



- 1 shall be elected from SRHT. All faculty, as defined in Article 1,  
2 are eligible to serve.
- 3 ii. Voting for candidates to serve on the CEHD Student  
4 Appeals/Faculty Grievance Committee is open to all faculty as  
5 defined in Article I.
- 6 iii. The CEHD Associate Dean for Student and Academic Affairs shall  
7 convene meetings of the CEHD Student Appeals/Faculty  
8 Grievance Committee when a student appeal is deemed  
9 appropriate. The Dean shall convene meetings of the CEHD  
10 Student Appeals/Faculty Grievance Committee when a forum is  
11 needed for instructional and research faculty grievances  
12 concerning (i) alleged violations of academic freedom; (ii) other  
13 conditions of employment, such as work assignments, salaries,  
14 facilities, and support services; and (iii) charges of unprofessional  
15 or unethical conduct brought by one faculty member against  
16 another. The CEHD Student Appeals/Faculty Grievance  
17 Committee is not responsible for hearing grievances related to  
18 annual performance evaluations (see Article VI, Section 1c).
- 19 iv. Student appeals shall be heard by the CEHD Student  
20 Appeals/Faculty Grievance Committee. If there is no faculty  
21 representation on this committee from the student's program area,  
22 one additional faculty member from this area will be asked to  
23 participate. Faculty grievances shall be heard by the CEHD  
24 Student Appeals/Faculty Grievance Committee, minus any  
25 member(s) who would otherwise be sitting in judgment of their  
26 own actions. If the objectivity of any committee member comes  
27 into question, that would constitute a separate grievance that must  
28 be resolved before the initial grievance can be evaluated. The  
29 Committee is expected to be particularly alert to instances of  
30 inequitable treatment and retaliation against colleagues who have  
31 filed grievances. Upon receipt of a grievance that alleges  
32 discrimination in violation of federal or state civil rights laws or  
33 University non-discrimination regulations, the committee must  
34 consult with the Office of Equity and Diversity Services to ensure  
35 adherence to the University's Non-Discrimination policy (1201) at  
36 <http://www.gmu.edu/facstaff/policy/newpolicy/1201gen.html>,  
37 Sexual Harassment Policy (1202) at  
38 <http://www.gmu.edu/facstaff/policy/newpolicy/1202gen.html>, and  
39 Equal Opportunity/Affirmative Action Grievance Procedure at  
40 <https://diversity.gmu.edu/about/grievance-procedures>
- 41 v. Records of the meetings of this committee shall be kept by the  
42 Associate Dean for Student and Academic Affairs (for student  
43 appeals) and the Dean (for faculty grievances). All decisions and  
44 deliberations shall remain confidential.
- 45 vi. The Student Appeals/Faculty Grievance Committee shall  
46 investigate the facts of the case and determine an appropriate

- 1 resolution. Recommendations regarding student appeals shall be  
2 forwarded to the Associate Dean for Student and Academic  
3 Affairs, whose decision shall be final. For faculty grievances  
4 involving instructional and research faculty, the determination of  
5 the Student Appeals/Faculty Grievance Committee shall be final.  
6 For faculty grievances involving administrative or professional  
7 faculty below the level of Dean/Associate Dean/Assistant Dean,  
8 the recommended resolution is forwarded to the Dean, whose  
9 decision is final. Grievances against administrative or professional  
10 faculty with a dean title are heard by the University Grievance  
11 Committee.
- 12 g. PhD in Education and Human Development Committee. The PhD  
13 in Education and Human Development Committee has primary  
14 responsibility for developing policies to bring to the faculty or to  
15 the GSE or SRHT Curriculum Committee for approval. The  
16 committee shall also be responsible for developing and approving  
17 program procedures; monitoring and evaluating the PhD program;  
18 overseeing the admissions process for program candidates; and  
19 advising and assisting in the approval and assessment of individual  
20 student programs. This committee shall be composed of one  
21 representative from each officially approved specialization or  
22 concentration in the PhD program. Each representative will be  
23 elected for a two-year term by the faculty who have a primary  
24 affiliation with that particular specialization or concentration. The  
25 Director of the PhD program shall chair this committee and shall  
26 be appointed by the CEHD Dean.
- 27 h. Operations and Accountability to the Faculty
- 28 i. All governance committees are representatives of the CEHD  
29 faculty as a whole.
- 30 ii. All governance committees shall provide an annual report to the  
31 faculty at a time determined by the individual governance  
32 committee. This report shall include discussion of the committee's  
33 charge and actions taken. The CEHD faculty must be provided  
34 with an opportunity to ask questions about the committee's work.
- 35 i. Additional standing committees may be established and charged by the  
36 faculty.

37  
38 ARTICLE VI. CEHD Ad Hoc and Other Committees

39  
40 Section 1. Ad Hoc Committees

- 41 a. Ad hoc committees may be established by the CEHD Dean or the Dean's  
42 designee, the CEHD Council, or the CEHD faculty. The charge to ad hoc  
43 committees shall include a fair estimate of the scope of work and length of  
44 time the committee will have to complete this work.
- 45 b. Each committee shall report to its establishing agent as requested by that  
46 agent.

- 1 c. Faculty Evaluation Grievance Committee
- 2 i. The faculty reserves the right and accepts the responsibility to
- 3 advise the Dean on matters pertaining to grievances with formal
- 4 annual faculty merit evaluations. These rights and responsibilities
- 5 are maintained without intention to duplicate existing grievance
- 6 structures specified by the Faculty Senate or to replace processes
- 7 established by the University.
- 8 ii. Grievances Resulting From Faculty Performance Appraisals: A
- 9 faculty member may challenge the formal assessment of her or his
- 10 work performance (as articulated in the annual faculty merit
- 11 evaluation). Any challenge should be based on claims of
- 12 inappropriate articulation of the evaluation criteria or inappropriate
- 13 execution of the assessment process.
- 14 iii. The Faculty Evaluation Grievance Committee is an ad hoc
- 15 committee appointed by the Dean to consider challenges to the
- 16 performance evaluation process in specific cases. It shall consist of
- 17 three senior faculty members (holding the rank of professor) with
- 18 at least one member selected from SRHT and one from GSE.
- 19 Persons who were directly involved in the disputed evaluation may
- 20 not serve on the Faculty Evaluation Grievance Committee. The
- 21 committee chair shall be selected by the Dean, and members serve
- 22 until their recommendation concerning the grievance is forwarded
- 23 to the Dean.
- 24 iv. The principal task of the committee is to determine if standards of
- 25 performance were articulated and the process appropriately carried
- 26 out. The committee has no authority to change any quantitative
- 27 measure of performance.
- 28

29 Section 2. Joint Committees

30 Joint committees shall be those wholly or primarily established by another

31 segment of the academic community, composed of a substantial portion of

32 faculty members, and those in which the CEHD faculty has agreed to

33 participate through the election of members and/or receipt of reports.

34

35 ARTICLE VII. SRHT and GSE Governance

36

37 Section 1. SRHT Faculty Meetings

- 38 a. The faculty of the School of Recreation, Health, and Tourism (SRHT) is
- 39 composed of:
- 40 i. All full-time instructional, research, professional, and
- 41 administrative faculty who are tenure-track, tenured, or on term
- 42 contracts; and
- 43 ii. All part-time faculty with appointments equal to or greater than .50
- 44 FTE.
- 45 b. The officers of the faculty shall be the CEHD Dean who will serve as the
- 46 Chair (or the Dean's designee) and a secretary. The secretary shall have at

1 least one-year prior George Mason University service, and be elected by  
2 and from the SRHT faculty.

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

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

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

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

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

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

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

40  
41 Section 2. GSE Faculty Meetings

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

43 i. All full-time instructional, research, professional, and  
44 administrative faculty who are tenure-track, tenured, or on term  
45 contracts; and

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- 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.

- 1 Section 3. SRHT Standing Committees
- 2 a. The governance of SRHT shall be vested in two school committees whose
- 3 members are elected from and by the SRHT faculty unless otherwise
- 4 specified in these Bylaws.
- 5 b. SRHT Curriculum Committee. It shall be the responsibility of the
- 6 Curriculum Committee to assist in the development and management of a
- 7 relevant and coordinated undergraduate and graduate curriculum. The
- 8 SRHT Curriculum Committee shall review all new and modified course
- 9 and curricular proposals. The committee is responsible for endorsing
- 10 course or curricular proposals or revisions and presenting them to the full
- 11 division faculty for approval. Endorsement reflects the committee's view
- 12 that the proposal has been thoroughly scrutinized, constitutes a valuable
- 13 addition/modification to the SRHT curriculum, and warrants approval.
- 14 This committee shall have five members elected by and from the SRHT
- 15 faculty for staggered two-year terms. The SRHT Curriculum Committee
- 16 shall select its chairperson or co-chairpersons from among the committee
- 17 membership.
- 18 c. SRHT Faculty Evaluation Committee. This committee shall be responsible
- 19 for reviewing annual evaluation materials for tenured and term SRHT
- 20 faculty and making appropriate recommendations to the Dean.
- 21 Membership on this committee shall be four individuals. Two of the
- 22 members shall be tenured faculty and two shall be term faculty members.
- 23 No less than once each academic year, the SRHT Faculty Evaluation
- 24 Committee shall meet with the CEHD Tenure-Track Annual Review
- 25 Committee, the CEHD Promotion and Tenure Committee, the GSE
- 26 Faculty Evaluation Committee, and the CEHD Dean (or the Dean's
- 27 designee) to discuss the criteria each school and the college will use for
- 28 promotion, tenure, and merit awards. The chairperson or chairpersons
- 29 shall be elected by the committee.
- 30 d. Membership. SRHT faculty as defined in Article I are eligible to serve on
- 31 the SRHT Curriculum Committee. Membership on the SRHT Faculty
- 32 Evaluation Committee is restricted to two tenured faculty members and
- 33 two term faculty members.
- 34 e. Nominations and Elections. Elections for members of the SRHT standing
- 35 committee and for SRHT representatives to CEHD governance
- 36 committees shall be conducted immediately following the May SRHT
- 37 meeting. The CEHD Professional Development Committee shall
- 38 coordinate and facilitate the process of receiving nominations for
- 39 committee vacancies, and shall assure that candidates meet the eligibility
- 40 requirements put forth in these bylaws. Additional nominations may be
- 41 made from the floor at the May SRHT faculty meeting at the time the slate
- 42 of candidates is presented to the faculty. Voting shall be by electronic
- 43 secret ballot conducted no more than 10 days following the May SRHT
- 44 faculty meeting. Faculty as defined in Article VII, Section 1 are eligible to
- 45 vote. The candidates receiving the highest number of votes cast shall be
- 46 elected. In the event of a tie, a second secret electronic ballot shall

1 immediately be sent to the faculty. The candidate receiving the highest  
2 number of votes cast shall be elected. A vacancy on a SRHT governance  
3 committee with an unexpired term shall be filled for the remainder of that  
4 term by special election. This election shall be done electronically. SRHT  
5 governance committee terms shall commence on August 1<sup>st</sup> following the  
6 election. The names of nominees for election to SRHT governance  
7 committees and designated SRHT candidates for CEHD governance  
8 committees shall be transmitted to the CEHD Professional Development  
9 Committee.

10 f. Operations and Accountability to the Faculty

- 11 i. All governance committees are representative of the SRHT faculty  
12 as a whole.
- 13 ii. All SRHT committees other than the SRHT Faculty Evaluation  
14 Committee shall keep minutes of their meetings and distribute  
15 copies of the minutes to all faculty within 10 days of the  
16 committee's meeting. A copy of such minutes shall be kept in the  
17 CEHD Dean's Office as part of the archives of the college.
- 18 iii. All SRHT governance committees shall provide an annual report  
19 to the SRHT faculty. This report shall include a discussion of the  
20 committee's charge and actions taken, and provide an opportunity  
21 for faculty to ask questions about the committee's work.

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23 Section 4. GSE Standing Committees

- 24 a. The governance of GSE shall be vested in two committees whose  
25 members are elected by and from the GSE faculty for staggered two-year  
26 terms unless otherwise specified in these bylaws. Each GSE standing  
27 committee shall elect its chair from the committee membership unless  
28 otherwise specified in these bylaws.
- 29 b. GSE Curriculum Committee. It shall be the responsibility of the  
30 Curriculum Committee to assist in the development and management of a  
31 relevant and coordinated undergraduate and graduate curriculum. The  
32 GSE Curriculum Committee shall review all new and modified course and  
33 curricular proposals. The committee is responsible for endorsing course or  
34 curricular proposals or revisions and presenting them to the full GSE  
35 faculty for approval. Endorsement reflects the committee's view that the  
36 proposal has been thoroughly scrutinized, constitutes a valuable  
37 addition/modification to the GSE curriculum, and warrants approval. This  
38 committee shall have five members elected by and from the GSE faculty  
39 for staggered two-year terms. The GSE Curriculum Committee shall select  
40 its chairperson or co-chairpersons from among the committee  
41 membership. The Associate Dean for Student and Academic Affairs shall  
42 serve as an *ex officio* member.
- 43 c. GSE Faculty Evaluation Committee. This committee shall be responsible  
44 for reviewing annual evaluation materials for tenured and term GSE  
45 faculty and recommending merit points. No less than once each academic  
46 year, the GSE Faculty Evaluation Committee shall meet with the CEHD

1 Tenure-Track Annual Review Committee, the CEHD Promotion and  
2 Tenure Committee, the SRHT Faculty Evaluation Committee, and the  
3 CEHD Dean (or the Dean's designee) to discuss the criteria each school  
4 and the college will use for promotion, tenure, and merit awards. This  
5 committee shall have six members, four of whom shall be tenured faculty  
6 and two of whom shall be term faculty members. The chairperson or  
7 chairpersons shall be elected by the committee.

- 8 d. Membership. GSE faculty as defined in Article I are eligible to serve on  
9 the GSE Curriculum Committee. Membership on the Faculty Evaluation  
10 Committee is restricted to four tenured faculty members and two term  
11 faculty members.
- 12 e. Nominations and Elections. Elections for members of the GSE governance  
13 committees and for GSE representatives to CEHD governance committees  
14 shall be conducted by electronic secret ballot immediately following the  
15 May GSE meeting. The CEHD Professional Development Committee  
16 shall coordinate and facilitate the process of receiving nominations for  
17 committee vacancies, and shall assure that candidates meet the eligibility  
18 requirements put forth in these bylaws. Additional nominations may be  
19 made from the floor at the May GSE faculty meeting at the time the slate  
20 of candidates is presented to the faculty. Voting shall be by electronic  
21 secret ballot conducted no more than 10 days following the May GSE  
22 faculty meeting. Faculty as defined in Article VII, Section 2 are eligible to  
23 vote. The candidates receiving the highest number of votes cast shall be  
24 elected. In the event of a tie, a second secret electronic ballot shall  
25 immediately be sent to the faculty. The candidate receiving the highest  
26 number of votes cast shall be elected. A vacancy on a GSE governance  
27 committee with an unexpired term shall be filled for the remainder of that  
28 term by special election. This election shall be done electronically. GSE  
29 governance committee terms shall commence on August 1<sup>st</sup> following the  
30 election. The names of nominees for election to the GSE governance  
31 committees and designated GSE candidates for CEHD governance  
32 committees shall be transmitted to the CEHD Professional Development  
33 Committee.
- 34 f. Operations and Accountability to the Faculty.
- 35 i. All governance committees are representatives of the GSE faculty  
36 as a whole.
- 37 ii. All GSE committees other than the GSE Faculty Evaluation  
38 Committee shall keep minutes of their meetings and distribute  
39 copies of the minutes to all faculty within 10 days of the  
40 committee's meeting. A copy of such minutes shall be kept in the  
41 CEHD Dean's Office as part of the archives of the college.
- 42 iii. All governance committees shall provide an annual report to the  
43 GSE faculty. This report shall include a discussion of the  
44 committee's charge and actions taken, and provide an opportunity  
45 for faculty to ask questions about the committee's work.  
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- 1 Section 5. Establishment of additional SRHT and GSE Standing or Ad Hoc  
2 Committees  
3 a. Additional standing committees may be established and charged by the  
4 faculty.  
5 b. Ad hoc committees within SRHT and GSE shall be established in the  
6 manner put forward in Article VI, Section 1 of these bylaws.  
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8 ARTICLE VIII. Charters  
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- 10 Section 1. Committee Charters  
11 a. All standing committees established in CEHD are constituted, organized,  
12 charged, and governed according to the written charters approved by a  
13 majority of the faculty at the time of their establishment.  
14 b. All ad hoc committees established in CEHD are constituted, organized,  
15 charged, and governed according to the written charters issued by their  
16 establishing agent(s) at the time of their establishment.  
17 c. Copies of all committee charters are kept within the Dean's Office as part  
18 of the permanent records of the faculty.  
19 d. Changes in a committee charter may be made only by the individual or  
20 group (establishing agent) establishing the committee.  
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22 ARTICLE IX. University Senate Representation  
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- 24 Section 1.  
25 a. The faculty of CEHD shall elect the requisite number of its members, as  
26 determined by the Senate, to serve in the University Senate.  
27 b. Senators elected by the CEHD faculty shall meet the eligibility  
28 requirements set forth by the University.  
29 c. Of the number of Senators determined by the Senate to represent CEHD,  
30 the CEHD Council shall determine the number to be elected from SRHT  
31 and GSE, respectively. The CEHD Professional Development Committee  
32 shall facilitate and coordinate the process of receiving nominations for  
33 Senators and assure that candidates meet the eligibility requirements put  
34 forth in these bylaws.  
35 d. Elections shall be by secret ballot pursuant to Article VII, Sections 3e and  
36 4e of these bylaws. All faculty as defined in Article I are eligible to vote  
37 for Senators.  
38 e. Senators shall serve for staggered three-year terms commencing with the  
39 beginning of the academic year following their election. A vacancy on the  
40 faculty senate with an unexpired term shall be filled for the remainder of  
41 that term by special election. Nominations and elections shall be done  
42 electronically.  
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44 ARTICLE X. Effective Date and Bylaws Amendment  
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- 46 Section 1.

- 1 a. These bylaws shall become effective upon their formal acceptance by the  
2 CEHD faculty as defined in Article I and approved by the Provost and the  
3 President. Election of officers or committee members not already elected  
4 or appointed for the academic year shall take place as soon as possible  
5 after the adoption of these bylaws, and elected representatives shall serve  
6 until the next regularly scheduled election. Incumbent members of  
7 committees shall continue to serve until the end of their specified terms.  
8 b. Standing rules enacted by the general faculty of George Mason University  
9 prior to the adoption of these bylaws remain in force unless specifically  
10 replaced by provisions within these bylaws.

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

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17 ARTICLE XI. General Provisions

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