

CEHD Bylaws

Adopted by the Faculty April 2005 – Amended April 2019

ARTICLE I. CEHD Membership

Section 1.

- a. The College of Education and Human Development (CEHD) includes three Schools: the School of Education (SOED), the School of Kinesiology (SOK), and the School of Sport, Recreation, and Tourism Management (SRTM).
- b. The faculty of the College of Education and Human Development, 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.
- c. 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 spring who will return as voting members in the fall, 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 secretaries of the School of Education (SOED), the School of Kinesiology (SOK), and the School of Sport, Recreation, and Tourism Management (SRTM) 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 SOED, a secretary from SOK, and a secretary from SRTM. The responsibility to serve as secretary for CEHD faculty meetings shall rotate among SOED, SOK, and SRTM, in that order, starting with SOED in academic year 2019–2020.
- b. The SOED, SOK, and SRTM faculty secretaries shall be members of the CEHD faculty and have at least one academic year of prior service as a voting CEHD faculty member.
- c. The SOED secretary shall be selected pursuant to procedures in Article VII, Section 1 of these bylaws. The SOK secretary shall be selected

1 pursuant to procedures in Article VII, Section 2 of these bylaws. The  
2 SRTM secretary shall be selected pursuant to procedures in Article VII,  
3 Section 3 of these bylaws.

4 d. Duties of Officers

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

10 ii. The CEHD faculty secretary shall record the minutes of all faculty  
11 meetings. The minutes shall be distributed after the conclusion of  
12 each meeting. Minutes of any meeting must be distributed to the  
13 faculty prior to convening a subsequent meeting. Dissemination of  
14 minutes may be done electronically. The secretary shall (a) write  
15 and distribute any communications as may be directed by the chair  
16 or by formal action of the faculty in a faculty meeting; (b) maintain  
17 an accurate, current list of voting members of the faculty and of the  
18 members of all CEHD, SOED, SOK, and SRTM committees  
19 together with their charges, which shall be open for inspection to  
20 all members of the academic community; and (c) carry out all  
21 other responsibilities assigned to the CEHD faculty secretary in  
22 these bylaws or by the faculty. It shall be the duty of the secretary  
23 to resolve any challenges raised by faculty to the eligibility of any  
24 faculty to vote. If the position of CEHD faculty secretary becomes  
25 vacant, nominations shall be made by the SOED, SOK, or SRTM  
26 faculty responsible for electing the secretary that academic year.  
27 The nominations and election shall be by electronic ballot.

28  
29 ARTICLE III. Responsibilities of the CEHD Faculty

30  
31 Section 1.

32 a. The faculty shall be responsible for the academic policies, academic  
33 programs, centers, institutes, initiatives, degrees, certificates, minors, and  
34 licensure endorsements in CEHD (SOED, SOK, and SRTM), including  
35 instruction, curriculum, research, and outreach. Unless otherwise stated in  
36 these bylaws, the faculty expressly delegates these responsibilities to the  
37 SOED, SOK, and SRTM faculty committees as designated in Articles V,  
38 VI, and VII of these bylaws.

39 b. The faculty, acting as a body of the whole, is responsible for authorizing  
40 conferral of those degrees, certificates, and endorsements upon students  
41 who have been certified by the registrar or faculty, as appropriate, to have  
42 fulfilled the requirements set for them.

43  
44 Section 2.

45 It shall be within the province of the faculty as delineated by the George Mason  
46 University *Faculty Handbook* to make recommendations to appropriate GMU or

1 CEHD administrators concerning the organization of CEHD; hiring, promotion,  
2 tenure, and contract renewal decisions for CEHD faculty; operation of the  
3 university library; selection of the university president, deans, and other  
4 administrative officers; and other such matters as provided for by the Board of  
5 Visitors or outlined in the GMU *Faculty Handbook*.

6

7 ARTICLE IV. Meetings of the Faculty

8

9 Section 1.

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

15

16 Section 2.

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

20

21 Section 3.

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

40

41 Section 4.

- 42 a. Meetings of the CEHD faculty shall be held at least once in the fall  
43 semester and once in the spring semester. These meetings shall occur no  
44 later than two weeks after the start of the fall and spring semesters.

- 1           b.       Special meetings of the faculty must be announced by the chair or CEHD  
2                    faculty secretary at least 10 working days in advance of the date of the  
3                    meeting. This may be done electronically.  
4

5       Section 5.

- 6           a.       The chair may call a special meeting of the faculty.  
7           b.       In response to a petition signed by at least 10 percent of the faculty, as  
8                    defined in Article I, the chair must call a special meeting to be convened  
9                    within 10 working days.  
10          c.       The written call to a special meeting shall include a statement of the  
11                    purpose of the meeting and shall be distributed to all members of the  
12                    faculty and to all other persons entitled to attend at least four working days  
13                    before the meeting. This may be done electronically.  
14          d.       Only that business stipulated in the call to a special meeting may be  
15                    transacted at that meeting.  
16

17       Section 6.

18           The quorum for a CEHD faculty meeting shall consist of not fewer than one-  
19           quarter of the members of the faculty as defined in Article I. However, the  
20           quorum for authorizing the conferral of degrees, certificates, and minors and for  
21           considering matters related thereto shall be a minimum of 10 percent of the  
22           tenured and tenure-track members of the faculty.  
23

24       Section 7.

25           Balloting shall be by voice vote upon a call by the chair for the ayes and nays or  
26           by standing vote upon a call from the floor for a division, except that any voting  
27           member may request that a secret ballot be taken.  
28

29       Section 8.

- 30           a.       Items of new business not appearing on the agenda may be introduced  
31                    from the floor by any member of the faculty after consideration of all  
32                    agenda items has been completed. However, disposition of any item  
33                    introduced without prior notice and information may be carried over to the  
34                    next regular meeting of the faculty, if a majority of voting faculty present  
35                    support a motion to do so. A motion carried over under this provision shall  
36                    appear on the agenda of the next regular meeting as an item of old  
37                    business and shall be supported by background information as provided in  
38                    Section 3.e. of this Article.  
39           b.       A special meeting of the faculty held to complete the agenda of a previous  
40                    meeting shall not count as a regular meeting within the meaning of these  
41                    bylaws.  
42

43       Section 9.

44           The faculty secretary shall prepare the minutes of all meetings of the faculty. The  
45           minutes shall convey actions and the results of votes taken on each item of  
46           business considered. The minutes shall be distributed to all CEHD faculty,

1 appropriate officers of the University, and others as appropriate. At least one copy  
2 of the minutes of every meeting shall be preserved in the CEHD Dean's Office as  
3 part of the permanent archives of the college. Minutes shall be available and open  
4 for inspection by any other member of the academic community.  
5

6 ARTICLE V. CEHD Governance Committees  
7

8 Section 1.

9 a. General

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

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

- 1 c. CEHD Professional Development Committee
- 2 i. The CEHD Professional Development Committee shall consist of
- 3 five members: one shall be elected from SOED, one shall be
- 4 elected from SOK, and one shall be elected from SRTM. The other
- 5 two members may be elected from the remaining pool of eligible
- 6 faculty across the College. All faculty, as defined in Article I, are
- 7 eligible to serve.
- 8 ii. Voting for candidates to serve on the CEHD Professional
- 9 Development Committee is open to all faculty as defined in Article
- 10 I.
- 11 iii. The CEHD Professional Development Committee shall elect a
- 12 chairperson or chairpersons and secretary.
- 13 iv. The CEHD Professional Development Committee shall (a) carry
- 14 out the charges stated in these bylaws and assigned by action of the
- 15 faculty; (b) maintain records of its actions; (c) present reports of
- 16 actions, as appropriate, at regularly scheduled CEHD faculty
- 17 meetings; (d) present an annual report to the faculty; and (e)
- 18 distribute to all faculty the minutes of their meeting within one
- 19 week after they have met. This may be done electronically. Copies
- 20 of minutes and reports shall also be sent to the CEHD Dean's
- 21 Office for inclusion in the archives of the college.
- 22 v. The CEHD Professional Development Committee shall establish
- 23 professional development activities in the areas of teaching,
- 24 research, and service. It shall also be the responsibility of the
- 25 CEHD Professional Development Committee to coordinate and
- 26 facilitate the process of receiving nominations for CEHD, SOED,
- 27 SOK, and SRTM governance committees and to assure that
- 28 candidates meet the eligibility requirements put forth in these
- 29 bylaws.
- 30 d. CEHD Tenure-Track Annual Review Committee
- 31 i. The CEHD Tenure-Track Annual Review Committee shall consist
- 32 of five members: one shall be elected from SOED, one shall be
- 33 elected from SOK, and one shall be elected from SRTM. The other
- 34 two members may be elected from the remaining pool of eligible
- 35 faculty across the College. Full-time tenured instructional faculty
- 36 with the rank of associate or full professor are eligible to serve.
- 37 ii. Voting for candidates to serve on the CEHD Tenure-Track Annual
- 38 Review Committee is reserved for full-time instructional and other
- 39 faculty with tenured appointments or those who are eligible for
- 40 tenure or promotion in rank.
- 41 iii. The committee shall elect a chairperson or chairpersons and
- 42 secretary.
- 43 iv. The CEHD Tenure-Track Annual Review Committee shall (a)
- 44 establish a quorum for its own functions; (b) carry out the charges
- 45 stated in these bylaws, and assigned by action of the faculty; (c)
- 46 maintain record of its actions; (d) present reports of actions, as

- 1 appropriate, at regularly scheduled CEHD faculty meetings; and  
2 (e) present an annual report to the faculty.
- 3 v. It shall be the responsibility of the CEHD Tenure-Track Annual  
4 Review Committee to review annual evaluation materials for all  
5 tenure-track CEHD faculty and to make appropriate  
6 recommendations to the Dean. In addition, this Committee shall be  
7 responsible for providing written feedback regarding progress  
8 toward tenure.
- 9 vi. No less than once each academic year, the CEHD Tenure-Track  
10 Annual Review Committee shall meet with the CEHD Promotion  
11 and Tenure Committee, the SOED, SOK, and SRTM Faculty  
12 Evaluation Committees, and the CEHD Dean (or the Dean's  
13 designee) to discuss the criteria each school and the college uses  
14 for promotion, tenure, and merit awards.
- 15 e. CEHD Promotion and Tenure Committee
- 16 i. The CEHD Promotion and Tenure Committee shall consist of five  
17 core members: one shall be elected from SOED, one shall be  
18 elected from SOK, and one shall be elected from SRTM. The other  
19 two members may be elected from the remaining pool of eligible  
20 faculty across the College. Full-time tenured instructional faculty  
21 with the rank of associate or full professor are eligible to serve, and  
22 at least two of the five members must hold the rank of professor.
- 23 ii. Voting for candidates to serve on the CEHD Promotion and Tenure  
24 Committee is reserved for full-time instructional and other faculty  
25 with tenured appointments or those who are eligible for tenure or  
26 promotion in rank.
- 27 iii. The CEHD Promotion and Tenure Committee shall elect a  
28 chairperson or chairpersons and secretary.
- 29 iv. The CEHD Promotion and Tenure Committee shall (a) establish a  
30 quorum for its own functions; (b) carry out the charges stated in  
31 these bylaws, and assigned by action of the faculty; (c) maintain  
32 records of its actions; (d) present reports of actions, as appropriate,  
33 at regularly scheduled CEHD faculty meetings; and (e) present an  
34 annual report to the faculty.
- 35 v. It shall be the responsibility of the CEHD Promotion and Tenure  
36 Committee to make recommendations regarding the promotion of  
37 faculty, awarding of tenure, and renewal of faculty contracts.
- 38 vi. Recommendations on promotion of candidates to the rank of full  
39 professor shall be reserved to members of the Promotion and  
40 Tenure Committee holding the rank of full professor supplemented  
41 by additional full professors to total five. The additional professors  
42 must be affiliated and matched with the School(s) represented by  
43 the committee's associate professors (assuming there are sufficient  
44 full professors from the same School available to serve in this  
45 role), and shall be selected by a special election conducted  
46 electronically in September and shall serve as members of the

- 1 Committee for a one-year term. Voting for candidates to  
2 supplement the CEHD Promotion and Tenure Committee is  
3 reserved for full-time instructional and other faculty with tenured  
4 appointments or those who are eligible for tenure or promotion in  
5 rank.
- 6 vii. No less than once each academic year, the CEHD Promotion and  
7 Tenure Committee shall meet with the CEHD Tenure-Track  
8 Annual Review Committee, the SOED, SOK, and SRTM Faculty  
9 Evaluation Committees, and the CEHD Dean (or the Dean's  
10 designee) to discuss the criteria each school and the college will  
11 use for promotion, tenure, and merit awards.
- 12 f. CEHD Student Appeals/Faculty Grievance Committee
- 13 i. The CEHD Student Appeals/Faculty Grievance Committee shall  
14 consist of five members: one shall be elected from SOED, one  
15 shall be elected from SOK, and one shall be elected from SRTM.  
16 The other two members may be elected from the remaining pool of  
17 eligible faculty across the College. All faculty, as defined in  
18 Article 1, are eligible to serve.
- 19 ii. Voting for candidates to serve on the CEHD Student  
20 Appeals/Faculty Grievance Committee is open to all faculty as  
21 defined in Article I.
- 22 iii. The CEHD Associate Dean for Student and Academic Affairs shall  
23 convene meetings of the CEHD Student Appeals/Faculty  
24 Grievance Committee when a student appeal is deemed  
25 appropriate. The Dean shall convene meetings of the CEHD  
26 Student Appeals/Faculty Grievance Committee when a forum is  
27 needed for instructional and research faculty grievances  
28 concerning (a) alleged violations of academic freedom; (b) other  
29 conditions of employment, such as work assignments, salaries,  
30 facilities, and support services; and (c) charges of unprofessional  
31 or unethical conduct brought by one faculty member against  
32 another. The CEHD Student Appeals/Faculty Grievance  
33 Committee is not responsible for hearing grievances related to  
34 annual performance evaluations (see Article VI, Section 1c).
- 35 iv. Student appeals shall be heard by the CEHD Student  
36 Appeals/Faculty Grievance Committee. If there is no faculty  
37 representation on this committee from the student's program area,  
38 one additional faculty member from this area will be asked to  
39 participate. Faculty grievances shall be heard by the CEHD  
40 Student Appeals/Faculty Grievance Committee, minus any  
41 member(s) who would otherwise be sitting in judgment of their  
42 own actions. If the objectivity of any committee member comes  
43 into question, that would constitute a separate grievance that must  
44 be resolved before the initial grievance can be evaluated. The  
45 Committee is expected to be particularly alert to instances of  
46 inequitable treatment and retaliation against colleagues who have

- 1 filed grievances. Upon receipt of a grievance that alleges  
2 discrimination in violation of federal or state civil rights laws or  
3 University non-discrimination regulations, the committee must  
4 consult with the Office of Equity and Diversity Services to ensure  
5 adherence to the University's Non-Discrimination policy (1201) at  
6 <http://www.gmu.edu/facstaff/policy/newpolicy/1201gen.html>,  
7 Sexual Harassment Policy (1202) at  
8 <http://www.gmu.edu/facstaff/policy/newpolicy/1202gen.html>, and  
9 Equal Opportunity/Affirmative Action Grievance Procedure at  
10 <https://diversity.gmu.edu/about/grievance-procedures>  
11 v. Records of the meetings of this committee shall be kept by the  
12 Associate Dean for Student and Academic Affairs (for student  
13 appeals) and the Dean (for faculty grievances). All decisions and  
14 deliberations shall remain confidential.  
15 vi. The Student Appeals/Faculty Grievance Committee shall  
16 investigate the facts of the case and determine an appropriate  
17 resolution. Recommendations regarding student appeals shall be  
18 forwarded to the Associate Dean for Student and Academic  
19 Affairs, whose decision shall be final. For faculty grievances  
20 involving instructional and research faculty, the determination of  
21 the Student Appeals/Faculty Grievance Committee shall be final.  
22 For faculty grievances involving administrative or professional  
23 faculty below the level of Dean/Associate Dean/Assistant Dean,  
24 the recommended resolution is forwarded to the Dean, whose  
25 decision is final. Grievances against administrative or professional  
26 faculty with a dean title are heard by the University Grievance  
27 Committee.  
28 g. PhD in Education Committee.  
29 The PhD in Education Committee has primary responsibility for  
30 developing policies to bring to the faculty or to the SOED, SOK,  
31 and SRTM Curriculum Committees for approval. The committee  
32 shall also be responsible for developing and approving program  
33 procedures, monitoring and evaluating the PhD program,  
34 overseeing the admissions process for program candidates, and  
35 advising and assisting in the approval and assessment of individual  
36 student programs. This committee shall be composed of one  
37 representative from each officially approved specialization or  
38 concentration in the PhD program. Each representative will be  
39 elected for a two-year term by the faculty who have a primary  
40 affiliation with that particular specialization or concentration. The  
41 Director of the PhD in Education program shall chair this  
42 committee and shall be appointed by the CEHD Dean.  
43 h. Operations and Accountability to the Faculty  
44 i. All governance committees are representatives of the CEHD  
45 faculty as a whole.



1  
2 Section 2. Joint Committees

3 Joint committees shall be those wholly or primarily established by another  
4 segment of the academic community, composed of a substantial portion of  
5 faculty members, and those in which the CEHD faculty has agreed to  
6 participate through the election of members and/or receipt of reports.  
7

8 ARTICLE VII. SOED, SOK, and SRTM Governance  
9

10 Section 1. SOED Faculty Meetings

- 11 a. The faculty of the School of Education (SOED) is composed of:
- 12 i. All full-time instructional, research, professional, and  
13 administrative faculty who are tenure-track, tenured, or on term  
14 contracts; and
  - 15 ii. All part-time faculty with appointments equal to or greater than .50  
16 FTE.
- 17 b. The officers of the faculty shall be the CEHD Dean who will serve as the  
18 chair (or the Dean's designee) and a secretary. The secretary shall have  
19 served as a voting CEHD faculty member for at least one academic year  
20 and be elected by and from the SOED faculty.
- 21 i. The chair shall schedule and convene regular and special meetings  
22 of the faculty and prepare an agenda for each faculty meeting. The  
23 chair shall appoint an interim secretary in the event of the absence  
24 of the SOED secretary, and carry out all other responsibilities  
25 assigned to the chair by these bylaws or by the faculty.
  - 26 ii. The SOED secretary shall oversee the recording of the minutes of  
27 all SOED faculty meetings and distribute them after the conclusion  
28 of each meeting. Minutes of any meeting must be distributed to the  
29 faculty prior to convening a subsequent meeting. Dissemination of  
30 minutes may be done electronically. The secretary shall write and  
31 distribute any communications as may be directed by the chair or  
32 by formal action of the faculty in a faculty meeting; maintain an  
33 accurate, current list of voting members of the faculty and of  
34 members of all SOED governance committees together with their  
35 charges, which shall be open for inspection to all members of the  
36 academic community; and carry out all other responsibilities  
37 assigned to the SOED secretary in these bylaws or by the faculty.  
38 It shall be the duty of the secretary to resolve any challenges raised  
39 by faculty to the eligibility of any faculty to vote. If the position of  
40 SOED secretary becomes vacant, nominations and election shall be  
41 by electronic ballot.
  - 42 iii. Meetings of the faculty shall be conducted according to *Robert's*  
43 *Rules of Order (Newly Revised)*, except as the rules and procedures  
44 prescribed therein have been or shall be modified by adoption of  
45 these or of future bylaws or standing rules. The presiding officer of

- 1 all meetings of the faculty shall be the chair of SOED or the chair's  
2 designee.
- 3 c. Voting rights extend to full-time and part-time faculty as previously  
4 defined except as otherwise specified in these bylaws.
- 5 i. Voting membership during the summer shall be limited to persons  
6 holding membership in the preceding academic semester who will  
7 return as voting members in the fall semester, whether or not  
8 engaged in summer session teaching duties.
- 9 ii. Certification of SOED faculty members shall be done pursuant to  
10 provisions in Article I of these bylaws.
- 11 d. Procedures set forward in Article II, Article III, and Article IV of these  
12 bylaws shall also govern meetings of the SOED faculty.

13  
14 Section 2. SOK Faculty Meetings

- 15 a. The faculty of the School of Kinesiology (SOK) is composed of:
- 16 i. All full-time instructional, research, professional, and  
17 administrative faculty who are tenure-track, tenured, or on term  
18 contracts; and
- 19 ii. All part-time faculty with appointments equal to or greater than .50  
20 FTE.
- 21 b. The officers of the faculty shall be the CEHD Dean who serves as the  
22 chair (or the Dean's designee) and a secretary. The secretary shall have  
23 served as a voting CEHD faculty member for at least one academic year  
24 and be elected by and from the SOK faculty.
- 25 i. The chair shall schedule and chair regular and special meetings of  
26 the faculty and prepare an agenda for each faculty meeting. The  
27 chair shall appoint an interim secretary in the event of the absence  
28 of the SOK secretary, and carry out all other responsibilities  
29 assigned to the chair by these bylaws or the faculty.
- 30 ii. The SOK secretary shall record the minutes of all SOK faculty  
31 meetings and distribute them after the conclusion of each meeting.  
32 Minutes of any meeting must be distributed to the faculty prior to  
33 convening a subsequent meeting. Dissemination of minutes may be  
34 done electronically. The secretary shall write and distribute any  
35 communications as may be directed by the chair or by formal  
36 action of the faculty in a faculty meeting; maintain an accurate,  
37 current list of voting members of the faculty and of the members of  
38 all SOK governance committees together with their charges, which  
39 shall be open for inspection to all members of the academic  
40 community; and carry out all other responsibilities assigned to the  
41 secretary in these bylaws or by the faculty. It shall be the duty of  
42 the secretary to resolve any challenges raised by faculty to the  
43 eligibility of any faculty to vote. If the position of SOK secretary  
44 becomes vacant, nominations and election shall be by electronic  
45 ballot.

- 1                   iii.     Meetings of the faculty shall be conducted according to *Robert's*  
2                             *Rules of Order (Newly Revised)*, except as the rules and procedures  
3                             prescribed therein have been or shall be modified by adoption of  
4                             these or of future bylaws or standing rules. The presiding officer of  
5                             all meetings of the faculty shall be the chair of SOK or the chair's  
6                             designee.
- 7           c.     Voting rights extend to full-time and part-time faculty as previously  
8                   defined except as otherwise specified in these bylaws.
  - 9                   i.     Voting membership during the summer shall be limited to persons  
10                            holding membership in the preceding academic semester who will  
11                            return as voting members in the fall semester, whether or not  
12                            engaged in summer session teaching duties.
  - 13                   ii.    Certification of SOK faculty members shall be done pursuant to  
14                            provisions in Article I of these bylaws.
- 15           d.     Procedures set forward in Article II, Article III, and Article IV of these  
16                   bylaws shall also govern meetings of the SOK faculty.

17  
18   Section 3.     SRTM Faculty Meetings

- 19           a.     The faculty of the School of Sport, Recreation, and Tourism Management  
20                   (SRTM) is composed of:
  - 21                   i.     All full-time instructional, research, professional, and  
22                            administrative faculty who are tenure-track, tenured, or on term  
23                            contracts; and
  - 24                   ii.    All part-time faculty with appointments equal to or greater than .50  
25                            FTE.
- 26           b.     The officers of the faculty shall be the CEHD Dean who serves as the  
27                   chair (or the Dean's designee) and a secretary. The secretary shall have  
28                   served as a voting CEHD faculty member for at least one academic year  
29                   and be elected by and from the SRTM faculty.
  - 30                   i.     The chair shall schedule and chair regular and special meetings of  
31                            the faculty and prepare an agenda for each faculty meeting. The  
32                            chair shall appoint an interim secretary in the event of the absence  
33                            of the SRTM secretary, and carry out all other responsibilities  
34                            assigned to the chair by these bylaws or the faculty.
  - 35                   ii.    The SRTM secretary shall record the minutes of all SRTM faculty  
36                            meetings and distribute them after the conclusion of each meeting.  
37                            Minutes of any meeting must be distributed to the faculty prior to  
38                            convening a subsequent meeting. Dissemination of minutes may be  
39                            done electronically. The secretary shall write and distribute any  
40                            communications as may be directed by the chair or by formal  
41                            action of the faculty in a faculty meeting; maintain an accurate,  
42                            current list of voting members of the faculty and of the members of  
43                            all SRTM governance committees together with their charges,  
44                            which shall be open for inspection to all members of the academic  
45                            community; and carry out all other responsibilities assigned to the  
46                            secretary in these bylaws or by the faculty. It shall be the duty of

- 1 the secretary to resolve any challenges raised by faculty to the  
2 eligibility of any faculty to vote. If the position of SRTM secretary  
3 becomes vacant, nominations and election shall be by electronic  
4 ballot.
- 5 iii. Meetings of the faculty shall be conducted according to *Robert's*  
6 *Rules of Order (Newly Revised)*, except as the rules and procedures  
7 prescribed therein have been or shall be modified by adoption of  
8 these or of future bylaws or standing rules. The presiding officer of  
9 all meetings of the faculty shall be the chair of SRTM or the  
10 chair's designee.
- 11 c. Voting rights extend to full-time and part-time faculty as previously  
12 defined except as otherwise specified in these bylaws.
- 13 i. Voting membership during the summer shall be limited to persons  
14 holding membership in the preceding academic semester who will  
15 return as voting members in the fall semester, whether or not  
16 engaged in summer session teaching duties.
- 17 ii. Certification of SRTM faculty members shall be done pursuant to  
18 provisions in Article I of these bylaws.
- 19 d. Procedures set forward in Article II, Article III, and Article IV of these  
20 bylaws shall also govern meetings of the SRTM faculty.
- 21
- 22 Section 4. SOED Standing Committees
- 23 a. The governance of SOED shall be vested in two school committees whose  
24 members are elected from and by the SOED faculty unless otherwise  
25 specified in these Bylaws.
- 26 b. SOED Curriculum Committee. It shall be the responsibility of the  
27 Curriculum Committee to assist in the development and management of a  
28 relevant and coordinated undergraduate and graduate curriculum. The  
29 SOED Curriculum Committee shall review all new and modified course  
30 and curricular proposals. The committee is responsible for endorsing  
31 course or curricular proposals or revisions for subsequent review and  
32 implementation. Endorsement reflects the committee's view that the  
33 proposal has been thoroughly scrutinized, constitutes a valuable  
34 addition/modification to the SOED curriculum, and warrants approval.  
35 This committee shall have five members elected by and from the SOED  
36 faculty for staggered two-year terms. The SOED Curriculum Committee  
37 shall select its chairperson or co-chairpersons from among the committee  
38 membership. The Associate Dean responsible for Student and Academic  
39 Affairs, or their designee, shall serve as an *ex officio* member.
- 40 c. SOED Faculty Evaluation Committee. This committee shall be  
41 responsible for reviewing annual evaluation materials for tenured and term  
42 SOED faculty and making appropriate recommendations to the Dean.  
43 Membership on this committee shall be six individuals. Four of the  
44 members shall be tenured faculty and two shall be term faculty members.  
45 No less than once each academic year, the SOED Faculty Evaluation  
46 Committee shall meet with the CEHD Tenure-Track Annual Review

1 Committee, the CEHD Promotion and Tenure Committee, the SOK and  
2 SRTM Faculty Evaluation Committees, and the CEHD Dean (or the  
3 Dean's designee) to discuss the criteria each school and the college will  
4 use for promotion, tenure, and merit awards. The chairperson or  
5 chairpersons shall be elected by the committee.

- 6 d. Membership. SOED faculty as defined in Article I are eligible to serve on  
7 the SOED Curriculum Committee. Membership on the SOED Faculty  
8 Evaluation Committee is restricted to four tenured faculty members and  
9 two term faculty members.
- 10 e. Nominations and Elections. Elections for members of the SOED standing  
11 committees and for SOED representatives to CEHD governance  
12 committees shall be conducted immediately following the May SOED  
13 meeting. The CEHD Professional Development Committee shall  
14 coordinate and facilitate the process of receiving nominations for  
15 committee vacancies and shall assure that candidates meet the eligibility  
16 requirements put forth in these bylaws. Additional nominations may be  
17 made from the floor at the May SOED faculty meeting at the time the slate  
18 of candidates is presented to the faculty. Voting shall be by electronic  
19 secret ballot conducted no more than 10 days following the May SOED  
20 faculty meeting. Faculty as defined in Article VII, Section 1 are eligible to  
21 vote. The candidates receiving the highest number of votes cast shall be  
22 elected. In the event of a tie, a second secret electronic ballot shall  
23 immediately be sent to the faculty. The candidate receiving the highest  
24 number of votes cast shall be elected. A vacancy on an SOED governance  
25 committee with an unexpired term shall be filled for the remainder of that  
26 term by special election. This election shall be done electronically. SOED  
27 governance committee terms shall commence on August 1<sup>st</sup> following the  
28 election. The names of nominees for election to SOED governance  
29 committees and designated SOED candidates for CEHD governance  
30 committees shall be transmitted to the CEHD Professional Development  
31 Committee.
- 32 f. Operations and Accountability to the Faculty
- 33 i. All governance committees are representative of the SOED faculty  
34 as a whole.
- 35 ii. All SOED committees other than the SOED Faculty Evaluation  
36 Committee shall keep minutes of their meetings and distribute  
37 copies of the minutes to all faculty within 10 days of the  
38 committee's meeting. A copy of such minutes shall be kept in the  
39 CEHD Dean's Office as part of the archives of the college.
- 40 iii. All SOED governance committees shall provide an annual report  
41 to the SOED faculty. This report shall include a discussion of the  
42 committee's charge and actions taken, and provide an opportunity  
43 for faculty to ask questions about the committee's work.  
44  
45  
46

1 Section 5. SOK Standing Committees

- 2 a. The governance of SOK shall be vested in two committees whose  
3 members are elected by and from the SOK faculty for staggered two-year  
4 terms unless otherwise specified in these bylaws. Each SOK standing  
5 committee shall elect its chair from the committee membership unless  
6 otherwise specified in these bylaws.
- 7 b. SOK Curriculum Committee. It shall be the responsibility of the  
8 Curriculum Committee to assist in the development and management of a  
9 relevant and coordinated undergraduate and graduate curriculum. The  
10 SOK Curriculum Committee shall review all new and modified course and  
11 curricular proposals. The committee is responsible for endorsing course or  
12 curricular proposals or revisions for subsequent review and  
13 implementation. Endorsement reflects the committee's view that the  
14 proposal has been thoroughly scrutinized, constitutes a valuable  
15 addition/modification to the SOK curriculum, and warrants approval. This  
16 committee shall have three members elected by and from the SOK faculty  
17 for staggered two-year terms. The SOK Curriculum Committee shall  
18 select its chairperson or co-chairpersons from among the committee  
19 membership. The Associate Dean responsible for Student and Academic  
20 Affairs, or their designee, shall serve as an *ex officio* member.
- 21 c. SOK Faculty Evaluation Committee. This committee shall be responsible  
22 for reviewing annual evaluation materials for tenured and term SOK  
23 faculty and recommending merit points. No less than once each academic  
24 year, the SOK Faculty Evaluation Committee shall meet with the CEHD  
25 Tenure-Track Annual Review Committee, the CEHD Promotion and  
26 Tenure Committee, the SOED and SRTM Faculty Evaluation Committees,  
27 and the CEHD Dean (or the Dean's designee) to discuss the criteria each  
28 school and the college will use for promotion, tenure, and merit awards.  
29 This committee shall have three members, at least one of whom must be a  
30 tenured faculty member and at least one of whom must be a term faculty  
31 member. The chairperson or chairpersons shall be elected by the  
32 committee.
- 33 d. Membership. SOK faculty as defined in Article I are eligible to serve on  
34 the SOK Curriculum Committee. Membership on the Faculty Evaluation  
35 Committee is restricted such that at least one tenured faculty member and  
36 one term faculty member are included on this three-person committee.
- 37 e. Nominations and Elections. Elections for members of the SOK  
38 governance committees and for SOK representatives to CEHD governance  
39 committees shall be conducted by electronic secret ballot immediately  
40 following the May SOK meeting. The CEHD Professional Development  
41 Committee shall coordinate and facilitate the process of receiving  
42 nominations for committee vacancies, and shall assure that candidates  
43 meet the eligibility requirements put forth in these bylaws. Additional  
44 nominations may be made from the floor at the May SOK faculty meeting  
45 at the time the slate of candidates is presented to the faculty. Voting shall  
46 be by electronic secret ballot conducted no more than 10 days following

1 the May SOK faculty meeting. Faculty as defined in Article VII, Section 2  
2 are eligible to vote. The candidates receiving the highest number of votes  
3 cast shall be elected. In the event of a tie, a second secret electronic ballot  
4 shall immediately be sent to the faculty. The candidate receiving the  
5 highest number of votes cast shall be elected. A vacancy on a SOK  
6 governance committee with an unexpired term shall be filled for the  
7 remainder of that term by special election. This election shall be done  
8 electronically. SOK governance committee terms shall commence on  
9 August 1<sup>st</sup> following the election. The names of nominees for election to  
10 the SOK governance committees and designated SOK candidates for  
11 CEHD governance committees shall be transmitted to the CEHD  
12 Professional Development Committee.

- 13 f. Operations and Accountability to the Faculty.
- 14 i. All governance committees are representatives of the SOK faculty  
15 as a whole.
  - 16 ii. All SOK committees other than the SOK Faculty Evaluation  
17 Committee shall keep minutes of their meetings and distribute  
18 copies of the minutes to all faculty within 10 days of the  
19 committee's meeting. A copy of such minutes shall be kept in the  
20 CEHD Dean's Office as part of the archives of the college.
  - 21 iii. All governance committees shall provide an annual report to the  
22 SOK faculty. This report shall include a discussion of the  
23 committee's charge and actions taken, and provide an opportunity  
24 for faculty to ask questions about the committee's work.  
25

26 Section 6. SRTM Standing Committees

- 27 a. The governance of SRTM shall be vested in two committees whose  
28 members are elected by and from the SRTM faculty for staggered two-  
29 year terms unless otherwise specified in these bylaws. Each SRTM  
30 standing committee shall elect its chair from the committee membership  
31 unless otherwise specified in these bylaws.
- 32 b. SRTM Curriculum Committee. It shall be the responsibility of the  
33 Curriculum Committee to assist in the development and management of a  
34 relevant and coordinated undergraduate and graduate curriculum. The  
35 SRTM Curriculum Committee shall review all new and modified course  
36 and curricular proposals. The committee is responsible for endorsing  
37 course or curricular proposals or revisions for subsequent review and  
38 implementation. Endorsement reflects the committee's view that the  
39 proposal has been thoroughly scrutinized, constitutes a valuable  
40 addition/modification to the SRTM curriculum, and warrants approval.  
41 This committee shall have three members elected by and from the SRTM  
42 faculty for staggered two-year terms. The SRTM Curriculum Committee  
43 shall select its chairperson or co-chairpersons from among the committee  
44 membership. The Associate Dean responsible for Student and Academic  
45 Affairs, or their designee, shall serve as an *ex officio* member.

- 1           c.     SRTM Faculty Evaluation Committee. This committee shall be  
2           responsible for reviewing annual evaluation materials for tenured and term  
3           SRTM faculty and recommending merit points. No less than once each  
4           academic year, the SRTM Faculty Evaluation Committee shall meet with  
5           the CEHD Tenure-Track Annual Review Committee, the CEHD  
6           Promotion and Tenure Committee, the SOED and SOK Faculty  
7           Evaluation Committees, and the CEHD Dean (or the Dean’s designee) to  
8           discuss the criteria each school and the college will use for promotion,  
9           tenure, and merit awards. This committee shall have three members, at  
10          least one of whom must be a tenured faculty member and at least one of  
11          whom must be a term faculty member. The chairperson or chairpersons  
12          shall be elected by the committee.
- 13          d.     Membership. SRTM faculty as defined in Article I are eligible to serve on  
14          the SRTM Curriculum Committee. Membership on the Faculty Evaluation  
15          Committee is restricted such that at least one tenured faculty member and  
16          one term faculty member are included on this three-person committee.
- 17          e.     Nominations and Elections. Elections for members of the SRTM  
18          governance committees and for SRTM representatives to CEHD  
19          governance committees shall be conducted by electronic secret ballot  
20          immediately following the May SRTM meeting. The CEHD Professional  
21          Development Committee shall coordinate and facilitate the process of  
22          receiving nominations for committee vacancies, and shall assure that  
23          candidates meet the eligibility requirements put forth in these bylaws.  
24          Additional nominations may be made from the floor at the May SRTM  
25          faculty meeting at the time the slate of candidates is presented to the  
26          faculty. Voting shall be by electronic secret ballot conducted no more than  
27          10 days following the May SRTM faculty meeting. Faculty as defined in  
28          Article VII, Section 3 are eligible to vote. The candidates receiving the  
29          highest number of votes cast shall be elected. In the event of a tie, a  
30          second secret electronic ballot shall immediately be sent to the faculty.  
31          The candidate receiving the highest number of votes cast shall be elected.  
32          A vacancy on a SRTM governance committee with an unexpired term  
33          shall be filled for the remainder of that term by special election. This  
34          election shall be done electronically. SRTM governance committee terms  
35          shall commence on August 1<sup>st</sup> following the election. The names of  
36          nominees for election to the SRTM governance committees and  
37          designated SRTM candidates for CEHD governance committees shall be  
38          transmitted to the CEHD Professional Development Committee.
- 39          f.     Operations and Accountability to the Faculty.
- 40            i.     All governance committees are representatives of the SRTM  
41            faculty as a whole.
- 42            ii.    All SRTM committees other than the SRTM Faculty Evaluation  
43            Committee shall keep minutes of their meetings and distribute  
44            copies of the minutes to all faculty within 10 days of the  
45            committee’s meeting. A copy of such minutes shall be kept in the  
46            CEHD Dean’s Office as part of the archives of the college.

- 1           iii.     All governance committees shall provide an annual report to the  
2                     SRTM faculty. This report shall include a discussion of the  
3                     committee's charge and actions taken, and provide an opportunity  
4                     for faculty to ask questions about the committee's work.  
5

6   Section 7.     Establishment of additional SOED, SOK, and SRTM Standing or Ad Hoc  
7                     Committees

- 8           a.     Additional standing committees may be established and charged by the  
9                     faculty.  
10          b.     Ad hoc committees within SOED, SOK, and SRTM shall be established in  
11                     the manner put forward in Article VI, Section 1 of these bylaws.  
12

13   ARTICLE VIII. Charters

14  
15   Section 1.     Committee Charters

- 16          a.     All standing committees established in CEHD are constituted, organized,  
17                     charged, and governed according to the written charters approved by a  
18                     majority of the faculty at the time of their establishment.  
19          b.     All ad hoc committees established in CEHD are constituted, organized,  
20                     charged, and governed according to the written charters issued by their  
21                     establishing agent(s) at the time of their establishment.  
22          c.     Copies of all committee charters are kept within the Dean's Office as part  
23                     of the permanent records of the faculty.  
24          d.     Changes in a committee charter may be made only by the individual or  
25                     group (establishing agent) establishing the committee.  
26

27   ARTICLE IX. Faculty Senate Representation

28  
29   Section 1.

- 30          a.     The faculty of CEHD shall elect the requisite number of its members, as  
31                     determined by the Faculty Senate, to serve in the Faculty Senate.  
32          b.     Senators elected by the CEHD faculty shall meet the eligibility  
33                     requirements set forth by the University.  
34          c.     Of the number of Senators determined by the Faculty Senate to represent  
35                     CEHD, the CEHD Faculty Council shall determine the number to be  
36                     elected from SOED, SOK, and SRTM, respectively. The CEHD  
37                     Professional Development Committee shall facilitate and coordinate the  
38                     process of receiving nominations for Senators and assure that candidates  
39                     meet the eligibility requirements put forth in these bylaws.  
40          d.     Elections shall be by secret ballot pursuant to Article VII, Sections 4.e.,  
41                     5.e., and 6.e. of these bylaws. All faculty as defined in Article I are  
42                     eligible to vote for Senators.  
43          e.     Senators shall serve for staggered three-year terms commencing with the  
44                     beginning of the academic year following their election. A vacancy on the  
45                     Faculty Senate with an unexpired term shall be filled for the remainder of

1 that term by special election. Nominations and elections shall be done  
2 electronically.

3  
4 ARTICLE X. Effective Date and Bylaws Amendment

5  
6 Section 1.

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

17  
18 Section 2. All motions to amend these bylaws may be offered by any member of the  
19 faculty as defined in Article I, Section 1.b. of these bylaws. Amendments  
20 shall be transmitted to CEHD faculty electronically no later than 45 days  
21 before a CEHD faculty meeting at which the vote to amend will be taken.

22  
23 ARTICLE XI. General Provisions

24  
25 Section 1. Faculty governance procedures as outlined in the *Faculty Handbook* and  
26 other university documents shall govern items not covered in the CEHD  
27 bylaws.  
28