

CEHD Bylaws

Adopted by the Faculty April 2005 – Amended August 2013

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 1st
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 http://equity.gmu.edu/eo_aa_grievance_procedure.html
- 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 vii. 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 g. 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 h. 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.

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

Section 2. Joint Committees

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

ARTICLE VII. SRHT and GSE Governance

Section 1. SRHT Faculty Meetings

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

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

- 1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
- 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 SRHT 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. Three of the
- 22 members shall be tenured faculty and one shall be a term faculty member.
- 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 three tenured faculty members and
- 33 one term faculty member.
- 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 1st 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.
22

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 and
42 the Associate Dean for Accreditation and Program Improvement shall
43 serve as *ex officio* members.
44 c. GSE Faculty Evaluation Committee. This committee shall be responsible
45 for reviewing annual evaluation materials for tenured and term GSE
46 faculty and recommending merit points. No less than once each academic

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

9 d. Membership. GSE faculty as defined in Article I are eligible to serve on
10 the GSE Curriculum Committee.

11 Membership on the Faculty Evaluation Committee is restricted to five
12 tenured faculty members and one term faculty member.

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

35 f. Operations and Accountability to the Faculty.

36 i. All governance committees are representatives of the GSE faculty
37 as a whole.

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

43 iii. All governance committees shall provide an annual report to the
44 GSE faculty. This report shall include a discussion of the
45 committee's charge and actions taken, and provide an opportunity
46 for faculty to ask questions about the committee's work.

- 1
2 Section 5. Establishment of additional SRHT and GSE Standing or Ad Hoc
3 Committees
4 a. Additional standing committees may be established and charged by the
5 faculty.
6 b. Ad hoc committees within SRHT and GSE shall be established in the
7 manner put forward in Article VI, Section 1 of these bylaws.
8

9 ARTICLE VIII. Charters

- 10
11 Section 1. Committee Charters
12 a. All standing committees established in CEHD are constituted, organized,
13 charged, and governed according to the written charters approved by a
14 majority of the faculty at the time of their establishment.
15 b. All ad hoc committees established in CEHD are constituted, organized,
16 charged, and governed according to the written charters issued by their
17 establishing agent(s) at the time of their establishment.
18 c. Copies of all committee charters are kept within the Dean's Office as part
19 of the permanent records of the faculty.
20 d. Changes in a committee charter may be made only by the individual or
21 group (establishing agent) establishing the committee.
22

23 ARTICLE IX. University Senate Representation

- 24
25 Section 1.
26 a. The faculty of CEHD shall elect the requisite number of its members, as
27 determined by the Senate, to serve in the University Senate.
28 b. Senators elected by the CEHD faculty shall meet the eligibility
29 requirements set forth by the University.
30 c. Of the number of Senators determined by the Senate to represent CEHD,
31 the CEHD Council shall determine the number to be elected from SRHT
32 and GSE, respectively. The CEHD Professional Development Committee
33 shall facilitate and coordinate the process of receiving nominations for
34 Senators and assure that candidates meet the eligibility requirements put
35 forth in these bylaws.
36 d. Elections shall be by secret ballot pursuant to Article VII, Sections 3d and
37 4f of these bylaws. All faculty as defined in Article I are eligible to vote
38 for Senators.
39 e. Senators shall serve for staggered three-year terms commencing with the
40 beginning of the academic year following their election. A vacancy on the
41 faculty senate with an unexpired term shall be filled for the remainder of
42 that term by special election. Nominations and elections shall be done
43 electronically.
44

45 ARTICLE X. Effective Date and Bylaws Amendment

46

1 Section 1.

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

12

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

17

18 ARTICLE XI. General Provisions

19

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

23