

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 1st
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 [https://universitypolicy.gmu.edu/policies/non-discrimination-](https://universitypolicy.gmu.edu/policies/non-discrimination-policy/)
7 [policy/](https://universitypolicy.gmu.edu/policies/non-discrimination-policy/), Sexual Harassment Policy (1202) at
8 [https://universitypolicy.gmu.edu/policies/sexual-harassment-](https://universitypolicy.gmu.edu/policies/sexual-harassment-policy/)
9 [policy/](https://universitypolicy.gmu.edu/policies/sexual-harassment-policy/), and Equal Opportunity/Affirmative Action Grievance
10 Procedure at [https://diversity.gmu.edu/equity-access-services/non-](https://diversity.gmu.edu/equity-access-services/non-discrimination/policies-and-procedures#:~:text=Filing%20a%20Complaint,(703)%20993%2D8730)
11 [discrimination/policies-and-procedures#:~:text=Filing%20a%20](https://diversity.gmu.edu/equity-access-services/non-discrimination/policies-and-procedures#:~:text=Filing%20a%20Complaint,(703)%20993%2D8730)
12 [Complaint,\(703\)%20993%2D8730](https://diversity.gmu.edu/equity-access-services/non-discrimination/policies-and-procedures#:~:text=Filing%20a%20Complaint,(703)%20993%2D8730).
- 13 v. Records of the meetings of this committee shall be kept by the
14 Associate Dean for Student and Academic Affairs (for student
15 appeals) and the Dean (for faculty grievances). All decisions and
16 deliberations shall remain confidential.
- 17 vi. The Student Appeals/Faculty Grievance Committee shall
18 investigate the facts of the case and determine an appropriate
19 resolution. Recommendations regarding student appeals shall be
20 forwarded to the Associate Dean for Student and Academic
21 Affairs, whose decision shall be final. For faculty grievances
22 involving instructional and research faculty, the determination of
23 the Student Appeals/Faculty Grievance Committee shall be final.
24 For faculty grievances involving administrative or professional
25 faculty below the level of Dean/Associate Dean/Assistant Dean,
26 the recommended resolution is forwarded to the Dean, whose
27 decision is final. Grievances against administrative or professional
28 faculty with a dean title are heard by the University Grievance
29 Committee.
- 30 g. PhD in Education Committee.
31 The PhD in Education Committee has primary responsibility for
32 developing policies to bring to the faculty or to the SOED, SOK,
33 and SRTM Curriculum Committees for approval. The committee
34 shall also be responsible for developing and approving program
35 procedures, monitoring and evaluating the PhD program,
36 overseeing the admissions process for program candidates, and
37 advising and assisting in the approval and assessment of individual
38 student programs. This committee shall be composed of one
39 representative from each officially approved specialization or
40 concentration in the PhD program. Each representative will be
41 elected for a two-year term by the faculty who have a primary
42 affiliation with that particular specialization or concentration. The
43 Director of the PhD in Education program shall chair this
44 committee and shall be appointed by the CEHD Dean.
- 45 h. Operations and Accountability to the Faculty

- 1 i. All governance committees are representatives of the CEHD
- 2 faculty as a whole.
- 3 ii. All governance committees shall provide an annual report to the
- 4 faculty at a time determined by the individual governance
- 5 committee. This report shall include discussion of the committee's
- 6 charge and actions taken. The CEHD faculty must be provided
- 7 with an opportunity to ask questions about the committee's work.
- 8 i. Additional standing committees may be established and charged by the
- 9 faculty.

10
11 ARTICLE VI. CEHD Ad Hoc and Other Committees

12
13 Section 1. Ad Hoc Committees

- 14 a. Ad hoc committees may be established by the CEHD Dean or the Dean's
- 15 designee, the CEHD Faculty Council, or the CEHD faculty. The charge to
- 16 ad hoc committees shall include a fair estimate of the scope of work and
- 17 length of time the committee will have to complete this work.
- 18 b. Each committee shall report to its establishing agent as requested by that
- 19 agent.
- 20 c. Faculty Evaluation Grievance Committee
- 21 i. The faculty reserves the right and accepts the responsibility to
- 22 advise the Dean on matters pertaining to grievances with formal
- 23 annual faculty merit evaluations. These rights and responsibilities
- 24 are maintained without intention to duplicate existing grievance
- 25 structures specified by the Faculty Senate or to replace processes
- 26 established by the University.
- 27 ii. Grievances Resulting From Faculty Performance Appraisals: A
- 28 faculty member may challenge the formal assessment of her or his
- 29 work performance (as articulated in the annual faculty merit
- 30 evaluation). Any challenge should be based on claims of
- 31 inappropriate articulation of the evaluation criteria or inappropriate
- 32 execution of the assessment process.
- 33 iii. The Faculty Evaluation Grievance Committee is an ad hoc
- 34 committee appointed by the Dean to consider challenges to the
- 35 performance evaluation process in specific cases. It shall consist of
- 36 three senior faculty members (holding the rank of professor) with
- 37 at least two of CEHD's three Schools represented on the
- 38 committee, one of which must be from the same school as the
- 39 faculty member who filed the grievance. Persons who were
- 40 directly involved in the disputed evaluation may not serve on the
- 41 Faculty Evaluation Grievance Committee. The committee chair
- 42 shall be selected by the Dean, and members serve until their
- 43 recommendation concerning the grievance is forwarded to the
- 44 Dean.
- 45 iv. The principal task of the committee is to determine if standards of
- 46 performance were articulated and the process appropriately carried

1 out. The committee has no authority to change any quantitative
2 measure of performance.
3

4 Section 2. Joint Committees

5 Joint committees shall be those wholly or primarily established by another
6 segment of the academic community, composed of a substantial portion of
7 faculty members, and those in which the CEHD faculty has agreed to
8 participate through the election of members and/or receipt of reports.
9

10 ARTICLE VII. SOED, SOK, and SRTM Governance

11
12 Section 1. SOED Faculty Meetings

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

- 1 these or of future bylaws or standing rules. The presiding officer of
2 all meetings of the faculty shall be the chair of SOED or the chair's
3 designee.
- 4 c. Voting rights extend to full-time and part-time faculty as previously
5 defined except as otherwise specified in these bylaws.
- 6 i. Voting membership during the summer shall be limited to persons
7 holding membership in the preceding academic semester who will
8 return as voting members in the fall semester, whether or not
9 engaged in summer session teaching duties.
- 10 ii. Certification of SOED faculty members shall be done pursuant to
11 provisions in Article I of these bylaws.
- 12 d. Procedures set forward in Article II, Article III, and Article IV of these
13 bylaws shall also govern meetings of the SOED faculty.
- 14
- 15 Section 2. SOK Faculty Meetings
- 16 a. The faculty of the School of Kinesiology (SOK) is composed of:
- 17 i. All full-time instructional, research, professional, and
18 administrative faculty who are tenure-track, tenured, or on term
19 contracts; and
- 20 ii. All part-time faculty with appointments equal to or greater than .50
21 FTE.
- 22 b. The officers of the faculty shall be the CEHD Dean who serves as the
23 chair (or the Dean's designee) and a secretary. The secretary shall have
24 served as a voting CEHD faculty member for at least one academic year
25 and be elected by and from the SOK faculty.
- 26 i. The chair shall schedule and chair regular and special meetings of
27 the faculty and prepare an agenda for each faculty meeting. The
28 chair shall appoint an interim secretary in the event of the absence
29 of the SOK secretary, and carry out all other responsibilities
30 assigned to the chair by these bylaws or the faculty.
- 31 ii. The SOK secretary shall record the minutes of all SOK faculty
32 meetings and distribute them after the conclusion of each meeting.
33 Minutes of any meeting must be distributed to the faculty prior to
34 convening a subsequent meeting. Dissemination of minutes may be
35 done electronically. The secretary shall write and distribute any
36 communications as may be directed by the chair or by formal
37 action of the faculty in a faculty meeting; maintain an accurate,
38 current list of voting members of the faculty and of the members of
39 all SOK governance committees together with their charges, which
40 shall be open for inspection to all members of the academic
41 community; and carry out all other responsibilities assigned to the
42 secretary in these bylaws or by the faculty. It shall be the duty of
43 the secretary to resolve any challenges raised by faculty to the
44 eligibility of any faculty to vote. If the position of SOK secretary
45 becomes vacant, nominations and election shall be by electronic
46 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 1st 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 1st 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 1st 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