

BYLAWS OF THE FACULTY OF
THE
COLLEGE OF HEALTH AND HUMAN SERVICES (CHHS)

Adopted by CHHS Faculty 5/1/06

PREAMBLE--The College of Health and Human Services (hereinafter referred to as College) operates by direction of and under authority granted by George Mason University (GMU). These Bylaws are, necessarily, supplementary to all regulations, procedures, and guidelines provided by the George Mason University Faculty Handbook.

The purposes of the Bylaws are (1) to promote faculty participation in the governance of the College and (2) to provide for the orderly and expeditious conduct of the business of the College.

ARTICLE I--Membership.

Section 1.

- a. The Faculty of the College (hereinafter referred to as faculty) is composed of the Dean of the College, the Associate and Assistant Deans, Directors, Department Chairs and all Faculty holding full time appointments within the College or joint appointments within the College and another university academic unit as defined in the George Mason University Faculty Handbook.
- b. The right to vote shall be held by all faculty holding a full time appointment within the College or joint appointments within the College and another university academic unit, except that only faculty holding a tenure appointment shall vote on candidates for promotion and/or tenure as prescribed by the George Mason University Faculty Handbook.

Voting membership during the summer shall be limited to persons holding voting membership in the last prior semester who will return as voting members in the next succeeding semester, whether or not engaged in summer session teaching, research, or administrative duties.

- c. Resignation from all elected offices and committees is automatic when appointment in the College is no longer active.

Section 2.

The Dean of the College prior to the first faculty meeting of each semester shall certify to the secretary of the Faculty Council the names of all persons holding faculty appointment and for each name shall indicate the classification of either voting or non-voting member. Changes of an individual status, that affect eligibility to vote, shall be similarly communicated to the secretary of the Faculty Council with the appropriate new classification. There will be a designated voting mechanism for voting faculty at all faculty organization meetings. The secretary of the Faculty Council will designate the voting mechanism.

ARTICLE II--Officers.

Section 1.

- a. The Faculty Council will elect a Chair from the Faculty Council membership. The Chair appointment will be made in August for a term of 2 years.
- b. The Faculty Council will plan the agenda for the College Faculty Organizational meetings.
- b. The Chair of the Faculty Council shall appoint a parliamentarian in accordance with Roberts Rules of Order: Newly Revised, (10th Edition). (2000).

ARTICLE III--Responsibilities of the Faculty.

Section 1.

The faculty shall have for its primary concern the educational and curricular policies and processes for degrees offered by the College.

Section 2.

It shall be within the province of the faculty as delegated by the Board of Visitors of George Mason University:

- a. to determine, in accordance with University objectives, the growth and development of curricula in the College;
- b. to determine, with the approval of the central administration and Board of Visitors of the University, the academic requirements for degrees;
- c. to authorize conferral of those degrees upon students who have been certified by the registrar to have fulfilled the requirements set for them;
- d. to determine the academic prerequisites for the admission of students to candidacy for degrees;
- e. to determine academic requirements for continuance of students in residence, for academic classification, and for participation in extracurricular activities;
- f. to determine academic procedures and regulations pertaining to subjects such as grading standards, examination policies, and student class attendance; and
- g. to determine, in cooperation with the Registrar and academic officers of the University, regulations governing evaluation and acceptance of credits transferred from other institutions.

Section 3.

It shall be within the province of the faculty to make recommendations concerning the following subjects:

- a. adoption of proposals for new degree programs;
- b. organization of the College into academic divisions or departments;

- c. selection of the president of the University, deans, other administrative officers, and department or division chairs/directors;
- d. matters of faculty welfare, professional conduct, retention, promotion, tenure, and grievances.

ARTICLE IV--Meetings of the Faculty.

Section 1.

Meetings of the faculty shall be conducted according to Robert's Rules of Order: Newly Revised, except when modified by adoption of these or of future Bylaws. The presiding officer of all meetings of the faculty shall be the Chair, appointed by the Faculty Council.

An overlapping meeting which includes previous and upcoming members will be held at the beginning of each committee's tenure to allow for smooth transition of committee activities.

Section 2.

- a. Meetings shall be open to all members of the faculty of the College. Only voting members of the faculty may make and second motions and vote.
- b. Other persons invited by the Chair or by any faculty member with prior permission of the Chair may attend meetings and may participate in the discussion.

Section 3.

- a. The agenda for the Faculty Organizational Meeting should be distributed seven days before the meeting date to all members of the faculty. All members may submit items of business to the Chair of the Faculty Council for inclusion on the agenda, prior to the preparation of the agenda.
- b. The Chair of the Faculty Council shall maintain a current list of all committees of the faculty together with their charges and composition, which shall be open for inspection to all members of the academic community.

- c. A secretary, appointed by the Chair of the Faculty Council, shall be responsible for the compilation of the minutes of all meetings of the faculty and for distribution of these minutes to all members of the faculty. At least one copy of the minutes of each meeting shall be preserved in the Book of Minutes as part of the permanent archives of the College. The Book of Minutes shall be in the custody of the Dean and shall be open to inspection by any member of the College.

Section 4.

- a. The College will meet at least once a semester. For purposes of these Bylaws, for administrative purposes, the academic year for instructional faculty is the nine month period, September 1 through May 31. For academic purposes, the faculty on 9 month appointments, are expected to present for work approximately two weeks prior to the beginning of classes until two weeks after the end of classes, as defined in: George Mason University Faculty Information Guide, Conditions of Employment: Academic Year Appointments (9 months), George Mason University Faculty Handbook, and the faculty's employment contract.
- b. Special meetings may be called by the Chair of the Faculty Council on the Chair's own initiative, or in response to a petition signed by five voting faculty members. The petition must indicate when and for what purpose the meeting is desired. At least three days notice of the special meeting shall be given unless endorsement of the call is provided by no fewer than fifty percent of the voting faculty.

Section 5.

The quorum for regular and special meetings of the faculty shall consist of a majority of voting faculty. Roberts Rules of Order: Newly Revised.

Section 6.

- a. Unless otherwise specifically provided by these Bylaws, balloting shall be by voice vote upon a call by the presiding officer for the "ayes" and "nays," or by standing vote upon a call from the floor for a division, except that any voting member upon request may ask for a secret ballot.

ARTICLE V--Committees of the Faculty.

Section 1.

Except where closed sessions are specifically provided for by these Bylaws, all faculty members may attend any committee meeting as observers and, on invitation of the committee chair, may participate in the activities of the committee. However, only committee members may make and second motions, and vote.

Section 2.

- a. "Standing Committees" shall be those permanent committees whose respective charges shall be established by a majority of the voting faculty and whose faculty members, except for those appointed by reason of position, are elected by the voting faculty.
- b. "Ad Hoc Committees" shall be those established by the Faculty Council Chair/or Dean of the College for consideration of special issues. If no term is specified, the committee is deemed to serve until it issues a final report or until the faculty acts to dissolve it.

Section 3.

Unless exception is made by a two-thirds vote of the voting faculty, only individual members of the faculty who are voting members of the faculty by the beginning of the proposed term of service shall be eligible for election to committees.

Section 4.

- a. Unit faculty will elect faculty members to service on the various College committees.
- b. The term of election to any committee shall be for two academic years, unless the faculty vote otherwise. Approximately one-half of the elected membership of each committee shall be elected each year.

Section 5.

Each faculty committee shall elect its chairman from its own membership. The quorum for each committee shall be no fewer than fifty percent of the committee members. Each committee shall maintain records of its actions and shall send a copy of the minutes of each meeting to the Dean's office for inclusion in the Book of Minutes. An annual report from each committee shall be given at the Spring meeting of the faculty and a copy shall be filed with the minutes of the meeting.

ARTICLE VI--Purpose, Charges, Membership, and Schedule of Standing Committees.

Section 1.

Faculty Council

- a. Purpose: Concerned with providing for faculty participation in College governance.
- b. Charges: The Faculty Council
 - (1) prepare and distribute ballots putting forth nominees for College representatives to the Faculty Senate.
 - (2) review proposed amendments to these Bylaws and

make recommendations to the faculty concerning such proposals.

- (3) during each academic year in which the year of the spring semester...(e.g., 2010, 2015, etc.) is divisible by five, review these Bylaws as adopted and subsequently amend and incorporate said amendments into the body of the Bylaws. The Bylaws thus redrafted shall be subject to acceptance by a majority of the voting faculty and approval of the Dean of the College.
- (4) prepare the agenda for the faculty organizational meeting.
- (5) communicate between the faculty and the College administration.
- (6) liaison between the faculty and individual college units.
- (7) ensure that college committees meet during the academic year, and submit annual report according to the Bylaws.
- (8) Assist in conflict resolution between faculty and the College administration or college units. The Faculty Council Committee will follow the Grievances Policies and Procedures as they are outlined in the Faculty Handbook, Section 2.11.2 Grievances (page 53-54, http://www.gmu.edu/resources/facstaff/handbook/GMU_FACULTY_HANDBOOK_1-1-2009.pdf).

A. If conflict resolution does not occur at the unit level, the faculty member(s) involved requests a meeting with the Faculty Council secretary for a general Faculty Council meeting without the administration present.

B. If a resolution does not occur at the Faculty Council level, then a meeting is arranged by the chair of the Faculty Council with the Dean, unit chair and the faculty member(s).

C. If a resolution does not occur at the college

level, then the University Process, Section 2.11.2.2 (4) will be followed.

- (9) Chairman of Faculty Council may serve as an ex-officio member on all College committees without voting privileges.

c. Membership

One faculty member from each College academic unit.

Dean or a representative of the Dean serves as an ex-officio member without voting privileges.

Members for the Faculty Council shall be nominated and elected from their own academic unit at the end of the academic year for the next academic year for a 2 year term. Only voting members of the faculty shall be eligible for nomination.

- d. Schedule of regular meetings: as needed during the academic year

Section 2. Faculty Development

a. Purpose: Support professional development and continued learning opportunities for faculty.

b. Charges: The Faculty Development Committee shall

- (1) Organize 2-4 development sessions per academic year, at least one each related to teaching and research.

- (2) Assist the College with development and propagation of a faculty mentorship program.

- (3) Assist the College with new faculty orientation sessions.

c. Membership:

One faculty member from each College academic unit.

Only voting members of the faculty shall be eligible for nomination. In addition, all members of the Faculty Development committee should be actively involved in research and/or teaching.

Members for the Faculty Development Committee shall be nominated and elected from their own academic unit at the end of the academic year for the next academic year for a 2 year term. Only voting members of the faculty shall be eligible for nomination.

Chair of the Faculty Development Committee shall be elected from the membership of the committee.

d. Schedule of Regular meetings: as needed during the academic year.

Section 3. Curriculum Committee

- a. Purpose: Oversees the standards, policies, and procedures for implementing and changing all curricula offered by the College.
- b. Charge: The Curriculum Committee shall:
 - (1) regularly evaluate the CHHS academic curricula and make recommendations for improvement to the Dean and to academic units;
 - (2) assist academic units in developing new academic programs and concentrations;
 - (3) approve new academic programs and concentrations and modifications to existing programs and concentrations;
 - (4) recommend proposed changes in the CHHS curriculum to appropriate university bodies.
- c. Membership:
 - (1) Associate Dean for Academic Affairs

- (2) One elected member from each academic unit
- (3) Two student non-voting members
- (4) The chair of the Curriculum Committee shall be elected from the membership of the committee. The Chair serves a maximum term of two years.

d. Schedule of Meetings: As needed

Section 4.

Promotion, and Tenure Committee

- a. Purpose: Review units' candidates for promotion, and/or tenure and make recommendations to the Dean of the College. Support academic units' activities related to promotion and tenure.
- b. Charges: The Promotion, and Tenure Committee shall
 - (1) review the relevant data of each units' candidate(s) for promotion and/or tenure including the candidate's dossier forwarded from the academic unit, for completion and compliance to University procedures. Provide the second level of review for candidates seeking promotion and /or tenure.
 - (2) ensure each College unit has a process for: a. promotion and/or tenure status, b. term faculty promotion and c. post tenure review
 - (3) ensure and review the College's process for: a. promotion and/or tenure status, b. term faculty promotion and c. post tenure review.
- c. Membership:

One tenured faculty from each academic unit.

Excluded from membership on the Promotion, and Tenure

Committee shall be the Dean of the College, the Associate/Assistant Deans, Department Chairs and any member of the faculty who shall be a candidate for promotion during the relevant year. The faculty member from the academic unit to which the candidate belongs, may not vote on that candidate. Chair of the Promotion, and Tenure Committee shall be elected from the membership of the committee.

- d. Schedule of regular meetings: as needed during the academic year. In addition, the Committee shall meet in closed session to consider candidates for promotion, tenure, and reappointment. The time of the closed session(s) shall be determined unanimously by the Committee.

Section 5

Student Affairs

- a. Purpose: Concerned with selection of students eligible for scholarship, awards, grants provided by the College and the University.

- b. Charges: The Student Affairs Committee shall
 - (1) review all scholarship/awards/grants offered by the College and other pertinent organizations to determine student eligibility.

 - (2) make recommendations of student candidates to receive scholarships/awards/grants from the College or other sources.

 - (3) coordinate convocation activities as deemed necessary.

- c. Membership:
 - One faculty member from each academic unit.
 - Assistant Dean of Student Affairs
 - One student representative

Chair of the Student Affairs Committee shall be elected from the membership of the committee.

- d. Schedule of Meeting: as needed during the academic year.

ARTICLE VII--Faculty Senate.

Section 1.

- a. The requisite number of College representatives to the Faculty Senate shall be elected in the method prescribed for the election of committee members.
- b. Senators shall serve for staggered terms of three years commencing with the beginning of the academic year following their election.

Section 2.

In compliance with the Charter and Bylaws of the George Mason University Faculty Senate, only full-time faculty members holding tenure or a probationary appointment at the rank of assistant professor, associate professor, or professor who, at the beginning of the term, shall have held full-time appointment at George Mason University for at least one year shall be eligible for nomination.

ARTICLE VIII--Amendments.

All motions to amend these Bylaws shall:

- a. be placed before the faculty by the Faculty Council.
- b. be made at a regular meeting of the faculty and shall have been included in and attached to the agenda of the meeting.
- c. be read and debated at a regular meetings of the faculty held in the same academic year. Following the debate, a vote on the motion shall be taken. A two-thirds majority of the voting faculty is needed for and approval.

ARTICLE IX--Adoption and Effective Date.

These Bylaws, accepted by two-thirds of the voting faculty of the College, become effective on May 1, 2006
Revised by the Faculty April 21, 2010; May 6, 2014.