BY-LAWS OF THE DEPARTMENT OF REHABILITATION SCIENCE
COLLEGE OF HEALTH AND HUMAN SERVICES
GEORGE MASON UNIVERSITY

ARTICLE I: Name
The name of the academic unit shall be the Department of Rehabilitation Science, hereinafter referred to as the Department.

ARTICLE II: Object
Section 1. The object of the Department of Rehabilitation Science is to offer undergraduate and graduate courses and programs relating to rehabilitation science, human performance and functioning related to health and disability, and the genesis, trajectory, consequences, and amelioration of disability.

ARTICLE III: Membership and Rights
Section 1. The Rehabilitation Science Faculty comprises the Department Chair and all full-time faculty. Faculty appointments in the department include full-time non-term (tenured, tenure track), term (restricted) and research faculty.
Section 2. All faculty members, as defined above, have the right to attend all meetings, speak and debate, make and second motions, and vote. Faculty who are eligible to vote, but are on authorized leave, may at their discretion attend faculty meetings and exercise all rights.

ARTICLE IV: Appointment and Responsibilities of the Chair
Section 1. The Department Chair shall be selected by the Dean of the College of Health and Human Services and appointed by the President of the University.
Section 2. The Department Chair represents the faculty at the College of Health and Human Services at administrative meetings.

ARTICLE V: Appointment and Responsibilities of the Faculty
Section 1. All faculty appointment, reappointment, termination, and removal decisions shall be executed as not inconsistent with the policies and procedures articulated in George Mason University Administrative and Faculty Handbooks.
Section 2. The Faculty acting as a committee of the whole shall be responsible to:
   A. Authorize conferral of all degrees, certificates, and endorsements upon students who have been certified by the registrar or Faculty, as appropriate, to have fulfilled the requirements set for them.
   B. Make decisions regarding student admissions, enrollment, matriculation, and termination related to academic programs in the Department.
   C. Determine policies regarding student retention, graduation, change of status, and expectations for conduct in the classroom and field practica.
Section 3. All members of the Faculty shall share responsibility for student advising of undergraduate and graduate majors.
Section 4. All members of the Faculty shall share responsibility for participating in and conducting student and academic program assessments and evaluations required by regulatory and accrediting entities and as agreed by the Department.
Section 5. All members of the Faculty shall share responsibility for organizing and conducting Department faculty searches, as is not inconsistent with the policies and procedures articulated in George Mason University Administrative and Faculty Handbooks.
Section 6. Individual faculty may represent the Department on College and University committees and task forces as appointed by the Department chair, or as is not inconsistent with
the policies and procedures articulated in George Mason University Administrative and Faculty Handbooks.
Section 6. All members of the Faculty shall participate in promotion and tenure reviews, as not inconsistent with the policies and procedures articulated in George Mason University Administrative and Faculty Handbooks.

ARTICLE VI. Meetings of the Faculty
Section 1. Meetings of the Faculty shall be held at least monthly. The presiding officer of all meetings shall be the Department Chair; in the event of the Department Chair’s absence, another member of the Faculty selected by the Department Chair shall preside.
Section 2. The agenda for each Faculty Meeting shall be set by the Department Chair.
Section 3. Decisions of the Faculty shall be based on majority vote, except as otherwise provided for in these by-laws, and may be made using telecommunication media, as allowed by law and not inconsistent with the policies and procedures articulated in George Mason University Administrative and Faculty Handbooks.
Section 4. Non-voting persons may attend faculty meetings with the approval of the Department Chair to observe and participate in discussion. These include, but are not limited to, Department and College of Health and Human Services administrative staff, part-time, adjunct and affiliate faculty, and student representatives. Others persons may be invited to meet with the Faculty for specific purposes with the consent of the Department Chair.

ARTICLE VII: Committees
Section 1. Program Advisory Committee
The Committee monitors curriculum and academic activities for the Department’s academic programs, advising the Department chair and faculty on matter relates to academic quality and content as necessary for curriculum planning, program accreditation and program assessment/evaluation. The Advisory Committee also serves as a link to the external community and supports communication and program development activities, including identification of new opportunities and funding.

A. The Program Advisory Committee is comprised of external stakeholders and professionals, student or alumni representatives, Program Directors and the Department Chair.
B. The Program Advisory Committee is appointed and convened by the Chair.
C. The Program Advisory Committee shall meet twice annually.

Section 2. Promotion and Tenure Review Committee
The Department Promotion and Tenure Review Committee is an ad hoc committee comprised of qualified Department and College of Health and human Services faculty appointed by the Chair, as not inconsistent with the procedures articulated in George Mason University Administrative and Faculty Handbooks.

A. Faculty members serving on Promotion and Tenure Review Committee conduct faculty reviews (including review of evidence such as faculty portfolios/casebooks etc) for all matters related to faculty promotion and tenure, as not inconsistent with the policies and procedures articulated in George Mason University Administrative and Faculty Handbooks.
B. Tenured faculty serve as faculty mentors to those in tenure track positions, as requested by the Department Chair.

Section 3. Grievances and Academic Appeals Committee
Grievances and Academic Appeals will be handled by an ad hoc committee of the faculty appointed by the Department Chair.

**ARTICLE VIII. Parliamentary Authority**
The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Department in all cases to which they are applicable and in which they are not inconsistent with these bylaws, or the policies and procedures articulated in George Mason University Administrative and Faculty Handbooks.

**ARTICLE IX. Amendment**
These by-laws may be amended by the affirmative vote of at least two-thirds of the faculty present and voting, providing the following:

A. Previous notice of the motion to amend the by-laws was given at least one week before the meeting at which the amendment is considered.

*Proviso:* These by-laws will be adopted by majority vote the Department faculty present and voting and shall become effective upon approval by the Dean of the College of Health and Human Services.