ARTICLE I: THE FACULTY


   a. Membership. The faculty of the College of Humanities and Social Sciences (hereinafter referred to as the Faculty) is composed of the dean of the college and all persons in the college who have tenured, tenure-track, term, adjunct or administrative faculty appointments. (This definition is informed by the George Mason Faculty Handbook)

   b. Voting Rights. The right to vote on business of the college faculty will be held by all members of the faculty holding a tenure or tenure-track appointment. Members of the faculty who have a term appointment and have already completed one full year of employment in the university are also eligible to vote, as are adjunct and administrative faculty members who have already taught at least twenty-four credit hours in the university in the last five years. Voting membership during the summer will be limited to persons holding voting membership in the last prior term who will return as voting members in the next succeeding term, whether or not engaged in summer session teaching duties.

   c. Identification of those eligible to vote. The dean of the college prior to the first meeting of the college Faculty Assembly each semester will certify to the secretary of the faculty the names of all persons holding academic rank and for each name will indicate the classification of either voting member or of non-voting member. Changes of individual status that affect eligibility to vote will be similarly communicated to the secretary of the faculty with the appropriate new classification.

2. The Responsibilities of the Faculty.

   a. General Responsibilities. The faculty shall have for its primary concern and make recommendations about educational policies and processes in the college, specifically: i) its organization, the growth and development of its curricula, the establishment of new graduate and undergraduate degrees, the standards of student admission, including transfer students, and the evaluation of departments, programs or other units; ii) in consultation with the Dean, the authorization of conferral of baccalaureate and graduate degrees upon students who have been certified by the Registrar to have fulfilled the requirements set for them; iii) matters of faculty welfare, professional conduct, hiring, retention, promotion, dismissal and grievances, according to procedures set out in the Regulations attached; iv) appointments of the university president, the provost, the dean of the college, and, within departments, the selection of chairs; and iv) the provision of library and media services.

   b. Receipt of Reports by the College Faculty Assembly. The college Faculty Assembly will receive and consider regular reports, including items for discussion or action items from its committees, as appropriate, and a final report from each committee at the last Faculty Assembly meeting of the academic year. The chair of the faculty reports on the Senior Leadership Committee, the vice-chair on the Resources and Long-Term Planning Committee, and the committee chairs report on the work of all other committees.

ARTICLE II: THE OFFICERS OF THE FACULTY

1. The general responsibility of the officers of the faculty is to attend to the academic interests and business of the college and its faculty, to manage the affairs of the college Faculty Assembly, and to promote the intellectual enrichment and social capital of the life of the college and its faculty, in partnership with the college administration.

2. There will be four officers of the faculty, each of whom must hold tenure:
a. The Chair.
The chair will be responsible for the management of the work of the college Faculty Assembly, will represent the college faculty as appropriate in university affairs, will oversee the work of committees, and will be a member of the Senior Leadership Committee of the college. The chair will serve for two years beginning two weeks prior to the beginning of the fall semester. The chair is not eligible for election as an officer for two years after completion of his or her term.

b. The Vice Chair/Chair Elect.
The vice-chair/chair elect will assist the chair in the management of the work of the college Faculty Assembly, will represent the college faculty as appropriate in university affairs, will act as chair pro tempore as appropriate, and will be a member of the Resources and Long-Term Planning Committee of the college. The vice-chair will serve for two years beginning two weeks prior to the beginning of the fall semester, succeeding the out-going chair for a two-year term of office as chair.

c. The Secretary.
The secretary will be responsible for the records of the faculty and of the college Faculty Assembly, in conjunction with the dean’s office, such as the dispatch of agenda and minutes, the maintenance of records of the eligibility to vote of all persons holding academic rank, the maintenance of an accurate current list of all faculty committees with their charges and composition. He or she will also resolve any challenges raised by a voting member to the eligibility of another person holding academic rank to vote. The secretary will serve beginning two weeks prior to the beginning of the fall semester for two years. May be re-elected for consecutive terms of office.

d. The Parliamentarian.
The parliamentarian will act and serve as the adviser on process and protocol in the conduct of meetings of the college Faculty Assembly and will be chair of the Governance and Nominations Committee. The parliamentarian will serve for two years beginning two weeks prior to the beginning of the fall semester. The parliamentarian is appointed by the chair of the faculty.

e. The Executive Committee.
The four officers will constitute an Executive Committee to meet as needed to handle business and deal with issues that arise between Faculty Assembly meetings but which do not require a special Faculty Assembly meeting, and to plan agenda items for the Faculty Assembly as appropriate.

3. Election to Offices.
   a. The Chair, Vice-Chair/Chair Elect, and the Secretary. Elections to these offices will be held in accordance with the regulations for elections to offices and to committee memberships described in Article V.

ARTICLE III: MEETINGS OF THE COLLEGE FACULTY ASSEMBLY

1. The purposes of meetings:
   For the conduct of faculty business, the faculty constitutes itself as a Faculty Assembly. Meetings of the college Faculty Assembly function to conduct the business of the college faculty, receive committee reports, and will be regarded as occasions for the promotion of the intellectual life and enrichment of the social capital of the college, which combined purposes the Officers of the Faculty as a group will manage.

2. Membership: All faculty as defined in Article I, section b may participate.

3. The conduct of business meetings: protocol.
   a. Business meetings will be conducted according to Roberts Rules of Order, Newly Revised, except as the rules and procedures prescribed therein have been or will be modified by adoption of these or future bylaws or standing rules. The presiding officer of all meetings of the college Faculty Assembly will be the chair or the
vice-chair of the faculty. In their absence, an acting chair will be elected from among the present voting members of college Faculty Assembly. Meetings will be open to all members of the faculty of the college as defined in Article I: 1. a. The college Faculty Assembly may go into closed session by majority vote. Only voting members may be present during a closed session.

b. Any member of the faculty may submit items of business for inclusion on the agenda. All items submitted will be placed on the agenda by the secretary. Non-voting members may only submit items for discussion, but motions on those subjects may be made by voting members.

c. Freedom of discussion will be the rule, and to that end the presiding officer will ensure that debate will not be monopolized by one or by a small group of participants.

d. The decision-making authority of the college Faculty Assembly will not be delegated to a committee or to any other agent without right of review by the Faculty Assembly.

3. The conduct of business meetings: visitors.

   a. Members of the public are welcome to attend business meetings as observers and may speak if invited.

   b. Other persons invited by the chair to meet with the college Faculty Assembly, or faculty members who do not have the requisite status as members of the voting members, may participate in the discussion of any item of business brought forth upon the floor, but may not vote.

4. The conduct of business meetings: procedures.

   a. The agenda will be prepared by the Secretary in consultation with the dean, the chair and the chairs of college committees. It will be posted seven days before the meeting on the college website and notice of the posting will be sent by e-mail to all members of the faculty, appropriate administrative officers of the university and students specified in Article VI (2).

   b. The quorum for meetings of the college Faculty Assembly will consist of not fewer than 25 voting members present (see Article I: 1. a).

   c. The order of business will be:
      1. Call to Order
      2. Approval of Minutes
      3. Announcements
      4. Old Business
      5. New Business
         a). Committee Reports
         b). Other new business

d. Balloting: Any member present at a meeting can require that a secret ballot be taken at a meeting of the college. Absentee and proxy ballots will not be counted.

e. E-Mail Ballots of the College Faculty Assembly can be conducted by request of the chair or by an affirmative vote of at least one third of the voting members present who vote for such an e-mail ballot. Any matter of a substantive nature may be submitted to a vote by e-mail ballot of the whole voting membership of the college Faculty Assembly. It will be the duty of the secretary of the faculty to prepare and distribute ballot notices to voting members and to receive, count, and report the result of the balloting to the presiding officer before the next regular meeting. The ballots will set forth arguments "for" and "against" the motion at issue. Those "for" will be prepared by the mover of the proposal; those "against" will be prepared by persons designated by the chair from among those who opposed the pending motion. The issue will be decided by a majority of the valid ballots received by the secretary of the faculty.
f. **Items of new business** not appearing on the agenda may be introduced from the floor by any member of the faculty after consideration of all agenda items has been completed, but disposition of any item introduced without prior notice and information may be carried over to the next general meeting of the college Faculty Assembly if ten voting members support a motion to carry it over. A motion carried over under this provision will appear on the agenda of the next regular meeting as an item of old business and will be supported by background information.

g. The secretary will prepare the **minutes of all business meetings.** The minutes will be prepared in a style that will convey the essence of discussion on each item of business considered, and it will be posted on the college website with e-mail notification to the faculty and other college and appropriate university officers that the minutes have been so posted. At least one hard copy of the minutes of every meeting will be preserved in the minute book as part of the permanent archives of the university. The minute book will be kept in the custody of the secretary and will be open for inspection by any member of the academic community.

h. **Special Business Meetings** may be called either by the chair on his or her own initiative, or in response to a petition to the chair signed by 10 percent of the voting members of the college Faculty Assembly which meeting the chair must call to be convened within eight days. (See Article VIII for special business meetings on changes in the Regulations and Bylaws.)

5. **The Conduct of Business Meetings: Timing.**

   a. At least two meetings of the college Faculty Assembly will be scheduled each semester.

   b. A meeting held in the second half of the spring semester will include announcement of the election of officers and elections to committees, and the approval of degrees.

   c. When the agenda of a scheduled meeting is not completed on the scheduled day, the meeting will be recessed or adjourned and will be convened as agreed upon and the agenda will be completed.

**ARTICLE IV: THE COMMITTEES OF THE COLLEGE**

1. **The Committee Structure of the College.**

   Apart from the college Faculty Assembly, there will be four main types of committees to which, with the exception of the chairs and directors committee, the faculty elects members:

   a. **Dean’s Advisory Committees,** which conduct business and make decisions in consultation and cooperation with the college administration, reporting directly to the dean. These are the Senior Leadership Council, the Resources and Long-term Planning Committee, the Chairs and Directors Committee, and the Intellectual Life Committee.

   b. **Faculty Advisory Committees,** which undertake work on behalf of the faculty and submit recommendations to them for ratification in consultation and cooperation with the dean. These are the Curriculum Committee, the Committee to Advance Teaching and Research with Technology, and the Governance and Nominations Committee.

   c. **Faculty and Student Matters Committees,** which have specific responsibilities for identified matters concerning individual members of faculty and students. These are the Promotion and Tenure Committee, Faculty Grievance Committee, and the Student Policies and Appeals Committee.

   d. **Joint Committees,** those on which the college has shared membership with entities outside the college or the university, such as the COS Liaison Committee.
e. **Ad Hoc Committees** may be established by the college Faculty Assembly or by the chair between Assembly meetings for consideration of special or transient issues which fall outside the responsibilities of the established committees. 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. The Assembly has a right to modify or change an ad-hoc committee appointed by the chair at its next regular meeting.

2. **The Representation of Faculty on College Committees.**

   a. **Definition of Constituencies.** For the purposes of representation on committees, the college is defined as having i) Humanities departments, ii) Social Science departments, and iii) Interdisciplinary Programs. The dean, in consultation with the faculty, will determine which programs are humanities and which are social sciences. Programs that are interdisciplinary are those listed as such in the *Catalogue*.

   b. **Dean’s Advisory Committees Representation:**
      
      i. **Senior Leadership Committee:**
         
         The Dean (chair)
         Associate Deans
         The Chair of the Faculty,
         3 members of the Faculty elected at large
         3 members of the Faculty appointed by the Dean

      ii. **Resources and Long-Term Planning Committee:**
         
         The Dean (chair)
         The Vice-Chair of the Faculty,
         3 members of the Faculty elected at large
         3 members of the Faculty appointed by the Dean

      iii. **The Intellectual Life Committee:**
         
         5 members of the Faculty elected at large

   c. **Faculty Advisory Committees Representation:**
      
      i. **Curriculum Committee:**
         
         Associate Dean in charge of curriculum (chair)
         3 members of the Faculty from the Humanities
         3 members of the Faculty from the Social Sciences
         1 member from the School of Integrative Studies
         2 members of the Faculty at large
         (No more than 1 member from any single academic unit.)

      ii. **Committee to Advance Teaching and Research with Technology:**
         
         Associate Dean in charge of technology (chair)
         1 faculty representative from each academic unit chosen by the unit (smaller units may share a representative)
         1 non-voting representative from the Division of Instructional Technology (by invitation)

   d. **Faculty and Student Matters Committees Representation:**
      
      i. **Promotion and Tenure Committee:**
         
         1 member of the faculty from each designated department of the college
         1 member of the faculty of the School of Integrative Studies
         1 member of the faculty from Programs of Interdisciplinary Studies other than the School of Integrative Studies
         All elected by the faculty at large.
ii. Faculty Grievance Committee:
    5 members of the faculty elected at large, no more than one from any department or program

iii. Student Appeals Committee:
    5 members of the faculty elected at large

3. Committee Membership.
   
   a. Eligibility. Only individuals who are full-time teaching members of the faculty and who will have completed at least one year of full-time teaching in the College of Humanities and Social Sciences by the beginning of the proposed term of service will be eligible for election to committees. For the purpose of this section the duties of department chairs will be considered to be full-time teaching. For the purposes of this section, interdisciplinary faculty members are those whose lines are in interdisciplinary programs as well as the directors of those programs.

   b. Attendance and Participation. The faculty, in electing members to committees, anticipates attendance and participation in the committee’s work by the person(s) elected. If, for personal or other reasons, the elected person(s) cannot fulfill the requirements of membership, it behooves such person(s) to resign so that an election can be held to ensure that the faculty’s business is effectively conducted.

   c. Faculty who take an administrative position in the college or university administration are not eligible for election to faculty committees. If they take such a position during an elected committee term, they shall resign from the committee. A replacement will be made in accordance with provisions for committee members who resign during a term of service.

4. Period of Service.
   Committees will normally begin to serve two weeks prior to the beginning of the fall semester until June 30; however all committees are authorized to function as necessary throughout the year.

5. Committee Management.
   
   a. The chair of a committee will be elected by members of that committee, except where otherwise stated in these Regulations and Bylaws.

   b. Each committee will establish a quorum for its own function, but the expectation is that committee members, having accepted nomination and being a representative of the faculty, will strive to attend all meetings.

   c. Each committee will keep appropriate records of its activities, posted on the college website, and provide regular reports to the college Faculty Assembly as appropriate as well as a final report to the last Faculty Assembly meeting of the year.

6. Student and Other Representation.
The college Faculty Assembly may authorize or invite students and other members of the academic community to serve on its committees.

ARTICLE V: NOMINATIONS AND ELECTIONS TO MEMBERSHIP OF COLLEGE COMMITTEES WHICH REQUIRE REPRESENTATION FROM THE FACULTY

1. Terms of Service. Dean’s Advisory Committees members and the Promotion and Tenure Committee are elected for three years; all others for two-year terms. Approximately one-half or one-third of the membership of each committee, as
appropriate to the terms of office for each committee, will be elected each year. No person can be elected to the same committee for more than two consecutive terms.


a. The Governance and Nominations Committee will invite nominations for offices and committee memberships from the Faculty, and will itself solicit nominations to ensure that, wherever possible, there is an appropriate range of choice. In particular, the committee will strive to match the experience and talents of the nominees to the responsibilities of specific committee membership, and will seek to balance nominations of senior and junior members of the faculty and representation from departments and programs appropriately.

b. The committee will nominate only those persons who have agreed to be nominated and include all those who have been nominated on the ballot. These nominations will be circulated to members of the faculty through e-mail on the last Monday in March. Voting members of the faculty with permission of prospective nominees may make further nominations in writing to the committee during the first week in April.

c. In no instance may the committee nominate any members of its own number for any committee assignment, but any member of the committee may be nominated by individual voting members of the college Faculty Assembly.

3. Procedures for Elections by E-mail Ballot.

a. Upon completion of nominations, the secretary will invite those nominated to prepare a short biography and a statement of candidacy. These statements will be sent through e-mail with ballots to each voting member of the Faculty indicating the date and time by which they must be returned and containing the names of all individuals nominated. Ballots must be returned to the secretary of the faculty no later than the second Friday after the distribution of the ballots and will be counted by the secretary and parliamentarian. Write-in votes will not be counted. The parliamentarian will formally report the result of the elections at the final yearly meeting of the college Faculty Assembly.

b. Committee vacancies with an unexpired term of one year or more will be filled for the remainder of the term by special elections that are to be held in a timely manner by an e-mail ballot, according to the procedures set out above. Committee vacancies with an unexpired term of less than one year will be filled by appointment by the chair of the faculty in consultation with the Governance and Nominations Committee and reported to the college Faculty Assembly.

4 Ad Hoc Committees.

a. Where the college Faculty Assembly has determined that the formation of an ad hoc committee is a matter of urgent necessity, nominations will be made from the floor. Initial election to the members of a committee created under this procedure will be by plurality choice determined by paper ballot. Where appropriate, the chair, as per Article IV.1.e, may appoint an ad hoc committee between meetings of the Faculty Assembly.

b. In the absence of an urgent necessity (see 4a above), nominations will be made and elections held according to the procedures prescribed for regular nominations and elections to committees, except that the timetable will be that established by the Governance and Nominations Committee.

ARTICLE VI: THE RESPONSIBILITIES OF DEAN’S ADVISORY COMMITTEES

1. Dean’s Advisory Committees:
While the faculty recognizes the right of the dean to seek advice from members of Faculty in ways that seem appropriate to him or her, it takes note of the agreed responsibilities of four Dean’s Advisory Committees to which it elects members as recognition of the college administration’s partnership with the faculty.
a. The Senior Leadership Committee.
Represents the faculty in working with the dean as a formal advisory council on any and all matters that are raised by the dean or by the faculty. These include but are not limited to fundamental academic issues, responses to crises or opportunities, personnel and budget issues, short-term planning, and relationships with other colleges and administrative offices. Reports on its work to the Faculty Assembly.

b. The Resources and Long-Term Planning Committee.
Long-term planning matters raised by the dean or the faculty. These include but are not limited to the development of college academic policies and programs, staffing and budget, management of space, and enrollment trends. Reports on its work to the Faculty Assembly.

c. Chairs and Directors Committee.
The development of a strong college identity, through inter-departmental collaboration and discussion of management issues. Advises dean on academic and other initiatives. Members bring concerns from their units and report discussions back to them.

d. Intellectual Life of the College Committee.
Develops and coordinates the extracurricular intellectual life of the college. The committee maintains and disseminates the calendar of all college events emanating from departments and programs during the academic year. It also develops and/or fosters programming that is of interest to multiple units in the college that helps to create community. Reports on its work to the Faculty Assembly.

ARTICLE VII: THE RESPONSIBILITIES OF FACULTY ADVISORY AND FACULTY AND STUDENT MATTERS COMMITTEES

1. Faculty Advisory Committees.

   a. The Curriculum Committee.
   To serve as the review and approval body for all changes to the curriculum (courses and academic programs) offered by the college. To oversee college-level requirements and propose any changes in those requirements to the Faculty Assembly for its approval. To oversee the standards and quality of all college academic offerings and propose changes to standards to the Faculty Assembly for its approval. To adjudicate issues of curriculum overlap between academic units. Sends summary reports of curriculum changes to the college Faculty Assembly for its approval. By accepting the report, the faculty accepts the decisions of the curriculum committee. A member of the faculty may challenge the report at the Faculty Assembly by calling for a motion to rescind the approval of a specific curricular proposal. A motion to rescind requires a 2/3 vote of the faculty present at the meeting to pass. Submits a final report to the last Faculty Assembly meeting of the year.

   b. Committee to Advance Teaching and Research with Technology.
   To improve communication among faculty, the dean’s office, and Learning Support Services (LSS) in the central administration’s Information Technology Unit. To provide input to the college and LSS as they set priorities regarding teaching and research with technology. To be knowledgeable about proposed hardware/software changes, support services, and upgrades, and communicate them to faculty in their academic units. To provide a forum where the needs of faculty regarding technology support for teaching, learning, and research are discussed and solutions sought. Sends reports and recommendations to the college Faculty Assembly and submits a final report to the last Faculty Assembly meeting of the year.

   c. The Governance and Nominations Committee.
   To manage the procedure of elections to offices and to those committees requiring Faculty representation, recognizing the need for balance of senior and junior faculty membership, to keep under review the workings of the governance system of the college, to initiate or examine proposed amendments, to make such recommendations to the administration and the faculty as are necessary to the efficiency and integrity of the
governance system. Sends reports to the college Faculty Assembly as appropriate as well as a final report to the last Faculty Assembly meeting of the year.

2. Faculty and Student Matters.

a. The Promotion and Tenure Committee.
To receive and consider annually recommendations for appointments without term and for promotion from the departments. To transmit its own recommendations in accordance with the procedures set out in the George Mason Faculty Handbook, and to operate strictly under procedures approved by the college Faculty Assembly. Sends reports to the college Faculty Assembly as appropriate as well as a final report to the last Faculty Assembly meeting of the year.

b. The Faculty Grievance Committee.
To investigate cases of (i) alleged violations of academic freedom, (ii) alleged violations regarding conditions of employment, such as work assignments, salaries, facilities, and support services, and (iii) charges of unprofessional or unethical conduct brought by one faculty member against another. Grievances pertaining to tenure, promotion, termination, discrimination, and scholarly misconduct are not considered by this committee since those matters are reviewed through other mechanisms as per the faculty handbook. Committee determinations with respect to grievance cases involving individual faculty are final and are reported to the dean and the college Faculty Assembly. Committee determinations with respect to grievance cases against administrators are advisory and reported to the appropriate administrator above the level of administration involved in the grievance. Sends reports and general recommendations to the college Faculty Assembly as appropriate and makes a final report to the last Faculty Assembly of the year.

c. Student Policies and Appeals Committee.
With the Office of Undergraduate Academic Affairs, develops academic policies for the college and helps develop criteria for granting exceptions to college and university policies on academic matters. Seeks input on major policy changes from the college faculty. Serves as the last and final review for undergraduate student appeals within the college for those academic actions specified in the college chapter of the university catalog. Presents a report of its activities to the Faculty Assembly as appropriate as well as a final report to the last Faculty Assembly meeting of the year.

(Note: This committee does not hear honors code violation cases, grade appeals, general education requirement appeals, or cases claiming harassment or discrimination.)

ARTICLE VIII: REPRESENTATION ON UNIVERSITY BODIES

1. The Faculty Senate of the University

a. The college Faculty Assembly will elect members to serve in the Faculty Senate of the university.

b. Individuals who are full-time teaching members of the faculty and who will have completed at least one year of full-time teaching in the college by the beginning of the proposed term of service will be eligible for election to the Senate. Members of the faculty with term appointments who have already completed one full year of employment in the university are eligible for nomination, as are adjunct faculty who have already completed twenty-four credit hours of teaching in the University. (For the purpose of this section, the duties of department chairs will be considered full-time teaching.)

c. Other aspects of election to the Faculty Senate, such as terms of duty, are controlled by the bylaws of that body.

2. The University Graduate Council
a. The college’s representation shall be composed of 1) the college’s assistant or associate dean responsible for graduate academic affairs, and 2) a faculty member elected from among current college graduate program directors.

3. Others: representation to other standing committees and councils of the university will be determined by the Faculty Assembly as instances arise.

ARTICLE IX: AMENDMENT TO THE REGULATIONS AND BYLAWS

All motions to amend these bylaws will be read and debated at two successive meetings of the college Faculty Assembly. These meetings will occur no less than 30 days apart during the regular semester. A meeting of the Faculty Assembly held to complete the agenda of a previous meeting will not count as a "successive" meeting within the meaning of this bylaw. Following the second debate, an email ballot will be sent out to the voting members of the college Faculty Assembly. Amendments will be considered successful if they are supported by two thirds of those voting.