

REGULATIONS AND BYLAWS
COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
GEORGE MASON UNIVERSITY
(Amended May 2020)

ARTICLE I: THE FACULTY

1. Membership and Voting Rights.

a. Membership. The Faculty of the College of Humanities and Social Sciences (hereinafter, Faculty) is composed of everyone in the College with tenured, tenure-track, term, adjunct or administrative faculty appointments. (This definition conforms to the George Mason *Faculty Handbook*.)

b. Voting Rights. The right to vote is held by Faculty holding tenured or tenure-track appointments. Faculty with term appointments who have already completed one full year of employment may also vote, as may adjunct and administrative Faculty who have taught at least twenty-four credit hours in the last five years. Voting membership during the Summer is limited to Faculty holding voting membership in the prior term and who will return as voting members in the Fall, whether or not they are engaged in Summer duties.

c. Identification of Eligible Voters. The Dean, prior to the first meeting of the College Faculty Assembly each semester, will certify to the Assembly Secretary the names of all persons holding academic rank, indicating the voting status of each person. Status changes affecting voting eligibility will be similarly communicated to the Assembly Secretary.

2. Faculty Responsibilities.

a. General Responsibilities. The Faculty's primary concern is to make recommendations about educational policies and processes, specifically: i) college organization, the growth and development of curricula, the establishment of new graduate and undergraduate degrees, student admission standards, 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 for students who have been certified by the Registrar to have fulfilled their academic requirements; iii) matters of faculty welfare, professional conduct, hiring, retention, promotion, dismissal, and grievances, according to procedures set out in these Regulations and Bylaws; iv) participation in the

appointments of the university president, the provost, the college dean, and, within departments, the selection of chairs; and iv) the provision of library and media services.

b. Receipt of Reports by the Faculty Assembly. The 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 meeting of the academic year. The Assembly Chair reports on the Senior Leadership Committee, the Vice Chair on the Resources and Long-Term Planning Committee, and other committee chairs report on their committees.

ARTICLE II: ASSEMBLY OFFICERS

1. Responsibilities of Faculty Assembly Officers. Faculty Assembly Officers have the general responsibility to attend to the academic interests and business of the college and its Faculty, to manage the Faculty Assembly's affairs, and to promote the intellectual enrichment and social capital of the college and its Faculty, in partnership with the college administration.

2. Officers of the Faculty. There are four officers of the faculty; each serves two-year terms starting two weeks prior to the beginning of the Fall semester, and each must hold Faculty rank of Associate Professor or higher or have at least 5 years of consecutive full-time faculty status in CHSS. These are 12-month positions that include work during the summers.

a. The Chair. The Chair is responsible for managing activities of the Faculty Assembly, representing the college Faculty as appropriate in university affairs, overseeing the work of committees, and is a member of the Senior Leadership Committee. The person serving as Chair is not eligible for election as an Assembly Officer for two years after completion of this term.

b. The Vice Chair/Chair Elect. The Vice Chair/Chair Elect assists the Chair in managing the Faculty Assembly's activities, represents the college Faculty as appropriate in university affairs, acts as Chair pro tempore as appropriate, and is a member of the Resources and Long-Term Planning Committee. The Vice Chair succeeds the out-going Chair for a two-year term of office as Chair.

c. The Secretary. The Secretary is responsible for Faculty records and for records of the Faculty Assembly, in conjunction with the Dean's office. Duties include dispatching agenda and minutes, maintaining records of voting eligibility, and maintaining an accurate current list of Faculty Committees with their charges and membership. The Secretary will also resolve challenges raised by a voting member to the voting eligibility

of another person holding academic rank. The Secretary may be re-elected for consecutive terms.

d. The Parliamentarian. The Parliamentarian advises on process and protocol in Faculty Assembly meetings, chairs the Governance and Nominations Committee, and is appointed by the Chair.

e. The Executive Committee. The Chair, Vice Chair/Chair Elect, and Secretary constitute an Executive Committee that meets as needed to plan the Faculty Assembly agenda, conduct business, and deal with issues that arise between Faculty Assembly meetings that do not require a special meeting.

3. Election to Offices.

a. The Chair, Vice Chair/Chair Elect, and the Secretary. Elections to these offices are in accordance with the regulations in Article V.

ARTICLE III: MEETINGS OF THE COLLEGE FACULTY ASSEMBLY

1. Purpose. The Faculty Assembly meets to attend to the responsibilities of the Faculty and the Faculty Assembly Officers outlined above.

2. The Conduct of Business Meetings: Protocol.

a. Meetings are conducted according to *Robert's Rules of Order, Newly Revised*, except as these rules and procedures are modified by adoption of these or future bylaws or regulations. The presiding officer is the Chair or the Vice Chair/Chair Elect. In their absence, an acting chair is elected from among the present voting members. Meetings are open to everyone as defined in Article I: 1. a. The Faculty Assembly may go into closed session by majority vote. Only voting members may participate in a closed session.

b. Any **member** may submit agenda items, which will be considered by the Executive Committee for placement on the agenda. Non-voting members may submit items for discussion, but only voting members may make motions.

c. Freedom of discussion will be the rule, so the presiding officer ensures that debate is not monopolized by one member or by a small group of participants.

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

3. The Conduct of Business Meetings: Visitors.

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

b. Any attendee may participate in the discussion of items of business.

4. The Conduct of Business Meetings: Procedures.

a. The agenda is prepared by the Secretary in consultation with the Dean, the Chair, and the chairs of college committees and is posted seven days before the meeting on the college website. Notice of the posting will be communicated to the Faculty, appropriate administrative officers of the university, and other interested persons.

b. The quorum for the Faculty Assembly consists of at least 25 voting members present (see Article I: 1. a). At meetings lacking a quorum, no motions can be considered or passed, but committee, Dean and officer's reports may be presented and other matters discussed.

c. Balloting: Any member present at a meeting can require that a secret ballot be taken at any meeting of the College. Absentee and proxy ballots shall not be counted.

d. Electronic Ballots. At the request of the Chair or by an affirmative vote of at least one-half of the voting members present at a Faculty Assembly meeting, any substantive matter may be submitted to a vote by electronic ballot of the whole voting membership. Electronic ballots provide arguments "for" the motion at issue prepared by the mover of the proposal and arguments "against" the motion at issue prepared by a selection of persons who were opposed to it designated by the chair. The Secretary prepares and distributes ballot notices to voting members and receives, counts, and reports the result of the balloting to the presiding officer before the next regular meeting. The issue is decided by a majority of the valid ballots.

e. Items of New Business not on the agenda may be introduced from the floor by any member after all agenda items have been completed, but disposition of an item introduced without prior notice may be carried over to the next meeting if ten voting members request it. A motion carried over under this provision appears on the agenda of the next meeting as an item of old business, and background information will be provided.

f. The Secretary prepares the meeting minutes to convey the essence of discussion on each item of business. These minutes are posted on the college website, with electronic notification to the faculty and others that the minutes have been so posted. At least one printed copy of the minutes of every meeting will be preserved in the *Minute Book* as part of the permanent university archives. The Secretary keeps the *Minute Book*, which is open for inspection by any member of the academic community.

g. Special Meetings may be called at the Chair's own initiative or in response to a petition to the Chair signed by ten percent of the voting members of the Faculty. The chair must convene this meeting within eight business days.

5. The Conduct of Business Meetings: Timing.

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

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

ARTICLE IV: COLLEGE COMMITTEES

1. The Committee Structure of the College.

To direct the Faculty Assembly, the Faculty elects members of four main types of committees:

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

b. Faculty Advisory Committees, which work on behalf of the Faculty and submit recommendations to the Faculty for ratification in consultation with the Dean. These are the Curriculum Committee, the Governance and Nominations Committee, and the Term Faculty Affairs Committee

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

- d. Joint Committees**, 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 Faculty Assembly or by the Chair between Assembly meetings to consider special or transient issues that fall outside the responsibilities of the established committees. If no term is specified, the committee serves until a final report is issued or until the Faculty dissolves it. The Assembly can modify or change an *ad hoc* committee appointed by the Chair at its next regular meeting.

2. Faculty Representation on College Committees.

a. Definition of Constituencies. For committee representation purposes, 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 departments are Humanities and which are Social Sciences. Interdisciplinary programs are those listed as such in the *University Catalog*.

b. Representation on Dean's Advisory Committees:

i. Senior Leadership Committee:

- The Chair of the Faculty
- 3 Faculty members elected at large
- 3 Faculty members appointed by the Dean

ii. Resources and Long-Term Planning Committee:

- The Vice Chair of the Faculty
- 3 Faculty members elected at large
- 3 Faculty members appointed by the Dean

iii. The Intellectual Life Committee:

- 5 Faculty members elected at large

c. Representation on Faculty Advisory Committees:

i. Curriculum Committee:

- Associate Dean in charge of curriculum (chair, *ex officio*)
- 4 Faculty members from the Humanities
- 4 Faculty members from the Social Sciences
- 2 Faculty members from Interdisciplinary Schools/Departments/Programs
- If the Curriculum Committee elects to have separate Undergraduate and Graduate sub-Committees, the Committee will determine membership on those sub-Committees following the Election, except that there must be at least 1 Faculty member from the Humanities, 1 Faculty member from the Social Sciences, and one Faculty member from an Interdisciplinary

School/Department/Program on the Undergraduate and Graduate sub-Committees, respectively. (No more than 1 member may serve from any single academic unit.)

ii. Governance and Nominations Committee:

The Parliamentarian and 4 Faculty members elected at large

iii. Term Faculty Affairs Committee

Associate Dean in charge of Faculty Affairs

5 Faculty members elected at large with a minimum of 3 of these being term faculty.

d. Representation on Faculty and Student Matters Committees:

i. Tenure-Track Promotion and Tenure Committee:

1 Tenured Tenure-Track Faculty member from each designated department of the college

1 Tenured Tenure-Track Faculty member of the School of Integrative Studies

1 Tenured Tenure-Track Faculty member from Interdisciplinary Programs other than the School of Integrative Studies.

All members must be elected or appointed within their respective units according to each Unit's explicit Bylaw requirements or, if the Unit does not have Bylaws, its explicit internal formal procedure.

ii. Faculty Grievance Committee:

5 Tenured Faculty members elected at large, no more than one from any department or program

iii. Student Policies and Appeals Committee:

5 Faculty members elected at large

3. Committee Membership.

a. Eligibility. All faculty who will have completed at least one year of full-time teaching in the college by the beginning of the proposed term of service are eligible for election to committees. Department chairs are considered full-time teaching faculty, for the purposes of this section, as are interdisciplinary program directors and faculty members with appointments in interdisciplinary programs.

b. Attendance and Participation. The Faculty, in electing committee members, anticipates attendance and participation in the committee's activities. If, for personal or other reasons, those elected cannot conscientiously serve, they should resign.

c. Faculty serving in Administrative positions are not eligible for election to committees and must resign if already serving on a 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 and serve until June 30; however, all committees are expected to function as necessary throughout the year.

5. Committee Management.

a. The committee chair will be elected by that committee's members, except where specified elsewhere in these Regulations and Bylaws.

b. Each committee will establish a quorum.

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

6. Student and Other Representation.

The Faculty Assembly may authorize or invite students and others in the academic community to serve on committees.

ARTICLE V: NOMINATIONS AND ELECTIONS TO COLLEGE COMMITTEES

1. Terms of Service. Members of the Dean's Advisory Committees and the Promotion and Tenure Committee are elected for three-year terms; all others serve for two-year terms. Approximately one-half or one-third of the membership of each committee will be elected each year. No person can serve on the same committee for more than two consecutive terms.

2. Nominations.

a. The Governance and Nominations Committee will invite nominations for Assembly Officers and committee memberships from the Faculty, and will itself solicit nominations to ensure an appropriate range of choices. In particular, the committee will strive to match the experience and talents of the nominees to the responsibilities of specific committees, and will seek to balance representation from departments and programs and nominations of senior and junior members of the Faculty.

b. The committee will nominate only those persons who have agreed to serve and will include all nominees on the ballot. Nominations will be circulated to the Faculty electronically in the spring term,

c. The Governance and Nominations Committee cannot nominate any of its members for any committee assignment, but any member of the committee may be nominated by individual voting Faculty.

3. Procedures for Elections by Electronic Ballot.

a. When nominations close, the Secretary will invite each nominee to prepare a brief biography and a statement of candidacy, which will be sent with the ballots to each voting Faculty member. Ballots must be returned to the Secretary no later than the second Friday after the distribution of the ballots and will be counted by the Secretary and Parliamentarian. The election results will be presented to the faculty before the end of the spring term, ideally by mid-April.

b. Committee Vacancies with an unexpired term of one year or more will be filled for the remainder of the term by nomination (or self-nomination) and election at any regularly scheduled quarterly meeting of the CHSS Faculty Assembly Committee vacancies with an unexpired term of less than one year will be filled by appointment by the Chair in consultation with the Governance and Nominations Committee and reported to the Faculty Assembly.

4. *Ad Hoc* Committees.

a. When the Faculty Assembly determines that the formation of an *Ad Hoc* committee is required, nominations will be made from the floor, and election will be by plurality choice. Where appropriate, the Chair, as per Article IV:1, may appoint an *Ad Hoc* committee between meetings of the Faculty Assembly.

ARTICLE VI: THE RESPONSIBILITIES OF DEAN'S ADVISORY COMMITTEES

1. Dean's Advisory Committees:

Although the Faculty recognizes the Dean's right to seek advice from the Faculty, the four Dean's Advisory Committees should be the primary source of advice in 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 all matters including, but 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 to the Faculty Assembly.

b. The Resources and Long-Term Planning Committee. Long-term planning matters raised by the Dean or the Faculty including, but not limited to, the development of college academic policies and programs, advising on research center chartering, staffing and budget, management of space, and enrollment trends. Reports to the Faculty Assembly.

c. Chairs and Directors Committee. Fosters the development of a strong college identity through interdepartmental 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, including issues relating to academic freedom, freedom of expression, student rights, and professional standards. The committee maintains and disseminates the calendar of all college events during the academic year and develops programming of interest to various units in the college that fosters a sense of community. Reports 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 review and approve changes to the curriculum (courses and academic programs). To oversee college-level requirements and propose changes to the Faculty Assembly for approval. To oversee the standards and quality of all academic offerings and propose changes to the Faculty Assembly for its approval. To adjudicate issues of curriculum overlap between academic units. Sends summaries of curriculum changes to the Faculty Assembly for its approval.

b The Governance and Nominations Committee. To manage 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 college's governance system, to initiate or examine proposed amendments to the these Regulations

and Bylaws, to make such recommendations to the administration and the Faculty as are necessary to the efficiency and integrity of governance. Sends reports to the Faculty Assembly as appropriate as well as a final report to the last Faculty Assembly meeting of the year.

c. The Term Faculty Affairs Committee. To represent term faculty on the development, coordination, implementation, and advocacy, of all matters affecting term faculty including, but not limited to, workload, compensation and benefits, contracts, professional development, university and departmental culture, and promotion consistent with current university guidelines and practices.

2. Faculty and Student Matters Committees.

a. The Promotion and Tenure Committee. To receive and consider recommendations for tenure-track appointments without term and for promotion from the departments. To transmit its own recommendations in accordance with the procedures set out in the *Faculty Handbook*, and to follow procedures approved by the Faculty Assembly. Sends reports to the 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 because they 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. Committee determinations with respect to grievance cases against administrators are reported to the appropriate higher-level administrator.

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 Faculty. Serves as the last and final review for undergraduate student appeals for academic actions specified in the college chapter of the *University Catalog*. Presents a report 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 Honor 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 Faculty Assembly conducts an election of members to the University's Faculty Senate.

b. Full-time teaching faculty and those who will have completed at least one year of full-time teaching by the beginning of the proposed term of service are eligible for election to the Senate. Faculty with term appointments who have already completed one full year of employment 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.)

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. The University Undergraduate Council

a. The Council's membership includes two members from the college. 1) A faculty representative appointed by the Dean, and b) a full-time instructional faculty member nominated and voted upon by the college faculty.

4. Others: Representation to other standing committees and councils of the university will be selected according to that outside body's criteria using normal appointment and committee election processes. When not specified as a dean's appointment, the selection shall be made using normal nomination and election processes.

ARTICLE IX: AMENDMENT TO THE REGULATIONS AND BYLAWS

Motions to amend these Regulations and Bylaws will be read and debated at two successive meetings of the Faculty Assembly, which 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 when amendments to the Regulations and Bylaws are

considered. Following the second debate, an electronic ballot will be sent to the voting members of the Faculty. Amendments will be adopted if two-thirds of those voting approve.
