

**BYLAWS FOR THE GLOBAL AFFAIRS PROGRAM  
GEORGE MASON UNIVERSITY**

Article 1. Objectives

Section 1.1. Purpose. These bylaws specify the procedures by which the Global Affairs Program (hereinafter the Program or simply Global Affairs) will conduct its business. These Bylaws supplement those policies contained in the Faculty Handbook of George Mason University. Any actions taken under these Bylaws must be in compliance with the Faculty Handbook and other official policies of the University.

Section 1.2. Goal. The goal of these Bylaws is to insure that the faculty and leadership of the Program have equitable and effective influence on the governance of the Program and that the Program may conduct its business in an orderly and efficient manner.

Article 2. Global Affairs Faculty

Section 2.1. Global Affairs Faculty Membership. For the purposes of governance, the membership of the Global Affairs Faculty shall consist of the following three groups

A. Core faculty

- Program Director
- Full-time tenured, tenure-track, or term faculty with FTE assigned to Global Affairs.

B. Program Faculty

- Full-time faculty who have taught, organized or mentored core courses in the Global Affairs program at least once in the past two years
- Representatives of units whose courses serve as core requirements in the Global Affairs degrees. The representative is determined by the unit.
- Faculty representatives of relevant stakeholder units not included in units offering core courses. The representative is determined by the unit.
- Former directors of the Global Affairs program

C. Affiliated Faculty

- Other members of the faculty whose teaching and research interests lie within the field of global affairs and whose applications are approved by the Executive Committee. Applications for membership shall consist of a brief statement of purpose and a CV.

The Program Director shall submit a list of Global Affairs faculty with the agenda of the first faculty meeting of each year.

## Section 2.2 Core and Program Faculty Responsibilities.

The Global Affairs Core and Program Faculty:

- serves as the decision making faculty for the Global Affairs Program with the authority to set and change the curriculum of the BA and MA (subject to approval of the CHSS Curriculum Committee and Graduate Council for the MA) and to make program specific policies.
- votes on changes to the overall direction of the program including curricular changes, policy changes, and changes to bylaws or program structure.
- makes recommendations on new director to the faculty search committee.
- makes recommendations on the hiring of new faculty in Global Affairs.

Section 2.3. Program Director Voting. As a member of the faculty of the Program, the Director shall have the right to vote except on matters when the action of the Faculty is a recommendation to the Director or when the Director has an independent vote on the outcome of the issue through other means.

Section 2.4. Majorities, Voting Procedures and Elections. Decisions on motions shall be based on a simple majority of votes of the Faculty present at a meeting except in the case of modifications to the Bylaws or core curriculum. Voting on all personnel recommendations shall be by secret ballot. The outcome of all votes shall be recorded in the minutes of that meeting or, in the case of mail ballots, in the minutes of the earliest regular meeting following the vote. Bylaws modifications and changes in core curriculum must be read at two successive faculty meetings and approved by a two-thirds majority of those core and program faculty voting in a mail ballot. Mail ballots must returned to the Program office within two weeks of receipt to be considered valid. Mail ballots may be submitted by email or in paper form.

## Article 3. Global Affairs Faculty Meetings

Section 3.1. Rules of Conduct. The Program intends that its meetings will be conducted in a civil and open manner. When contentious issues or questions of procedure arise, meetings will be conducted according to Robert's Rules of Order (revised) except as modified by these or future Bylaws. When Robert's Rules of Order are in use, the Presiding Officer at the meeting will appoint a parliamentarian. When Robert's Rules are in use, the procedures appropriate for small committees within Robert's Rules will be used.

Section 3.2. Presiding Officer. The Program Director (or a substitute appointed by the Program Director from the Faculty) will be the presiding officer at all meetings of the Faculty.

Section 3.3. Scheduling. Regular meetings of the Faculty will be called by the Program Director at least once each semester, with the first meeting to be held during the first six weeks of the semester. Members of the Faculty must be notified of a regular meeting at least two weeks in advance of the meeting. The Program Director must call a meeting within at least two weeks of a written request signed by 20% or more of the Global Affairs Faculty. Emergency meetings may be called by the Program Director or shall be called if one third or more of the Faculty shall make a written request for such a meeting. Members of the faculty must be notified of an emergency meeting at least 48 hours before the time of the meeting. Meeting notice must be made via letter or email. The notice of the meeting shall specify the time for the beginning and opening of the meeting. The length of a meeting can be extended by a vote of two thirds of the Faculty.

Section 3.4. Secretary and Minutes. The presiding officer at each meeting will appoint a Secretary for the meeting. The minutes will be reviewed and adopted at the next Faculty meeting. The Program Director will maintain a copy of the minutes of all Faculty Meetings in a file accessible to any member of the faculty.

Section 3.5. Agenda. The Program Director will provide the members of the Faculty with a written agenda for a regular meeting at least three days before the meeting. Any member of the Faculty may introduce new items to the agenda after all the items on the agenda have been considered. Disposition of such new items shall be deferred until the next regular meeting if two members present so request.

Section 3.6. Quorum. One-third of the Global Affairs Faculty shall constitute a quorum. No business may be conducted at a regular or emergency meeting unless a quorum is present.

Section 3.8. Student representation. One student representative elected by the duly constituted group of students in the Program may attend faculty meetings. The purpose of the student representative is to improve communication between the faculty and students. Student representatives do not have a vote, and must recuse themselves from any personnel matters and from executive sessions.

## Article 4. Program Administration

### 4.1. Program Director

The principal administrator of the Program is the Program Director. The director is appointed by the dean of the College of Humanities and Social Sciences on the recommendation of a search committee appointed according to the Faculty Handbook, and in close consultation with the Global Affairs faculty. The director reports to the dean and is responsible for overall management of the Global Affairs program including

enrollment, budget, marketing, fund raising and alumni relations, representation of the program in various college and university venues, oversight of course and teaching schedules, program evaluation, and the hiring, supervision, and evaluation of program staff (including adjunct and term faculty). The Program Director chairs the Executive Committee.

#### 4.2 Assistant Program Director

The Assistant Program Director serves as undergraduate director for the Global Affairs Program, with duties assigned by the Program Director in consultation with the Dean. The Assistant Program Director is a member of the Global Affairs faculty.

4.3. Nominations Committees. At the first regularly scheduled faculty meeting of the academic year, three members of the Global Affairs Faculty will be elected to serve as the Nominations Committee. Nominations for these positions will be accepted from the Faculty attending the meeting. Members will be elected to the Nominations Committee by a majority vote of a quorum at the first meeting. The Nominations Committee is responsible for nominating candidates for all offices and committees described in these Bylaws and Annexes and all other committees and positions in the Program to which faculty are elected.

### Article 5. Executive Committee

5.1. Responsibilities. The Executive Committee supports the director in the day-to-day operation of the program including: assistance in the hiring, evaluation, renewal, tenure and promotion of term, adjunct, and tenure-track faculty; advising the director as requested on enrollment and budgetary matters; supports the director in regular program evaluation; represents the program as requested at orientations and open houses; assists the director as requested in resolving particular student cases interpreting the curriculum, and realizing specific initiatives.

5.2. Membership. The Program Executive Committee will consist of the Program Director and six members of the Global Affairs Faculty. The six members will be elected by the Core and Program Faculty and serve two year terms. Terms will be staggered such that three positions are open each year.

5.3. Meetings. The Executive Committee shall meet at least one time per semester, more often if required

### Article 6. Faculty Personnel Actions

6.1 Appointments of Part-time or Restricted Faculty. The responsibility for hiring part-time and restricted faculty shall rest with the Program Director. Faculty appointments shall be reviewed annually by the Director in consultation with the Executive Committee.

**Article 7. Faculty Ranks: Policies on Renewal, Promotion and Tenure for Core Faculty in the Global Affairs Program**

**7.1** The Dean of the College of Humanities and Social Sciences will appoint a Chair of the Global Affairs Renewal, Promotion, or Promotion and Tenure Committee. The chair shall be a tenured full professor not affiliated with the Global Affairs program.

**7.2** The program director and the tenured members of the Core and Program Faculty will appoint to the Renewal, Promotion, or Promotion and Tenure Committee three tenured members of the Global Affairs faculty.

**7.3** In cases of renewal, candidates will provide the committee with a current CV, and a dossier of materials divided into research, teaching, and service. This dossier will include a statement of research accomplishments and plans; a statement on teaching and curricular development activities; and a statement detailing service to the program, the college and the university, and the profession beyond the university. The dossier will also include all appropriate documentation: copies of scholarly work and works in progress; copies of syllabi, course assignments, teaching evaluations, and other relevant teaching materials; any additional materials documenting service work. After reviewing the dossier, the committee will then consider and evaluate the candidate's record and future plans, and report its recommendations to the program director. The director will consider the committee's letter, evaluate the case and make a recommendation to the dean. The director must include a copy of the committee's letter with the recommendation to the dean. The director must discuss the recommendation with the candidate and supply the candidate with the committee's letter and the director's letter.

**7.4** Other aspects of renewal will be in keeping with section 2.7.2 of the Faculty Handbook.

**7.5** In cases of promotion, or promotion and tenure, candidates will provide the committee with an updated CV and a dossier of materials organized in the same manner as for cases of renewal (7.3). The committee will request a list of up to five possible reviewers from the candidate (and the candidate can request that up to two people not be invited to review). The committee Chair, in consultation with the committee, will generate a list of a minimum of five other experts in the field, paying special attention, where necessary, to the interdisciplinary nature of individual cases. The final list will be reviewed and prioritized by the committee and the chair will use the list to contact reviewers from all possible persons identified through this process. Names of specific referees are withheld from the candidate. In this regard the department follows the procedures of confidentiality as outlined in the George Mason University Faculty Handbook and will so inform referees.

**7.6** In cases of promotion, or promotion and tenure, the candidate will be invited to discuss his/her teaching and research accomplishments and plans at an open meeting of the Global Affairs faculty.

**7.7** In all cases (promotion, or promotion and tenure), the committee will review the candidate's scholarship, teaching and service record. The committee will then call a meeting of the members of the Global Affairs faculty to discuss the case.

**7.8** In the case of promotion and tenure, tenured members of the Global Affairs core and program faculty who have read the candidate's file will vote on the case within one week in a secret ballot administered by the Chair of the Committee.

**7.9** In the case of promotion to Full Professor, tenured full professors of the Global Affairs core and program faculty who have read the candidate's file will vote on the case within one week in a secret ballot administered by the Chair of the Committee.

**7.10** The Chair of the Committee will send to the program director a letter reporting the results of the faculty vote, a summary of faculty discussion, and the recommendations of the committee.

**7.11** The program director will consider the committee's letter, evaluate the case and make a recommendation to the dean. The director must include a copy of the committee's letter with the recommendation to the dean.

**7.12** The director will supply the candidate with a copy of both the committee's and the director's letters in a timely fashion.

**7.13** These and other aspects of promotion, or promotion and tenure, will be in keeping with section 2.7.3 of the Faculty Handbook.

#### Article 8. Ad Hoc Committees

**8.1. Instantiation.** The Program Director may appoint ad hoc committees as she or he deems appropriate to carry out the work of the Program. Unless otherwise specified in the Bylaws, ad hoc committees are appointed for up to one academic year.

**8.2. Membership.** The Program Director will appoint members to such committees. Appointments shall be made so that Global Affairs Faculty constitute a majority of the members of each committee. The Program Director shall maintain a list of all committees, their membership and the dates at which appointments expire.

#### Article 9. Amendment and Review of the Bylaws

**9.1. Proposing amendments.** Any member of the Faculty may propose amendments to these Bylaws. Proposed amendments must be distributed with the agenda for the meetings at which they are to be considered. Initial motions to amend the Bylaws may not be introduced from the floor and considered at the same meeting but changes in a proposed amendment may be approved by a majority vote of the Faculty present at a meeting at which the amendment is being considered.

9.2. Approving amendments. All motions to amend these Bylaws must be read and discussed at two successive faculty meetings. A two-thirds affirmative vote by mail or email ballot of the Core and Program Faculty is required for passage of an amendment. Changes to Annexes to the Bylaws must be approved a majority of the Core and Program Faculty by mail or email ballot.

#### Article 10. Severability

10.1 Severability. In the event that any article of these Bylaws or any portion thereof shall be declared invalid by a court of competent jurisdiction, or becomes inconsistent with University rules and regulations, such article or portion thereof shall be severed from these Bylaws without affecting the validity of the remainder of these Bylaws.

#### Article 10. Ratification

10.2. Ratification. These Bylaws will go into effect when they are approved by an affirmative vote by written or email ballot by two thirds of the Core and Program Faculty.