

# BYLAWS OF THE FACULTY OF THE COLLEGE OF PUBLIC HEALTH (CPH)

**PREAMBLE**—The College of Public Health (hereinafter referred to as the College or CPH) 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 guidelines for the structure and processes to conduct the business of the College and to be included in the CPH Book of Business.

## ARTICLE I—Membership

### Section 1. Definition of Faculty and Voting Rights

- a. The Faculty of the College (hereinafter referred to as faculty) comprises the Dean of the College, the Associate and Assistant Deans, Directors, Department Chairs and all Faculty holding full-time instructional, administrative, or research appointments to a local academic unit within the College or joint appointments with another university academic unit as defined in the George Mason University Faculty Handbook (see 1.3.1 General Faculty with a primary appointment to a local academic unit within the College).
- b. The right to vote shall be held by all full-time faculty as defined in these Bylaws, 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 (see 2.7.3 Procedures for Promotion and Tenure for tenure-track and tenured faculty).
- c. Voting membership during the summer shall be limited to persons holding voting membership in the last prior semester who also will return as voting members in the next succeeding semester, whether or not engaged in summer session teaching, research, or administrative duties.
- d. Resignation from all elected offices and committees is automatic when appointment in the College is no longer active.

### Section 2. Certification of Voting Rights

- 47 a. The office of the Dean of the College at the start of each semester  
48 shall provide to the Faculty Council the names of all persons holding  
49 faculty appointment and for each name shall indicate the classification  
50 of either voting or non-voting member as defined in these Bylaws.  
51 Changes in a faculty member's status that affect eligibility to vote, shall  
52 be similarly communicated to the Faculty Council with the appropriate  
53 new classification.  
54

### 55 **Section 3. Faculty Council**

- 56  
57 a. The general responsibility of departmental faculty representatives to  
58 the CPH Faculty Council is to provide a voice for faculty participation in  
59 College governance in partnership with the college administration.  
60  
61 b. The Faculty Council will elect a Chair from the Faculty Council  
62 membership. The Chair appointment will be made in August for a term  
63 of 2 years for no more than two terms as chair.  
64  
65 c. The Faculty Council will plan the agenda for the "all CPH Faculty  
66 meetings" convened at the end of each semester.  
67  
68 d. The Faculty will establish and conduct the process by which policies  
69 and matters pertaining to faculty governance requiring approval of the  
70 CPH faculty as defined in these Bylaws are adopted .  
71  
72

## 73 **ARTICLE II—Responsibilities of the Faculty**

### 74 **Section 1. General Duties**

75  
76 The faculty shall have for its primary concern the educational and  
77 curricular policies and processes for degrees offered by the College.  
78  
79

### 80 **Section 2. Academic Responsibilities**

81  
82 It shall be within the province of the faculty as delegated by the Board of  
83 Visitors of George Mason University:  
84

- 85 a. to propose, review, and approve, in accordance with University  
86 objectives, the growth and development of curricula in CPH;  
87  
88 b. to determine, with the approval from university administration and  
89 Board of Visitors of the University, the academic requirements for  
90 degrees;  
91  
92 c. to authorize conferral of those degrees upon students who have been

- 93 certified by the registrar to have fulfilled the requirements set for them;  
94  
95 d. to determine the academic prerequisites for the admission of students  
96 to candidacy for degrees;  
97  
98 e. to determine academic requirements for continuance of students in  
99 residence, for academic classification, and for participation in  
100 extracurricular activities;  
101  
102 f. to determine academic procedures and regulations pertaining to  
103 subjects such as grading standards, examination policies, and student  
104 class attendance;  
105  
106 g. to determine, in cooperation with the Registrar and academic officers  
107 of the University, regulations governing evaluation and acceptance of  
108 credits transferred from other institutions; and,  
109  
110 h. to prepare and maintain a plan for the equitable allocation of teaching,  
111 scholarly and service activities that will be components of the individual  
112 work assignments of its faculty in consultation with the Dean.  
113

### 114 **Section 3. Other Responsibilities**

115 It shall be within the province of the faculty operating through the local  
116 academic units to make recommendations  
117 concerning the following subjects:

- 118  
119 a. adoption of proposals for new and closure of degree programs in CPH;  
120  
121 b. organization of the College into academic divisions or departments;  
122  
123 c. selection of the president of the University, deans, other administrative  
124 officers, and department or division chairs/directors; and  
125  
126 d. matters of faculty welfare, professional conduct, hiring, retention,  
promotion, tenure, and grievances,  
e. developing procedures for annual performance reviews of faculty  
members.

### **Section 4: Other Matters**

It shall be within the province of the faculty to approve standing rules and  
guidelines relating to matters discussed in these bylaws, including:

- a. College Promotion, Tenure, and Renewal Manual for Tenure-line Faculty
- b. College Promotion and Reappointment Manual for Term Instructional  
Faculty
- c. Annual Performance Reporting

## ARTICLE III—College-Wide Meetings of the Faculty

### Section 1. Attendance

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

### Section 2. Frequency of Meetings

- a. The Faculty of the College will meet at **least** once a semester through the academic year. 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 be available 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 Handbook (see 2.1.8 Academic Year Appointments and Fiscal Year Appointments), and the faculty's employment contract.

### Section 3. Special Meetings

- a. 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 as defined in these Bylaws.

### Section 4. Meeting Procedures

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

### Section 5. Agenda for Meetings

- a. The agenda for All CPH Faculty Meetings should be distributed no later than **five days** before the meeting date to all members of the faculty. All members may submit items of business to the Chair of the

176 Faculty Council for inclusion on the agenda, prior to the preparation of  
177 the agenda.

## 178 **Section 6. Voting Mechanism**

- 180
- 181 a. There will be a designated voting mechanism for voting faculty at all  
182 CPH faculty meetings. The Faculty Council will designate the voting  
183 mechanism, including electronic and internet-based communication  
184 platforms. When motions are disposed by a voice vote, a voting  
member may ask for a secret ballot.
- 186
- 187 b. Records of the number of votes will be maintained by Faculty Council.
- 188

## 189 **Section 7. Quorum**

- 190
- 191 a. The quorum for regular and special meetings of the faculty shall  
192 consist of a majority of eligible voting faculty as defined in these  
193 Bylaws in accordance to the most current edition of *Roberts Rules of*  
194 *Order: Newly Revised*.
- 195

## 196 **Section 8. Minutes of Meetings**

- 197
- 198 a. The Chair of the Faculty Council, shall be responsible for the  
199 compilation of the minutes of all meetings of the College-wide faculty.  
200 Electronic copies of the minutes of the meetings will be place in an  
201 accessible location to all members of the faculty.
- 202

# 203 **ARTICLE IV—Committees of the Faculty**

## 204 **Section 1. Attendance of Committee Meetings**

- 205
- 206
- 207
- 208 a. Except where closed sessions are specifically provided for by these  
209 Bylaws, all faculty members may attend any committee meeting as  
210 observers and, on invitation of the committee chair, may participate in  
211 the activities of the committee. However, only committee members  
212 may make and second motions, and vote.
- 213

## 214 **Section 2. Categories**

- 215
- 216 a. "Standing Committees" shall be those permanent committees whose  
217 respective charges shall be established by a majority of the voting  
218 faculty and whose faculty members, except for those appointed by  
219 reason of position, are elected by the voting faculty.
- 220
- 221 b. "Ad Hoc Committees" shall be those established by the Faculty  
222 Council for consideration of special issues. If no term is specified, the  
223 committee is deemed to serve until it issues a final report or until the

224 Faculty Council acts to dissolve the ad hoc committee.

225  
226 **Section 3. Election to Committees**

227  
228 a. Each Unit's faculty will elect or appoint faculty members to serve on  
231 the various College committees.

232  
233 b. Unless exception is made by a two-thirds vote of the voting faculty,  
234 only individual members of the faculty who are voting members of the  
235 faculty by the beginning of the proposed term of service shall be  
236 eligible for election to committees.

237  
238 c. The term of election to any committee shall be for a minimum of two  
239 academic years, unless the faculty vote otherwise. Approximately one-  
240 half of the elected membership of each committee may be elected  
each year.

241 **Section 4. Committee Chairs**

242  
243 a. Each faculty committee shall elect its chairperson from its own  
244 membership.

245  
246 **Section 5. Committee Procedures & Reports**

247  
248 a. The quorum for each committee shall be no fewer than fifty percent of  
249 the committee members.

250  
251 b. Each committee shall maintain records of its actions and place an  
252 electronic copy in an accessible location.

253  
254 c. An annual written memo from each committee shall be provided to the  
255 Faculty and placed in an accessible, shared location (e.g. Blackboard)  
256 at the end of the Spring semester.

257  
258 d. Electronic copies of the minutes of the meetings will be placed in an  
259 accessible, shared location.

260  
261  
262 **ARTICLE V—Purpose, Charges, Membership, and Schedule of Standing**  
263 **Committees**

264  
265 **Section 1. Faculty Council**

266  
267 a. Purpose: Implements faculty governance structure and participation for  
268 the College

269  
270 b. Charges: The Faculty Council shall:  
271

- (1) Collect the names of all persons holding faculty appointments from the office of the Dean of the College two weeks prior to the start of each semester. Each faculty member shall be classified as either voting or non-voting member. Changes in a faculty member's status that affect eligibility to vote shall be communicated to the Faculty Council with the appropriate new classification in a timely fashion during the semester in which the change takes effect.
- (2) Prepare, distribute, and count ballots putting forth nominees for CPH representatives to the University Undergraduate Council (the committee consists of two faculty representatives, one appointed by the Dean and the second selected by the faculty). Terms are for 2 years with a maximum of two terms for elected representatives.
- (3) 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.
- (4) Hold and prepare the agenda for the college-wide faculty meetings at least once a semester.
- (5) Document the number of voting members for quorum, voting methods, the votes taken, and their disposition.
- (6) Schedule regular or special meetings during the academic year and as needed.
- (7) Review proposed amendments to these Bylaws and make recommendations to the faculty concerning such proposals.
- (8) During academic years in which the year of the spring semester (e.g., 2010, 2015, etc.) is divisible by five, review these Bylaws and prepare such amendments as may be necessary.
- (9) Communicate between the faculty and the College administration.
- (10) Two full-time faculty representatives will serve on the CPH Administrative Council until which time the charge and process for Administrative Council changes. The two appointments will include one full-time instructional term faculty member and one full-time instructional tenured faculty member. Each faculty representative will have two-year staggered terms. The CPH Faculty Council shall run the selection of the two full-time faculty representatives to the CPH Administrative Council.
- (11) The Chair of the Faculty Council will serve as the liaison to the CPH Advisory Board in a non-voting capacity.

(12) The Chair of the Faculty Council assures that CPH committees discharge their responsibilities and will receive an annual written memo from each committee that summarizes key activities by the end of the spring semester.

(13) The Chair of the Faculty Council may serve as an ex-officio member on all College committees without voting privileges.

c. Faculty Council Membership

a. One faculty member from each College academic unit.

b. Members of the Faculty Council shall be elected or appointed from their own academic unit at the end of the academic year for the next academic year for a minimum of 2-years per term (no more than two terms). Only voting members of the faculty shall be eligible for nomination.

c. The Chair of the Faculty Council shall be elected from the membership of the committee. The Chair appointment will be made in August for a term of 2 years for no more than two terms as chair.

d. Electronic copies of the minutes of the meetings will be placed in an accessible, shared location.

**Section 2. Faculty Development**

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

b. Charges: The Faculty Development Committee shall:

(1) Organize two 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 if needed.

(3) Identify and recommend candidates from the college for relevant faculty awards.

(4) Submit an annual written memo to the Chair of the Faculty Council that summarizes key activities by the end of the spring semester.

c. Faculty Development Committee Membership:



- 369 (1) One faculty member from each College academic unit.  
370  
371 (2) Members of the Faculty Development shall be elected or  
372 appointed from their own academic unit at the end of the  
373 academic year for the next academic year for a minimum of 2-  
374 years per term (no more than two terms). Only voting members  
375 of the faculty shall be eligible for nomination. In addition, all  
376 members of the Faculty Development committee should be  
377 actively involved in research and/or teaching.  
378  
379 (3) The Associate Dean for Faculty Affairs will serve as a non-voting  
380 member *ex officio*.  
381  
382 (4) A student representative may also be invited each academic year  
383 to serve as a non-voting member of the committee.  
384  
385 (5) Chair of the Faculty Development Committee shall be elected  
386 from the membership of the committee. The Chair appointment  
387 will be made in August for a term of 2 years for no more than two  
388 terms as chair.  
389  
390 d. Schedule regular meetings during the academic year and as needed  
391 during the academic year.  
392  
393 e. Electronic copies of the minutes of the meetings will be placed in an  
394 accessible, shared location.  
395

### 396 **Section 3. Curriculum Committee**

- 397  
398 a. Purpose: Oversees the standards, policies, and procedures for  
399 implementing and changing all curricula offered by the College.  
400  
401 b. Charge: The Curriculum Committee shall:  
402  
403 (1) Regularly evaluate the CPH academic curricula brought to the  
404 committee by units;  
405  
406 (2) Assist academic units in developing new academic programs  
407 and concentrations;  
408  
409 (3) Approve new academic programs and concentrations, and  
410 modifications to existing programs and concentrations;  
411  
412 (4) Review and approve changes to curriculum as proposed by the  
413 academic units.  
414

(5) Recommend proposed changes in the CPH curriculum to appropriate university bodies at both the graduate and undergraduate levels.

(6) Submit an annual written memo to the Chair of the Faculty Council that summarizes key activities by the end of the spring semester.

c. Curriculum Committee Membership:

(1) One faculty member from each College academic unit.

(2) Members of the Curriculum Committee shall be elected or appointed from their own academic unit at the end of the academic year for the next academic year for a minimum of 2-years per term (no more than two terms). Only voting members of the faculty shall be eligible for nomination.

(3) The Associate Dean for Academic Affairs will serve as a non-voting member *ex officio*.

(4) Two student non-voting members (one graduate and one undergraduate)

(5) The chair of the Curriculum Committee shall be elected from the voting membership of the committee. The Chair appointment will be made in August for a term of 2 years for no more than two terms as chair.

f. Schedule monthly meetings during the academic year and as needed during the academic year.

d. Electronic copies of the minutes of the meetings will be placed in an accessible, shared location.

**Section 4. Promotion, Tenure, and Renewal (PTR) 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. Charge: The Promotion, Tenure, and Renewal Committee shall:

(1) Review the relevant data of each units' candidate(s) for

461 promotion and/or tenure including the candidate's dossier  
462 forwarded from the academic unit, for completion and  
463 compliance to University procedures. Provide the second level  
464 of review for tenure-track and tenured candidates seeking  
465 promotion and /or tenure.  
466

467 (2) Ensure each College unit has specified criteria and a process  
468 for: satisfactory and unsatisfactory annual performance reviews;  
469 promotion and/or tenure review; and post-tenure review.  
470

471 (3) Review and amend the College's specified criteria and a  
472 process for: satisfactory and unsatisfactory annual performance  
473 review; promotion and/or tenure review; and post-tenure review.  
474

475 (4) Convene an ad-hoc committee to review and amend the Term  
476 Promotion Policy and Procedure during academic years in  
477 which the year of the spring semester is divisible by five or as  
478 needed. Membership should include one term faculty from each  
479 academic unit. If a department does not have a term faculty  
480 member, tenured or tenure-track faculty are not eligible.  
481

482 (5) Develop other such policies and processes as may be required  
483 to comply with University policies and processes related to  
484 annual performance review, promotion and/or tenure review,  
485 and post-tenure review.  
486

487 (6) Submit an annual written memo to the Chair of the Faculty  
488 Council that summarizes key activities in aggregate by the end  
489 of the spring semester.  
490

491  
492 c. PTR Committee Membership:  
493

494 (1) One tenured faculty from each academic unit.  
495

496 (2) Members of Promotion, Tenure and Renewal Committee  
497 shall be elected or appointed from their own academic unit at  
498 the end of the academic year for the next academic year for a  
499 minimum of 2-years per term. Membership can include members  
from outside the College who are elected in the same manner as  
other members of the committee

500  
501 (3) Excluded from membership on the Promotion, and Tenure  
502 Committee shall be the Dean of the College, the Associate/  
503 Assistant Deans, Department Chairs and any member of the  
504 faculty who shall be a candidate for promotion during the  
505 relevant year.  
506

(4) The faculty member from the same academic unit to which the candidate belongs, may not vote on that candidate. However, the faculty member from the same academic unit may be present during discussions concerning the candidate's package.

(5) Chair of the Promotion, Tenure and Reappointment Committee shall be elected from the membership of the committee. The Chair appointment will be made in August for a term of 2 years for no more than two terms as chair.

d. PTR Committee Meetings

(1) Schedule regular meetings during the academic year and as needed. In addition, PTR meetings are restricted to members, unless requested by the committee, during any period during which dossiers are actively under review by the Committee.

(2) the PTR 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.

(3) Electronic copies of the minutes of the meetings will be placed in an accessible, shared, and secure location.

**Section 5. Student Affairs Committee**

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) Submit an annual written memo to the Chair of the Faculty Council that summarizes key activities by the end of the spring semester.

c. Student Affairs Committee Membership:

(1) One faculty member from each academic unit.

- 553  
554 (2) Members of the Student Affairs Committee shall be elected or  
555 appointed from their own academic unit at the end of the  
556 academic year for the next academic year for a minimum of 2-  
557 years per term (no more than two terms). Only voting members  
558 of the faculty shall be eligible for nomination.  
559  
560 (3) The Associate Dean of Student Affairs will serve as a non-voting  
561 member *ex officio*.  
562  
563 (4) One representative of the CPH Development Office will serve as  
564 a non-voting liaison to the committee, serving to blind and  
565 organize applications for the committee and represent donor  
566 intentions when any questions arise.  
567  
568 (5) Two student representatives (graduate and undergraduate)  
569  
570 (6) Chair of the Student Affairs Committee shall be elected from the  
571 membership of the committee. The Chair appointment will be  
572 made in August for a term of 2 years for no more than two terms  
573 as chair.  
574  
575 g. Schedule monthly meetings during the academic year and as needed  
576 during the academic year.  
577  
578 e. Electronic copies of the minutes of the meetings will be placed in an  
579 accessible, shared location.  
580

## 581 **Section 6. Grievance Committee**

582

- 583 a. Purpose: To address grievances, as defined in the George Mason  
584 University Faculty Handbook (see 2.11.2 Grievances), that are  
585 presented by CPH faculty.  
586  
587 b. Charges: The Grievance Committee shall:  
588  
589 (1) Assist in conflict resolution between faculty or between faculty  
590 and unit administrators.  
591  
592 a. Grievances against fellow CPH faculty members and  
593 academic administrators below the level of Dean are  
594 heard by the CPH Grievance Committee.  
595  
596 b. Grievances against academic administrators at or above  
597 the level of Dean are heard by the University Grievance  
598 Committee.

- 599  
600 (2) Grievances will be investigated in a fair, timely and professional  
601 manner concerning (i) alleged violations of academic freedom;  
602 (ii) other conditions of employment, such as work assignments,  
603 salaries, facilities, and support services; and (iii) charges of  
604 unprofessional or unethical conduct.

605  
606 The following procedures apply to all grievances:  
607

- 608 (1) If a grievance cannot be resolved at the unit level, the faculty  
609 member(s) involved submits the grievance to the Committee  
610 Secretary for closed discussion during the next general  
611 Committee meeting.  
612  
613 (2) Before the grievance is considered, the Committee must  
614 conclude that the petitioner's case appears to have merit.  
615  
616 (3) If such a case is made and the grievance is against a fellow  
617 faculty member, the Committee will investigate the facts of the  
618 case and determine an appropriate resolution. The Committee's  
619 decision regarding this grievance is final.  
620  
621 (4) If the grievance is against a unit administrator, the Committee  
622 will investigate the facts of the case and recommend a  
623 resolution, which is then forwarded to the Dean of the College,  
624 whose decision is final.  
625  
626 (5) In cases of alleged violations of academic freedom, the faculty  
627 of the college/school acts on its grievance committee's  
628 recommendation by formal vote, the outcome of which is final.  
629

630 c. Grievance Committee Membership:  
631

- 632 (1) One faculty member from each College academic unit.  
633  
634 (2) Members of the Grievance Committee shall be elected or  
635 appointed from their own academic unit at the end of the  
636 academic year for the next academic year for a minimum of 2-  
637 years per term (no more than two terms). Only voting members  
638 of the faculty shall be eligible for nomination.  
639  
640 (3) Chair of the Grievance Committee shall be elected from the  
641 membership of the committee. The Chair appointment will be  
642 made in August for a term of 2 years for no more than two terms  
643 as chair.  
644

- h. Schedule meetings once at the beginning of each academic year and as needed thereafter.
- d. Electronic copies of the minutes of the meetings will be placed in an accessible, shared, and secure location with identifying or sensitive discussion redacted or removed.

## **Section 7. CPH Research Committee**

- a. Purpose: To support research activities and research collaborations within and across departments in the College.
- b. Charges: The Research Committee shall:
  - (1) Organize the annual Celebration of Scholarship event in the spring semester.
  - (2) Assist in the dissemination of faculty research activities throughout the College, the University and local community.
  - (3) Advise the Dean and others on matters pertaining to policies and procedures intended to promote research activities throughout the College and University.
  - (4) Work with the Associate Dean of Research to offer support for pre-submission grant review and professional development opportunities.
  - (5) Submit an annual written memo to the Chair of the Faculty Council that summarizes key activities by the end of the spring semester.
- c. CPH Research Committee Membership:
  - (1) One faculty member from each College academic unit.
  - (2) Members of the Research Committee shall be elected or appointed from their own academic unit at the end of the academic year for the next academic year for a minimum of 2-years per term (no more than two terms). Only voting members of the faculty shall be eligible for nomination.
  - (3) The Associate Dean for Research will serve as a non-voting member *ex officio*.

(4) Chair of the Research Committee shall be elected from the membership of the committee. The Chair appointment will be made in August for a term of 2 years for no more than two terms as chair.

d. Schedule regular meetings during the academic year and as needed during the academic year.

e. Electronic copies of the minutes of the meetings will be placed in an accessible, shared location.

## **ARTICLE VI—Faculty Senate**

### **Section 1. Election & Membership**

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. If CPH is allocated less senators than number of units (based on the full-time equivalent size of the instructional faculty within the College), units will be pooled together. Allocations between and among units shall be proportional to the size of unit(s) and reviewed every 4 years.

c. Senators shall serve for staggered terms of three years commencing with the beginning of the academic year following their election.

d. 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 Senate term, have held full-time appointment at George Mason University for at least one year shall be eligible for nomination.

## **ARTICLE VII—Amendments**

### **Section 1. Procedures**

All motions to amend these Bylaws shall be:

a. Submitted in writing to the Chair of the Faculty Council and placed before the faculty at least 30 days before the meeting at which they will be considered. Proposed amendments at a regular or special meeting of the faculty will be included in and attached to the meeting agenda.



- 737
- 738 b. Two readings of the bylaws are required before a vote is taken.
- 739 Proposed amendments must be submitted in writing by CPH faculty
- 740 before the 2<sup>nd</sup> reading of the bylaws meeting for consideration.
- 741
- 742 c. Following the 2<sup>nd</sup> reading of the bylaws, an electronic vote shall be
- 743 open for a two-week period on whether to adopt the revised bylaws. A
- 744 two-thirds majority of voting faculty is needed for approval.
- 745

746 **Section 2. Process**

747

- 748 a. Amendments to these bylaws shall be adopted immediately after a two
- 749 thirds majority of CPH faculty respondents have voted in favor of the
- 750 revised bylaws.
- 751
- 752 b. Amendments to these bylaws that are rejected by voting CPH faculty,
- 753 or the Dean of the College may be referred to an ad hoc committee for
- 754 later resolution. This ad hoc committee shall consist of the Dean, two
- 755 members of Administrative Council, two members of the CPH Faculty
- 756 Council, and two additional faculty members who are selected by the
- 757 CPH Faculty Council. Resolution of amendments shall be made by a
- 758 majority vote of this ad hoc committee.
- 759

760

761 **END OF BY-LAWS**

762

763

764 **Version History**

765

766 Adopted May 1, 2006.

767 Amended by the Faculty April 21, 2010; May 6, 2014; September 23, 2021; February

768 1, 2023.

December, 2024 – Edits to align with the recent changes in the George Mason Faculty Handbook

769