Faculty Policies and Procedures Governance - Bylaws

BYLAWS
COSTELLO COLLEGE OF BUSINESS (CCB)
As Adopted by the School of Business Faculty 12/2/02

Including all Amendments adopted by the CCB faculty through 4/30/24

ARTICLE I: Membership

Section 1: Definition of Faculty membership and voting rights

a. The Faculty of the Costello College of Business (hereafter referred to as the Faculty) is composed of all persons holding faculty rank and primary affiliation to the CCB, or holding a joint appointment to the CCB, including, but not limited to, full time, part time, emeritus, tenured, tenure track, term, administrative, and instructional appointments. Faculty status classification shall be determined in accordance with the Faculty Handbook and the correspondence governing the appointment.

b. The right to vote shall be held by full time instructional faculty. Full time instructional status shall be determined in accordance with the Faculty Handbook.

c. The Chairperson of the Faculty may vote only to break a tie. The Chairperson pro tempore does not have the right to vote, unless serving as the Chairperson of the Faculty and then only to break a tie. Full time faculty, currently on leave with or without pay, may vote. Voting membership in the Faculty during the Summer shall be limited to faculty having the right to vote in both the previous Spring and the succeeding Fall terms, whether or not engaged in Summer Session teaching duties.

Section 2: Maintaining Faculty rosters

a. The Dean of the Costello College of Business (hereafter referred to as the Dean) shall certify to the Secretary of the Faculty (hereafter referred to as the Secretary), prior to the first faculty meeting of each academic year, the names of all persons who are Faculty of the CCB as defined in Section 1:a. and for each name shall indicate the classification of either voting member or non-voting member as appropriate as determined in Section 1:b. Changes of individual status that affect eligibility to vote shall be communicated to the Secretary with the appropriate new classification, prior to the next succeeding faculty meeting.

b. It shall be the duty of the Secretary to maintain current records of the eligibility to vote of all Faculty and by reference to these records, to resolve any challenge by a voting member as to the eligibility of another person to vote.

ARTICLE II: Officers

Section 1: Designation of Chairperson of the Faculty, Chairperson pro tempore, Parliamentarian, Secretary, and Nominating Committee

Annually, at the last Faculty meeting of the academic year, the Nominating Committee shall nominate candidates, from the voting faculty, for Chairperson of the Faculty (hereafter referred to as Chairperson), Chairperson pro tempore, Secretary, Parliamentarian, and members of a Nominating Committee, where there are vacancies. Additional nominations for these positions may be made from the floor. Election is by a plurality vote of voting Faculty present at the meeting. Except when a motion to cast a unanimous ballot is passed, voting for these positions shall be by secret ballot. The Chairperson of the Faculty, Chairperson pro tempore, Parliamentarian, Secretary and members of the Nominating Committee shall serve for two-year terms.

Section 2: Responsibilities of the officers

a. The Chairperson of the Faculty has the responsibility to ensure all matters of import to the Faculty are communicated and that business is conducted timely.

b. The Chairperson pro tempore substitutes for the Chairperson of the Faculty, if the Chairperson of the Faculty is absent.

c. The Parliamentarian makes procedural rulings in accordance with Roberts Rules of Order, Revised. When the Secretary cannot attend a faculty meeting, the Parliamentarian will undertake the Secretary's duties.

d. The Secretary is responsible to ensure all items of import are reflected in meeting agendas in timely fashion and for the efficient administration of faculty meetings. The Secretary maintains current records of eligibility to vote, sends out notices of meetings, and keeps minutes of the meetings.

ARTICLE III: Responsibilities of the Faculty

Section 1: Primary concerns of the Faculty

The Faculty of the CCB shall have as its primary concern the general educational policies and processes for undergraduate and graduate programs offered by the CCB and any related programs of instruction.

Section 2: Faculty - direct responsibilities

It is within the responsibility of the Faculty, as delegated by the Board of Visitors of George Mason University to:

a. design and develop the curricula in the CCB;
b. establish the academic requirements for degrees, propose, review and approve courses and programs;
c. authorize conferral of those degrees upon students who have been certified by the registrar to have fulfilled requirements set for them;
d. establish the academic prerequisites for the admission of students to candidacy for degrees.
e. participate in matters of faculty welfare, professional conduct, hiring, retention, promotion, tenure, dismissal and grievances, as provided in the Faculty Handbook;
f. participate in matters pertaining to Faculty development.
g. participate in matters pertaining to the scheduling, location, and size of classes.
h. participate in the creation, reorganization and dissolution of units within the CCB.
i. participate in the search process for the appointment of all College-wide administrators (including but not limited to Deans and Directors).
j. establish linkages with local businesses and other organizations in the community aimed at shared academic programs and faculty research opportunities.
k. establish linkages with other academic units aimed at leveraging programmatic opportunities.
l. participate in the development and implementation of processes and procedures related to AACSB International Standards for Accreditation.

In the above items where review or approval requires other University units and where CCB does not have its own autonomy (e.g., suspension from the University), the CCB action shall be one of recommendation rather than determination.

Section 3: Faculty - advisory responsibilities

The Faculty shall make recommendations concerning the following subjects:
a. operation of the University library, and information technology resources;
b. selection of the president of the University, deans, and other administrative officers;
c. such other subjects not mentioned in the above sections and not in conflict with the Faculty Handbook.

ARTICLE IV: Meetings of the Faculty

Section 1: Conduct of meetings

Meetings of the Faculty shall be conducted according to the most recent version of Robert's Rules of Order (Revised) except as the rules and procedures prescribed therein have been or shall be modified by adoption of these or of future bylaws or standing rules. The presiding officer of all meetings of the Faculty shall be the Chairperson, or at the Chairperson's discretion or in the Chairperson‘s absence, the Chairperson pro tempore.

Section 2: Attendance at faculty meetings

Meetings of the Faculty shall be open to all faculty and other interested persons. The presence of any other persons may be announced by the presiding officer at the beginning of the meeting. Attendance at faculty meetings is an expectation of all voting members. Attendance will be reported in the minutes to account for those present.

Section 3: Voting rights

a. Any person may participate in discussion, but only Faculty eligible to vote may make, second and vote on motions.

b. All members of standing and ad hoc committees may be present at the meeting(s) of the Faculty during consideration of a report from their respective committee(s) and may participate in discussion, but only persons who are voting Faculty may make, second and vote on motions from the committees.

Section 4: Closed sessions

The Faculty must go into closed session by majority vote. Only voting members of the Faculty, and the Chairperson of the Faculty and the Chairperson pro tempore, may be present during a closed session. Such closed sessions will be conducted in conformance with the Code of the Commonwealth of Virginia.

Section 5: Meeting agendas

a. The Secretary shall send out a call to the Faculty for agenda items, electronically, at least fourteen days prior to the meeting. The Secretary shall prepare the agenda, in consultation with the Chairperson of the Faculty and the Chairperson pro tempore and the Faculty, and distribute it electronically at least seven days before the meeting to all members of the Faculty. The Secretary shall keep a calendar of mandated agenda items and ensure that these are listed on the agenda. The agenda will follow the following order: 1, Call to Order; 2. Minutes; 3.Unfinished Business (listed); 4. Announcements 5. Committee Reports (listed); 6. New Business; 7. Dean’s Report; 8. Adjournment. The Chairperson may amend the normal order of the agenda to accommodate the request of a guest who will be addressing the Faculty.

b. The agenda is public and shall be available to other members of the university community.

c. Any voting member of the Faculty may submit motions and other items of business to the Secretary, who shall place them on the agenda. Non-voting Faculty also may submit items, but only voting members may make motions.

d. Explanatory or background information on all agenda items shall be prepared by its sponsor and circulated with the agenda. Agenda items submitted for faculty action shall be accompanied by the text of all principal motions and shall be circulated with the agenda.

e. Any information items that do not appear to require faculty action will not be included as an agenda item but may be provided as an attachment to the meeting agenda. However, such information items may be discussed at the meeting provided that a majority of the voting Faculty present approve.

Section 6: Meeting schedule

a. As a general rule, meetings of the Faculty shall be convened monthly and scheduled as to date and time by the Chairperson of the Faculty in consultation with the Area Chairs, prior to the start of the fall and spring semesters respectively, for that semester. No other CCB committee meetings may be scheduled for this time. Provision for holidays, semester breaks and other calendar conflicts should be considered in setting the monthly meeting schedule. When there is no business the Chairperson of the Faculty may cancel the meeting. As a general rule, meetings of the Faculty shall last no longer than two hours.

b. Continuation meetings, if needed, should be scheduled by vote of the Faculty before adjournment of the meeting with unfinished business. Otherwise, unfinished business will be deferred until the next regularly scheduled meeting of the Faculty.

c. Faculty actions taken at special meeting held during the Fall and Spring Semester are not interim actions. Faculty actions taken at special meetings are interim actions subject to faculty review and final approval at the first regular faculty meeting held thereafter, unless the faculty action taken at the special meeting is approved by a majority of the faculty eligible to vote.

Section 7: Special meetings

a. The Chairperson of the Faculty may call a special meeting of the Faculty. In response to a petition signed by 20 percent of the voting members of the Faculty, the Chairperson of the Faculty must call a special meeting to be convened within eight calendar days of receiving the petition.

b. A electronic notice of the special meeting must be circulated to the Faculty and to all other persons entitled to attend, at least four working days before the meeting and shall include a statement of the purpose of the meeting.

c. Special meetings are subject to all the rules of general meetings except that only the business stipulated in the notice of the special meeting may be transacted.

Section 8: Quorum

The quorum for a faculty meeting shall be one-third of those Faculty eligible to vote. However, the quorum for authorizing the conferral of degrees and considering matters thereto, shall be one-tenth of those Faculty eligible to vote.

Section 9: Voting procedures

a. Balloting shall be by voice vote upon a call by the presiding officer for the "ayes" and "nays", or by a standing vote upon a call from the floor for a division, except that any voting faculty may cause by request voting by secret ballot. Absentee and proxy ballots may be counted in taking votes by any of the above methods. Absentee ballots vote on matters where a faculty member is absent and proxy ballots give another voting Faculty the authority to vote for the absent faculty member. Both absentee and proxy ballots must be submitted to the Secretary at least five hours before the announced time for the meeting. They may be delivered in either of two ways: (1) in hard copy form, dated and signed by the absent faculty member; or (2) sent from the absent faculty member's GMU e-mail account to the Secretary's GMU e-mail account. The Secretary will confirm receipt of all ballots via e-mail before the start of the meeting. For votes on motions, absentee ballots should contain the text of the motion being voted on, plus the desired vote (for or against). For committee and task force elections, absentee ballots should contain the name of the candidate(s) receiving a vote. The Secretary has the responsibility for verifying and tallying absentee and proxy ballots, in order to protect the anonymity of voters to the greatest possible extent. Any ambiguities related to the applicability of an absentee ballot to an amended or substitute motion shall be resolved by the Parliamentarian.

b. Upon the affirmative vote of a majority of the voting members present and voting, any matter may be submitted to a vote by mail or electronic ballot of the voting Faculty. It shall be the duty of the Secretary to prepare and distribute ballots within one week to voting members and to receive, count and report the result of the balloting to the Chairperson of the Faculty before the next regular meeting. The ballots shall set forth arguments "for" and "against" the motion at issue. Those "for" shall be prepared by the mover of the proposal; those "against" shall be prepared by persons designated by the Chairperson from among those who oppose the pending motion. The issue shall be decided by a majority of the valid ballots received by the Secretary, but a motion shall be deemed defeated that is not voted on by at least one-half of the eligible voting Faculty.

c. All motions to recommend alterations to existing graduation requirements or new programs (e.g., minors, concentrations, programs, and certificates) that have been approved by either the Undergraduate or Graduate Policy committee shall be read and debated at a regular meeting of the Faculty. Following the debate, a vote on the motion to adopt shall be taken. The Dean in consultation with the Provost will determine whether the approval of the Board of Visitors and/or SCHEV is also required.

d. The Parliamentarian shall have the final say as to interpretation of parliamentary procedure and the bylaws.

Section 10: Items of new business

Items of new business not listed on the agenda may be introduced from the floor by any member of the Faculty after consideration of all listed agenda items has been completed, but disposition of any item introduced without prior notice and information must be carried over to the next regular meeting of the Faculty if one-fourth of the voting faculty present at the meeting support such a motion. A motion carried over under this provision shall appear on the agenda of the next regular meeting as an item of old business and shall be supported by background information as provided in Section 5 of this Article.

Section 11: Preparation and distribution of minutes

The Secretary shall prepare the minutes of all meetings of the Faculty. The minutes shall be prepared in a style that will convey the essence of discussion on each item of business considered. The minutes shall be distributed electronically to the full time faculty. A copy of the minutes shall also be archived on the Faculty Minutes website.

ARTICLE V – Committees

Section 1: Types of committees and reporting responsibilities

a. "Standing Committees" shall be those permanent committees whose respective charges shall be established by the Faculty and whose members, except for designated members, are elected by the Faculty. Standing committees are designated in Section 8 of this Article.

b. "Ad Hoc Committees" shall be those established by the Dean or by vote of the Faculty for consideration of special or transient issues, not within the charge of a standing committee. If no term is specified, the committee will serve until it issues a final report or until it is dissolved by the Dean or the vote of the Faculty, depending on the establishing agency.

c. "Joint Committees" shall be those established wholly or primarily outside of the CCB but which are composed of a substantial portion of CCB Faculty members and in which the Faculty has voted to participate through the election of members and/or the receiving of reports.

d. Unless otherwise authorized by the Faculty, Standing Committees and Ad Hoc Committees shall issue formal reports to the Faculty.

e. It shall be a duty of the Secretary to prepare and maintain an accurate current list of all committees, their charges and current membership and their terms of membership, which shall be open for inspection to all members of the academic community of the University. In the case of Ad Hoc committees, notation of whether they were created by the Faculty or by the Dean shall be included. The Faculty Chair shall resolve any issues of jurisdiction among the committees and may determine whether an issue should be handled by an Ad Hoc or an existing new standing committee.

Section 2: Eligibility for committee membership – general

Unless exception is approved by a majority vote of the Faculty, only individuals who are voting members of the Faculty shall be eligible for election to the committees.

Section 3: Procedures for constituting existing Standing committees

a. After solicitation of the Faculty, nominations for all standing committee positions which are not designated by position, and for the Faculty Senate shall be made by the Nominating Committee, and submitted to the Secretary as an agenda item for the last Spring semester meeting, with a list of all nominees. Nominations for Ad Hoc committees created by the Faculty and new Standing Committees shall be solicited from the Faculty when such committees are proposed, and nominations may be prepared by the Nominating Committee and submitted for a vote at the following Faculty Meeting or made from the floor by voting faculty contemporaneously. In all cases, voting faculty may make additional nominations from the floor.

b. Following nominations, a vote by ballot shall be conducted during the same meeting, if there are more nominees than positions to be filled. In such instances, the ballots shall be counted by the Secretary and Parliamentarian of the Faculty. A plurality vote is adequate for election.

c. In no instance may the Nominating Committee nominate more than one of its own members for any given committee assignment, but any member of the Nominating Committee may be nominated by individual voting members of the Faculty.

d. Committee vacancies and elected offices with unexpired terms shall be filled for the remainder of the term by special elections at the first scheduled meeting of the Faculty after such vacancies occur or at the general election, if it is the next meeting held. The Nominating Committee shall make nominations, but in all instances, nominations may be made from the floor.

e. The usual term of election to any Standing or Joint Committees shall be for two academic years. Committee members shall normally serve beginning immediately upon election until the election of new members. If committee members are elected mid-term, they will only serve for the rest of that term, so terms may remain staggered. Faculty whose terms of appointment have only one year to run can be elected, but will be replaced when they leave the Costello College of Business if their appointment is not renewed. The chair of the outgoing committee will convene the new committee prior to graduation to brief the committee on old business and to elect a new chair.

f. Membership of Standing Committees shall be staggered, with approximately half the members in the first year of their term and the other half of the members in the second years of their term. Members can serve consecutive terms, but unless exception is made by a majority vote of the Faculty prior to the election, no member of a Standing Committee may serve more than two consecutive two year terms on the same committee. It shall be the responsibility of the Nominating Committee to randomly assign one and two years terms at the first election of Committee members under these bylaws and to communicate to the Secretary and to each committee member the length of the terms.

g. Where committee membership is designated to be by area, the six areas are: Accounting, Business Foundations, Finance, Information Systems and Operations Management, Management, and Marketing.

Section 4: Procedure for constituting Ad Hoc or new Standing committees by the Faculty

Nominations shall be made and elections held according to the procedures prescribed for regular nominations and elections to standing and joint committees.

Section 5: Elections of committee chairperson, voting within committee and committee records

Except as otherwise specifically provided, each faculty committee shall elect its chairperson from among its own membership. Each committee shall establish a quorum for its own function. Each committee shall determine procedures for maintaining appropriate records of its activities to be able to respond to inquiries and to ensure documentation of assessment and continuous improvement.

Section 6: External committee members

The Faculty may authorize, in accordance with Article V, Section 2, and invite other members of the academic community of the University, including students, alumni, and other appropriate persons to serve on committees in an advisory capacity. Rights and privileges of such members shall be designated by the Faculty action authorizing their invitation. Procedures for their nomination and election shall be designated by faculty motion.

Section 7: Committee reporting responsibilities

Any committee may be required by majority vote of the Faculty to report to the Faculty at a specified later meeting any matter referred by action of the Faculty to that committee. All Standing Committees and Ad Hoc Committees created by the Faculty must report on their activities for the academic year at the May or last regularly scheduled meeting of the Faculty during the academic year. A written summary of the report shall be distributed with the notice of the meeting.

Section 8: Standing committees: constitution and charge

a. The Undergraduate Policy Committee (UPC) shall be composed of one faculty representative from each area that contributes courses to the undergraduate program and, as non-voting ex-officio members, the deans and directors with responsibilities for undergraduate programs. The chair shall be a tenured faculty member. A dean with responsibilities for undergraduate programs shall serve as the Costello College of Business' representative to the University Undergraduate Council. The primary responsibility of the UPC shall be to ensure the academic quality of CCB' undergraduate programs. The Committee shall make recommendations to the Faculty on undergraduate policy issues, including but not limited to curriculum. The UPC Chair or designee shall send the Agenda and instructions to access supporting materials to the CCB faculty one week prior to the UPC scheduled meeting. Additionally, the committee shall be responsible for monitoring the process for undergraduate student admissions, grade appeals, dismissals, suspensions, and other related student issues.

b. The Graduate Policy Committee (GPC) shall be composed of one faculty representative from each area that contributes courses to the graduate program, and, as non-voting ex-officio members, the deans and directors with responsibilities for graduate programs. The chair shall be a tenured faculty member. A dean with responsibilities for graduate programs shall serve as the Costello College of Business' representative to the University Graduate Council. The primary responsibility of the Graduate Policy Committee is to ensure the academic quality of the Costello College's graduate programs. The GPC chair or designee shall send the Agenda and instructions to access supporting materials to the CCB faculty one week prior to the GPC scheduled meeting. The GPC shall make recommendations to the faculty on graduate policy issues, including all existing and proposed graduate programs, their curricula, and graduate admissions. The committee shall be responsible for acting on graduate student grade appeals, dismissals, suspensions, and other related student issues.

c. The Advisory Committee on Promotion and Tenure and Renewal shall be composed of five members, one each from the areas of Accounting, Finance, Information Systems and Operations Management, Management, and Marketing; who all hold appointments as Associate Professor or higher without term, or full professor in cases of promotion to full professor, and who are not engaged in administrative activities as Deans and Directors. The Advisory Committee on Promotion and Tenure and Renewal shall make recommendations on promotion and tenure, providing a second level of review for promotion and tenure. The purpose of this review is to provide consistency and equity across the academic disciplines according to the College and University Promotion and Tenure performance standards. The Committee shall also conduct post-tenure review of faculty as needed, in accordance with the Faculty Handbook and Provost Office guidelines. The Committee will review area Faculty recommendations for emeritus status or for honoring retiring or retired faculty and make recommendations to the Faculty. Committee members who vote on another level of review may not vote in the Committee's review for promotion and tenure, reappointment/renewal, or post-tenure review. A second level committee for promotion has been created of term faculty. This committee shall conduct review of term faculty as needed, in accordance with the Faculty Handbook and Provost Office guidelines.

d. A standing second-level Term Promotion Committee will be elected each year consisting of one faculty member from each of the six areas of the College, at the rank of Associate Professor/Term Associate Professor or higher, or at the rank of Full in cases of promotion to Term Full Professor. The purpose of this review is to provide consistency and equity across the academic disciplines according to the College and University Term Faculty Promotion standards. At least three members of this committee must be term faculty and the College Nominations committee is charged with maintaining this composition. The preference is for the second level committee to be composed entirely of term faculty. Committee members who vote on another level of review may not vote in the Committee's review for promotion.

e. The Grievance and Academic Freedom Committee shall be composed of three tenured faculty members, at large. It will constitute itself as either the Grievance Committee or the Academic Freedom Committee depending on the matter being brought before the committee. The Grievance and Academic Freedom Committee shall make recommendations concerning grievances and academic freedom complaints in accordance with the Faculty Handbook. The committee shall hear grievances, in accordance with the GMU Faculty Handbook, concerning (i) alleged violations of academic freedom; (ii) other conditions of employment, such as work assignments, salaries, facilities, and support services; and (iii) charges of unprofessional or unethical conduct brought by one Costello College of Business faculty member against another; and other related issues. This committee is responsible for reviewing and recommending, to the Faculty as a whole, revisions to existing Costello College of Business grievance and academic freedom guidelines and procedures.

f. The Nominating Committee shall be composed of three faculty members, at large. The Nominating Committee shall make nominations and assist in elections to fill vacancies for faculty officers and members of Standing, Joint and Ad Hoc committees.

g. The Faculty Development and Evaluation Committee shall be composed of faculty representatives, one each from the areas, who hold appointments as Associate Professor or higher without term, and who are not engaged in administrative activities as Deans, Directors, or Area Chairs. When an Area does not have an Associate Professor or higher without term who is eligible and able to serve, an Associate Professor or higher with term may represent the Area.

h. The Strategic Planning and Accreditation Maintenance Committee shall be composed of faculty representatives, one from each Area, and as non-voting ex-officio members, the Deans and Directors charged with oversight of accreditation maintenance. The Strategic Planning and Accreditation Maintenance Committee shall review AACSB reports and other sources for best practices to inform Costello College of Business strategy and operations; review the Strategic Management Plan for the Costello College of Business and provide recommendations to the Dean; and provide feedback during the development of the Annual Maintenance of Accreditation Report for the prior Academic Year. Results of these activities shall be provided to the Dean and Faculty. The Committee will report to the Faculty the results of their analysis, including recommendations for actions in subsequent years as well as accomplishments for the reporting year.

Section 9: Representation on Faculty Senate

a. The Faculty of the CCB shall elect members to serve in the Faculty Senate.

b. Nominations shall be made by the Nominating Committee as provided in Article V, Section 3, but can also be made from the floor by any voting faculty.

c. Senators shall serve for staggered terms of three years commencing with their election during the spring semester.

ARTICLE VI: Approval and Amendment

Section 1: Approval of Bylaws

These bylaws and any amendments to them shall become effective immediately upon their formal acceptance by the voting faculty, the Dean, and the Provost. Elections will be held to fill positions on newly created Standing committees. Preexisting standing committees will continue to operate with their present membership until the last meeting of the Spring semester when all officers and committee members will be elected.

Section 2: Amendment of Bylaws

All motions to amend existing bylaws shall be read and debated at two successive regular meetings of the Faculty held in the same academic year. Following the second debate, a vote on

the motion to amend shall be taken. After establishing a quorum, a two-thirds majority of the voting members of faculty present and voting shall be required for passage. A meeting of the Faculty held to complete the agenda of a previous meeting shall not count as a "successive" meeting within the meaning of this bylaw.