University Standing Committees Charges  
*(updated September 7, 2011)*

**Academic Appeals Committee**  
**Charge:** To serve as a final locus for appeal of decisions regarding late withdrawal, late add, suspension and dismissal for academic reasons. At its discretion, the Committee may choose to review other individual cases that are relevant to the application of University-wide policies. Does not hear grade appeals or appeals of Honor Committee decisions.

**Academic Initiatives Committee**  
*Motion for a University Standing Committee to Review Curriculum and Faculty Matters in Current and Future Campuses, Academic Programs and Activities of George Mason University approved by the Faculty Senate - April 1, 2009. Charge was amended and approved by the Faculty Senate – October 7, 2009 and March 2, 2011.*

**Charge:**  
A. To fulfill faculty responsibilities for curriculum oversight within the University:  
   1) Gather accurate information from the Provost’s Office to review  
      a) Initial, current and projected course and program enrollment;  
      b) Any Memorandum of Understanding or similar governing document or contract specifying arrangements between George Mason University and the host government, state, or responsible organization;  
      c) Reports presented to any created governance structure such as a Board of Governors between George Mason University and any host government, state, or responsible organization;  
      d) Vetting and approval processes for faculty hiring and course offerings  
      e) Information about resources, pay scales and other financial information relevant to faculty support, faculty and staff hiring, and curriculum development.  
   2) Provide a regular report to the Faculty Senate every semester.  

B. Function as a faculty liaison from initial planning through implementation and continuing operations on major global education projects (involving multiple academic units or emanating from the central administration) and participate in discussions of major additional projects.  

C. Create sub-committees as necessary within the Committee to ensure adequate attention is paid to the variety of satellite campus locations and opportunities.  

D. Committee representation of faculty from no less than five different academic units to serve staggered two-year terms. The Vice President for Global and International Strategies (or the functional equivalent in the Provost’s Office) will serve on this Committee as a non-voting member and will provide regular reports and updates on ongoing and new initiatives.

**Admissions Committee**  
**Charge:** Follow the admissions process in order that the faculty might better understand it; make recommendations regarding admissions standards to the Director of Admissions; report admissions recommendations and statistics to the Faculty Senate on an annual basis.
Athletic Council  
**Charge:** To act in an advisory capacity to the Vice President for Student Affairs in all matters pertaining to intercollegiate and intramural athletics.

Effective Teaching Committee  
**Charge:** To develop and help implement procedures which encourage and reward effective teaching, and to enable faculty to improve their teaching effectiveness independent of any evaluation procedures, and to implement procedures or evaluation of effective teaching. Also, to recommend policy to the Senate and to monitor the use of such policy for the evaluation of teachers and courses, including the following:  
A. Review existing policies concerned with the evaluation process and as appropriate formulating modifications and additions to these policies and recommending such changes to the Faculty Senate;  
B. Review the evaluation form questionnaire at least once every three years and recommending appropriate changes or modifications of the questionnaire and/or procedure to the Faculty Senate; and  
C. Inform the Office of Institutional Analysis of policy governing the preparation, administration, and distribution of the results of the GMU Faculty/Course evaluations forms and monitoring the process so as to insure proper application of such policies.  
D. Review, in consultation with the Provost's Office, the course evaluation form currently in use, in order to eliminate its ambiguities and perceived deficiencies and to provide for the inclusion of localized questions by the local academic units; and establish a mechanism for regular review of the course evaluation forms.

Committee on External Academic Relations  
*(Charge as revised and approved by the Faculty Senate - November 18, 2009)*  
**Composition:** Six members who are elected for two-year terms. Three members of the Committee should be senators, two others are elected from the faculty at-large, and one ex-officio member is the Provost's designee.

At the beginning of each academic year the Committee must meet to select the representatives to the Virginia Faculty Senate from among its members, excluding the ex-officio member. At least one of these representatives must be a senator. In case of vacancies, the Nominations Committee nominates the new members, and the Committee internally evaluates and possibly reallocates the assigned responsibilities.

**Charge:**  
A. Represent GMU faculty at Virginia higher education faculty governance organizations, including the Faculty Senate of Virginia. The seats allocated to GMU at the Faculty Senate of Virginia are to be filled by members of CEAR.  
B. Report to the GMU faculty senate on the proceedings of the Virginia Faculty Senate and voice back to this organization issues of relevance to GMU.  
C. Gather information on key matters about higher education in state legislation, state committees, and local venues, and report back to the GMU Senate.  
D. Provide forums and avenues for the exchange of ideas with representatives of SCHEV, state legislators representing Northern Virginia, and community groups related to higher education in Northern Virginia.

Faculty Handbook Revision Committee  
*(Approved by the Faculty Senate April 28, 2010)*  
The Organization and Operations Committee moves that the Faculty Senate establish a Faculty Handbook Revision Committee consisting of three tenured members of the instructional faculty, at least one of whom
must be a Senator, to consider changes to the *Faculty Handbook* and make recommendations to the Faculty Senate.

Proposed changes may be brought to the Committee by any member of the faculty, administration, or Visitor. The Committee is charged to confer with appropriate members of the administration during consideration of any change.

In order to maintain continuity, members of this Committee shall have staggered terms of one, two, and three years.

**General Education Committee**

*(Charge as revised and approved by the Faculty Senate – April 1, 2009, composition of membership amended September 7, 2011)*

**Composition:**

The membership of the Committee comprises 14 voting members:

A. Eight elected from the Faculty Senate for staggered three year terms ensuring that most academic units are represented, one at least should be a senator;

B. Four faculty appointed by the Provost;

C. The Associate Provost for General Education; and

D. One student elected by the Student Senate.

**Charge:**

A. The Committee will work in cooperation with the Associate Provost for General Education on all matters concerning general education.

B. For all foundation, core, and synthesis general education requirements, the Committee will approve courses to fulfill these requirements. The Committee will develop procedures for the measurement of "satisfactory skills in oral and written presentations" for the synthesis requirement, and work with the Office of the Provost to develop procedures for the demonstration of these skills.

C. The Committee will approve and monitor, through periodic review, the proficiency examinations related to the general education requirements, the competency tests, and any other alternatives proposed to fulfill the requirements.

D. The Committee will maintain a file of all proficiency examinations and will approve policies related to their administration.

E. The Committee will confer with the Faculty Senate Committee on Academic Policies when changes to General Education requirements impact the entire university and/or would be a change to the university catalog.

F. The Committee will provide an annual report to the Faculty Senate. The report shall include:
   a) The number of students taking and passing proficiency examinations;
   b) Changes in the criteria for general education;

More frequent reports to the Faculty Senate might take place as adjustments to the general education program may warrant.

**Grievance Committee**

*(Charge as revised and approved by the Faculty Senate – November 18, 2009)*

In March 1998, the Faculty Senate approved the creation of the Grievance Committee, replacing the *ad hoc* University Grievance Committee, effective September 1998. The Charge was amended by a Faculty Senate vote on February 12, 2003 to enable the Committee to hear grievances from research faculty on matters of infringements of academic freedom, unfair or inappropriate conditions of employment, and any other due
process issue. The charge was further elaborated in the Faculty Handbook adopted in 2009 concerning termination for cause and grievances against administrators.

**Composition:** Five members. Non-tenured faculty, chairs, and others serving in administrative capacities are ineligible to serve on this Committee. Members serve staggered two-year terms.

**Charge:** To investigate grievances of tenured, tenure-track, and term faculty:
A. which involve faculty matters from more than one local academic unit. Issues of investigation include alleged infringements of academic freedom, alleged unfair or inappropriate conditions of employment, alleged unfair or inappropriate termination for cause, and any other due process issue with the exclusion of retention, promotion and tenure appeals; (See also Faculty Handbook Section 2.93 Termination of Appointment for Tenured, Tenure-Track, and Term Faculty Members for Cause (pp. 47-49)).
B. which are not addressed by, or do not fall within the purview of the grievance committee of the pertinent local academic unit; (See also Faculty Handbook Section 2.10.1 University Policies (p. 48)) and
C. for local academic units that do not have grievance committees established, or when a grievance committee does not conform to the written procedures of the local academic unit. Other faculty appeals from local academic unit grievance committees are excluded. (See also Faculty Handbook Section 2.10.3 Faculty Work Assignments (p. 49) in case where Grievance is against a dean or director).
D. which involve administrators at or above the level of Dean or Director. (See also Faculty Handbook Sections 2.11.2 Grievances, 2.11.2.1 Policies Concerning Grievances, 2.11.2.2 Grievance Procedures (pp. 53-54)).

**Minority and Diversity Issues Committee**

_The Minority and Diversity Issues Committee (approved by the Faculty Senate on March 18, 1998) incorporated and revised duties previously addressed by the ad hoc Minority Affairs Committee and the ad hoc Diversity Issues Committee, effective September 1998. Revision to the charge to include term faculty was approve by the Faculty Senate on November 1, 2010._

**Composition:** Five members. Term, tenured and tenure-track faculty are eligible to serve on this Committee. Members serve staggered two-year terms.

**Charge:** To work in concert with the Equity Office, Minority Students Services Office, other pertinent administrators, and campus organizations in developing and implementing means to ensure nondiscrimination, tolerance, and protection of the rights of all persons affiliated with the University; and to facilitate dialogue among those connected with the University and those in the broader community on matters concerning minority populations and diversity issues.

**Non-Traditional, Interdisciplinary, and Adult Learning Committee**

**Charge:** To advise and collaborate with the Provost on academic matters on all campuses related to continuing education programs that involve multiple academic units, including approval and oversight of certificates, distance learning courses, summer sessions, contract courses, and the Testing Center.

**Recreation Advisory Committee**

_(Approved by the Faculty Senate – February 9, 2011)_

**Charge:** To act in an advisory capacity in all matters pertaining to faculty and staff use of recreational facilities.

**Membership:** Three faculty members, three staff members, and three members chosen by Human Resources and Payroll.
Salary Equity Study Committee

**Charge:** To systematically study annually the distribution of faculty salaries at all ranks as identified in Sections 2.1 and 2.2 of the *Faculty Handbook*; to systematically study salaries by gender, by race/ethnic divisions, and by local academic unit; to examine frequencies of men/women and of members of different race/ethnic categories within LAUs; and additionally to investigate the potential for individual equity measures. The committee shall monitor the establishment and maintenance of a database of faculty compensation including all categories and ranks of faculty, and shall report its aggregate findings on salary and on the status of the database annually to the Faculty Senate and provide specific data to the Equity Office, the Provost, Deans and Directors, and to other LAU administrators.

Technology Policy Committee

**Composition:** Seven members, at least two of whom must be senators and one an ex-officio faculty member designated by the Provost. The composition should be such that most academic units are represented.

**Charge:** The Committee will actively advise the Vice-President of Information Technology and other administrators in investments and in implementation of computer-based technologies that impact the educational techniques in the University. The Committee also advises on the development of new computer-based educational techniques and research capacities within the University. The Committee will work cooperatively with the central administration to formulate the technology budget of the University. These actions will ensure that the recommendations issued by the Committee reflect the position of the faculty concerning allocations to programs and/or individuals. The Committee will work with the administration to review and maintain a clear and equitable policy pertaining to intellectual property rights of the faculty.

Writing Across the Curriculum Committee

**Composition:** One elected representative from each of the academic units offering undergraduate degrees, the Director of the WAC Program who is an ex-officio member with no vote or possibility to chair the Committee.

**Charge:** To advise and work closely with the University Coordinator on Writing Across the Curriculum on current and projected activities and events and to assist departments in the identification and definition of writing-intensive courses in their curricula. To:

A. Articulate and refine the requirements for the WI designated course designated to fulfill the WI requirement in every undergraduate degree across the university with the purpose of establishing homogeneous WI criteria;
B. Assist colleges, schools and institutes in the identification of existing or new courses that degree programs propose to meet the WI requirement in their curricula;
C. Review regularly the courses WI-syllabi to determine compliance with the WI requirement;
D. Suggest ways to meet the WI requirement to faculty teaching the WI designated courses; and
E. Assist with activities and events related to writing across the curriculum.