Present: Lisa Billingham, Laurence Bray (Associate Provost for Graduate Education), Melissa Broeckelman-Post, Richard Craig, Shannon Davis (Chair), Provost Ginsberg, Sr. Vice President Kissal, Tim Leslie, Kumar Mehta, Solon Simmons, Suzanne Slayden

I. Approval of Minutes: postponed to later

II. Announcements
   - SVP Carol Kissal
     - Shared her presentation for the General Faculty Meeting, and invited feedback from EXC members, with her desire to keep presentation very short and be able to do more Q&A.
     - Update on Salary raises – 4% across the board, and additional 1% (and 1% to 2% additional from University) for merit-based increase.
       Discussion:
       - The timeframe for the raises being implemented by June 25, implies that these would be based on evaluations that were submitted in Fall 2021.
       - Emerging from COVID timeframe, impact of which has been varied for different faculty members, there were questions regarding how that would impact merit raises. The concerns have been articulated in the recommendations proposed by the Faculty Matters Committee (FMC). EXC members inquired about how these concerns and recommendations from FMC would be addressed in determination of the merit raises.
       - Numerous concerns were raised about evaluations of faculty member and merit raise determination.

   - Rector Hazel rescheduled to March 31st meeting of Faculty Senate.

   - General Faculty Meeting Reminder: March 17 at 3p

Chair Davis:
   - General Faculty Meeting has exceeded the capacity of zoom.
   - Provost's office, Events Management and Faculty Senate are coordinating to divide up the meeting into two parts: a) Zoom meeting for only Faculty – for discussion and approval of the revisions to the Charter; and b) Zoom Webinar for university community. Provost Ginsberg, SVP Kissal and President Washington will address the university community and will follow up with Q&A session.
Faculty will be notified and provided link for the first meeting.

To comply with requirement of “open meeting”, effort will be made to stream it live for anyone to be able to see the meeting (even if they cannot participate).

- Executive Committee meeting with Visitor Davis: Thursday March 25th 3-4 pm

- Guest Laurence Bray (Associate Provost for Graduate Education)
  - Graduate School Exploration Task Force – Additional FS Representative? 3/31 agenda item  Appendix A

Laurence Bray:

- There has been conversation about establishing a "Graduate School".
- The task force is being formed to explore the broader space of graduate education at Mason, brainstorm and discuss opportunities and possibilities, and including structural elements.
- Task force will include one representative from each School/College, and Graduate Council member.
- Request for conversation to identify the process by which to identify Faculty Senate representative to serve on the task force.

Discussion:

- Given that there is a faculty senate representative to the Graduate Council, why not use the same individual on the task force?
  - Laurence Bray: The decision on the representative belongs to the faculty senate whether it is the same individual or someone else. The timeline for Phase 1 -- is to have the task force begin work by end of March 2021 and submit its report by early Fall 2021. This is expected to be a Phase 2.
- There was discussion about form and structure under centralization; sharing of experiences from centralization of admissions – and going forward incorporating the lessons learned from these experiences.
- Following discussion on the importance and need to include experienced individuals, as well as ensuring diversity of perspectives in the task force, it was decided that the Faculty Senate’s representative on the Graduate Council should also be the representative on the task force.
- Task force proposal will be presented to the Faculty Senate at March 30 meeting,

- Graduate Student/Faculty Expectations - 4/7 agenda item Appendix B

  - Against the backdrop of some cases being reported – it was recognized that providing guidelines for both graduate students and faculty members would explicitly establish these expectations.
  - The draft document has been reviewed by multiple offices, and will be taking additional input from graduate students and faculty senate.
Discussion:
- Provost Ginsberg shared his thoughts as a graduate advisor (not as a Provost). He observed that there could be unintended consequences of the prescribed guidelines, and potential fear from faculty perspective. It may have chilling effect on informal verbal advising and prioritize doing things in writing.
- Senator observed that the document does not read like guidelines, but instead reads like responsibilities in sense of what shall or shall not be done. Also, that the oversight of all of these is not tenable.
- Senator raised the issue of students who do not receive funding, are not teaching or covered by the aspects addressed. Laurence noted that this could be explored but introducing funding related matters would likely entail a significant effort to address.
- There was discussion on whether there should be two separate documents to address expectations from faculty point of view and student point of view separately.

III. Progress reports, business, and agenda items from Senate Standing Committees

A. Academic Policies – Suzanne Slayden - no report

B. Budget and Resources – Tim Leslie
- Committee is undertaking data gathering around Phase 1 compensation adjustments that have been discussed in EXC meeting. Specifically, the methodology and analysis results that were conducted by the consultants. Committee has requested salary data at end of the month without stipends and other additional compensations to aid in its analysis.
- Committee has requested meeting with Provost to call about releasing college level financial data.

C. Faculty Matters – Solon Simmons
1. Faculty Evaluations in time of COVID
   - Upcoming meeting with Chairs to discuss the recommendations.
2. FEA Update/Discussion
   - Committee hopes to have it out this week.
3. Dependent Tuition Benefits Idea
   - Chair Davis shared that Nominations Committee conversation with Visitor Tom Davis indicated that Visitor Davis was supportive of it. She inquired if Faculty Matters Committee has had the opportunity to think about dependent tuition benefits. She shared that she would like to see progress on it this semester.
   - Senators noted that benefits would have significant value towards retention of faculty.
   - Provost Ginsberg shared that there may be legal hurdles in state law.
   - Senator shared that ODU has made such a benefit available.
   - Chair Davis noted that if there is interest, Faculty Senate can at least ask for exploration of the idea and report on the findings. If such a resolution is to be made, it would be made as a joint
resolution from Faculty Senate and Staff Senate. It was decided that such a resolution would be adopted no later than April 7 meeting of Faculty Senate to allow for it to be on Agenda for BOV meeting.

- Senators discussed the topic:
  - Such benefits are common in both public and private universities. Numerous examples of public universities and university systems were shared.
  - Costs of such benefit, and resources necessary.

D. Nominations – Melissa Broeckelman-Post and Richard Craig

1. Suggestion to move nominations/elections of individual representatives to spring Appendix C

Discussion:
- If early nominations can work for some of these committees
- Senator suggested trying it for some of the committee memberships which require presence through the Summer.
- There was discussion on revision to the by-laws to enable earlier nominations for the committees along with nominations for the BOV committees.
- Specific places for potential revision of by-laws were identified.
- There was suggestion of trying out the new process for a limited number of nominations, and prototype evaluation of nominations for other committees, before suggesting revisions to by-laws.
- Chair Davis requested O&O to work with Senator Slayden (by-laws revision) and Nominations Committee to identify a path forward. With limited time in Spring to accomplish all necessary work, these would be taken up again in Fall for discussion.

E. Organization and Operations – Lisa Billingham

1. Bylaws revision
   a. Discussion proceeded such that the idea of splitting Nominations for University and Senate Standing Committees plus representatives to other committees became too complex for inclusion in the bylaws. It was decided that the nominations process would remain the same for this next round but more discussion would occur next year. There is a desire by the Executive Committee to revise the Bylaws during the 2021-2022 year. Appendix D

2. Committee Charges under review
3. Grading Process Task Force Update

- Ombudsperson Office: Chief of Staff Ken Walsh and VP Lester Arnold have asked Senator Billingham to chair the search for the Ombudsperson.

IV. Other Committees/Faculty Representatives

Special Meeting – Faculty Handbook proposed revisions – March 24, 2021

- Senator Slayden offered summary of the changes to the Faculty Handbook and plan to present them at the March 24th meeting.

V. New Business, Updates, and Discussion

- Planning for 2021-2022 Faculty Senate meetings Appendix E
  - Chair Davis presented the schedule of meetings with special meetings for Rector and President, and spillover meetings in event they are needed.
  - The spillover meetings will not have be held if there is no business to tend to.
VI. Agenda for FS Meeting March 31, 2021

- Rector Hazel

- Committee Reports:
  A. Faculty Senate Standing Committees
     - Coffee and Connect with Faculty Senate Executive Committee April 2 9-10 am.
     - Academic Policies
     - Budget and Resources
     - Faculty Matters
     - Faculty Evaluations in the Time of COVID (2\textsuperscript{nd} read – per 3-3-21 mtg)
     - Nominations
     - Other nominees – UPTRAC? Academic Space Subcommittee?
     - Organization and Operations
     - Proposed Faculty Senate Bylaws changes
     - Grading Process Task Force

B. Other Committees/Faculty Representatives
   - Mason Sustainability Council (Greg Farley) – may provide materials.
   - Graduate School Exploration Task Force – w. FS Rep?
   - Already received reports from Fac Reps from BOV APDUC, Research Committees and Fac Rep to GMUF Board of Trustees

- New Business

- Announcements
  - Provost Ginsberg
  - SVP Kissal

- Remarks for the Good of the Faculty

- Adjournment

Respectfully submitted,
Kumar Mehta
Secretary
ELECTRONIC MEETING

Margaret E Caniano is inviting you to a scheduled Zoom meeting.

Topic: Faculty Senate Executive Committee Meeting - March 16, 2021
Time: Mar 16, 2021 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://gmu.zoom.us/j/93447806513?pwd=cFIKSlNxSXo3cVJuTDZEcy80d3c0UT09

Meeting ID: 934 4780 6513
Passcode: 869248

Having Trouble Joining the Meeting with the link above?

All attendees must sign in into zoom before joining the meeting.

- Zoom sign-in: using your own zoom account credentials

  If using GMU Zoom Account
  a) Go to https://gmu.zoom.us
  b) Click on [Sign into Your Account]
  c) Use GMU login credentials to login. (May require 2FA authentication)
  d) Once logged in – click on “JOIN A MEETING”
  e) Enter the Meeting ID (see highlighted above) and click JOIN
  f) If asked for Passcode: enter the Passcode (highlighted above)

BELOW ARE STEP BY STEP INSTRUCTIONS

• STEP BY STEP INSTRUCTIONS:
  If he has a Zoom client on desktop/laptop:
    o Option 1:
      ▪ Forward calendar entry for senate meeting to his email.
      ▪ He can click on the meeting link in the invite to join
    o Option 2:
      ▪ A calendar entry can be created by him with the following information.
        Zoom Meeting
        https://gmu.zoom.us/j/93447806513?pwd=cFIKSlNxSXo3cVJuTDZEcy80d3c0UT09
        Meeting ID: 934 4780 6513
        Passcode: 869248

    o Backup:
      ▪ Go to: https://zoom.us
      ▪ Click on “Sign In” and login using credentials that are normally used for zoom
      ▪ After sign-in is complete
      ▪ Click on “Join a Meeting” [towards the top and right]
      ▪ Either:
        • Copy-paste the link from above
        OR
Use the following Meeting ID and then Passcode to join the meeting

- **Meeting ID:** 934 4780 6513
- **Passcode:** 869248

One tap mobile

+13017158592,,93447806513#,,,,0#,869248# US (Washington D.C)
+12678310333,,93447806513#,,,,0#,869248# US (Philadelphia)

Dial by your location

- +1 301 715 8592 US (Washington D.C)
- +1 267 831 0333 US (Philadelphia)

Meeting ID: 934 4780 6513
Passcode: 869248
Find your local number: https://gmu.zoom.us/u/acuI88RdJa

Join by SIP
93447806513@zoomcrc.com

Join by H.323
162.255.37.11 (US West)
162.255.36.11 (US East)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (Amsterdam Netherlands)
213.244.140.110 (Germany)
103.122.166.55 (Australia)
149.137.40.110 (Singapore)
64.211.144.160 (Brazil)
69.174.57.160 (Canada)
207.226.132.110 (Japan)
Meeting ID: 934 4780 6513
Passcode: 869248
Appendix A

Graduate Education Reimagine
Task Force

This February, Mason celebrated its fifth year as a research-intensive (R1) university. As we reflect on where we started and all that has been accomplished since then, there is great pride in our academic and research achievements. These accomplishments would have not been possible without the contribution of our outstanding faculty and also our graduate students. With over 10,800 students enrolled in our graduate programs, and many more students having completed their master’s or doctoral degrees, Mason has become a significant producer of advanced degrees and contributor to a specialized workforce in the Commonwealth of Virginia and beyond.

Despite our ongoing successes, Mason has been impacted by a rapid and significant growth, which has led to significant challenges that could compromise the continued success of our initiatives that advance learning, support research and also promote scholarly study and professional development opportunities. Such challenges ultimately can affect graduate students’ achievement of their personal and career goals. In recognition of these challenges, we would like to undertake an initiative that will provide an opportunity to reimagine graduate education that can help us to recruit and retain high-caliber students, provide them with experiences of academic and research excellence, and maximize their chance of success at Mason and in their future career. Currently, Mason has over 134 graduate degree programs with 93 Master’s degrees and 41 Doctoral degrees, plus 95 Graduate Certificates programs across many disciplines. This broad portfolio of academic graduate programs produces many opportunities for our students while also creating significant challenges that inhibits graduate education effectiveness and efficiency, cross-disciplinary and experiential learning, and support for career and professional development.

To address this, we are pleased to announce the Graduate Education Reimagine Task Force. The Task Force will be composed of representatives from each college/school, the Faculty Senate, Graduate Council, Graduate Student Association, and possibly others. Laurence Bray, Associate Provost for Graduate Education will serve as the Chair of this Task Force.

The charge for this group is to consider the current context for and state of graduate education at Mason. The group also is asked, among other critical issues, to consider the benefits and challenges of the prospective creation of a Graduate School at our university that could facilitate consistent and equitable expectations, opportunities both within and across academic unites and enhance structures that support graduate students.

Specifically, the following areas are to be considered:

- Identify and review Mason’s current graduate education opportunities and associated challenges;
- Utilizing R1 institutions’ models and best practices, review and consider strategic solutions to could help to overcome these challenges;
- Suggest operational and structural enhancements that could facilitate the implementation of the proposed solutions;
- Provide recommendations on what graduate education structure would best align with the University’s mission, vision, overall structure, strategic objectives, and funding allocations, including the prospective forming of a Graduate School at Mason.

The primary goal of the group to create a White Paper that can be presented to the Provost and the President by early fall 2021 that addresses the issues raised, and other associated issues that may be identified.
Appendix B

GEORGE MASON UNIVERSITY'S STATEMENT OF EXPECTATIONS FOR GRADUATE STUDENTS

General

George Mason University ("Mason") strives to promote a collegial, transparent, and productive environment for our faculty and graduate students. Mason is committed to providing graduate students with a welcoming, safe, and professional environment in which to work and study that is free of exploitation, intimidation, and harassment.

Graduate students are members of a scholarly community. They should be treated in a civil, collegial, and respectful manner by faculty and staff and should likewise treat faculty and staff in the same way. This document describes the expectations for both faculty and graduate students in order to achieve that goal.

Additionally, per Mason Policies 1201, 1202, and 1203, Mason is committed to preventing discrimination based on any of the protected classifications described in those policies. It should be noted that nothing in this document shall be construed as being contrary to or inconsistent with Mason policies or procedures or applicable laws, nor does it create any legal rights. Colleges, Schools, and Departments may have additional guidelines to suit domain-specific needs.

For the purposes of this document, graduate students are defined as full-time or part-time students pursuing a Master’s degree or Doctoral degree, as well as students pursuing a postgraduate diploma or certificate.

I. Expectations of Graduate Students:

Graduate students are expected to:
- Adhere to all College and University policies and procedures.
- Treat Mason faculty, staff, and other students in a respectful and collegial manner.
- Devote an appropriate amount of time and effort, consistent with guidance from graduate program directors and/or departments, toward the advanced degree within normative time.
- Uphold ethical norms in research and scholarship and provide accurate and honest reporting of research results, research methodology, and scholarship in accordance with Mason policies on research integrity (https://oria.gmu.edu/).
- Attend new student orientations.
- Proactively participate in the advisor-graduate student relationship.

II. Expectations for Treatment of Graduate Students

a. Educational Experience and Degree

Consistent with Student Code of Conduct and DHRM policy 2.35, Civility in the workplace, civility is the responsibility of all members of the Mason community. Graduate students should be treated in a respectful and collegial manner by Mason administrators, staff, and faculty. Discussion of the student among academic colleagues will be of a professional nature, will be limited to the student’s academic success and well-being, and will not be made in a discriminatory or derogatory manner.
Graduate students should be provided with the requirements of their individual academic or professional development program. Graduate students shall not be exploited or be coerced into performing tasks unrelated to the requirements of their individual academic or professional development program or those described in their assistantship/employment agreements. Graduate students may refuse to perform tasks unrelated to the requirements of their individual academic or professional development program or described in their assistantship/employment agreements without the fear of reprisal.

Graduate students should be provided with information regarding available financial support including scholarships, fellowships, assistantships, and their selection and eligibility criteria.

Graduate students will not be expected to violate their religious beliefs in the performance of their work in the graduate program.

Graduate students (prospective and currently enrolled) should be informed of the “expected time to degree” and the “average time to degree” for their program.

Graduate students should be recognized as co-authors and co-owners of scholarly works and intellectual property to which they have made a significant contribution of ideas or research work.

Graduate students should receive credit and recognition for innovation(s) and intellectual and/or creative ideas developed by the student.

Graduate students should receive due credit and recognition for curriculum developed by the student, including but not limited to instructor on record, acknowledgement on syllabi, and other accepted academic norms.

Graduate students should receive an objective evaluation at least once per year, as well as regular feedback and guidance, concerning their academic performance and progress towards an advanced degree. Specifically:

i. Graduate students should be notified of any deficiencies in their academic performance. When appropriate and when corrective measures are possible, students should be given specific recommendations and requirements needed to remedy their deficiencies, before action against the student is taken.

ii. Evaluations of student academic performance and progress should be factual and specific, and should be shared with the graduate student within a reasonable period of time that is publicly defined by each academic program.

A written evaluation of performance on qualifying and comprehensive examinations should be provided to students, when such exams are required by the degree program. In the event of major examination failure or other unsatisfactory performance, reasoning for such assessment should be provided to the graduate student in a clear, written evaluation.

Any intent to terminate a student from a graduate program for academic reasons must be preceded by specific, written performance information in accordance with guidelines and policies established by Mason (Graduate policies, Academic Termination AP.6.6.2) and/or academic programs and distributed via program websites and student handbooks.

i. There will be clear public guidelines for the termination of a graduate student from an academic program.
ii. Programs will make publicly available the description of the exception request and appeal process by which a graduate student may challenge the academic program termination.

b. Advising, Mentorship, and Guidance

Graduate students should receive respectful mentorship as well as academic and professional guidance.

i. Academic advisors/chairs/mentors and graduate students should meet at least once per semester to ensure that students receive regular feedback and guidance concerning their academic performance and professional development through a mutually agreeable schedule of conferences.

ii. Graduate students should have their progress toward achieving an advanced degree evaluated in an objective manner and based on criteria that are understood by the graduate advisor and students. Guidance and feedback should be factual and specific, and should be shared with the student within a reasonable period of time. Annual written progress reports should be required of students with a response from the advisor.

Graduate students should be provided with accurate information when selecting a committee/dissertation chair and other members of their thesis/dissertation committees (where required). The process by which students select a chair and members of thesis/dissertation committees will be made publicly available to students.

If a graduate student wishes to change their committee/dissertation chair, then the department/program should work with them to find an alternative faculty member, if possible. Moreover, if a graduate student’s committee/dissertation chair leaves Mason once the student’s work is under way, the department/program, in consultation with the student, will provide the student with a new committee/dissertation chair.

III. Enforcement and Corrective Action

Failure by a member of the university community (e.g., faculty member or graduate student) to comply with these expectations may result in disciplinary actions, as appropriate. The University may also take appropriate action short of discipline (e.g., instituting a no-contact order, reassigning a student to a new advisor, or changing a work assignment) to remedy the situation.

If a graduate student feels that another member of the university community is not complying with these expectations, they should speak with their advisor, program director, and/or department chair regarding their concern(s).

Student may also utilize the appropriate university channels or procedures for reporting conduct that is inconsistent with University policies or this document, including:
- Program Directors: all concerns related to program policies and degree requirements or conduct of other students
- Department Chairs: all concerns related to course delivery, instructors, staff, and academic/research facilities
- Compliance, Diversity, and Ethics (https://diversity.gmu.edu): issues relating to protected class discrimination (Title VII) or gender/sexual misconduct (Title IX: https://diversity.gmu.edu/title-ix and https://diversity.gmu.edu/title-ix/sexual-or-interpersonal-misconduct-report-form)
- Disability Services: for reasonable accommodation due to a disability (https://ds.gmu.edu/)
• Employee Relations: treatment of a graduate teaching assistant, graduate research assistant, graduate professional assistant and graduate lecturer by faculty and staff (https://hr.gmu.edu/employee-relations/)

• Office of Research Integrity and Assurance (https://oria.gmu.edu/): issues relating to research misconduct
  o Please refer to Policy 4007 for issues related to research misconduct: https://universitypolicy.gmu.edu/policies/misconduct-in-research-and-scholarship/

• Contact resolve@gmu.edu: For complaints about online course or program
Appendix C

Nominations Committee

Proposal to move nominations of individual representatives to between spring

We propose the following timeline for soliciting nominations and holding elections to allow for individual representatives to university level committees (not Standing Committees) to all occur in the spring.

February & March: Solicit nominees for BOV representatives and General Faculty representatives to committees that are non-standing committees.

Last meeting of the spring semester: Elect BOV representatives and General Faculty representatives to committees that are non-standing committees.

Summer: Calls will go out soliciting nominations for Senate and University Standing Committees. [No change to this practice.]

First meeting of the fall semester: Elect members of Senate and University Standing Committees and any individual representative vacancies. [No change to this practice.]

Appendix D

Proposed Amendments to the Bylaws of the Faculty Senate

Overview

Article 1, Section 1: Include number of Senators in the Bylaws (removed from Charter if changes pass at 3/17 General Faculty Meeting)

Throughout the Bylaws: Editing unclear/imprecise language.
ARTICLE I Membership

Section 1.

The membership of the George Mason Faculty Senate shall be as prescribed by the Charter. The voting membership shall consist of 51 elected Senators.

Section 2.

a. The manner by which academic units entitled to representation in the Faculty Senate elect their senators shall be determined by the faculty of those units.

b. The presiding officer of each collegiate unit shall certify to the Chair of the Faculty Senate names of the Senators elected. Terms of Senators shall begin at the opening of the first Senate meeting of the academic year.

c. Current records of the membership of the Senate shall be maintained by the Secretary for use by the Chair of the Senate and the Parliamentarian.

ARTICLE II Officers

Section 1.

a. The Chair of the Faculty Senate shall be elected from among the elected Senators at the final regularly scheduled meeting of the academic year. Nominations shall be made from the floor. Except when a motion to cast a unanimous ballot is passed, voting for the Chair shall be by secret ballot. In the event that no candidate for this office receives a majority of the votes cast, a run-off vote will be held between the two candidates who received the most votes.
b. The term of the chair shall commence the day after Spring Commencement. In the event the Chair cannot serve for the remainder of his or her term, an election of a new Chair will be held at the next regularly scheduled meeting, following the procedures in Article II Sec. 1a. The term of office commences upon election and ends the day after Spring Commencement.

c. The Secretary of the Faculty Senate shall be elected from among the elected Senators at the first meeting of the academic year. Nominations for this position shall be presented by the Committee on Nominations; however, additional nominations may be made from the floor. Except when a motion to cast a unanimous ballot is passed, voting for this office shall be by secret ballot. In the event that no candidate for this office receives a majority of the votes cast, a run-off vote will be held between the two candidates who received the most votes.

d. The Chair shall appoint a member of the Senate to serve when needed as Chair pro tem and other members to be Parliamentarian and Sergeant(s)-at-Arms, to serve for terms of one year commencing with the first meeting of the academic year.

c. No elected officer shall serve in the same office for more than three consecutive terms.

Section 2.

a. The Chair of the Senate shall be the presiding officer. The Chair pro tempore shall be the presiding officer in the absence of the Chair.

b. The Secretary of the Senate shall maintain the records of the Senate, and shall give appropriate notification to officers of the University, Committee Chairs, and other individuals concerning Senate actions. In consultation with the Chair of the Senate, the Secretary shall prepare at least annually an appendix to the bylaws, which shall include lists of officers and standing committees of the Faculty Senate and of University Faculty Standing Committees, which report to the Senate, a summary of actions of the Faculty Senate pertaining to the organization and operation of the Faculty Senate, and summaries of the role of standing committees of the Senate. The appendix may include other information of continuing importance in the discretion of the Secretary and the Chair of the Senate.

c. The Sergeant(s)-at-Arms shall supervise balloting and assist the Chair in expediting the meetings of the Senate.

d. The Parliamentarian shall assist the Chair in the interpretation of the rules of order.

ARTICLE III Responsibilities of the Senate

The responsibilities of the George Mason Faculty Senate shall be as prescribed by the Charter adopted by the General Faculty.
ARTICLE IV Meetings of the Senate

Section 1.

a. Meetings of the Senate shall be conducted according to the current edition of “Robert’s Rules of Order Newly 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.

b. The quorum for Senate meetings shall consist of a majority of the elected membership.

c. Members of the Faculty Senate may participate in Faculty Senate meetings electronically, provided the technology used allows all members to hear each other simultaneously. Members of Faculty Senate Committees and University Committees may likewise participate electronically in meetings of the committees. Each entity may develop its own rules for how members meeting electronically may seek recognition, vote, and exercise other rights.

Section 2.

a. Meetings shall be open to all members of the University community.

b. All persons in attendance in a non-voting capacity shall be seated in a clearly delineated area so that they may not inadvertently influence a voice vote.

Section 3.

Any person recognized by the Chair may participate in the discussion of any item of business brought forth upon the floor, but only members of the Senate may make and second motions, and vote.

Section 4.

To the extent permitted by law, the Senate may go into closed session by majority vote of those present and eligible to vote. Only members of the Senate may be present during a closed session.

Section 5.

a. The Chair and the Secretary of the Senate shall jointly prepare the agenda for each meeting and distribute it seven days before the meeting to all members of the Senate.

b. Any member of the General Faculty may submit items of business for inclusion on the agenda. All items submitted which are consistent with the responsibilities of the Senate as defined in Article III are to be placed on the agenda. Members of the General Faculty who are not Senators may submit items
for discussion only, but motions on those subjects may be made by Senators.

c. Explanatory or background information on all agenda items shall be prepared by the sponsor of the item and shall be attached to the agenda.

Section 6.

Meetings of the Senate shall be convened on at least four Wednesday afternoons during each semester of the academic year.

Section 7.

a. On his or her own initiative the Chair may call a special meeting of the Senate. In response to any petition signed by 20 percent of the elected members of the Senate, the Chair must call a special meeting to be convened within six instructional days.

b. The written call to the special meeting shall include a statement of the purpose of the meeting and shall be distributed at least four instructional days before the meeting to all members of the Senate.

c. Only that business stipulated in the call to the special meeting may be transacted.

Section 8.

a. Voting shall be by voice vote upon a call by the presiding officer for the "ayes" and "nays," or by division of the house upon a call from the floor, except that any member may request that a secret ballot be taken. When such a ballot is requested, the Secretary of the Senate shall be responsible for preparing, distributing, and counting the ballots with the assistance of the Sergeant(s)-at-Arms.

b. Absentee and proxy ballots shall not be allowed.

c. All motions to recommend alterations to existing University-wide graduation requirements shall be read and debated at two successive regular meetings of the Senate held in the same academic year. A meeting of the Senate called solely to complete the agenda of a previous meeting shall not count as a "successive" meeting within the meaning of this bylaw.

Section 9.

Items of new business not appearing on the agenda may be introduced from the floor by any member of the Senate after consideration of all agenda items has been completed, but disposition of any item introduced without prior notice and information may be carried over to the next regular meeting of the Senate if five members support a motion to carry it over. 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 10.

a. The Secretary of the Senate shall prepare the minutes of all meetings of the Senate. The minutes shall be made publicly available via the Faculty Senate website.

b. A copy of the agenda and the minutes of every meeting shall be archived in the permanent University archives. These documents shall also be archived on the Faculty Senate website and shall be available for viewing by any member of the University community.

ARTICLE V Committees of The Senate

Section 1.

a. "Standing Committees" shall be those permanent committees whose respective charges shall be established by the Senate and whose members, except for designated ex-officio members, are elected by the Senate.

b. Except as may be otherwise specified, the usual term of election to any standing committee shall be for two years.

c. "Ad Hoc Committees" shall be those established by the Senate for consideration of special or transient issues. If no time limit is specified, the committee is deemed to serve until it issues a final report or until the Senate acts to dissolve it.

d. Unless otherwise authorized by a majority vote of the Senate, standing or ad hoc committees shall issue formal reports only to the Senate.

e. It shall be a duty of the Secretary of the Senate to prepare and maintain an accurate list of all committees of the Senate together with their charges and composition, which shall be open for inspection to all members of the University community. Annual reports will be filed with the Secretary of the Senate during the month prior to the end of the academic year.

Section 2.

a. Nominations for elected positions to all standing committees except to the Committee on Nominations shall be prepared by the Committee on Nominations. The Committee on Nominations shall nominate one person for each available position. It shall take into account factors such as willingness to serve, previous senate and committee experience, and the need to develop future senate leadership. The Committee on Nominations shall circulate its nominations to the Senate in written form with the agenda for the first meeting of the academic year. Members of the Senate with the permission of prospective nominees may make further nominations from the floor at any meeting when
nominations are presented or elections are held.

b. Committee vacancies with unexpired terms shall be filled for the remainder of the term by special elections at the first scheduled meeting of the Senate after such vacancies occur. The Committee on Nominations shall make one nomination for each available position except for vacancies in its own membership, but in all instances nominations may be made from the floor.

c. All elections shall be by a majority of those Senators present and voting. In the event that no candidate for an office or for the last positions on an elected committee receives a majority of the votes, a run-off vote will be held between the two candidates who receive the most votes.

Section 3.

a. Whenever the Senate shall determine by its vote that the creation of an ad hoc committee or of a new standing committee is a matter of urgent necessity, nominations shall be made from the floor following that determination. Election procedures shall be as in Section 2c of this Article.

b. In the absence of an urgent necessity determined under Paragraph (a) of this section, the Committee on Nominations shall prepare a slate for distribution with the agenda of the next meeting of the Senate. At that meeting nominations may be made from the floor and the election shall be held according to the procedures prescribed in Section 2c of this Article.

Section 4.

Except as otherwise specifically provided, each Senate Committee shall elect its Chair according to the committee charge from among its own membership. Each committee shall have a majority of members present for a quorum. Each committee shall maintain written records of its activities. At the conclusion of each academic year these records shall become part of the permanent archives of the University and the Faculty Senate website as stipulated in Article IV, Section 10, paragraph b.

Section 5.

Any Senate committee may be required by majority vote of the Senate to report to it at a specified later meeting any matter referred by action of the Senate to the charge of that committee. Upon receipt of its report, the committee may be discharged of further responsibility for the matter by majority vote of the Senate.

ARTICLE VI Effective Date and Amendment

Section 1.

All motions to amend these bylaws shall be read and debated at two successive regular meetings of the George Mason Faculty Senate held in the same academic year. Following the second debate, a vote on the motion to
amend shall be taken. A two thirds majority of the voting members of the Senate present and voting shall be required for passage of such an amendment. A meeting of the Senate called solely to complete the agenda of a previous meeting shall not count as "successive" meeting within the meaning of this bylaw.

Section 2.

Amendments to these bylaws shall take effect on the date contained therein, if such a date is provided; Otherwise they shall take effect immediately upon their passage.

Revised 10/6/10, Revised 2/7/18, Revised  /2021.
### Draft 2 2021/22 Faculty Senate Calendar

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<thead>
<tr>
<th>August 2021</th>
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This has 5 meetings in fall, 6 in spring, 4 spillovers in fall and 3 spillovers in spring. Suggest Rector October and February spillover, President November and March spillover.
Suggested Senate Meeting Calendar

Fall
August 25
September 8 (spillover)
September 22
October 6 (spillover) Rector
October 20
November 3 (spillover) President
November 17
December 1 (spillover)
December 8

Spring
January 19
February 9
February 23 (spillover) Rector
March 2
March 23 (designate as day for first read of Handbook changes)
March 30 (spillover) President
April 6
April 20 (spillover)
April 27 (vote for chair)

Federal holidays 2021/22

<table>
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<tr>
<th>Date</th>
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<td>Sep 6, 2021</td>
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<td>Dec 24, 2021</td>
<td>Christmas Day (obs.)</td>
<td>Jan 17, 2022</td>
<td>Martin L. King Day</td>
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<td>Oct 11, 2021</td>
<td>Columbus Day</td>
<td>Dec 25, 2021</td>
<td>Christmas Day</td>
<td>Feb 21, 2022</td>
<td>Presidents’ Day</td>
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<td>Nov 25, 2021</td>
<td>Thanksgiving Day</td>
<td>Jan 1, 2022</td>
<td>New Year’s Day</td>
<td>Jul 4, 2022</td>
<td>Independence Day</td>
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Mason Days of Note

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<td>Jan 18, 2022</td>
<td>First day spring term</td>
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<td>Oct 11, 2021</td>
<td>Fall break</td>
<td>Mar 7-13</td>
<td>Spring break</td>
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<td>Nov 24-26</td>
<td>Thanksgiving recess</td>
<td>May 2</td>
<td>Last day of classes</td>
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<td>Dec 4</td>
<td>Last day of fall classes</td>
<td>May 13</td>
<td>Commencement</td>
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<td>Dec 16</td>
<td>Winter graduation</td>
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