

**BYLAWS FOR THE DEPARTMENT OF ENVIRONMENTAL SCIENCE AND
POLICY**

(as amended March 2017)

Article 1. Objectives

Section 1.1. Purpose. These bylaws specify the procedures by which the Department of Environmental Science and Policy (hereinafter the Department) will conduct its business. These Bylaws supplement those policies contained in the Faculty Handbook of George Mason University. Any actions taken under these Bylaws must be in compliance with the Faculty Handbook and other appropriate policies and procedures of the University.

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

Article 2. Membership and Voting

Section 2.1. Faculty Membership. For the purposes of governance, the voting membership of the Department shall consist of all persons holding faculty rank in the Department in tenured, tenure stream, and term faculty positions at greater than 0.5 FTE. Hereinafter, these individuals will be referred to as the Voting Faculty.

Section 2.2. Chair Voting. As a member of the faculty of the Department, the Chair shall have the right to vote except in Promotion and Tenure cases or other personnel matters when the action of the Faculty is a recommendation to the Chair or when the Chair has an independent vote on the outcome of the issue through other means.

Section 2.3.1. Voting on Motions Presented at Faculty Meetings. Decisions on motions presented at a faculty meeting shall be based, unless otherwise noted in the Bylaws, on a simple majority of votes of the Voting Faculty present at the faculty meeting. Voting may be by voice or show of hands at the discretion of the Chair except as noted below. At the request of any member of the Voting Faculty, a secret written ballot of those present at the meeting shall be used. A mail ballot may be used for voting on any non-personnel item presented at the faculty meeting when a majority of faculty members request it. The procedure for conducting mail ballots and vote counting is described in the Annex to Section 2.3.1. The outcome of all votes shall be recorded in the minutes of that meeting or, in the case of mail ballots, in the earliest regular meeting following the vote.

Section 2.3.2. Modifications to the Bylaws. Modifications to the Bylaws must be read at two successive faculty meetings and approved by a two-thirds majority of the Voting Faculty by mail ballot. Changes to Annexes to the Bylaws must be approved by a majority of the Voting Faculty by mail ballot following a reading at one faculty meeting.

Section 2.3.3. Voting on the Chair's Advisory Committee. See Section 6.2.

Section 2.3.4. Voting on Term Promotions. Voting on term promotion shall be by a secret ballot of all eligible Voting Faculty. Eligible faculty for term promotion will include all Voting Faculty at the rank for which the candidate is being considered or above.

Section 2.3.5. Voting on Promotion and Tenure for Tenure-Track Faculty. Voting on promotion and tenure for tenure-track faculty shall be by secret ballot of all eligible faculty. Eligible faculty for tenure and tenure track decisions shall be all tenured and tenure track faculty at the rank equal to or greater than the rank for which the candidate is being considered.

Section 2.3.6. Voting on Issues between Faculty Meetings. In unusual circumstances, the Chair may need to obtain a decision from the faculty prior to the next regularly scheduled faculty meeting. In this case the Chair may submit an issue to a mail ballot following procedures in the Bylaws annex on mail ballots.

Section 2.3.7. In elections and other votes that require selection among more than two options for a single issue, eligible voters will rank-order the options from a value of 1 (most preferred) to n (n = the total number of options). Votes will be tabulated additively and the voting option with the lowest total value will be declared the winner. In the event of a tie, a runoff election will be held between the two options with the lowest total in the first ballot. Incomplete ballots and ballots containing tie votes will not be counted.

Section 2.3.8. Elections where multiple positions are being filled from the same list of candidates will use the following procedure. All candidates will be listed on the ballot. Each eligible voter will rank-order the candidates from 1 (most preferred) up to, but not exceeding the number of positions being filled. Votes will be tabulated additively and the candidates with the lowest total values will be declared the winners, subject to any constraints for a particular office. In the event of a tie, a runoff election will be held between the tied candidates. Incomplete ballots and ballots containing tie votes will not be counted.

Article 3. Meetings

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

Section 3.2. Presiding Officer. The Chair of the Department will be the presiding officer at all meetings of the Department. Chairs of standing or ad-hoc Committees will be the presiding officer at all committee meetings. In the event the presiding officer cannot

attend a meeting or wishes not to serve as presiding officer at a meeting, she or he may appoint an alternative presiding officer for that meeting.

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

Section 3.4. Secretary and Minutes. The presiding officer at each meeting will appoint a Secretary for the meeting. Unless otherwise indicated, the ESP Office Manager will serve as Secretary. The Secretary will submit written minutes of the meeting to the faculty at or before the next meeting of the Department. The Chair will maintain a copy of the minutes of all Faculty Meetings in a file accessible to any member of the faculty.

Section 3.5. Agenda. The Chair or her or his designate will provide the members of the Department with a written agenda for a regular meeting before the meeting. The agenda for an emergency meeting must be provided at the time the meeting is called. The Chair or her or his designate shall add to the agenda any item submitted by a member of the department five days prior to a regular meeting. Any member of the Department may introduce new items to the agenda after all the items on the agenda have been considered. Disposition of such new items shall be deferred until the next regular meeting if two members present so request.

Section 3.6. Quorum. A simple majority of the Voting Faculty of the Department shall constitute a quorum. No business may be conducted at a regular or emergency meeting unless a quorum is present.

Section 3.7. Executive session. Departmental meetings are open to all members of the University community. By a majority vote, the Voting Faculty may initiate an executive session. Only Voting Faculty are entitled to attend an executive session. Executive sessions are intended for discussion of personnel and other sensitive matters.

Section 3.8. Student representatives. One student representative elected by the duly constituted group of undergraduate students in the department may attend faculty meetings. One student representative elected by the duly constituted group of graduate students may attend faculty meetings. The purpose of the student representatives is to improve communication between the faculty and students. Student representatives do not

have a vote, and must reclude themselves from any personnel matters and from executive sessions.

Article 4. Departmental Responsibilities

4.1. Overall responsibilities. The voting members of the Department maintain primary responsibility for the following intra-departmental functions: creation of Departmental committees and determination of membership on such committees; approval of individual courses, oversight of course offerings and teaching effectiveness; determination of long-range objectives of the department; professional conduct of its members; enactment and modification of these bylaws, and advisement, as appropriate, of the Chair and others exercising administrative functions on behalf of the Department.

4.2. Promotion, tenure and contract renewal. The tenured members of the Department maintain primary responsibility for promotion, tenure, and contract renewal recommendations. The procedures to be followed in making these decisions are described in Annex A to these Bylaws.

4.3. Delegation. The responsibilities enumerated in Sections 1 and 2 above cannot be delegated absolutely to any individual or body. Those primarily responsible retain the right to review and approve, modify, or reject the decision of any person or committee acting on their behalf.

Article 5. Departmental Administration

5.1.1. Chair Responsibilities. The principal administrator of the Department is the Chair, whose major responsibilities are those of a Departmental Chair as described in the George Mason University Faculty Handbook. The appointment of the Chair shall follow procedures described in the Faculty Handbook. Generally, the Chair is responsible for the daily function of the Department and the departmental office. In carrying out these duties, the Chair may seek assistance, advice, or counsel from faculty or staff. Faculty members may perform other administrative duties either at the request of the Chair, or as a committee Chair. In these circumstances, duties are usually limited in scope or duration.

5.1.2. Annual Evaluations. The Department will develop and maintain as an Annex to the Bylaws a set of procedures and criteria for annual evaluation of faculty. The Chair will implement these procedures during the annual evaluation and communicate the outcome to of her/his evaluation to each faculty member evaluated in a timely manner so as to allow for correction of any errors before the evaluation is forwarded to the Dean.

5.2. Graduate Program Director and Undergraduate Coordinator. The Graduate Director and Undergraduate Coordinator(s) are responsible for the administration of student matters in the degree and certificate programs administered by the department and such other responsibilities as may be assigned by the Chair. The Director and Coordinator(s) will develop and distribute materials publicizing the programs, coordinate application and admissions activities, maintain student records and advise students on general

requirements and procedures. The Undergraduate Coordinator(s) will be nominated by the Chair and must be approved by a majority of the Voting Faculty. Because of the interdepartmental nature of the graduate program administered through the department, the Graduate Program Director is appointed by the Dean of the College of Science in consultation with the Chair of the department.

5.3. Course Coordinators. The Chair may assign, subject to review by the faculty, coordinators for certain courses. Typically coordinators will be assigned for courses that have very large enrollments or that are taught in multiple coordinated sections or in other situations where extensive planning and supervision are required. The course coordinator shall be responsible for the general supervision of the course and its staff and shall take such actions as are necessary to ensure the quality of the course in a manner consistent with a collegial atmosphere. The course coordinator will be consulted by the Chair with regard to the hiring and/ or assigning of any personnel the coordinator will be responsible for supervising.

5.4. Safety Liaison. The Voting Faculty will elect, when necessary, a member of the Department to a two year term to serve as a liaison between the Department and the University Safety Officer.

5.5. Radiation Safety Supervisor. The Voting Faculty will elect, when necessary, a member of the Department to a two year term to serve to assist the University Safety Officer in the enforcement within the Department of all policies concerning the use of radioactive materials and radiation safety as set forth by the University Radiation Safety Review Board.

5.6. Library Liaison. The Voting Faculty will elect a member of the Department to serve as liaison to the Library for a term of two years. The Library Liaison will consult with the Chair and the Faculty concerning the Department's requests for acquisition of materials by the Library and on such other matters as appropriate.

5.7. Committee on Committees. At the last regularly scheduled faculty meeting of the academic year, three members of the Voting Faculty will be elected to serve as the Committee on Committees. Nominations for these positions will be accepted from the Voting Faculty attending the meeting. Voting Faculty will be elected to the Committee on Committee by a majority vote of a quorum at that meeting. The Committee on Committee is responsible for nominating candidates for all offices and committees described in these Bylaws and Annexes and all other committees and positions in the Department to which faculty are elected. For terms expiring at the end of the calendar year, the Committee on Committees shall present a slate of nominees to the last faculty meeting of that calendar year. The Committee on Committees is also responsible, as needed, to tally mail ballots (see Annex to Section 2.4).

5.8 COS Council Representative. The Voting Faculty will elect a member of the Department to serve a two year term as COS Council Representative. The office is defined in the COS Faculty By-Laws. The new Council Representative should be elected

at the last faculty meeting in the spring prior to expiration of the current Council Representative's term to ensure continuity in the fall.

5.9 Seminar Committee. The voting faculty will elect at least two members to serve on the ESP Seminar Committee. This committee shall be responsible for developing a departmental seminar program.

Article 6. Chair Advisory Committee

6.1. Responsibilities. The Chair Advisory Committee (CAC) is responsible for assisting the Chair in the development of the framework for faculty evaluation, for conducting the evaluation of the Chair as directed by the Dean of the College of Science, and for reviewing the Bylaws as needed. The CAC shall also advise the Chair on matters of policy, program development, resource allocation and on all other matters deemed appropriate. The CAC is intended to supplement rather than replace consultation by the Chair with the Faculty.

6.2. Membership. The CAC will consist of three members. For the purposes of electing representatives to the CAC, each Voting Faculty member will be in one of three groups: Tenured and Tenure Track Natural Science Faculty, Tenured and Tenure Track Social Science and Policy Faculty, and Term Faculty. Tenured and Tenure Track Faculty may elect which of the two relevant groups to belong to. Each group will elect one member to the CAC. Each member will serve a two year term elected on a calendar year basis.

6.3. Meetings. The Chair will call a meeting of the Chair's Advisory Committee at least every thirty days during the fall and winter semesters.

Article 7. Curriculum and Program Governance.

7.1. Intent. The Department administers a number of degree programs that involve faculty whose appointments are in other academic units. The governance of these programs should reflect the interests of both the Department and the faculty from other academic units involved in these programs.

7.2. Academic Programs. The rules and procedures described in Article 7 shall be applied separately to:

-graduate degree and certificate programs in Environmental Science and Policy
The Chair, in consultation with the Graduate Program Director, will maintain an affiliated faculty list for each of these groups of programs as specified in Article 7.3 and 7.5 and each will have an Executive Committee as specified in Articles 7.4 and 7.5.

7.3. Membership. Program faculty for a program administered by the Department must hold faculty status at George Mason University. To be eligible for Program Faculty status in an academic program, a member of the George Mason faculty must teach in the program, serve as advisor students in the program or serve on the governance committees of the program on a regular basis. Any member of the George Mason faculty may apply

to the Executive Committee of an academic program administered by the Department for Program Faculty status with that program. The Executive Committee will review the applicant's background and interests and may vote to admit them to Program Faculty status. All members of the Department must meet these criteria to be Program Faculty with an academic program. During the Spring Semester of each academic year, the Executive Committee of each program will review the list of Program Faculty to identify individuals who have not been active in the program through teaching, advising or committee participation during proceeding two years. Any Program Faculty member who has not been active will be notified of that fact. If, after an additional year, they remain inactive, they may be dropped from the list of Program Faculty by a vote of Executive Committee of that program.

7.4. Executive Committee Membership. The graduate degrees and certificates will have an Executive Committee composed of affiliated faculty. There will be seven members on the Executive Committee. The Program Faculty of the program will elect members of the Executive Committee by mail ballot during the fall semester of each academic year. The members so elected will serve for a term of two years. Voting will be as described in Section 2.4.8. At least three members of the Executive Committee of each program must be from the Voting Faculty of the Department. In the event that the election does not produce a membership that meets this criterion, a follow-up election will be held with candidates restricted to Voting Faculty from the Department. The candidate(s) receiving the lowest additive vote total in this election will replace the candidate(s) in the first election who ranked seventh and/ or sixth and/or fifth in votes in the initial election. The number to be elected in this follow-up election will be the minimum number necessary to insure that at least three members of the Voting Faculty serve on the Executive Committee.

7.5. Executive Committee Responsibilities. It is the responsibility of the Executive Committee to administer and formulate the policies and procedures of graduate programs. Specific duties of the Committee shall include periodically reviewing the curricula and recommending appropriate changes; reviewing applications for admission to the programs and making appropriate recommendations to the Program Director and the Chair, advising the Program Director and the Chair on the expenditure of funds specifically designated for the programs under their responsibility; including student support funds and providing other advice as solicited by the Chair.

7.6. Program Faculty Responsibilities. All changes in academic program curriculum and requirements must be approved by both a majority vote of the Program Faculty of that program and by the Voting Faculty of the Department. However, course proposals using the course codes administered by the Department need approval by a majority vote of the Voting Faculty of the Department.

7.7. Student Representatives. The members of an Executive Committee may appoint to the Committee a student who is enrolled in one of the programs governed by that Committee. The student appointed should be elected by a duly constituted student organization representing the students enrolled in the programs governed by the

Committee. The student representative may participate in all Committee activities except for matters related to admissions, allocation of fellowships and other student support and other personnel matters.

7.8. Student Grievance Committee. At the beginning of each academic year, the Chair will appoint at least three members of the Voting Faculty and at least one member of the Program Faculty to a Student Grievance Committee.

Article 8. Faculty Personnel Actions

8.1 Appointments of Part-time Faculty. The responsibility for hiring part-time faculty shall rest with the Chair. The Chair is encouraged to consult with relevant faculty when making and renewing these appointments.

8.2. Appointments of term faculty. The Department will develop and maintain as an Annex to the Bylaws, a set of procedures for the appointment and renewal of term faculty.

8.3. Appointments of tenure-track faculty. The Department will develop and maintain as an Annex to the Bylaws, a set of procedures for the appointment of tenured and tenure-track faculty.

8.3. Promotion and tenure decisions. The Department will develop and maintain as an Annex to the Bylaws, a set of procedures for tenure and promotion decisions.

Article 9. Other Committees

9.1. Instantiation. The Chair may appoint such other committees as she or he deems appropriate to carry out the work of the Department. Unless otherwise specified in the Bylaws, committees are appointed for a term of one academic year.

9.2. Membership. The Chair will appoint members to such committees. Appointments shall be made so that Voting Faculty of the Department constitute a majority of the members of each committee. The Chair shall maintain a list of all committees, their membership and the dates at which appointments expire.

Article 10. Amendment and Review of the Bylaws

10.1. Proposing amendments. Any member of the Department may propose amendments to these Bylaws. Proposed amendments must be distributed with the agenda for the meetings at which they are to be considered. Initial motions to amend the Bylaws may not be introduced from the floor and considered at the same meeting but changes in a

proposed amendment may be approved by a majority vote of the Voting Faculty present at a meeting at which the amendment is being considered.

10.2. Approving amendments. All motions to amend these Bylaws must be read and discussed at two successive faculty meetings. A two thirds affirmative vote by mail ballot of the Voting Faculty is required for passage of an amendment. Changes to Annexes to the Bylaws must be approved a majority of the Voting Faculty by mail ballot. The Chair will inform the Dean of the College of Arts and Sciences of any amendment to the Bylaws. Copies of the Bylaws will include the date on which amendments were approved.

Article 11. Severability

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

Version of 2 April 2002

Approved by Mail Ballot of ESP Voting Faculty, 26 April 2002

Amended December 2011 and March 2017.