

GEORGE MASON UNIVERSITY
AGENDA FOR THE FACULTY SENATE MEETING

March 19, 2025

3:00-4:15 p.m.

https://gmu.zoom.us/j/93549128319*

- I. Call to order
- II. Approval of the Minutes:
 - January 29, 2025
 - February 12, 2025
- III. Opening Remarks & Announcements from the Senate President
 - A. Announcements: BOV and Federal developments
 - B. Special Visitor: President Greg Washington
- IV. Committee Reports
 - A. Academic Policies
 - B. Budget and Resources
 - C. Faculty Matters
 - D. Nominations
 - E. Organization and Operations
 - i. Allocation of Senators for 2025-2026 (action item)
 - ii. Proposed revisions to Faculty Senate Standing Rules (action item)
 - iii. Proposed revisions to the Budget and Resources Committee Charge (action item)
 - iv. Proposed revisions to the Faculty Handbook Revisions Committee Charge (action item)
 - F. Faculty Handbook
 - § 2.1.3 (vote)
 - § 2.12.3 (vote)
 - § 3.6.2 (vote)
 - § 2.3.2.3 Awarding of Tenure at the Time of Appointment (first read)
 - § 2.8.5 Remand Process (first read)
 - § 2.11.2.2 Grievance Procedures (first read)
 - § 3.2 Salary Increases (first read)
- V. New Business
- VI. Remarks for the Good of the General Faculty
- VII. Adjournment

* Note: For security purposes, all attendees must login using any valid Zoom account to join the meeting. Having trouble joining the meeting with the link above?

1. If using GMU Zoom Account (required for all Faculty Senators)

- 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

2. Joining Senate Meeting using an account other than GMU Zoom Account

- a. Go to <https://zoom.us>
- b. Click on [SIGN IN]
- c. Use credentials for your existing zoom account
- 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)

Organization and Operations
March 19 Faculty Senate Meeting

1. Allocation of Senators for 2025-2026 (action item)
2. Proposed revisions to Faculty Senate Standing Rules (action item)
3. Proposed revisions to the Budget and Resources Committee Charge (action item)
4. Proposed revisions to the Faculty Handbook Revisions Committee Charge (action item)

Allocation for 2025-2026

School/College	2024 FTE Fulltime Faculty	Part Time Faculty	2024 FTE Total	Calculation of threshold size*	Adjusted FTE	% of total Adjusted FTE	x 49 Seats remaining	Calculated Allocation 2025-2026	Previous Allocation 2024-2025	Change
Antonin Scalia Law School	41.00	20.28	61.28	1.68	62.96	3.39%	1.66	2	2	0
College of Educ & Human Development	125.00	54.40	179.40	4.91	184.31	9.93%	4.87	5	5	+0
College of Health & Human Services	101.00	46.00	147.00	4.02	151.02	8.14%	3.99	4	4	+0
College Humanities and Social Sciences	389.00	84.18	473.18	12.96	486.14	26.19%	12.83	13	13	+0
College of Science	239.00	30.41	269.41	7.38	276.79	14.91%	7.31	7	7	+0
College of Visual & Perf Arts	91.00	53.42	144.42	3.95	148.37	7.99%	3.92	4	4	+0
Carter School	17.00	6.17	23.17	0.63				1	1	0
Costello College of Business	103.00	29.75	132.75	3.63	136.38	7.35%	3.60	4	4	+0
Schar School of Policy and Government	63.00	21.52	84.52	2.31	86.83	4.68%	2.29	2	2	-0
College of Engineering & Computing	252.00	62.82	314.82	8.62	323.44	17.42%	8.54	9	8	+1
College UN	23.00	9.66	32.66	0.89				1	1	0
			1862.61	36.52	1856.25		49.00	52	51	



STANDING RULES OF THE FACULTY SENATE

1. It shall be the responsibility of the chairs of the Senate standing committees and the chairs of university faculty standing committees to verify the continuing presence on the George Mason University faculty of all members of each committee. Committee (co)chairs shall be responsible for notifying the Chair of the Senate Committee on Nominations of any vacancies.
2. Each elected Senate standing committee and University faculty standing committee shall include members from at least three colleges or schools. Membership in University faculty standing committees are determined by the Organization and Operations Committee and should contain at least one senator.
3. Committee chairs may submit business items and reports for inclusion in the Senate agenda on behalf of their committees before the meeting agenda is posted. Senate committee chairs may also bring new business to the floor during their committee reports on behalf of their committees. Any member of the General Faculty may submit items of business for inclusion in the agenda prior to the agenda being posted. Items that are clearly aligned with the responsibilities of a specific Senate or University Standing Committee shall be referred to that committee. All other items shall be referred to the Organization and Operations Committee, which shall refer items to the committee it deems most appropriate; the Organization and Operations Committee shall report its referrals at the next regular meeting of the Senate.
4. When practical, Senate meetings shall be recorded for the convenience of the clerk and secretary in preparing minutes. These recordings, however, are to be considered temporary records for the sole purpose of creating and ascertaining the accuracy of minutes; recordings shall be deleted after the minutes of the meeting have been approved. The approved minutes—along with agendas and attachments—shall be preserved in the University Archives.

When the Rector, President, Provost, members of the Board of Visitors, or representatives of administrative offices engage with the Senate, their comments shall be transcribed in the minutes along with the question to which they are responding.
5. The Executive Committee of the Senate is composed of the Senate President, the Senate Secretary, the chairs of Faculty Senate Standing committees, and the chair of the Faculty Handbook Committee. The responsibilities of the Executive Committee are to meet

regularly with the Provost, Executive Vice President for Finance and Administration, and the Vice Provost for Faculty Affairs and Development, and other members of the central administration as needed for discussion and resolution of matters raised by Senate Standing Committees and the broader faculty. The Executive Committee shall act for the Senate during the summer months, when the full Senate does not normally meet.

6. Each standing committee of the Senate shall produce an annual report at the end of the academic year that identifies accomplishments and completed tasks, a record of participation of committee members, and a list of items of business remaining unfinished. These reports should be sent to the Senate Clerk and will be published on the Faculty Senate website.

Budget & Resources Committee

Composition: The Committee shall be composed of five Senators.

Charge: The responsibilities of the Committee are:

- A. To keep the Faculty Senate and the faculty at large fully informed of all budget issues and resource allocation decisions;
- B. To provide the University's Board of Visitors, as well as its President, Provost, Deans, and Institute Directors, a faculty perspective on all budgetary issues and resource allocation decisions; and
- C. To study and review the University's facilities and support services, including the Library, and to provide the Senate recommendations for improving the existing operations.

The functions of the Committee shall include:

- A. Representing the interests of the faculty in the budgetary process and educating the faculty about University policies and procedures for developing budgets and making resource allocation decisions;
- B. Collecting, analyzing, and distributing data to enhance the transparency of all of the University's sources of funds and the allocation of said funds to achieve its Mission;
- C. Monitoring the physical facilities and auxiliary services, such as the bookstore and other concessions at the University, to assess how they can better serve the academic enterprise; and
- D. Advising the Senate on matters pertaining to the on-going improvement, development, and operation of the Library so that it can better serve the academic enterprise.
- E. Annually obtain and post the faculty salary data and any analyses that the committee may have carried out on the Faculty Senate website.

Faculty Handbook Revision Committee

(Approved by the Faculty Senate April 28, 2010; revisions approved March 2, 2022)

Committee Membership:

- Three members of the instructional faculty elected by the Faculty Senate to 3-year terms. Two faculty must be tenured and one faculty must be a term faculty at the rank of Associate Professor or higher. At least one member must be a Senator. Because the Chair will also serve on the Faculty Senate Executive Committee, the Chair must be elected from among the Senators on the committee.

In order to maintain continuity, the faculty members of the Committee shall have staggered terms. The Chair of the committee is appointed by and from among the elected faculty members;

- A non-voting administrator appointed by the Provost from the Provost's office;
- A non-voting administrator from Human Resources appointed by the Vice President of Human Resources.

Charge:

The Committee will review the Faculty Handbook each year for potential changes. Proposed changes may also be brought to the Committee by any member of the faculty, administration, or Board of Visitors. The Committee is charged to confer with other members of the faculty and the administration during the review, as appropriate.

The Committee will present its proposed revisions to the President, Provost, and Faculty Senate for discussion. All motions to recommend alterations to the Faculty Handbook shall be read and debated at two successive regular meetings of the Senate held in the same academic year before being called to a vote. A meeting of the Senate called solely to complete the agenda of a previous meeting shall not count as a "successive" meeting. ~~at least 5 weeks before a final set of recommended revisions is presented to the Faculty Senate for a vote.~~ During a discussion meeting, the President, Provost, or Faculty Senate may recommend changes to be considered by the Committee.

The Committee will review all recommended changes.

At the meeting during which the Committee presents its final set of proposed changes, the Faculty Senate may accept or reject the proposed revisions but may not amend them. Revisions that are approved by the Faculty Senate are then presented to the Board of Visitors. All revisions require the formal approval of the Board of Visitors.

~~Any meeting where proposed revisions are presented may be a Special Meeting of the Faculty Senate.~~

Faculty Handbook Revision Committee
March 19, 2025

Second read items ready for a vote:

- [2.1.3 Term Appointments](#)
- [2.12.3 Procedures for Appointment and Renewal](#) (Department Chairs)
- [3.6.2 Leave Program for Instructional Faculty](#)

First read items (will vote on April 30)

- [2.3.2.3 Awarding of Tenure at the Time of Appointment](#)
- [2.8.5 Remand Process](#)
- [2.11.2.2 Grievance Procedures](#)
- [3.2 Salary Increases](#)

2.1.3 Term Appointments (vote)

Proposed Language

2.1.3 Term Appointments

Full-time faculty on fixed-term, non-tenure-track appointments are known as Term Faculty. Term faculty whose assignments focus primarily on teaching are appointed as instructional faculty. Term faculty whose assignments focus primarily on research are appointed as research faculty. Term faculty whose assignments focus primarily on clinical practice are appointed as clinical faculty. While term faculty may identify with a primary focus, their assignments may include a blend of teaching, research, service, clinical practice, administrative, or leadership responsibilities that go beyond the boundaries of their primary focus. The faculty member's specific responsibilities will be stipulated in the appointment contract or assignment letter.

Instructional term faculty with a terminal degree may hold one of the following ranks: Instructional Assistant Professor, Instructional Associate Professor, or Instructional Professor. Research term faculty with a terminal degree may hold one of the following ranks: Research Assistant Professor, Research Associate Professor, or Research Professor. Clinical term faculty with a terminal degree may hold one of the following ranks: Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

Instructional term faculty without a terminal degree may hold one of the following ranks: Instructor, Senior Instructor, Master Instructor; or Professor of Practice. Clinical term faculty without a terminal degree may hold the rank of Clinical Instructor, Clinical Senior Instructor, or Clinical Master Instructor. Research term faculty without a terminal degree are Research Staff ([Section 2.1.6](#)).

Term faculty on single-year appointments whose permanent employment is with another organization hold title with the prefix "Visiting."

Term faculty appointment contracts are issued for a single-year or for multiple years, up to a maximum of 5 years. For initial appointments for faculty with terminal degrees, the maximum contract length for assistant professors is three years and for associate and full professors it is five years. For initial appointments for faculty without terminal degrees, the contract length is one year. If a multi-year appointment is offered to a faculty member whose position relies entirely or partially on non-state appropriated funding, then a multi-year contract may be established subject to the continuing availability of funding throughout the contract period. Exceptions to either contract length or terminal degree requirements must be approved by the Provost.

Contracts automatically expire at the end of the contract period, and although a faculty member may be reappointed ([Section 2.7.1](#)), there is no guarantee or right to reappointment from one contract to the next, whether single-year or multi-year. With the prior approval of the Provost, term faculty with the terminal degree may be considered for a tenure-track or tenured appointment as a result of a search ([Section 2.3.2.1](#)) or, rarely, by a direct appointment ([Section 2.3.2.2](#)). Service on a term appointment, whether or not externally-funded, may be applied to tenure consideration only if specified in the initial tenure-track letter of appointment.

Term faculty are eligible to be considered for promotion in rank, normally after five years of service.

Proposed Language with Track Changes

2.1.3 Term Appointments

Full-time faculty on fixed-term, non-tenure-track appointments are known as Term Faculty. Term faculty whose assignments focus primarily on teaching are appointed as instructional faculty. Term faculty whose assignments focus primarily on research are appointed as research faculty. Term faculty whose assignments focus primarily on clinical practice are appointed as clinical faculty. While term faculty may identify with a primary focus, their assignments may include a blend of teaching, research, service, clinical practice, administrative, or leadership responsibilities that go beyond the boundaries of their primary focus. The faculty member's specific responsibilities will be stipulated in the appointment contract or assignment letter.

Instructional term faculty with a terminal degree may hold one of the following ranks: Instructional Assistant Professor, Instructional Associate Professor, or Instructional Professor. Research term faculty with a terminal degree may hold one of the following ranks: Research Assistant Professor, Research Associate Professor, or Research Professor. Clinical term faculty with a terminal degree may hold one of the following ranks: Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

Instructional term faculty without a terminal degree may hold one of the following ranks: Instructor, Senior Instructor, Master Instructor; or Professor of Practice. Clinical term faculty without a terminal degree may hold the rank of Clinical Instructor, Clinical Senior Instructor, or Clinical Master Instructor. Research term faculty without a terminal degree are Research Staff ([Section 2.1.6](#)).

Term faculty on single-year appointments whose permanent employment is with another organization hold title with the prefix "Visiting."

Term faculty appointment contracts are issued for a single-year or for multiple years, up to a maximum of 5 years. For initial appointments for faculty with terminal degrees, the maximum contract length for assistant professors is three years and for associate and full professors it is five years. For initial appointments for faculty without terminal degrees, the contract length is one year. If a multi-year appointment is offered to a faculty member whose position relies entirely or partially on non-state appropriated funding, then a multi-year contract may be established subject to the continuing availability of funding throughout the contract period. ~~Faculty on multi-year contracts normally hold a terminal degree, as defined by standards in the discipline.~~ Exceptions to either contract length or terminal degree requirements must be approved by the Provost.

Contracts automatically expire at the end of the contract period, and although a faculty member may be reappointed ([Section 2.7.1](#)), there is no guarantee or right to reappointment from one contract to the next, whether single-year or multi-year. With the prior approval of the Provost, term faculty with the terminal degree may be considered for a tenure-track or tenured

appointment as a result of a search ([Section 2.3.2.1](#)) or, rarely, by a direct appointment ([Section 2.3.2.2](#)). Service on a term appointment, whether or not externally-funded, may be applied to tenure consideration only if specified in the initial tenure-track letter of appointment.

Term faculty are eligible to be considered for promotion in rank, normally after five years of service.

Current Language

2.1.3 Term Appointments

Full-time faculty on fixed-term, non-tenure-track appointments are known as Term Faculty. Term faculty whose assignments focus primarily on teaching are appointed as instructional faculty. Term faculty whose assignments focus primarily on research are appointed as research faculty. Term faculty whose assignments focus primarily on clinical practice are appointed as clinical faculty. While term faculty may identify with a primary focus, their assignments may include a blend of teaching, research, service, clinical practice, administrative, or leadership responsibilities that go beyond the boundaries of their primary focus. The faculty member's specific responsibilities will be stipulated in the appointment contract or assignment letter.

Instructional term faculty with a terminal degree may hold one of the following ranks: Instructional Assistant Professor, Instructional Associate Professor, or Instructional Professor. Research term faculty with a terminal degree may hold one of the following ranks: Research Assistant Professor, Research Associate Professor, or Research Professor. Clinical term faculty with a terminal degree may hold one of the following ranks: Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

Instructional term faculty without a terminal degree may hold one of the following ranks: Instructor, Senior Instructor, Master Instructor; or Professor of Practice. Clinical term faculty without a terminal degree may hold the rank of Clinical Instructor, Clinical Senior Instructor, or Clinical Master Instructor. Research term faculty without a terminal degree are Research Staff ([Section 2.1.6](#)).

Term faculty on single-year appointments whose permanent employment is with another organization hold title with the prefix "Visiting."

Term faculty appointment contracts are issued for a single-year or for multiple years, up to a maximum of 5 years. For initial appointments, the maximum contract length for assistant professors is three years and for associate and full professors it is five years. If a multi-year appointment is offered to a faculty member whose position relies entirely or partially on non-state appropriated funding, then a multi-year contract may be established subject to the continuing availability of funding throughout the contract period. Faculty on multi-year contracts normally hold a terminal degree, as defined by standards in the discipline. Exceptions to either contract length or terminal degree requirements must be approved by the Provost.

Contracts automatically expire at the end of the contract period, and although a faculty member may be reappointed ([Section 2.7.1](#)), there is no guarantee or right to reappointment from one contract to the next, whether single-year or multi-year. With the prior approval of the Provost, term faculty with the terminal degree may be considered for a tenure-track or tenured appointment as a result of a search ([Section 2.3.2.1](#)) or, rarely, by a direct appointment ([Section 2.3.2.2](#)). Service on a term appointment, whether or not externally-funded, may be applied to tenure consideration only if specified in the initial tenure-track letter of appointment.

Term faculty are eligible to be considered for promotion in rank, normally after five years of service.

2.12.3 Procedures for Appointment and Renewal (vote)

Proposed Language

2.12.3 Procedures for Appointment and Renewal

2.12.3.1 Search Procedures

Search procedures are initiated after the incumbent chair has declined to seek reappointment, or after the Provost has notified the incumbent chair of the decision not to reappoint, or when the position is vacant. A search committee is constituted no later than December 10th. This committee consists of five faculty, all of whom have held a full-time instructional appointment for at least one year: (i) a chair, appointed by the Dean, from among the faculty of the college/school but not of the department; (ii) two faculty appointed by the Dean from among the faculty of the department; and (iii) two faculty elected from among and by the faculty of the department. The department elects its members of the committee after the appointments by the Dean have been made known. The four department faculty members must include at least one representative from each of the faculty groups (tenured, tenure-track, instructional term) who have appointments in the department. If the qualifications for faculty membership cannot be met, the Dean will consult with the department faculty before appointing another faculty member.

The search committee:

1. consults with the faculty of the department and other persons it deems appropriate about the qualities to be sought in a new chair;
2. seeks qualified candidates from inside or, if the Dean has given notice that external candidates can be considered, from outside the department;
3. requests dossiers, including references, from candidates outside the University, when appropriate;
4. consults regarding fair employment practices with the Office of Diversity, Ethics, and Inclusion;
5. evaluates qualifications and dossiers of candidates;
6. supervises departmental discussion of candidates and balloting to determine the wishes of the department faculty; and
7. submits to the Dean reports including a general assessment of the several candidates, a summary of departmental discussions, the results of departmental balloting, and its own recommendations.

The Dean makes a recommendation with an accompanying justification in writing to the Provost and the departmental faculty, including in that recommendation the full report of the committee. If the committee and the departmental faculty are not in agreement or if the Dean does not endorse the recommendation of a majority of the committee and/or the department faculty, the Dean meets with the committee and/or the faculty to seek committee and faculty perspectives and try to reach consensus before submitting the Dean's recommendation to the Provost.

If the committee and/or the departmental faculty and the Dean have remained in disagreement, or if the Provost does not endorse the joint recommendation of the committee and the Dean, the

Provost meets with the committee and the Dean to seek each party's perspectives and to try to reach consensus. The final decision rests with the Provost.

The Provost apprises the Dean, the search committee, and the faculty of the decision. Upon notification of the Provost's decision, the Dean extends a formal invitation to the person chosen.

If the vacancy is not filled nor an offer extended by May 1st, the Provost, after consultation with the Dean and the faculty of the department, appoints an acting chair and so notifies members of the department by July 1st.

2.12.3.2 Renewal Procedures

The Dean of the appropriate college/school writes to the incumbent chair before the last day of classes of the spring term of the academic year preceding the chair's final year of appointment. In this letter, the Dean states that the chair will be considered a candidate for reappointment unless the chair withdraws from consideration in writing before September 1st.

If the incumbent chair wishes to be a candidate for reappointment, the Dean constitutes by September 15th a committee to elicit and formulate the views of the faculty of the department. The committee is constituted according to the specifications governing the composition of the search committee described in [Section 2.12.3.1](#).

To begin the process for chair renewals, the committee consults with the department faculty and other persons it deems appropriate concerning the past performance of the chair and the desirability of the chair's renewal. The committee ascertains the will of the department faculty through an anonymous ballot and makes recommendations in writing to the Dean no later than October 15th. LAU bylaws should specify who has voting rights. The report includes the division of departmental and committee balloting by numbers only.

The Dean makes a recommendation to the Provost by November 1st. The Provost decides whether or not to reappoint the incumbent chair by December 1st and promptly communicates this decision and supporting reasons in writing to the Dean, the committee, the departmental faculty, and the chair.

Proposed Language with Track Changes:

2.12.3 Procedures for Appointment and Renewal

2.12.3.1 Search Procedures

Search procedures are initiated after the incumbent chair has declined to seek reappointment, or after the Provost has notified the incumbent chair of the decision not to reappoint, or when the position is vacant. A search committee is constituted no later than December 10th. This committee consists of five faculty, all of whom have held a full-time instructional appointment for at least one year: (i) a chair, appointed by the Dean, from among the faculty of the college/school but not of the department; (ii) two faculty appointed by the Dean from among the faculty of the department; and (iii) two faculty elected from among and by the faculty of the department. The department elects its members of the committee after the appointments by the Dean have been made known. The four department faculty members must include at least one representative from each of the faculty groups (tenured, tenure-track, instructional term) who have appointments in the department. If the qualifications for faculty membership cannot be met, the Dean will consult with the department faculty before appointing another faculty member.

The search committee:

1. consults with the faculty of the department and other persons it deems appropriate about the qualities to be sought in a new chair;
2. seeks qualified candidates from inside or, if the Dean has given notice that external candidates can be considered, from outside the department;
3. requests dossiers, including references, from candidates outside the University, when appropriate;
4. consults regarding fair employment practices with the Office of Diversity, Ethics, and Inclusion;
5. evaluates qualifications and dossiers of candidates;
6. supervises departmental discussion of candidates and balloting to determine the wishes of the department faculty; and
7. submits to the Dean reports including a general assessment of the several candidates, a summary of departmental discussions, the results of departmental balloting, and its own recommendations.

The Dean makes a recommendation with an accompanying justification in writing to the Provost and the departmental faculty, including in that recommendation the full report of the committee. If the committee and the departmental faculty are not in agreement or if the Dean does not endorse the recommendation of a majority of the committee and/or the department faculty, the Dean meets with the committee and/or the faculty to seek ~~an identity of views~~committee and faculty perspectives and try to reach consensus before submitting the Dean's recommendation to the Provost.

If the committee and/or the departmental faculty and the Dean have remained in disagreement, or if the Provost does not endorse the joint recommendation of the committee and the Dean, the Provost meets with the committee and the Dean to seek ~~an identity of view~~each party's perspectives and to try to reach consensus. The final decision rests with the Provost.

The Provost apprises the Dean, the search committee, and the faculty of the decision. Upon notification of the Provost's decision, the Dean extends a formal invitation to the person chosen.

If the vacancy is not filled nor an offer extended by May 1st, the Provost, after consultation with the Dean and the faculty of the department, appoints an acting chair and so notifies members of the department by July 1st.

2.12.3.2 Renewal Procedures

The Dean of the appropriate college/school writes to the incumbent chair before the last day of classes of the spring term of the academic year preceding the chair's final year of appointment. In this letter, the Dean states that the chair will be considered a candidate for reappointment unless the chair withdraws from consideration in writing before September 1st.

If the incumbent chair wishes to be a candidate for reappointment, the Dean constitutes by September 15th a committee to elicit and formulate the views of the faculty of the department. The committee is constituted according to the specifications governing the composition of the search committee described in [Section 2.12.3.1](#).

To begin the process for chair renewals, the committee consults with the department faculty and other persons it deems appropriate concerning the past performance of the chair and the desirability of the chair's renewal. The committee ascertains the will of the department faculty through an anonymous ballot and makes recommendations in writing to the Dean no later than October 15th. LAU bylaws should specify who has voting rights. The report includes the division of departmental and committee balloting by numbers only.

The Dean makes a recommendation to the Provost by November 1st. The Provost decides whether or not to reappoint the incumbent chair by December 1st and promptly communicates this decision and supporting reasons in writing to the Dean, the committee, the departmental faculty, and the chair.

2.12.3 Procedures for Appointment and Renewal

2.12.3.1 Search Procedures

Search procedures are initiated after the incumbent chair has declined to seek reappointment, or after the Provost has notified the incumbent chair of the decision not to reappoint, or when the position is vacant. A search committee is constituted no later than December 10th. This committee consists of five faculty, all of whom have held a full-time instructional appointment for at least one year: (i) a chair, appointed by the Dean, from among the faculty of the college/school but not of the department; (ii) two faculty appointed by the Dean from among the faculty of the department; and (iii) two faculty elected from among and by the faculty of the department. The department elects its members of the committee after the appointments by the Dean have been made known. The four department faculty members must include at least one representative from each of the faculty groups (tenured, tenure-track, instructional term) who have appointments in the department. If the qualifications for faculty membership cannot be met, the Dean will consult with the department faculty before appointing another faculty member.

The search committee:

1. consults with the faculty of the department and other persons it deems appropriate about the qualities to be sought in a new chair;
2. seeks qualified candidates from inside or, if the Dean has given notice that external candidates can be considered, from outside the department;
3. requests dossiers, including references, from candidates outside the University, when appropriate;
4. consults regarding fair employment practices with the Office of Diversity, Ethics, and Inclusion;
5. evaluates qualifications and dossiers of candidates;
6. supervises departmental discussion of candidates and balloting to determine the wishes of the department faculty; and
7. submits to the Dean reports including a general assessment of the several candidates, a summary of departmental discussions, the results of departmental balloting, and its own recommendations.

The Dean makes a recommendation with an accompanying justification in writing to the Provost and the departmental faculty, including in that recommendation the full report of the committee. If the committee and the departmental faculty are not in agreement or if the Dean does not endorse the recommendation of a majority of the committee and/or the department faculty, the Dean meets with the committee and/or the faculty to seek an identity of views before submitting the recommendation to the Provost.

If the committee and/or the departmental faculty and the Dean have remained in disagreement or if the Provost does not endorse the joint recommendation of the committee and the Dean, the Provost meets with the committee and the Dean to seek an identity of view.

The Provost apprises the Dean, the search committee, and the faculty of the decision. Upon notification of the Provost's decision, the Dean extends a formal invitation to the person chosen.

If the vacancy is not filled nor an offer extended by May 1st, the Provost, after consultation with the Dean and the faculty of the department, appoints an acting chair and so notifies members of the department by July 1st.

2.12.3.2 Renewal Procedures

The Dean of the appropriate college/school writes to the incumbent chair before the last day of classes of the spring term of the academic year preceding the chair's final year of appointment. In this letter, the Dean states that the chair will be considered a candidate for reappointment unless the chair withdraws from consideration in writing before September 1st.

If the incumbent chair wishes to be a candidate for reappointment, the Dean constitutes by September 15th a committee to elicit and formulate the views of the faculty of the department. The committee is constituted according to the specifications governing the composition of the search committee described in [Section 2.12.3.1](#).

The committee consults with the department faculty and other persons it deems appropriate concerning the past performance of the chair and the desirability of the chair's renewal. The committee ascertains the will of the department faculty and makes recommendations in writing to the Dean no later than October 15th. The report includes the division of departmental and committee balloting by numbers only.

The Dean makes a recommendation to the Provost by November 1st. The Provost decides whether or not to reappoint the incumbent chair by December 1st and promptly communicates this decision and supporting reasons in writing to the Dean, the committee, the departmental faculty, and the chair.

3.6.2 Leave Program for Instructional Faculty (vote)

Proposed Language

3.6.2 Leave Program for Instructional Faculty

The purpose of this leave program is to support professional development initiatives designed to advance scholarly research, teaching, and/or creative activity, including the development of innovative teaching approaches and methods. Leaves are for one semester at full pay and full benefits or an academic year at half pay with full benefits (based on 50% of base salary).

Faculty must be tenured or on a term multi-year contract, with six years of service at Mason, and have completed six years of such service since a previous study leave (not including tenure-track study leaves, see 3.6.1). This six-year period includes time spent on leave of absence, unless such leave includes time worked at another agency or institution, in which case an exception must be approved and granted by the Vice President for Research.

Colleges and schools establish and publish the procedures, criteria and deadlines for submission and review of leave proposals. The timing of a leave may be delayed if in the judgment of the LAU administrator, the faculty member's services are needed for a particular semester. Colleges and schools will notify the Provost of those faculty who have been approved for a study leave.

A faculty member who receives a study leave must agree to remain a full-time employee of the University for at least one academic year after the conclusion of the leave.

A faculty member who accepts a study leave must agree to serve as a reviewer of future applications at least once.

Proposed Language with Track Changes

3.6.2 Leave Program for Instructional Faculty

The purpose of this leave program is to support professional development initiatives designed to advance scholarly research, teaching, and/or creative activity, including the development of innovative teaching approaches and methods. Leaves are for one semester at full pay and full benefits or an academic year at half pay with full benefits (based on 50% of base salary).

Faculty must be tenured or on a term multi-year contract, with six years of service at Mason, and have completed six years of such service since a previous study leave (**not including tenure-track study leaves, see 3.6.1**). This six-year period includes time spent on leave of absence, unless such leave includes time worked at another agency or institution, in which case an exception must be approved and granted by the Vice President for Research.

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Current Language

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A faculty member who accepts a study leave must agree to serve as a reviewer of future applications at least once.

2.3.2.3 Awarding of Tenure at the Time of Appointment (first read)

Proposed Language

2.3.2.3 Awarding of Tenure at the Time of Appointment

If a candidate is to be appointed without term, the appointment procedure is conducted as specified for competitive ([SECTION 2.3.2.1](#)) or non-competitive ([SECTION 2.3.2.2](#)) appointments. Following an affirmative decision to appoint, the eligible faculty consider whether to recommend tenure in a first-level review in conformance with [SECTION 2.7.3](#) Procedures for Promotion and Tenure.

The recommendation is then sent to the second-level college/school promotion and tenure committee.

For faculty who earned tenure at their prior institution and are being hired at the same rank that they previously held, tenure at time of appointment will be considered through an expedited process that will rely primarily on materials that were submitted as part of the hiring process. Such dossiers shall include the cover letter that was submitted as part of the job application; a comprehensive CV that includes an employment chronology and a comprehensive summary of teaching, scholarly work, and service activity; and a detailed reference list that includes references who can speak to the candidate's prior work and scholarly reputation in their discipline. Candidates may also add supplemental materials to their dossier to add further evidence that they meet the criteria for promotion and tenure, at their discretion.

Candidates are held to the same standards as other candidates in that LAU. Since such appointments may be made outside the normal annual promotion and tenure cycle, college/school promotion and tenure committees must establish and follow procedures for promptly reviewing candidates out of cycle.

Proposed Language with Track Changes

2.3.2.3 Awarding of Tenure at the Time of Appointment

If a candidate is to be appointed without term, the appointment procedure is conducted as specified for competitive ([SECTION 2.3.2.1](#)) or non-competitive ([SECTION 2.3.2.2](#)) appointments. Following an affirmative decision to appoint, the eligible faculty consider whether to recommend tenure in a first-level review in conformance with [SECTION 2.7.3](#) Procedures for Promotion and Tenure.

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~~eligible on the promotion and tenure committee of.~~ Independent external letters from recognized experts in the candidate's field must be obtained in a manner consistent with other tenure reviews, and eCandidates are held to the same standards as other candidates in that LAU. Since such appointments may be made outside the normal annual promotion and tenure cycle, college/school promotion and tenure committees must establish and follow procedures for promptly reviewing candidates out of cycle.

Current Language

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The recommendation is then sent to the second-level college/school promotion and tenure committee. Independent external letters from recognized experts in the candidate's field must be obtained in a manner consistent with other tenure reviews, and candidates are held to the same standards as other candidates in that LAU. Since such appointments may be made outside the normal annual promotion and tenure cycle, college/school promotion and tenure committees must establish and follow procedures for promptly reviewing candidates out of cycle.

2.8.5 Remand Process (first read)

Proposed Language

2.8.5 Remand Process

If the UPTRAC determines by majority vote that the appeal has sufficient merit, then the UPTRAC remands the case to the lowest level at which the grounds for appeal was based or to the first-level review committee if the grounds for appeal is based on Substantial New Evidence ([Section 2.8.1](#)). At that level and each subsequent level specified in [Section 2.7.3](#) (or in the case of renewal, [Section 2.7.2](#)), the case shall be evaluated by the designated bodies as they are constituted at the time of the remand, and by the individuals holding the relevant administrative positions at the time of the remand. At each level, a recommendation should normally be completed within fourteen calendar days and forwarded to the next level. The reason for the UPTRAC remand must be explicitly addressed in the recommendation at each level. No case may be remanded more than once.

If the President believes that promotion or tenure should be granted, the recommendation is submitted to the Board of Visitors for final action. If the President decides that renewal should be granted, the decision is final. If the President decides renewal, promotion or tenure should not be granted, the decision is final and there is no further appeal.

At each level of review in the remand process, if a recommendation or decision is negative, a clear, written justification is sent concurrently to the appellant, to the local academic unit, and to the next level of review.

Proposed Language with Track Changes

2.8.5 Remand Process

If the UPTRAC determines by majority vote that the appeal has sufficient merit, then the UPTRAC remands the case to the lowest level at which the grounds for appeal was based or to the first-level review committee if the grounds for appeal is based on Substantial New Evidence ([Section 2.8.1](#)). At that level and each subsequent level specified in [Section 2.7.3](#) (or in the case of renewal, [Section 2.7.2](#)), the case shall be evaluated by the designated bodies as they are constituted at the time of the remand, and by the individuals holding the relevant administrative positions at the time of the remand. At each level, a recommendation should normally be completed within fourteen calendar days and forwarded to the next level. The ~~reason for the ease~~ ~~file submitted by the~~ UPTRAC ~~remand~~ must be explicitly addressed in the recommendation at each level. No case may be remanded more than once.

If the President believes that promotion or tenure should be granted, the recommendation is submitted to the Board of Visitors for final action. If the President decides that renewal should be granted, the decision is final. If the President decides renewal, promotion or tenure should not be granted, the decision is final and there is no further appeal.

At each level of review in the remand process, if a recommendation or decision is negative, a clear, written justification is sent concurrently to the appellant, to the local academic unit, and to the next level of review.

Current Language

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If the UPTRAC determines by majority vote that the appeal has sufficient merit, then the UPTRAC remands the case to the lowest level at which the grounds for appeal was based or to the first-level review committee if the grounds for appeal is based on Substantial New Evidence ([SECTION 2.8.1](#)). At that level and each subsequent level specified in [SECTION 2.7.3](#) (or in the case of renewal, [SECTION 2.7.2](#)), the case shall be evaluated by the designated bodies as they are constituted at the time of the remand, and by the individuals holding the relevant administrative positions at the time of the remand. At each level, a recommendation should normally be completed within fourteen calendar days and forwarded to the next level. The case file submitted by the UPTRAC must be explicitly addressed in the recommendation at each level. No case may be remanded more than once.

If the President believes that promotion or tenure should be granted, the recommendation is submitted to the Board of Visitors for final action. If the President decides that renewal should be granted, the decision is final. If the President decides renewal, promotion or tenure should not be granted, the decision is final and there is no further appeal.

At each level of review in the remand process, if a recommendation or decision is negative, a clear, written justification is sent concurrently to the appellant, to the local academic unit, and to the next level of review.

2.11.2.2 Grievance Procedures (first read)

Proposed Language

2.11.2.2 Grievance Procedures

1. Grievance procedures for all Grievance Committees must adhere to the following basic elements.
 - a. The faculty member initiates a grievance by filing a written statement of the grievance, along with supporting documentation, with the Chair of the relevant grievance committee. No grievance may be heard on behalf of a third party or group.
 - b. Before the grievance itself is considered, the committee must conclude that the petitioner's case appears to have merit.
 - c. The faculty member may withdraw the grievance at any time without the grievance committee's approval. In such case, the grievance committee will not make a decision or recommendation.
 - d. No member of the committee with a conflict of interest in the grievance case may participate in the proceedings.
 - e. Committees are particularly charged to be alert to instances of inequitable treatment and retaliation against colleagues who have filed grievances.
2. Within a college/school, grievances against fellow faculty members and academic administrators below the level of Dean are heard by the local grievance committee.
 - a. If the grievance is against a fellow faculty member, the committee is charged to investigate the facts of the case and determine an appropriate resolution. The grievance committee's decision is final.
 - b. If the grievance is against an academic administrator below the level of Dean, the committee is charged to investigate the facts of the case and to recommend a resolution, which is then forwarded to the Dean, whose decision is final.
3. Grievances against academic administrators at or above the level of Dean are heard by the University Grievance Committee.
 - a. If the grievance is against a Dean, the committee's recommendation is forwarded to the Provost, whose decision is final.
 - b. If the grievance is against the Provost, the committee's recommendation is forwarded to the President, whose decision is final.
 - c. If the grievance is against the President, the committee's recommendation is forwarded to the Rector of the Board of Visitors, whose decision is final.

Proposed Language with Track Changes

2.11.2.2 Grievance Procedures

1. Grievance procedures for all Grievance Committees must adhere to the following basic elements.
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2. Within a college/school, grievances against fellow faculty members and academic administrators below the level of Dean are heard by the local grievance committee.
 - a. If the grievance is against a fellow faculty member, the committee is charged to investigate the facts of the case and determine an appropriate resolution. The grievance committee's decision is final.
 - b. If the grievance is against an academic administrator below the level of Dean, the committee is charged to investigate the facts of the case and to recommend a resolution, which is then forwarded to the Dean, whose decision is final.
 - ~~c. In cases of alleged violations of academic freedom, the faculty of the college/school acts on its grievance committee's recommendation by formal vote, the outcome of which is final.~~

3. Grievances against academic administrators at or above the level of Dean are heard by the University Grievance Committee.
 - a. If the grievance is against a Dean, the committee's recommendation is forwarded to the Provost, whose decision is final.
 - b. If the grievance is against the Provost, the committee's recommendation is forwarded to the President, whose decision is final.
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Current Language

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 - a. If the grievance is against a Dean, the committee's recommendation is forwarded to the Provost, whose decision is final.
 - b. If the grievance is against the Provost, the committee's recommendation is forwarded to the President, whose decision is final.
 - c. If the grievance is against the President, the committee's recommendation is forwarded to the Rector of the Board of Visitors, whose decision is final.

3.2 Salary Increases (first read)

Proposed Language

3.2 Salary Increases

Subject to the availability of funding, salary increases are given annually and are based chiefly on performance. All faculty with an overall satisfactory annual evaluation (see [SECTION 2.6.1](#)) will receive at least a minimum salary increment. Salary increases may also reflect efforts to achieve equity. In the case that funding from the state is designated as a cost-of-living adjustment, it is the responsibility of the University to ensure such funds are disbursed accordingly.

Each college or school shall have a policy or documented process in place for determining and communicating merit-based salary increases or shall ensure that each of its local academic units have such policies and processes. Annual evaluations shall be the primary basis for determining merit-based salary increases. Local unit administrators will include the faculty member's performance evaluations over multiple years in making a recommendation if salary adjustments were not made in the preceding year(s).

The salary recommendation, including a justification and the amount of the increase, will be given to the faculty member in writing at the time it is transmitted to the next level.

Faculty members who are dissatisfied with a salary increase normally seek recourse within their local academic unit. If dissatisfaction persists, grievance procedures outlined in [SECTION 2.11.2](#) may be followed.

Proposed Language with Track Changes

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Subject to the availability of funding, salary increases are given annually and are based chiefly on performance. All faculty with an overall satisfactory annual evaluation (see [SECTION 2.6.1](#)) will receive at least a minimum salary increment. Salary increases may also reflect efforts to achieve equity. In the case that funding from the state is designated as a cost-of-living adjustment, it is the responsibility of the University to ensure such funds are disbursed accordingly.

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