

GEORGE MASON UNIVERSITY
AGENDA FOR THE FACULTY SENATE MEETING
September 23, 2026
3:00-4:15 p.m.
[Zoom Link](#)*

- L Call to order
- LL Approval of the Minutes: [August 26, 2026](#)
- LLL Opening Remarks & Announcements from the President of the Senate
- L³ Special Guests & Discussion
- 3 Senate Standing Committee Reports
 - ! Academic Policies
 - . Budget and Resources
 - / Faculty Matters
 - 5 Nominations ([Action Items](#))
 - 9 Organization and Operations (Action Items [1, 2 / ὨΨΨῶῶ\\$ / 1100](#))
[Proposal for Committee on Teaching and Student Affairs](#)
 - F. Faculty Handbook (Action Items)
- ³L New Business
- ³LL Remarks for the Good of the General Faculty
- ³LLL 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)

Proposal to revise the composition of the Grievance Committee

Faculty Senate Organization and Operations Committee

September 23, 2026

Background

The Grievance Committee investigates grievances of tenured, tenure-track, and term faculty under certain circumstances.

Currently, the composition requires five tenured faculty, and the Faculty Senate bylaws currently require a minimum of three colleges or schools be represented in each Senate Standing and University Standing Committee.

Unfortunately, this still allows a committee composed of three faculty members from the same college/school. If all three recuse because of a case in their college/school (as has happened), the committee is left without a quorum.

Changing the composition will reduce the chance that multiple members will need to recuse themselves from a given case.

Proposed amendment

Existing

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

Proposed

Composition: Five members, drawn from at least three colleges or schools, **no more than two of whom may be from the same college or school**. Non-tenured faculty, chairs, and others serving in administrative capacities are ineligible to serve on this Committee. Members serve staggered two-year terms.

O&O Motion 2. Adopt as Standing Rule 2: Disallowance of Secondary Amendments

The Organization and Operations Committee moves that the Faculty Senate adopt the following as Standing Rule 2:

Disallowance of secondary amendments

No formal motions for secondary amendments are allowed. After an amendment to a main motion or a substitute motion has been discussed, the presiding officer may propose that it be modified by general consent. If any member objects to that modification, the Faculty Senate will proceed with debate and a vote on the amendment or substitute as originally worded. After that vote, the presiding officer may call for additional amendments to the main motion.

A proposal to ban secondary amendments

Zachary Schrag

September 10, 2026

Question

Every parliamentary system seeks to balance the competing goals of efficiency and freedom of debate. When it comes to amendments, most systems compromise by allowing both amendments to motions (primary amendments) and amendments to amendments (secondary amendments), while prohibiting amendments to amendments to amendments (tertiary amendments).¹ With each level of amendment, both freedom and confusion increase, and most authorities appear to believe that allowing secondary amendments while prohibiting tertiary amendments strikes the right balance.

But does it?

Robert's Rules and *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* both allow secondary amendments but concede that they can be confusing. They try to work around that by putting extra burdens on the chair and supplying a diagram. See below.

By contrast, *Modern Parliamentary Procedure* and *Democratic Rules of Order* simply forbid secondary amendments. The George Mason University Faculty Senate meeting of July 2025 temporarily forbade secondary amendments. And if memory serves, the Faculty Senate made it through all of academic year 2025-2026 without recourse to this tool.

I suggest that the Faculty Senate adopt a standing rule to disallow secondary amendments. Under Robert's 2:23, this requires a simple majority vote.

Options

Maintain the status quo

As noted above, secondary amendments are allowed by most systems, so they have the virtue of familiarity. If they have other virtues, I am unaware of them. By contrast, I have repeatedly witnessed confusion as the result of secondary amendments, leading to repeated questions about what is being debated. If you have ever asked, "What are we voting on?" or "Didn't we already vote on this?" a secondary amendment is likely to blame.

Suspend secondary amendments on an ad hoc basis

This was the approach taken by the Faculty Senate for its July 2025 meeting. My sense is that it allowed the Faculty Senate to consider multiple alternatives while reducing confusion. As noted by Keesey, below, a body can still effectively amend amendments; it simply needs to approve amendments and then amend further, so that only one amendment is pending at any given time.

¹ Saul Levmore, "Parliamentary Law, Majority Decisionmaking, and the Voting Paradox," *Virginia Law Review* 75, no. 5 (1989): 983.

Proposed: Adopt a standing rule permanently prohibiting secondary amendments

In this case, a prohibition on secondary amendments would become the default. However, for any given meeting the Faculty Senate could vote (by a two-thirds majority) to suspend the rule and return to allowing secondary amendments. (Robert's 25:14)

Keeseey, *Modern Parliamentary Procedure* (quoted below) prohibits secondary amendments but, unfortunately, fails to offer a concise rule for modifying amendments. A rule based on that work would read:

No formal motions for secondary amendments are allowed. After an amendment to a main motion or a substitute motion has been discussed, the presiding officer may propose that it be modified by general consent. If any member objects to that modification, the Faculty Senate will proceed with debate and a vote on the amendment or substitute as originally worded. After that vote, the presiding officer may call for additional amendments to the main motion.

Appendix 1. Systems using secondary amendments

Robert's Rules of Order Newly Revised, 12th edition, 2020 (emphasis added)

12:33. In stating the question on each motion in any series involving amendments, and again when putting the motion to a vote, the chair should take care that the members understand which motion is under immediate consideration, as well as the effect of adopting or rejecting it.

12:34. Therefore, when stating the question on an amendment, the chair may find it advisable to employ three steps:

- 1) State the question as for any other motion: "It is moved and seconded to..."
- 2) Read the main motion (or the portion affected by the amendment) as it would stand if the amendment were adopted: "If the amendment is adopted, the main motion will read..."
- 3) Make clear once more that it is the amendment that is under immediate consideration: "The question is on..."

12:35. Assume that the main motion "That the Society purchase the property adjoining the present Headquarters" is pending.

MEMBER A (obtaining the floor): I move to add the words "and convert it into a parking lot." (Second.)

CHAIR: It is moved and seconded to add the words "and convert it into a parking lot." If the amendment is adopted, the main motion will read, "That the Society purchase the property adjoining the present Headquarters and convert it into a parking lot." The question is on adding the words "and convert it into a parking lot."

12:36. Similarly, when putting to a vote the question on an amendment, if debate or consideration of other motions has intervened since the amendment was stated, the chair may find it advisable to employ a comparable set of three steps:

- 1) Repeat the amendment: "The question is on..."
- 2) Read the main motion (or the portion affected by the amendment) as it would stand if the amendment were adopted: "If the amendment is adopted, the main motion will read..."
- 3) Take the vote in such a way as to make clear it is the amendment that is to be voted on: "Those in favor of..., say aye. [Pausing for response.]... Those opposed, say no."

CHAIR: The question is on adding the words "and convert it into a parking lot." If the amendment is adopted, the main motion will read, "That the Society purchase the property adjoining the present Headquarters and convert it into a parking lot." Those in favor of adding the words "and convert it into a parking lot," say aye. [Pausing for response.]... Those opposed, say no.

12:37. After taking the vote, the chair announces the result of the vote on the amendment, and then states the question that consequently becomes immediately pending:

CHAIR: The ayes have it and the amendment is adopted. The question is now on the main motion as amended, "That the Society purchase the property adjoining the present Headquarters and convert it into a parking lot."

12:38. Should the amendment fail, the chair's announcement of the result would be as follows:

CHAIR: The noes have it and the amendment is lost. The question is now on the main motion, "That the Society purchase the property adjoining the present Headquarters."

12:39. At this point, regardless of whether the amendment is adopted or rejected, the resolution is again open to debate, and it is in order to offer a different amendment.

12:40. In some cases—depending on the length of the resolution and the amendment, the nature of the subject matter, the conditions of the assembly, etc.—the question may be clearer to the members if the chair restates only the amendment, rather than employing the three steps outlined above. On the other hand, in circumstances of particular complexity, when confusion is otherwise likely, the chair may find it advisable to employ four steps: first, to reread the entire main motion or resolution (or the paragraph or portion that the amendment would affect); second, to read the proposed amendment; third, to read the motion, resolution, or affected portion as it would stand if the amendment were adopted; and fourth, to make it clear once more that it is the amendment that is to be voted on.

12:41. As an example of secondary amendment by inserting, assume that there are pending: (1) a resolution, "Resolved, That the Society purchase the property adjoining the present Headquarters"; and (2) (immediately pending) a primary amendment, "to add the words, 'and convert it into a parking lot.'" (Details as to probable costs of proposed phases of the project are assumed to be known.)

MEMBER X (obtaining the floor): I move to insert in the pending amendment the word "landscaped" before "parking lot." (Second.)

CHAIR: It is moved and seconded to amend by inserting in the primary amendment the word "landscaped" before "parking lot." If the word is inserted, the primary amendment will be, "to add to the resolution for the purchase of the property, the words 'and convert it into a landscaped parking lot.'" The question is on inserting the word "landscaped."

12:42. It should be noted that in the preceding example the chair gives the primary amendment as it would read if the secondary amendment were adopted.

12:43. Debate, if any, must be confined to the issue: If the conversion to a parking lot is to be included in the project at this time, should the lot be landscaped? When this debate has ended, the chair puts the secondary amendment to a vote, announces the result, and states the question before the assembly, as follows:

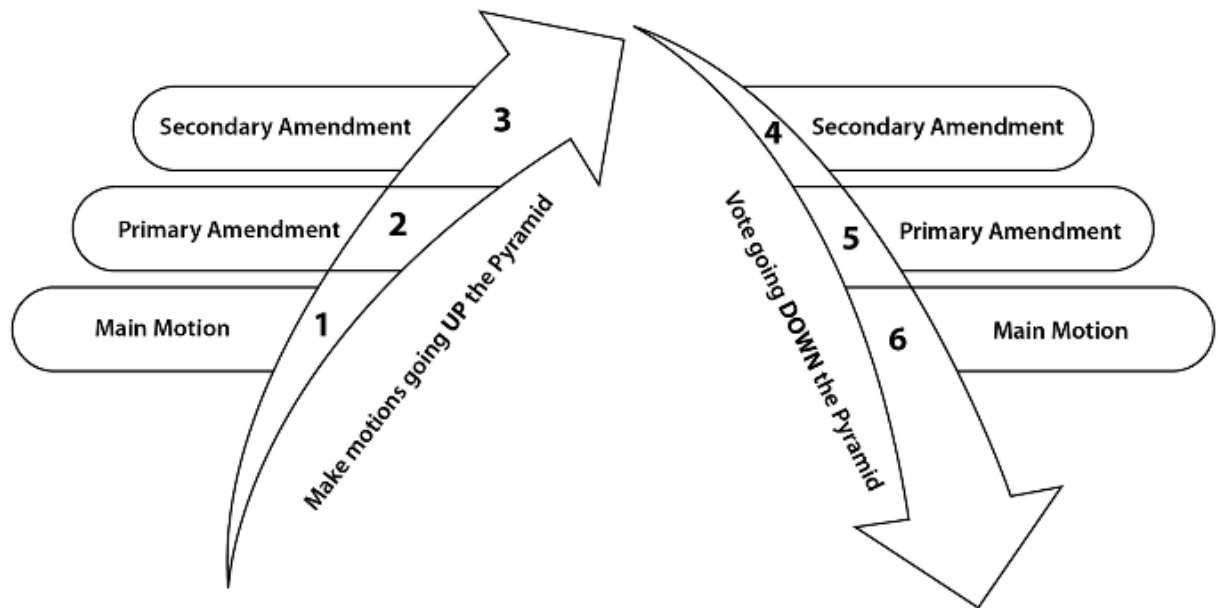
CHAIR: The question is on inserting in the primary amendment the word "landscaped" before "parking lot." If the word is inserted, the primary amendment will be, "To add to the resolution for the purchase of the adjoining property, the words, 'and convert it into a landscaped parking lot.'" It should be noted that this vote will not decide whether a parking lot is to be part of the project. This vote will determine only whether the parking lot will be landscaped if it is constructed. A vote of aye is for landscaping. A vote of no is against landscaping. Those in favor

of inserting the word “landscaped” in the amendment, say aye.... Those opposed, say no.... The ayes have it and the word is inserted. The question is now on the primary amendment as amended, which is, “to add to the resolution the words, ‘and convert it into a landscaped parking lot.’” If the amendment is adopted, the resolution will read, “Resolved, That the Society purchase the property adjoining the present Headquarters and convert it into a landscaped parking lot.” Adoption of this amendment will mean that if the property is purchased by the Society, there will be a parking lot—which will be landscaped. The question is on the amendment.

Voting on Amendments 14.35.

Amendments are voted on in the reverse order of their proposal. Note in the following illustration the main motion is made first, followed by a primary amendment and a secondary amendment, made in that order.

14.36. The secondary amendment is voted on first. The vote is then taken on the primary amendment and, finally, on the main motion.



14.37. If a debatable motion, a primary amendment, and a secondary amendment are pending, the procedure for disposing of them is as follows:

1. Discussion is called for on the secondary amendment, and when discussion is complete or debate is closed, a vote is taken on it.
2. Discussion is then called for on the primary amendment, either as amended if the secondary amendment has been adopted, or as originally proposed if the secondary amendment was defeated.

Other secondary amendments may be moved at this time. When discussion of the primary amendment is complete or debate is closed, a vote is taken on it. A vote adopting an amendment to a main motion—even an amendment that completely replaces the original motion with an entirely new motion—does not adopt the motion, and a final vote on the adoption of the motion itself is required as shown in step 3.

3. Discussion is called for on the main motion, either as amended if the primary amendment has been adopted or as originally proposed if the primary amendment is defeated. Other amendments may be moved at this time. When discussion on the main motion is complete or debate is closed, a vote is taken on the main motion.

Appendix 2. Systems not using secondary amendments

Ray E. Keesey, Modern Parliamentary Procedure, Second edition. (American Psychological Association, 2018) (emphasis added)

The process of further modifying a proposed amendment to a main motion deserves special attention. Members must be free to effect as many changes in a motion as are required to make it state accurately the wishes of the assembly. **The procedure for change should be easy for the average person to follow. For this reason, the confusing and redundant process of formally amending a pending amendment is not used in this manual.**

This does not mean that it is impossible to amend an amendment. It means either that suggested changes in a proposed amendment are accepted by general consent without debate or a formal vote, or that the originally proposed amendment is voted on first and the suggested change to it is offered later as another proposed amendment. Thus, only one proposed amendment is pending at a time.

An experienced presiding officer will have little difficulty with this procedure. In most cases, a suggested change in a proposed amendment may be incorporated simply by the presiding officer's asking permission of the body. If the suggested change is of questionable merit in the minds of some members, the presiding officer may state, "After the proposed amendment is voted on, opportunities will be given to present other suggestions as separate amendments" and proceed with discussion of the pending amendment.

In brief, changes in a proposed amendment are agreed to by general consent; if the proposed change is not accepted in this fashion, it can be offered later for separate consideration. In this limited sense, proposed amendments may be further amended, although the process is better described as modification than as an amendment.

This procedure is already being used by many small groups under, for example, 40 members. And it should always be used by groups of only 10 to 15 and by committees. In practically all cases, it saves time that would otherwise be required for formal consideration and vote on the "secondary amendment," as it has been called. Even if a suggested change in a proposed amendment is later put to a vote as a proposed amendment itself, this process does not make necessary any more votes than would have been required had it been permissible to amend the amendment. Any number of proposed changes germane to an amendment may be accepted before putting the revised form to a vote.

In the case of a substitute motion—a motion replacing the main motion—proposed as an amendment, the procedure outlined above is followed. If entertained as germane, informal changes to the substitute amendment are permitted; if the substitute amendment is adopted, the original main motion is replaced by it, and the new main motion may be further amended before a vote is taken to approve or reject it.

Peg Francis and Fred Francis, Democratic Rules of Order: Easy-to-Use Rules for Meetings of Any Size (New Society Publishers, 2019).

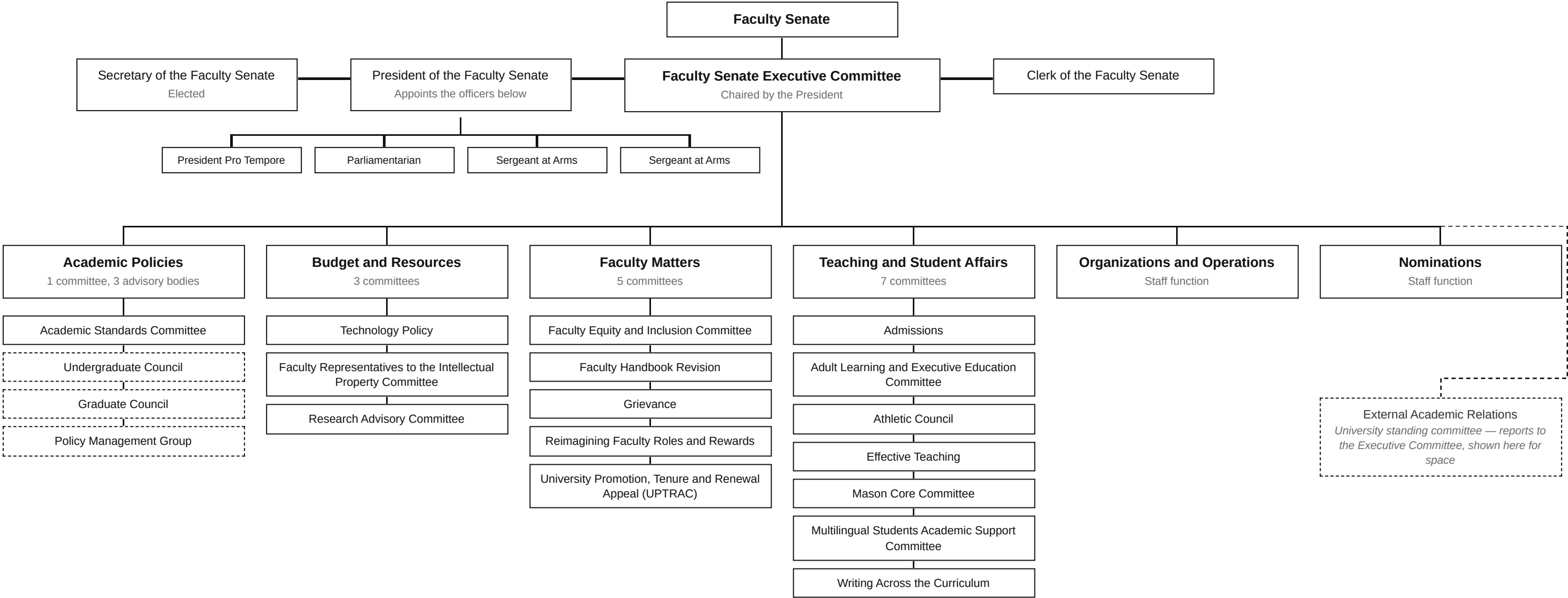
If the mover does not—or cannot, because of objections—make a suggested change to the motion, any member may move an amendment to the original motion. An amendment may delete, substitute, or add words that will modify the original motion but must not negate it or change the intent.

The amendment, when accepted by the chair and seconded, immediately becomes a new motion on the floor, temporarily replacing the original motion. The amendment grants mover's privilege to the mover of the amendment. Any rewording must be acceptable to the chair as not changing the topic. The details of the proposed amendment are discussed (not the original motion), and then the amendment is voted on. An amendment cannot be amended, but it can be defeated and replaced with another amendment.

If the amendment passes, the secretary should read the newly amended motion, which is now a new motion on the floor to be discussed (if desired) and voted on. It cannot be reworded or withdrawn by the mover's privilege now, since it has been partly established by the members, but this new motion can be passed, defeated, or amended again.

If the amendment fails, the previous motion again becomes the motion on the floor. If this previous motion was the original motion (having never been amended), then the original mover regains the mover's privilege. Further amendments are allowed, one at a time.

Structure of the Faculty Senate
Committee Reporting Chart



As of August 22, 2026

— Direct reporting line - - - Existing coordination / advisory relationship, not a reporting line

"Teaching and Student Affairs" is a proposed category, not currently one of GMU's five official Faculty Senate standing committees (Academic Policies, Budget and Resources, Faculty Matters, Nominations, Organizations and Operations). Adopting it would require a Faculty Senate vote, not a bylaws revision. Undergraduate Council, Graduate Council, and Policy Management Group are shown with dashed borders as an existing coordination relationship rather than a direct reporting line. External Academic Relations is tucked beneath Nominations purely for layout — the dashed line branches off the Executive Committee's own trunk line and routes around Nominations to show it actually reports to the Executive Committee, not to Nominations, since it is itself a university standing committee rather than a Senate standing committee.

Proposal for a Faculty Senate Standing Committee on Teaching and Student Affairs

September 10, 2026

Problem

As of August 2026, faculty senators serve on at least five university committees related to teaching and student affairs: Admissions, Adult Learning and Executive Education Committee, Mason Core, Multilingual Students Academic Support Committee, and Writing Across the Curriculum. Two other university committees—Athletic Council and Effective Teaching—could benefit from Faculty Senate representation.

In the absence of a corresponding standing committee of the Faculty Senate, the Faculty Senate president and executive committee struggle to know whether these committees are meeting regularly or what matters they are discussing. Nor do these committees necessarily coordinate their actions.

Proposed solution

A Faculty Senate Standing Committee on Teaching and Student Affairs, composed of the elected faculty senators on each of these committees, would provide a forum for discussing issues of overlapping concern. For example, we might expect the knowledge gained by the Multilingual Students Academic Support Committee to inform decisions in Admissions and Effective Teaching, among other committees.

More importantly, establishing a new standing committee would create the new position of a committee chair, who would serve on the Faculty Senate Executive Committee and who could keep Faculty Senate and university leadership informed about issues spanning these working groups.

As an added benefit, this change would streamline elections to the various university committees. Rather than requiring Nominations to solicit Faculty Senate candidates for each committee, Nominations would solicit three or four candidates each year for Teaching and Student Affairs, who would then choose a liaison for each committee. Nominations would still need to find non-Senate faculty to serve on most of these bodies.

Alternatives considered

Faculty senates at some other institutions, such as the University of Virginia, maintain an Academic Affairs standing committee that considers both policy and non-policy matters related to teaching. There is some logic to this arrangement, in that some Mason committees (e.g., Academic Standards) address both kinds of issues. But expanding the charge and size of the existing Faculty Senate Academic Policies Committee could make that committee less efficient, not least because of the difficulty of scheduling meetings as committees increase in size. We therefore recommend maintaining Academic Policies with its current charge and composition and creating a new standing committee to cover matters outside of the Academic Policies charge.

Transition plan

Currently, the Faculty Senate directly elects representatives to the university committees named above. As a transition, we suggest that the senators currently in those positions be elected to the new standing committee. (See below.)

As their committee terms expire, we would not hold new elections for the Faculty Senate representative to the Admissions Committee, the Athletic Council, etc. Instead, we would elect senators to the Teaching and Student Affairs committee, and then members of that committee would choose whom to send to the other bodies, as is the case with Academic Policies, Budget and Resources, and Faculty Matters when a university committee charge requires a representative of one of those committees.

The Athletic Council is a special case. Currently, its bylaws call for five faculty representatives, none of whom needs to be a faculty senator. And at its August 2026 meeting, the Faculty Senate voted in a new slate of representatives, none of whom is a senator. Changing the composition in 2026-2027 to require a faculty senator could thus disrupt the important work of that body. Instead, we propose that the 2026-2027 Teaching and Student Affairs committee begin without a formal liaison to the Athletic Council, and hope that Professor Banville can informally serve that function until fall 2027.

The Writing Across the Curriculum Committee is a second special case, since its charge requires representation from a specific number of colleges and schools while also specifying that at least one must be a member of the Faculty Senate. We may want to separate those roles, so that a member of the Faculty Senate Teaching and Student Affairs committee would serve in an at-large capacity on the Writing Across the Curriculum Committee, in addition to any college/school representatives. As of September 2, 2026, we are in discussion with the Writing Across the Curriculum Committee about this change.

Proposed charge

Composition: Committee membership shall consist of seven members elected by the Senate. The chair of this committee will serve on the Faculty Senate Executive Committee.

This Committee of the Senate shall concern itself with University-wide efforts to enhance teaching and student experiences, except for matters of academic policies. It shall coordinate information and action among the various working groups in this area on which Faculty Senate representatives serve. It shall inform the Faculty Senate president, executive committee, and full senate about developments in these areas, and recommend action when needed.

This committee shall provide a Faculty Senate representative to each of the following university bodies:

- Admissions Committee
- Adult Learning and Executive Education Committee
- Athletic Council (starting in 2027-2028)
- Effective Teaching Committee
- Mason Core Committee
- Multilingual Students Academic Support Committee
- Writing Across the Curriculum Committee

These liaisons shall inform the Teaching and Student Affairs Committee about developments in each committee, including any lapse of activity or reporting.

Proposed charge revisions

If this proposal is accepted, we would also need to amend the charge of each of the affected university committees.

- For Admissions, this would require redefining the Faculty Senate seat as coming from Teaching and Student Affairs, not Budget and Resources.
- For Mason Core, Multilingual Students Academic Support, and Writing Across the Curriculum (WAC), it would require specifying that the Faculty Senate member come from Teaching and Student Affairs. For WAC, we should add a seat for a faculty senator apart from a representative from each effected college/school, since experience has shown that otherwise it can be hard to ensure Faculty Senate representation.
- For Adult Learning and Executive Education, Athletic Council, and Effective Teaching, it would require defining membership (currently missing) and including a Faculty Senate member.

As new, teaching-related bodies are formed, we may need to include a Teaching and Student Affairs liaison and expand the Teaching and Student Affairs committee.

Initial membership

We are fortunate that the Faculty Senate members currently serving on teaching related university committees represent a range of colleges. The initial committee would be constituted as follows:

Two-year terms (2026-2028)

- Wood CHSS (to serve as liaison to Effective Teaching)
- Masterson COS (to serve as liaison to Multilingual Students Academic Support)
- Starr CVPA (to serve as liaison to Mason Core)
- Giacumo CEHD (to serve as liaison to Adult Learning and Executive Education)

One-year terms (2026-2027)

- Berry CEC (to serve as liaison to Admissions)
- A senator, to be elected (to serve as liaison to WAC)

Two-year term (2027-2029)

- A senator, to be elected (to serve as liaison to Athletic Council, to be elected fall 2027)

The one-year WAC term is for the purpose of staggering membership. We would be happy to get a candidate willing to serve a one-year term at first, followed by a full two-year term.

UNIVERSITY STANDING COMMITTEES AY 2026-2027

Faculty Senators appear in BOLD type.

**Provost appointee*

September 23, 2026

GRIEVANCE COMMITTEE

Nadine Kabbani (COS – 2028)

Jim Lawrence (COS – 2028)

Manjusha Nair (CHSS – 2027)

Deborah Rupp (CHSS – 2027)

1 Opening

(1-year term to complete term of former member, and eligible for reelection)

TBD

MASON CORE (3-Year Term)

Abena Aidoo Hewton (CEHD – 2027)

Leslie Dwyer (Carter – 2029)

Michael Hunzeker (Schar – 2027)

Minjoo Kim (CVPA – 2028)

Don Starr (CVPA – 2028)

Courtney Adams Wooten (CHSS – 2027)

Andrea Zach (CHSS – 2028)

1 Opening

(1-year term to complete term of former member, and eligible for reelection)

Cheryl Oetjen (CPH)

WRITING ACROSS THE CURRICULUM (3-Year Terms)

Eric Anderson (CHSS - 2027)
Silvia Danielak (Carter – 2029)
Daniel Hanley (COS - 2027)
Seth Hudson (CVPA – 2029)
Rod Raehsler (CCB – 2029)
Katherine “Raven” Russell (CEC – 2029)
Leslie La Croix (CEHD – 2029)
Michelle S. Williams (CPH – 2029)
Schar - Vacant

1 Opening

Matthew Scherer (Schar)

FACULTY REPRESENTATIVES TO INDIVIDUAL COMMITTEES AY 2026-2027

FACULTY SENATE REPRESENTATIVE TO THE UNIVERSITY SURVEY REVIEW COMMITTEE

1 Opening

Nominations to be taken from floor

See attached Committee Charge

University Survey Review Committee Charge (DRAFT)

Related Policy: University Policy 1149: University Surveys

Background

George Mason University uses surveys to support institutional planning, assessment, and decision-making. The provost convened the Internal Survey Development Working Group in Fall 2025 to establish a centralized process for approving and prioritizing University Surveys. The Working Group proposed *University Policy 1149: University Surveys* and the accompanying *University Survey Procedures* in Spring 2026 and both were approved in Summer 2026.

The University Survey Review Committee (“the Committee”), as the designated authority for reviewing and approving University Surveys under Policy 1149, serves as the university-wide governance body responsible for balancing institutional assessment needs with the survey burden placed on students, faculty, and staff. Through coordinated review and scheduling of surveys, the Committee helps ensure that surveys remain a valuable, effective, and sustainable tool for gathering information and informing university decision-making.

Charge

The Committee is charged with implementing University Policy 1149 by reviewing, prioritizing, approving, and coordinating University Surveys administered to George Mason students and employees. Specifically, the Committee will:

- Review University Survey requests in accordance with University Policy 1149 and the University Survey Procedures.
- Issue final determinations on survey applications, including approval, conditional approval requiring revision, or denial.
- In accordance with the published survey prioritization criteria, prioritize survey activities that advance university strategic goals and inform institutional decision-making.
- Reduce survey fatigue and overload by minimizing the approval of overlapping surveys of the same populations and/or administration periods.
- Promote high-quality survey design and responsible data collection practices.
- Collect, review, and store post-administration documentation such as raw data files, analysis of results, and deliverables.
- Monitor implementation of the survey review process and recommend procedural improvements as needed.
- Review the effectiveness of the survey governance process and recommend updates to procedures, resources, or supporting materials as needed.

Structure

The Office of Institutional Effectiveness and Planning (OIEP) will lead the implementation of University Policy 1149 and provide administrative support for the Committee. OIEP will chair the Committee and work with relevant offices to identify and appoint Committee members.

The Committee includes both standing and ad hoc members. Standing members will participate in the Committee's ongoing work, governance, and routine review activities. Ad hoc members will serve in an advisory capacity and will be engaged on an as-needed basis when survey proposals involve issues within their areas of expertise, responsibility, or governance.

The Committee will include representatives from key university stakeholder groups with expertise in areas such as:

- Survey research and evaluation, OIEP
- Institutional research and analytics, OIEP
- Undergraduate education
- Graduate education
- University Life
- Human Resources (ad hoc)
- Faculty Senate (ad hoc)
- Institutional Review Board (ad hoc)

The Committee will coordinate, as appropriate, with offices responsible for research compliance, data governance, institutional planning, and other stakeholders involved in survey administration and data use.

Meeting Cadence

The Committee is a standing committee and will begin its work upon appointment of members. The Committee will meet regularly to review survey submissions and conduct Committee business. Meeting frequency will be determined based on survey submission volume and university operational needs. Additional meetings may be scheduled during periods of high survey activity or when policy implementation issues require Committee attention.

Ad hoc members will not be required to attend regularly scheduled Committee meetings. They will be invited to participate in Committee discussions and review survey submissions on an as-needed basis when matters relevant to their subject-matter expertise, functional area, or stakeholder group are under consideration.

Support

OIEP, in partnership with the Office of Transformation Management and Operations, will provide administrative and operational support to the Committee, including:

- Pre-review of survey submission completeness
- Submission of complete survey submissions to the Committee for review
- Schedule regular and ad-hoc Committee meetings
- Collect and store Committee meeting notes, records, and documentation in shared Teams space
- Assist with developing and maintaining supporting resources, procedures, and guidance materials for Policy website
- Manage the University Survey Calendar on the Policy website in coordination with OIEP website personnel

- Communicate with University Survey Administrators as needed