

**GEORGE MASON UNIVERSITY
AGENDA FOR THE FACULTY SENATE MEETING
FEBRUARY 6, 2019
Robinson Hall B113, 3:00 – 4:15 p.m.**

I. Call to Order

II. Approval of the Minutes of December 5, 2018

III. Announcements

Provost Wu

IV. Committee Reports

A. Senate Standing Committees

Executive Committee

Academic Policies

Proposed 2019-2020 Calendar with multiple options

[Attachment A](#)

Budget and Resources

Faculty Matters

Nominations

Organization and Operations

B. Other Committees/Faculty Representatives

V. New Business

Draft Changes to University's Gift Acceptance Policy

[Attachment B](#)

Wilkins Plaza Project, Wendi Manuel-Scott & Ben Carton

VI. Remarks for the Good of the General Faculty

VII. Adjournment

Attachment A

The Academic Policies Committee has received from the Registrar's Office a proposed academic calendar for the four 7.5-week sessions for the 2019-2020 academic year.

There is one option for the start and end times for the two sessions in Fall semester.
There is one option for the start and end times for the second session in Spring semester.

There are two options for the start and end times for the first session of the Spring semester:

Option A begins at the same time as the regular Spring semester and ends during the regular Spring Break.

Option B begins before the start of the regular Spring semester and ends at the same time as the regular semester before Spring Break.

The Academic Policies Committee asks for opinions on these two options.

7.5 Week Session Calendar Proposal

Fall Option: With Classes Not Meeting on Labor Day or Thanksgiving Break. Classes on Fall Break (Columbus Day). Classes Start on Monday for Second Session.

Spring Option A: Classes start on the same day as the regular semester. Students lose part of Spring Break for class and finals in order to meet Carnegie contact hours. Second 7.5 Week Session starts Monday after Spring Break.

FALL 7.5-WEEK SESSIONS		Fall 2019
Session 1	First Day of Classes	Mon Aug 26
	Labor Day (University Closed)	Mon Sep 2
	Last Day to Add	Tue Sept 3
	Last Day to Drop	Fri Sept 6
	Last Day to Self-Withdraw	Fri Sept 13
	Selective Withdraw Period	Sat Sept 14 – Fri Oct 4
	Last Day of Class	Mon Oct 14
	Examination Period	Tue Oct 15 – Wed Oct 16
Session 2	First Day of Classes	Mon Oct 21
	Last Day to Add	Mon Oct 28
	Last Day to Drop	Thu Oct 31
	Last Day to Self-Withdraw	Thu Nov 7
	Selective Withdraw Period	Fri Nov 8 – Tue Dec 3
	Thanksgiving Recess (Classes do not meet Wed; University closed Thurs - Sun)	Wed Nov 28 – Sun Dec 1
	Last Day of Class	Wed Dec 11
	Examination Period	Thu Dec 12 – Fri Dec 13
SPRING 7.5-WEEK SESSIONS		Spring 2020
Session 1	MLK Day (University Closed)	Mon Jan 20
	First Day of Classes	Tue Jan 21
	Last Day to Add	Tue Jan 28
	Last Day to Drop	Fri Jan 31
	Last Day to Self-Withdraw	Fri Feb 7
	Selective Withdraw Period	Sat Feb 8 – Fri Feb 28
	Last Day of Class	Mon Mar 9
	Examination Period	Tue Mar 10 – Wed Mar 11
	Spring Break (Classes do not meet)	Thu Mar 12 – Sun Mar 15
Session 2	First Day of Classes	Mon Mar 16
	Last Day to Add	Mon Mar 23
	Last Day to Drop	Thu Mar 26
	Last Day to Self-Withdraw	Thu April 2
	Selective Withdraw Period	Fri Apr 3 – Thu Apr 23
	Last Day of Class	Fri May 1
	Examination Period	Mon May 4 – Tue May 5

Approved by Faculty Senate: TBA

Approval Date:

7.5 Week Session Calendar Proposal

Fall Option: With Classes Not Meeting on Labor Day or Thanksgiving Break. Classes on Fall Break (Columbus Day). Classes Start on Monday for Second Session.

Spring Option B: Classes start week before regular semester. Students do not lose Spring Break. Second 7.5 Week Session starts Monday after Spring Break.

FALL 7.5-WEEK SESSIONS		Fall 2019
Session 1	First Day of Classes	Mon Aug 26
	Labor Day (University Closed)	Mon Sep 2
	Last Day to Add	Tue Sept 3
	Last Day to Drop	Fri Sept 6
	Last Day to Self-Withdraw	Fri Sept 13
	Selective Withdraw Period	Sat Sept 14 – Fri Oct 4
	Last Day of Class	Mon Oct 14
	Examination Period	Tue Oct 15 – Wed Oct 16
Session 2	First Day of Classes	Mon Oct 21
	Last Day to Add	Tue Oct 28
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	Last Day to Self-Withdraw	Thu Nov 7
	Selective Withdraw Period	Fri Nov 8 – Tue Dec 3
	Thanksgiving Recess (Classes do not meet Wed; University closed Thurs - Sun)	Wed Nov 28 – Sun Dec 1
	Last Day of Class	Thu Dec 11
	Examination Period	Wed Dec 11 – Fri Dec 13
SPRING 7.5-WEEK SESSIONS		Spring 2020
Session 1	First Day of Classes	Mon Jan 13
	MLK Day (University Closed)	Mon Jan 20
	Last Day to Add	Tue Jan 21
	Last Day to Drop	Fri Jan 24
	Last Day to Self-Withdraw	Fri Jan 31
	Selective Withdraw Period	Fri Feb 21
	Last Day of Class	Mon Mar 2
	Examination Period	Tue Mar 3 – Wed Mar 4
Session 2	Spring Break (Classes do not meet)	Mon Mar 9 – Sun Mar 15
	First Day of Classes	Mon Mar 16
	Last Day to Add	Mon Mar 23
	Last Day to Drop	Thu Mar 26
	Last Day to Self-Withdraw	Thu April 2
	Selective Withdraw Period	Fri Apr 3 – Thu Apr 23
	Last Day of Class	Fri May 1
	Examination Period	Mon May 4 – Tue May 5

Approved by Faculty Senate: TBA

Approval Date:

7.5 Week Session Calendar Proposal

Calendar Assumptions

Fall 7.5 Week Calendar:

- First session begins according to the 15 week semester calendar.
- Students will have classes on during the Fall Break (Columbus Day).
- Second session starts the following Monday, after the end of the first session.

Spring 7.5 Week Calendar - Choose One Option

- **Spring Option A**
 - Classes begin according to the 15 week semester calendar.
 - The first 7.5 week session ends in the middle of Spring Break for the 15 week semester, so students within this compressed session will lose part of their Spring Break to class and their final exams in order to meet Carnegie contact hours.
 - Second session starts the Monday following Spring Break.
- **Spring Option B**
 - Classes begin a week before the 15 week semester calendar.
 - Final exams are held the week before Spring Break. Students do not lose Spring Break.
 - Second session starts the Monday following Spring Break.

Approved by Faculty Senate: TBA

Approval Date:

Attachment B



Policy 1123: Gift Acceptance

Responsible Office:

University Advancement and Alumni Relations

Procedures:

Appendix A: George Mason University Required Endowment and Deferred (Planned) Gift Minimums)

Appendix B: George Mason University Philanthropic Naming Opportunities
Gift Acceptance Committee Procedures

Related Law & Policy:

Policy 1129, Art Collection Management

Policy 4006, Sponsored Programs Administration

Policy 4008, Private Sector Funding (draft in progress)

Virginia Freedom of Information Act, Va. Code § 2.2-3700 *et seq.*

I. Scope

This Policy covers the transmission, acceptance, disposition, and management of Gifts (as later defined) made for the benefit of George Mason University (the “University”). The policy applies to all University offices. This policy does not apply to grants, which are governed in part by Policy 4008, Private Sector Funding for George Mason University, and Policy 4006, Sponsored Programs Administration.

II. Policy Statement

A. Taxation

1. George Mason University is a public institution of higher education of the Commonwealth of Virginia. The University is an organization described in Internal Revenue Code section 170. The George Mason University Foundation, Inc. (the Foundation), is a Virginia nonstock corporation organized and operated exclusively to receive, manage, invest, and administer private gifts and property and to make expenditures to or for the benefit of the University. The Foundation is an organization described in Internal Revenue Code section 501(c)(3) and is classified as a publicly supported organization under Internal Revenue Code sections 509(a)(1) and 170(b)(1)(A)(iv).
2. The University does not provide specific tax advice to donors. In general, under IRS regulations, a donor may deduct a Gift to the University if the donor does not retain control over the Gift and does not receive any benefit from the Gift.

B. Receipt of Gifts

1. Collection of Gifts from donors directly by a University department is strongly discouraged. In the event that a donor makes a Gift directly to a University department, the department administrator must contact the Office of University Advancement and Alumni Relations immediately for instructions.

C. Gift Acceptance

1. The University is obligated to use Gifts in a manner consistent with the stated intentions of the donor. Because the University must comply with donor restrictions, only Gifts that are consistent with federal and state laws, are consistent with the University's values and policies, and are supportive of the University's mission, may be accepted.
2. The University shall not accept any Gift that:
 - a. interferes with or influences the University's academic freedom or its capacity to fully control the management, operations, and direction of its affairs, including admission procedures, faculty selection and promotion, academic programs, and their integrity;
 - b. contains restrictions that unlawfully discriminate on the basis of race, creed, color, citizenship, national origin, religion, sexual orientation, gender identity, gender expression, age, marital or partnership status, military status, or disability;
 - c. presumes or requires a particular result or conclusion of scholarly work;
 - d. impedes the free inquiry and scholarly activity of a faculty member, fellowship holder, or student;
 - e. is offered for purposes inconsistent with its missions of education, research, and service;
 - f. conveys a benefit to the donor rather than serving the public benefit;
 - g. affords the donor influence over the continued employment of specific personnel; or
 - h. impairs the University's ability to define and pursue its mission, require illegal or unethical acts, hinder governance or administration, or compromise the University's accreditation.
3. The Gift Acceptance Committee shall be composed of the following persons:
 - a.

4. Although the Foundation controls the acceptance of gifts to it, the University understands that the Foundation normally chooses to accept gifts that the University has determined to be in furtherance of the mission of the University. Accordingly, the Gift Acceptance Committee shall review and approve Gifts under its purview before the completion of a gift to the Foundation.
5. The following types of Gifts may only be accepted by the University after review and approval by the University's Gift Acceptance Committee:
 - a. Gifts subject to any conditions or restrictions of \$500,000 or more (excluding established programs and faculty research grants);
 - b. Gifts of real estate;
 - c. Gifts that would be paid over a period greater than five years;
 - d. Gifts that would be paid with assets other than cash or readily marketable securities (except for planned gifts);
 - e. Gifts that will draw significant public attention, or have significant reputational implications for the University;
 - f. Gifts from international entities not already known to or affiliated with the University;
 - g. Gifts that would permit use of the University logo or other trademark by the donor or a third party;
 - h. Gifts that may have real or apparent conflicts of interest for the donor or University officers;
 - i. Gifts that are specifically related to the appointment or retention of a specific individual;
 - j. Gifts that potentially create immediate or future financial or significant administrative burdens,
 - k. Gifts associated with naming opportunities recognizing current or former heads of state or public officials, government entities, corporations, or individuals;
 - l. Gifts endowing faculty positions at a lower amount than the threshold established for each school; or
 - m. Gifts requiring donor oversight or advisory committees. If such a committee is created, the University should appoint the majority of the members, and any donor designees should be limited to a nonvoting role on any matter related to academic governance.
6. The determination of whether a gift must be reviewed by the Gift Acceptance Committee shall be at the discretion of the Vice President for University Advancement and Alumni Relations.
7. Gifts to the University that may expose the University to liability or that obligate the University shall also be reviewed by the Office of University Counsel.

D. Public access to Gift information

1. When the Foundation accepts a gift subject to conditions that govern the use of those funds by the University, the University shall provide the Foundation with a writing specifying the University's acceptance of those conditions. Such writing is a public record of the University under the Virginia Freedom of Information Act.

2. The University affords donors the privacy protections permitted by the Virginia Freedom of Information Act.
3. Gifts may be made anonymously, but for gifts \$100,000 or more, the President, Provost, and Vice President for University Advancement and Alumni Relations must be aware of the donor's identity and agree that the University will accept the Gift on condition of anonymity.

E. Administration of Gifts

1. The University's administration of Gifts must comply with all relevant federal and state regulations.
2. The financial management of Gifts should follow the guidelines set forth in the University's Financial Policies.
3. The Office of University Advancement and Alumni Relations is responsible for ensuring that the University is in compliance with applicable laws pertaining to the receipt and management of Gifts and that it honors its fiduciary responsibility to donors. It is the duty of each department or school to use Gifts in accordance with the donor's intentions as agreed by the University.
4. If it becomes impossible or inadvisable for the funds associated with a Gift to continue to be used for the specific purpose for which given and subject to the terms of any applicable gift agreement, the University shall contact the donor or notify the Foundation so that the Foundation may contact the donor to discuss an alternate application of the funds in the case of funds subject to a gift agreement with the Foundation. If the donor cannot be contacted, the University, subject to the terms of the applicable gift instrument(s) and applicable law, will determine appropriate uses of the funds or work with the Foundation to do so in consultation with the University's President, Senior Vice President for Administration and Finance, and Provost and Executive Vice President.
5. Exceptions to this policy must be approved by the President.

III. Definitions

Bequest - A gift of real or personal property made at death by a will or a trust.

Gift - A voluntary transfer of property made without consideration, which may or may not be restricted as to its use. The term "Gift" as used in this Policy includes both transfers of funds or property made by a donor directly to the University; as well as restricted and unrestricted funds transferred by the Foundation to the University.

Grant - An agreement representing the transfer of money, property, or services by a sponsor in exchange for specified services or activities (e.g. research and development). Grants are

enforceable by law, and performance is typically accomplished with set time parameters with payment subject to being revoked for cause.

Cash - Money, currency, checks, money orders or cash equivalents.

Securities - Stocks, bonds, options, warrants, notes, or similar instruments, either publicly traded on an exchange (public) or not publicly traded (private).

Gift-in-kind - A gift that is a tangible item, for example, a work of art, equipment, or a literary collection.

Internal Revenue Code (IRC) – 26 U.S.C.S. §1 et seq.

IV. Responsibilities

- A. Department Administration –
Promptly deposits Gifts received in the form of cash or check in accordance with University procedures, or forward such Gifts to the Foundation.
- B. Office of University Advancement and Alumni Relations –
Responsible for overseeing University compliance with laws pertaining to the management of charitable gifts and confirming that the University honors its fiduciary responsibility to donors. Performs quality assurance reviews to ensure that gifts are assigned to correct accounts.
- C. Vice President, University Advancement and Alumni Relations - Has general oversight of gifts accepted by the University.

V. Forms

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VI. Dates:

A. Effective Date:

This policy will become effective upon the date of approval by the Senior Vice President for Administration and Finance and the Provost and Executive Vice President.

B. Date of Most Recent Review:

N/A.

VII. Timetable for Review

This policy, and any related procedures, shall be reviewed every three years or more frequently as needed.

VIII. Signatures

Approved:

**Senior Vice President for
Administration and Finance**

Date

Approved:

Provost and Executive Vice President

Date