

NOTE 9/6/18: The GSEHD faculty approved two sections of school rules addressing the Faculty Code-specified decanal review process (Rules X(4)(a) and X(4)(b)). Because of concerns with Faculty Code compliance, the Provost has approved all GSEHD Faculty Rules with the exception of Rules X(4)(a) and X(4)(b). This version of the Rules, now posted on the Provost's website, reflects what has been approved. Upon approval of a revised Rules X(4)(a) and X(4)(b), an updated version will be posted.

**BYLAWS OF THE
GRADUATE SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT**

Approved by the GSEHD faculty May 10, 2018

**The George Washington University
Graduate School of Education and Human Development**

**Bylaws of the Graduate School of Education and Human Development at the
George Washington University**

I. NAME OF THE ORGANIZATION

The name of this organization shall be the Graduate School of Education and Human Development, hereinafter GSEHD.

II. MISSION

The GSEHD, strategically based in the nation's capital and serving the global community, develops informed and skilled leaders through innovative teaching and learning that: Engages in scholarly inquiry that raises the level of academic excellence by enriching theory, policy, and practice across the life-span; Promotes leadership, diversity, learning, and human development reflective of changing global societies; Creates public and private partnerships; and Advocates continuous self-examination and critical analysis towards excellence.

III. PURPOSE OF BYLAWS

These Bylaws establish the structures and procedures by which the Faculty of GSEHD exercise their responsibilities in fulfilling the GSEHD's mission. The construction, validity and effect of these bylaws will not contravene regulations established by the Trustees, the University, or the *Faculty Code*.

IV. MEMBERSHIP IN THE FACULTY

Voting membership in GSEHD includes all faculty whose primary appointments are regular faculty and specialized faculty as defined by the *Faculty Code*: University Professor, Professor, Associate Professor, Assistant Professor, and Instructor.

Nonvoting membership in GSEHD shall extend to other faculty members who are appointed as visiting faculty, part time faculty or secondary, or courtesy appointed faculty.

V. AUTHORITY OF THE FACULTY

The duties of the voting members of the faculty include, but are not limited to:

- (1) Attendance at meetings, regular and special, that are called during the year

- (2) Periodic evaluation of Administrators.

VI. ADMINISTRATIVE UNITS

An Administrative Unit is defined as an organizational component with one or more Administrative Officers, a budget and identified fiscal responsibility, and authority over and responsibility for specified functions within the GSEHD. There are various Administrative Units within GSEHD: The Office of the Dean, Academic Departments, and Other Administrative Units.

- (1) **The Office of the Dean:** The Administrative Officers of the Office of the Dean consist of the Dean and Associate/Assistant Dean(s). The Office of the Dean shall collaborate with the other Administrative Units in exercising its authority and carrying out its responsibilities in:
- (a) Implementing the strategic direction and plan for the GSEHD
 - (b) Approving the establishment of programs and program locations
 - (c) Approving the granting of degrees
 - (d) Granting admissions and financial aid
 - (e) Determining the standards of scholarship
 - (f) Coordinating the accreditation of GSEHD
 - (g) Making decisions related to student appeals
 - (h) Promoting of academic programs
 - (i) Monitoring the facilitation of equal opportunities for all students, faculty, and staff
 - (j) Approving all sponsored projects.
- (2) **The Academic Departments:** The Administrative Officer of each Department shall be the Chair. The number and composition of Academic Departments shall be determined by the Dean in consultation with the faculty. Each Academic Department has the following authority and responsibilities:
- (a) Selection and recommendation for appointment of the Department Chair in accordance with the *Faculty Code*
 - (b) Establishment of criteria and procedures for evaluating the Department Chair and reporting evaluation results to the Department Chair
 - (c) Academic instruction and advising
 - (d) Professional development of the faculty
 - (e) Recommendations for faculty appointment, retention, tenure, promotion, leave, and retirement
 - (f) Recommendations relative to student admissions, financial aid, appeals, and disciplinary actions
 - (g) Program accreditation and Academic Program Review compliance shared with the Dean's Office
 - (h) Planning the direction and total responsibilities of the Department
 - (i) Recommendations relative to the establishment and deletion of courses and

programs

- (j) Academic program development and enhancement
- (k) Providing equal opportunities and fair treatment for all students, faculty, and staff.

- (3) **Other Administrative Units:** The Administrative Officer of other Administrative Units shall be the Director. Administrative Units that reflect faculty, program, and/or Department interests shall be directly responsible to and operate under the Department Chair. Each Academic Department shall determine the policy and procedures for those Administrative Units. Administrative Units that reflect school-wide interests shall be directly responsible to and operate under the authority delegated by the Dean.

VII. ADMINISTRATORS

- (1) The Dean shall be the chief Administrative Officer of GSEHD with the following responsibilities:
- (a) Developing the strategic direction and plan for the GSEHD
 - (b) Coordinating relationships among the Departments and other Administrative Units
 - (c) Maintaining relationships within the University and among Administrative Officers
 - (d) Maintaining relationships with individuals and groups outside the University that relate to GSEHD's interests, needs and directions
 - (e) Securing adequate resources and facilities necessary for the work of GSEHD
 - (f) Reviewing and concurring or disagreeing with Department recommendations concerning appointments, retention, tenure, promotion, leave, retirement, and appeals
 - (g) Employing, supervising, and terminating staff of GSEHD
 - (h) Assisting Departments and Administrative Units with program development and promotion
 - (i) Developing and controlling the budget
 - (j) Holding meetings of GSEHD Department Chairs
 - (k) Overseeing off-campus programs and activities
 - (l) Overseeing the program review process
 - (m) Providing administrative assistance to the faculty
 - (n) Monitoring adherence to all policies and procedures specified in the GSEHD Bylaws
 - (o) At the request of any committee, serving or designating an Associate/Assistant Dean to serve as a non-voting participant of that committee
 - (p) Submitting an annual report to the faculty that includes the following information: the state of the GSEHD in terms of enrollment, budget, trends, future outlook, state of affairs in each Department; standing committee reports; specific recommendations concerning all aspects of the GSEHD; and any other appropriate information related to the status of the GSEHD.

- (2) Selection of a Dean

To select a Dean, a search committee shall be formed consisting of the following:

- a. at least five and at most ten full time faculty members elected by the full-time faculty of the GSEHD
- b. the Provost or a representative of the Provost designated by the Provost
- c. one or two current students
- d. and one or two alumni
- e. the search committee may include other members as determined by the full-time faculty
- f. one or two members of the Board of Trustees

The Chair of the search committee, elected by the voting members of the search committee shall hold a tenured appointment with the rank of professor. The search committee shall establish criteria for the Dean's search including a position description and this will be presented for approval by all GSEHD faculty eligible to vote as well as by the Provost. The committee shall then circulate a vacancy announcement and screen applicants. The search committee will recommend candidates for the deanship in a non-prioritized list to the President and the Provost. The President and the Provost may specify how many candidates the search committee will recommend which shall ordinarily be three. All final candidates for the position of Dean will normally be brought to the campus for interviews which will include but not be limited to a separate scheduled presentation by the candidate to each of the following constituent groups: GSEHD faculty, GSEHD staff, and GSEHD current students. Written feedback from members of the constituent groups will be gathered by a member of the search committee.

- (3) The Associate and Assistant Deans shall serve as administrators for GSEHD under the authority of the Dean, who may delegate the following responsibilities to them:
 - (a) Analyzing and monitoring the fiscal status of GSEHD
 - (b) Serving as a liaison to other University Offices
 - (c) Overseeing the academic operations of GSEHD, Academic Program Reviews, Admissions and Student Services, GSEHD Physical Systems, and Sponsored Research projects
 - (d) Performing other administrative tasks and responsibilities
 - (e) At the request of any committee, serving as a non-voting participant of that committee
 - (f) Presenting an annual report to the GSEHD Faculty including the information under VII.(1)p
 - (g) Carrying out the policies established by the GSEHD Faculty
 - (h) Keeping the Faculty regularly informed all matter that affect GSEHD.
- (4) The Department Chair shall be the chief administrator for an Academic Department with the following responsibilities:
 - (a) Developing and implementing the strategic direction and plan for the Department
 - (b) Supporting and promoting faculty research efforts in coordination with the dean's office
 - (c) Maintaining relationships with other units in GSEHD and its administrators
 - (d) Maintaining relationships with the individuals and groups outside the

University on all Departmental matters

- (e) Participating in the planning and assignment of facilities
 - (f) Planning and managing the Department Budget
 - (g) Overseeing completion of the class schedule for each semester both on- and off-campus
 - (h) Employing, supervising, evaluating, and terminating staff of the Department
 - (i) Evaluating faculty of the Department, establishing procedures for periodically informing faculty as to their progress toward promotion and tenure, and recommending salary
 - (j) Recommending the appointment of all part time faculty of the Department both on-and off-campus
 - (k) Submitting to the Dean an annual report on the state of the Department.
- (5) The Director of the units identified as Other Administrative Units in VI (3) and shall perform roles and responsibilities as specified by the Dean or the Department Chair for the purpose(s) of that administrative unit. The Director shall submit an annual status report of the administrative unit to the Dean or Department Chair.

VIII. MEETINGS OF THE FACULTY

All GSEHD faculty meetings shall be governed by the *Robert's Rules of Order, Newly Revised*.

Regular Meetings of voting faculty members shall be held throughout the academic year, per the following:

- (1) The Dean of GSEHD shall establish the agenda, meeting place, and time of meetings
- (2) Notice of the regular meeting agenda shall be distributed to the voting faculty members of GSEHD from the Office of the Dean at least seven working days prior to each regular meeting
- (3) Items for the agenda of a meeting may be submitted to the Dean of GSEHD by any member of the GSEHD in writing ten working days before the publication of the agenda for the meeting
- (4) Minutes of the meeting shall be recorded, published, and sent to the voting faculty members of GSEHD within ten working days following the regular meeting
- (5) All minutes of the meeting shall be subject to approval by the voting faculty members at the following regular meeting of the voting faculty members of the GSEHD.

One-half of the number of voting faculty members plus one member shall make a quorum. Faculty on leave are not included in the number of voting faculty members. If there is a quorum, to take action on any item of the agenda, there must be a majority vote of those present and voting.

Special meetings may be called for a specific purpose by the Dean of GSEHD as needed at any time of the academic year. Notice of the meeting agenda shall be distributed to the voting faculty

members of GSEHD from the Office of the Dean at least seven working days prior to each meeting. In the case of special situations, the requirement of notice may be waived by a motion to suspend the rules.

IX. STANDING COMMITTEES

Standing Committees exist to perform a continuing function and maintain a close working relationship with the Dean of GSEHD to assure continuous rapport between the Office of the Dean and the Faculty of the GSEHD. The Standing Committees are: Executive, Curriculum, School-Wide Personnel Committee (SWPC), Doctoral Studies, Post Master's Appeals, and Master's Appeals.

A Standing Committee must be constituted either by specific provision of the Bylaws or by a resolution that is in effect a special rule of order and therefore requires the same notice and approval as an amendment to the Bylaws.

The members of Standing Committees shall serve staggered 2-year terms and continue their duties until their successors have been chosen. Staggered terms are selected by lot. There are no limits to the number of terms of service. The Dean and/or Associate/Assistant Dean(s) may be invited to attend or invited to serve as non-voting participants of any standing committee or committee meeting at the request of the committee. At any time, any committee may choose to operate in executive session with elected members only present. The Committees may also invite specific members of the Dean's staff to attend or serve as non-voting Committee participants.

Each Standing Committee will elect a Chair annually or more frequently if the office becomes vacant, from among the voting faculty members of that Standing Committee by a majority vote of that Standing Committee's members. Chairs may be re-elected. No one shall concurrently chair more than one Standing Committee. The Committee Chair shall be responsible for:

- (1) Convening and chairing all meetings of the Committee in accordance with *Roberts Rules of Order, Newly Revised*
- (2) Securing an adequate site for each meeting
- (3) Developing and distributing an agenda to the Committee one week prior to the meeting; distributing minutes one week following the meeting; and maintaining any other necessary records of Committee business and distributing copies to Committee members and relevant others
- (4) Submitting a proposed budget for the operation of committee, if appropriate
- (5) Submitting a written annual report of committee activities to the voting faculty members prior to the end of the academic year
- (6) Making recommendations relative to committee functions, committee continuation, and related information in the annual report.

Standing Committees must distribute Committee meeting dates at least one week before each meeting to permit any interested faculty members to attend (but not vote). In emergency

situations, Standing Committees must provide 1-day advance notification of their meetings.

X. EXECUTIVE COMMITTEE

The Executive Committee shall be constituted as follows:

- One regular faculty member elected by each Academic Department
- The Chair of each Academic Department
- The Chair of the Executive Committee shall be elected from among the elected members of the Committee but shall not be an Academic Department Chair.

The Executive Committee shall be responsible for the following:

- (1) Representing the faculty in advising the Dean in all matters pertaining to GSEHD with the exception of individual faculty personnel matters
- (2) Reviewing the mission and strategic plan of GSEHD and recommending changes to the Dean, as needed
- (3) Making decisions for the faculty or faculty committees on any emergency matters that occur outside of the September to May academic year
- (4) Serving as the liaison with the GWU Provost's Office for evaluating the GSEHD Dean.
- (5) Establishing the criteria and manner of conducting periodic evaluations of Administrators to take place no less than every three years:
 - (a) The Associate and Assistant Dean(s) shall be evaluated by all voting faculty members. The Executive Committee shall consult with the Dean regarding the evaluation criteria and the manner of conducting the evaluation. The Executive Committee shall report the results of the evaluation to the Dean. The Dean and the Chair of the Executive Committee shall present and discuss the results with the Associate or Assistant Dean(s). The Executive Committee shall present a summary to the faculty
 - (b) The Directors of Administrative Units shall be evaluated by Dean. The Executive Committee shall collaborate with the Dean regarding the evaluation criteria and the manner of conducting the evaluation. The Dean shall report the results of the evaluation to the Director and shall discuss with her or him the implications of the evaluation. The Dean shall report the results of the evaluation and a summary of the evaluation conference with the Director to the Executive Committee.
- (6) Oversee salary equity issues and concerns of the faculty
- (7) Dealing with matters related to the GSEHD Bylaws as follows:
 - (a) Considering all proposals for amendments or substantive modifications to the GSEHD Bylaws and making recommendations to the voting members of the faculty
 - (b) Considering all recommendations for editorial changes to the GSEHD Bylaws for purposes of accuracy, making changes as necessary, and announcing those changes to the GSEHD faculty. Editorial changes will not require a vote by voting faculty members unless a challenge is made

- (c) Systematically reviewing the GSEHD Bylaws for consistency of policy and practice within GSEHD and the University, and advising the GSEHD faculty accordingly
- (d) Ensuring that official archives of past and current versions of the GSEHD Bylaws are maintained by the Office of the Dean.

XI. CURRICULUM COMMITTEE

The Curriculum Committee shall deal with matters relevant to the curriculum at the Master's level. The Curriculum Committee shall be constituted as follows:

- (1) One regular faculty member elected by each Academic Department.

The Curriculum Committee shall be responsible for the following:

- (1) Considering all proposals for new regular course offerings and experimental 6100/8100 series courses referred by GSEHD Departments and making recommendations to the Office of the Dean
- (2) Considering all proposals for new programs in GSEHD and making recommendations to the Office of the Dean
- (3) Considering all proposals for the termination of programs and to making recommendations to the Office of the Dean
- (4) Systematically reviewing existing programs and courses of GSEHD and its Departments, and making recommendations in the following sequence to: 1) Program coordinator(s), 2) the Department Chair(s), 3) the faculty of the Department(s), 4) the Office of the Dean.

XII. SCHOOL-WIDE PERSONNEL COMMITTEE (SWPC)

The School-Wide Personnel Committee (SWPC) shall deal with matters related to faculty appointment, retention, tenure, promotion, and equal employment opportunity. The SWPC shall be constituted as follows:

- One tenured faculty member elected by the tenured and tenure-accruing faculty in each Academic Department
- The Dean or her/his appropriate representative as a non-voting participant

The School-Wide Personnel Committee (SWPC) shall be responsible for the following:

- (1) Developing and recommending policies and procedures related to faculty appointment, retention, tenure, promotion, and equal employment opportunity pertinent to all GSEHD faculty, which are not specifically stated in the *Faculty Handbook* or in the *Faculty Code*, and evaluating the consistency across GSEHD Department policies and procedures
Recommending criteria and procedures related to appointment, retention, tenure, and

promotion pertinent to all GSEHD faculty

- (2) Reviewing Department faculty recommendations concerning tenure, promotion, and appointments with tenure to determine whether the standards of excellence provided in the *Faculty Code* and with published GSEHD and Department criteria have been met. Compelling reasons for concurring or non-concurring with such recommendations are found in Section D.3 of the *Faculty Code*, and Section B.5, Procedures for the Implementation of the *Faculty Code*.
- (3) Reviewing Departmental requests for tenure accruing lines and making recommendations to the Dean
- (4) Promoting and ensuring an equal employment opportunity policy for all faculty members and for all who seek faculty status in GSEHD
- (5) Evaluating needs and recommending faculty development activities as appropriate for GSEHD.

In conducting its affairs, the Committee will observe the following:

- All discussions and recommendations of the Committee are to be held in strict confidence
- The voting members of the Committee shall have the right to declare a portion of the meeting closed to non-Committee members when issues of a confidential nature are to be discussed
- The Committee may request that a Department Chair, or other academic members of GWU with relevant expertise attend a meeting, to help explain a tenure or promotion candidate's contribution in her/his field
- Absentee votes on recommendations submitted in writing to the Chair will be accepted only on the condition that, in the judgment of the majority of the Committee, the member casting the absentee vote has been present for a significant portion of the Committee's discussion of the issue being voted upon
- All necessary communications between the Committee and the Dean, faculty members, and Departments will be made through the Chair of the SWPC
- Any appeals of Committee decisions must follow the procedures described in the *Faculty Code* and in "The Procedures for the Implementation" of the *Faculty Code*.

The Committee will proceed in the following manner:

- (1) The Department Chair will forward to the Committee all tenure and/or promotion recommendations. Recommendations will be accompanied by appropriate documentation as identified in the *Faculty Code*. The Committee shall conduct its independent evaluation taking into account the criteria and procedures established by the *Faculty Code*, the GSEHD Bylaws, and the candidate's Department.
- (2) The SWPC can initiate a request for additional materials from a faculty member and inform the Department Chair of such request

- (3) After deliberation, the Committee will vote. The vote shall be recorded and presented to the Dean.
- (4) The SWPC representative from the candidate's Department may participate in the discussion but recuses self from the vote.

The guidelines for tenure, promotion, contract renewal, and personnel actions appear in Appendix I of the Bylaws.

XIII. DOCTORAL STUDIES COMMITTEE

The Doctoral Studies Committee shall deal with matters related to programs, policies, and procedures of advanced graduate studies (studies beyond the Masters). The Doctoral Studies Committee shall be constituted as follows:

- One regular faculty member elected by each doctoral program
- One regular Research Methods faculty member elected by the Research Methods faculty.

The Doctoral Studies Committee shall be responsible for the following:

- (1) Considering proposals concerning programs, policies, and procedures for doctoral and specialist programs and to making recommendations to the faculty
- (2) Initiating proposals it deems worthy of consideration concerning policies and procedures which affect candidates, generally
- (3) Participating in reviews, evaluations, and studies of various operational issues associated with advanced graduate studies.

XIV. POST MASTER'S APPEALS COMMITTEE

The Post Master's Appeals Committee shall deal with appeals from applicants to or students in the programs of study leading to the Education Specialist (Ed.S.) or the Doctor of Education (Ed.D.) degree. The Post Masters Appeals Committee shall be constituted as follows:

- One regular faculty member elected by each doctoral program
- One regular Research Methods faculty member elected by the Research Methods faculty.

The Post Master's Appeals Committee shall be responsible for the following:

- (1) Making recommendations to the Office of the Dean on actions regarding appeals
- (2) Proposing policies and procedures for the post-masters appeals process in consultation with the Office of the Dean
- (3) Making recommendations to the Doctoral Studies Committee, as appropriate, regarding post-master's academic policies related to post masters students.

In conducting its affairs, the Committee will observe the following:

- Individuals may appeal to the Committee when contesting GSEHD admission decisions or requesting exceptions to existing GSEHD policies and procedures
- Review by the Committee is considered a formal appeal and students must first attempt to resolve the dispute informally.

XV. MASTER'S APPEALS COMMITTEE

The Master's Appeals Committee shall deal with appeals from candidates for the Master of Arts (M.A), Master of Arts in Teaching (M.A.T.) and Master of Education (M.Ed.) degrees and Graduate Certificates regarding issues and concerns of an academic nature such as residency requirements, admissions decisions, academic sanctions, and grade appeals.

The Master's Appeals Committee shall be constituted as follows:

- One regular faculty member elected by each Academic Department
- Two non-voting doctoral students elected by the faculty on the Master's Appeals Committee from amongst those students suggested by the academic Departments. The elected students should be enrolled in different doctoral programs.

The Master's Appeals Committee shall be responsible for the following:

- (1) Making recommendations to the Office of the Dean on actions regarding appeals
- (2) Making recommendations to the Office of the Dean, as appropriate, regarding policies of an academic nature related to masters' degree students.

In conducting its affairs, the Committee will observe the following:

- Individuals may appeal to the Committee when contesting GSEHD admission decisions or requesting exceptions to existing GSEHD policies and procedures
- Review by the Committee is considered a formal appeal and students must first attempt to resolve the dispute informally.

XVII. AD HOC COMMITTEES

The purpose of an Ad Hoc Committee shall be identified and the committee appointed, as the need arises, to carry out a specific task. Once the specific task is completed (i.e. presentation of its final report to the assembly), the Ad Hoc Committee will cease to exist. An Ad Hoc Committee should not be appointed to perform a task that falls within the assigned function of an existing standing committee. Ad hoc committees shall be appointed by the Dean after the endorsement of the membership and scope of the charge by the Executive Committee.

XVIII. AMENDMENTS TO THE BYLAWS

The procedure for amending the Bylaws is as follows:

1. Proposed amendments to the Bylaws shall be submitted in writing by any member(s) of the voting faculty members to the Executive Committee
2. The Executive Committee shall study the proposed amendments and, if approved, present the proposed amendments to the voting faculty members with its recommendation
3. Amendments to the Bylaws shall be submitted in writing by the Executive Committee to the voting faculty members 14 days in advance of a regular GSEHD meeting
4. Amendments to the Bylaws shall be presented and discussed at a regular GSEHD meeting of the voting faculty members
5. The voting faculty members shall vote on the proposed amendments at the next regular or special GSEHD meeting or subsequent meetings
6. Proposed amendments to the Bylaws must receive the approval of 2/3 of those present and voting.