The Board of Trustees of The George Washington University has authorized the publication of this recodification (first printing, 1937; second printing, 1945; third printing, 1958; fourth printing, 1964; fifth printing, 1976; sixth printing, 1980; seventh printing, 1986; eighth printing, 1996; ninth printing, 2004 of the Faculty Code governing the academic personnel, together with Procedures for the Implementation thereof.

This recodification was adopted by the Board of Trustees at its meeting on February 28, 2003, as recommended in part by the Committee on Professional Ethics and Academic Freedom of the Faculty Senate, the Faculty Senate, and the President of the University. The University is indebted to several committees of the Faculty and of the Board of Trustees and to the administrative officers for their work in compiling and revising these rulings, which constitute the statement of the rights and privileges, and the responsibilities, of the academic personnel of the University.

January 2004

Contents

Faculty Code

I. Grades of Academic Personnel . . 1
   A. Retired Status ..................... 1
   B. Active Status ..................... 1
   1. Regular .......................... 1
   2. Limited Service ................... 2
   3. Visiting .......................... 2
   4. Research Staff .................... 2
II. Academic Freedom .................. 2
III. Professional Responsibilities .... 2
IV. Appointment, Reappointment,
    Promotion and Tenure ............... 4
    A. Appointment ....................... 4
    1. Statements of Terms
       and Conditions ................... 4
    2. Limited Service
       Appointments ..................... 4
    3.1 Regular Tenure-Accruing
       Appointments ..................... 5
    3.2 Regular Non-Tenure-Accruing
       Appointments ..................... 6
    4.1 Stated Periods by Rank for Regular
       Tenure-Accruing Appointments ...... 6
    4.2 Stated Periods by Rank for Regular
       Non-Tenure-Accruing
       Appointments ..................... 7
    5. Criteria and Procedures for
       Appointments ..................... 7
    B. Promotion ......................... 7
    C. Tenure ........................... 8
    D. School-Wide Personnel
       Committees ........................ 9
    E. Nondiscrimination ................ 9
V. Termination of Service ............ 10
    A. Expiration of Definite-Period
       Appointments ..................... 10
    B. Termination of Non-Tenured
       Appointments ..................... 10
    1. Notice of Nonrenewal of
       Appointment ....................... 10
Faculty Code
Governing the Academic Personnel of the University

The Board of Trustees of The George Washington University, by virtue of the authority vested in it by the University Charter, hereby establishes the following Faculty Code. The Faculty Code applies to all University faculty in all colleges, schools, departments, and comparable educational divisions. Constitutions, by-laws, and established procedures of governance devised by subdivisions of the University are subordinate to the letter and spirit of the Faculty Code.

I. GRADES OF ACADEMIC PERSONNEL
The grades of academic personnel are:

A. Retired Status
University professor emeritus, professor emeritus, professor emeritus in residence, associate professor emeritus, associate professor emeritus in residence, and retired (in any given rank for age or disability).

B. Active Status
1. Regular: University professor, professor, associate professor, assistant professor, and instructor. Each of the regular, active-status ranks may be tenure-accruing or non-tenure-accruing as specified in the original letter of appointment. However, the proportion of regular, active-status faculty serving in non-tenure-accruing appointments shall not exceed 25 percent in any school, nor shall any department have fewer than 50 percent of its regular, active-status faculty appointments either tenured or tenure-accruing. The foregoing shall not apply to the Medical Center faculty who are stationed at affiliated institutions, nor to the faculties of the Law School or of the College of Professional Studies.
F. Regular, active-status members of the faculty shall have the primary responsibility of devoting their time, thought, and energy to the service of the University. No such member of the faculty shall accept an outside teaching appointment during the academic year or engage in any other regular activity of a remunerative nature without the approval of the University. Even when officially approved, such employment shall not be permitted to interfere with a faculty member's responsibility to the University.

IV. APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE

A. Appointment

1. Statements of Terms and Conditions

a) New faculty appointments shall be made by a letter signed by the appropriate corporate officer of the University. The appointee may accept the appointment by signing a copy of the letter of appointment and returning it to the University. A copy of this Code shall accompany or precede the letter of appointment and shall be considered part of the agreement between the faculty member and the University.

b) Tenured members of the faculty and faculty members (except those appointed in the Medical Center) whose appointments do not expire or whose appointments will be renewed shall be notified in writing annually, on or about May 15, of changes in rank or of other terms and conditions of service for the next academic year and further shall be notified annually in writing of changes in salary, no later than November 1.

2. Limited Service Appointments

All appointments to limited service active status (as defined in Article I, Section B, Paragraph 2) shall be for a specified period of a year or less. Such appointments may be renewed an unlimited number of times.

3.1 Regular Tenure-Accruing Appointments

a) All appointments or reappointments to regular, active-status positions shall be for a specified term except for those that confer tenure.

b) The total of such terms, including all full-time service at the rank of instructor or higher in this or other recognized institutions of higher learning, shall not exceed seven years. The following provisions apply:

1) A faculty member with more than three years' previous full-time service at another institution may be appointed at any rank below that of professor without tenure for four years as a term or condition of his or her initial appointment, even though his or her total period of service in the academic profession is thereby extended beyond seven years.

2) Leaves of absence to engage in authorized teaching or research activities at another institution shall be included in this seven-year period.

3) Leaves for study toward a degree, leaves for military or for personal reasons, and defense leave shall not be included in this period. A partial leave for family or medically related purposes of sufficient duration may justify an appropriate partial extension of the probationary period.

c) A faculty member of the rank of assistant professor or higher who will not be granted tenure at the end of the final year of his or her maximum term of appointment shall be so notified in writing no later than June 30 preceding the year in which his or her appointment will expire. However, notwithstanding any other provision of Articles IV and V of the Faculty Code, if a decision on tenure has not become final by such June 30 deadline due to a failure to resolve an administrative nonconcurrence with a faculty recommendation, the June 30 deadline may be extended for up to 60 days, provided the appropriate administrative officer has given written notice of such extension to the faculty member no later than the original June 30 deadline. A faculty member who does not receive notice of denial of tenure
by the date required under the preceding two sentences shall not be granted tenure at the end of his or her pending term of appointment, but instead shall be granted a one-year extension of such term. If not notified by June 30 of the final year of the non-extended term of appointment that tenure will not be granted, he or she will acquire tenure at the end of the extended term.

3.2 Regular Non-Tenure-Accruing Appointments

a) Letters of appointment to positions that will not normally lead to the consideration of the appointee for tenure shall include a statement to that effect.

b) Members of the faculty who are stationed at affiliated institutions and assigned to educational programs of the Medical Center and who have been appointed to regular, active-status positions without tenure prior to the effective date of this Code may continue to be appointed without tenure.

4.1 Stated Periods by Rank for Regular Tenure-Accruing Appointments

a) Instructors
Instructors shall be appointed for an initial period of one year and may be reappointed for not more than three additional one-year periods. No reappointments shall, except by special action of the Board of Trustees upon recommendation by the appropriate faculty body and the appropriate officers of administration, extend any individual's total period as an instructor beyond four years. Tenure shall not be conferred at this grade.

b) Assistant Professors
Assistant Professors may be appointed for a period of not more than three years and may be reappointed, with or without tenure, for one or more additional periods.

c) Associate Professors
Associate Professors may be appointed with tenure or for a period of not more than four years without tenure, and may be reappointed, with or without tenure, for one or more additional periods.

d) Professors
Professors may be appointed with tenure or for a period of not more than three years without tenure.

e) University Professors
University Professors shall be appointed with tenure. The process of making such appointments shall be as follows:

1) The candidate shall be recommended by one or more departments or schools; and

2) The candidate shall be recommended by the Executive Committee of the Faculty Senate and/or by a faculty committee appointed by the President; and

3) The candidate shall be recommended by the Vice President for Academic Affairs and by the President, the appointment to be approved by the Board of Trustees.

4.2 Stated Periods by Rank for Regular Non-Tenure-Accruing Appointments

Faculty members with regular, non-tenure-accruing appointments at any rank may be reappointed to the same rank or to a higher one as many times as the needs of the University may require.

5. Criteria and Procedures for Appointments

Each school shall establish and publish criteria on which regular faculty appointments will be based. Additional criteria that may exist in the departments shall also be published. Each department or nondepartmentalized school shall establish and publish the procedures to be followed for recruitment, assembling all relevant information, and making recommendations for appointments to the regular faculty.

B. Promotion

1. Promotion shall be dependent upon professional competence as evidenced by teaching ability, productive scholarship, participation and leadership in professional societies, service to the University, and public service.
2. As general practice, a promotion shall be accompanied by an appropriate increase in salary.
3. Each school or comparable educational division shall establish and publish criteria on which promotion will be based. Additional criteria that may exist in departments shall also be published. Each department or nondepartmentalized school shall establish and publish the procedures followed for making decisions concerning promotions.
4. Each department or school shall establish procedures for periodically informing faculty members whether they are making satisfactory progress toward promotion.

C. Tenure
1. Tenure shall be dependent upon professional competence as evidenced by teaching ability, productive scholarship, participation and leadership in professional societies, service to the University, and public service. Upon a specific showing that the academic needs of the University have changed with respect to a particular position, that factor may also be considered in determining whether tenure shall be granted.
2. Each school or comparable educational division shall establish and publish criteria on which the granting of tenure will be based to implement the factors itemized in Paragraph 1. Such criteria shall be stated separately from the criteria for promotion. Any additional criteria for tenure that may exist in departments shall also be published. Each department or nondepartmentalized school shall establish and publish the procedures followed for making decisions concerning tenure.
3. To aid faculty members in assessing their potential for achieving tenure, each department, division, or comparable program shall establish procedures for informing individual faculty members, upon request, concerning probable status with regard to tenure. Such information will not constitute a commitment to recommend tenure.

D. School-Wide Personnel Committees
To implement the procedures required in Sections B.3 and C.2 above, each school shall establish a school-wide personnel committee, either as an elected standing committee or of the school faculty acting as a committee of the whole, to consider recommendations for appointments with tenure, for promotion, or for tenure of regular full-time faculty. Such committees may request additional information, documentation, or clarification respecting such recommendations. Further:
1. An elected standing committee, sitting in review of recommendations originating from a department or equivalent unit, shall advise the dean of that school whether the candidate has met the relevant school and department criteria and whether it has identified any "compelling reasons" that may exist for not following the departmental or unit recommendation. Such advisories shall not be construed as "faculty recommendations" as defined by Section B.3 of the Procedures for Implementation of the Faculty Code.
2. When the faculty of a school, sitting as a committee of the whole, serves as the school's personnel committee and initiates recommendations to the dean for appointments and actions affecting renewal of appointments, promotion, tenure designation, and termination of service, such recommendations shall be construed as "faculty recommendations" in the sense of the Procedures, Section B.3.
3. In the College of Professional Studies, the Dean's Council shall take the place of the elected standing committee or committee of the whole described in this Part D.

E. Nondiscrimination
Appointments, renewals, terminations, promotions, tenure, compensation, and all other terms and conditions of employment shall be made solely on the basis of merit and without regard to race, color, religion, sex, sexual orientation, national origin, or other considerations prohibited by law.
V. TERMINATION OF SERVICE

A. Expiration of Definite-Period Appointments
All appointments for a definite period of service expire automatically with the completion of such period of service, subject, as appropriate, to the safeguards specified in this Article and in Article IV.

B. Termination of Non-Tenured Appointments

1. Notice of Nonrenewal of Appointment
Written notice that an appointment is not to be renewed shall be given to a regular, active-status faculty member in advance of the expiration of his or her appointment, according to the following minimum periods of notice:
   a) Not later than March 1 of the first academic year of faculty service in the University in the case of a one-year appointment;
   b) Not later than December 1 of the second academic year of such service in the case of a two-year appointment or the renewal of a one-year appointment;
   c) Not later than June 30 preceding the final academic year after two or more academic years of service in the University.

2. Notice by Member of Termination or Declination of Renewal
A member of the faculty who desires to terminate an existing appointment or to decline a renewal shall give notice in writing no later than April 1 if the faculty member's rank is instructor or assistant professor, and no later than March 1 if the rank is higher, or within thirty days after receiving notice of the terms and conditions of service for the next academic year, whichever date is later; but the faculty member may properly request a waiver of this requirement in case of hardship or in a situation that might entail the denial of substantial professional advancement.

3. Dismissal and Late Notice
Dismissal of a faculty member during a non-tenured appointment, or the nonrenewal of such an appointment with less than the required advance notice, shall be preceded by a statement of reasons and shall be subject to the provisions of Article X of this Code.

C. Termination of Tenure

Grounds for termination: Until retirement of a faculty member in accordance with other provisions of this Code, and subject to the provisions of Article X, an appointment with tenure shall be terminable by the University only for adequate cause, termination of program, or on account of extraordinary financial exigency, in the latter two cases after not less than twelve months' notice to the faculty member.

1. Adequate Cause
Adequate cause shall mean unfitness to perform academic duties because of:
   a) incompetence;
   b) lack of scholarly integrity;
   c) persistent neglect of professional responsibilities under this Code; or
   d) gross personal misconduct that destroys academic usefulness.

2. Termination of Program
The University may be required to terminate the appointments of tenured faculty members as a result of the termination of an entire instructional program because of a substantial decline in enrollment in the program or because of the expiration of grants, contracts, or other sources of funding on which the program's financial viability depends.
3. Extraordinary Financial Exigency

The University may be required to terminate the appointments of tenured faculty members because of extraordinary financial exigency. This drastic measure shall be considered only as a last resort, after every effort has been made by the University administration and the Board of Trustees to meet the need in other ways.

4. Obligations of the University

a) Tenured faculty members shall not be dismissed because of termination of their program or extraordinary financial exigency until every effort has been made to place them in suitable positions elsewhere in the University.

b) If an appointment with tenure is terminated because of termination of a program or an extraordinary financial exigency, and, within two years, the program is reinstated or funds become available to restore the position, the released faculty member’s place shall not be filled until he or she has been offered and declined reappointment.

c) Faculty members whose tenured appointments are terminated because of the termination of their program or because of an extraordinary financial exigency shall be provided severance payment of one year’s salary beyond the date of termination of employment.

VI. LEAVE

A. When circumstances permit, for study or for any other valid reason, a leave of absence without salary, or a partial leave for family or medically related purposes with reduced salary, may be granted to a member of the faculty on approval of the department or other appropriate unit (if applicable), the appropriate dean(s), and the Vice President for Academic Affairs. Except for unpaid leaves of absence taken under the Family and Medical Leave Acts, unpaid leaves shall not normally exceed two consecutive academic years, although under unusual circumstances additional unpaid leave may be granted.

B. When circumstances permit, the Board of Trustees shall grant sabbatical leave to a member of the faculty who has served six or more continuous years in a college or university in regular active status, three years of which must have been served in this University, or who has served six or more years in regular active status after a preceding grant of sabbatical leave. The request for sabbatical leave must be accompanied by an outline of the education, research, and/or self-improvement program the applicant proposes to follow if the leave is granted. Such leave must be recommended by the department or other appropriate unit, concurred in by the appropriate administrative official of the corresponding school and the Vice President for Academic Affairs, approved by the President of the University, and granted by the Board of Trustees of the University. By accepting a grant of sabbatical leave, faculty members obligate themselves to continue in the service of the University for at least one year following their leave unless the University agrees to some other arrangement. When faculty members are eligible for sabbatical leave, but for reasons of school or departmental convenience or necessity have their leave deferred, their next eligibility for sabbatical leave shall be computed from the time they became eligible for such leave, not from the date the leave was actually granted. The University shall pay members of the faculty while on sabbatical leave 60% of their salary for two semesters or all of their salary for one semester. (The salary is paid as a compensation for the benefits received by the University from the efforts of the faculty member on leave.)

C. In the event of a national emergency, regular, active-status faculty members will be granted defense leave in accordance with the following provisions:

1. Members of the faculty given defense leave for the duration of an emergency will have the privilege of returning to the service of the University at the beginning of the semester following their release from service.
2. Members of the faculty on defense leave in a civilian status may be requested to return to the University and their defense leave terminated on sixty days' notice.

3. The return to University service of members of the faculty from defense leave is conditioned upon their mental, moral, and physical competence to resume their positions in the University.

VII. RETIREMENT

A. Subject to the needs of the University, a full-time member of the faculty who is fully retired may be invited by the appropriate officers of the University to continue on a part-time basis and appointed for a renewable period not to exceed one academic year. Such appointee shall be designated "emeritus (or retired) in residence."

B. A member of the faculty with long and distinguished service to the University may, upon retirement, be awarded emeritus status. Emeritus status is recommended by the regular, active-status members of the faculty concerned and, with the concurrence of the administration, is awarded by the Board of Trustees. Those eligible for consideration for emeritus status are University professors, professors, adjunct professors, clinical professors, research professors, associate professors, and associate clinical professors. Faculty members in emeritus status shall be entitled to use facilities as arranged with the administration of the University and to participate in faculty meetings without the right to vote. They may serve on committees and may perform such other services as are in keeping with their desires and with the needs of the University.

C. A retired faculty member may use facilities as arranged with the administration of the University and participate in faculty meetings without the right to vote.

D. Subject to programmatic needs, full-time tenured members of the faculty with ten years of continuous full-time service who are above 60 years of age may elect to continue for a mutually agreed period on a half-time or two-thirds-time regular, active-status basis. Benefits and conditions of this reduced service will be as specified in the Faculty Handbook at the time the election is made to retire partially.

VIII. RETIREMENT ANNUITY

The retirement plan for faculty and staff is a defined contribution plan with investment options provided under agreements with TIAA and other carriers. Full-time and regular part-time members of the faculty (as defined in the Faculty Handbook) and those continuing in reduced service under the provisions of Article VII, Section D, are eligible to participate.

IX. FACULTY ROLE IN UNIVERSITY DECISION MAKING

A. The regular, active-status faculty shares with the officers of administration the responsibility for effective operation of the departments and schools and the University as a whole. In the exercise of this responsibility, the regular, active-status faculty plays a role in decisions on the appointment and promotion of members of the faculty and the appointment of the President, deans, departmental chairs, and other administrative officials with authority over academic matters. The regular, active-status faculty also participates in the formulation of policy and planning decisions affecting the quality of education and life at the University. This participation includes an active role in the development, revision, or elimination of curricular offerings of each department or school. The regular, active-status members of the faculty of a school are also entitled to an opportunity to make recommendations on proposals concerning the creation, consolidation, or elimination of departments, institutes, or other academic or research units making up a part of that school. The Faculty Senate or an appropriate committee thereof is entitled to an opportunity to make recommendations on proposals
concerning the creation, consolidation, or elimination of schools or other major components of the University.

B. The faculty cannot perform an effective and responsible role in University decision making without the cooperation of the administrative officers of the University. This cooperation includes the provision of such information as is necessary to the development of sound, well-informed recommendations. Faculty bodies charged with responsibilities for particular policy and planning areas are entitled, to the extent feasible, to be informed sufficiently in advance of important decisions within their areas of competence to be able to provide their advice or recommendations to the appropriate University officials.

X. RIGHTS, PRIVILEGES, AND RESOLUTION OF DISPUTES UNDER THIS CODE

A. Rights and Privileges Under This Code

The rights, privileges, and responsibilities of a faculty member, as conferred by this Code, shall be carefully safeguarded in accordance with the highest accepted principles, practices, and procedures of the academic community. An alleged infringement of such rights or privileges or an alleged violation of such responsibilities shall first be considered by the faculty member or members concerned, or by appropriate representatives of the faculty, in cooperation with the responsible administrative officers. If such consideration does not lead to an adjustment satisfactory to the parties involved, the procedures for the implementation of this Article shall be fully utilized.

B. Grievances

To maintain a grievance, the complaining party must allege that he or she has suffered a substantial injury resulting from violation of rights or privileges concerning academic freedom, research or other scholarly activities, tenure, promotion, re-

appointment, dismissal, or sabbatical or other leave, arising from:
1. Acts of discrimination prohibited by federal or local law;
2. Failure to comply with the Faculty Code, or Faculty Handbook, or other rules, regulations, and procedures established by the University;
3. Arbitrary and capricious actions on behalf of the University, or arbitrary and capricious applications of federal or local statutes and regulations;

XI. HEALTH SERVICE

A. The University, recognizing the importance of the health of the teacher to professional competence, shall contribute to the cost of the current and any future basic health care program for all members of the faculty.

B. The facilities of the Emergency Room are available to members of the faculty in emergencies resulting from accidents or sudden, serious illness while on campus.

XII. CONSTRUCTION

As used in this Code and the Procedures for Implementation, words that may imply the masculine gender shall be construed to refer to both the masculine and the feminine genders.

XIII. EFFECTIVE DATE

Having been approved by the Board of Trustees of the University on February 28, 2003, this Code shall, as of that date, supersede all former codes and ordinances. The Board of Trustees of the University directs that this revised Faculty Code be published.
Procedures for the Implementation of the Faculty Code

A. Governance of Departments and Schools*

The regular, active-status faculty and tenured limited service faculty of each department, school, or comparable educational division shall establish written procedures for the governance of that unit.

B. Faculty Participation in Action Concerning Faculty Membership

1. The regular, active-status faculty of each school or comparable educational division shall establish procedures enabling an elected standing committee or committee of the whole to submit its recommendations on the allocation of regular-service, tenure-accruing appointments within that unit.

2. The regular, active-status faculty of the rank of assistant professor or higher of a department or of a nondepartmentalized school or comparable educational division shall, subject to such limitations or guidelines as may be established by the faculties of the respective schools, establish procedures enabling an elected standing committee or a committee of the whole to submit its recommendations for appointments. Recommendations for actions other than appointments concerning instructors, assistant professors, or associate professors shall be determined by the tenured members of the faculty of higher rank or of equal and higher rank, as the faculty may have determined by previously established procedures. Recommendations for actions other than appointments concerning professors shall be determined by tenured members of the rank of professor. In the College of Professional Studies, the Dean's Council shall take the place of the elected standing committee or committee of the whole described in this paragraph 2.

3. Appointments and actions affecting renewal of appointments, promotion, tenure designation, and termination of service shall normally follow faculty recommendations. Departures from this standard shall be limited to those cases involving compelling reasons. The appropriate administrative officer shall notify the Executive Committee of the Faculty Senate of any departures from faculty recommendations and the compelling reasons therefor. The faculty or the appropriate unit thereof shall also be notified unless the Board of Trustees determines that such notification would be contrary to the best interest of the individual or individuals concerned.

4. Faculty recommendations concurred in by the appropriate administrative officers shall be transmitted by them to the President, who shall transmit them to the Board of Trustees. Variant or nonconcurring recommendations from an administrative officer, together with supporting reasons, shall be sent by that officer to the Executive Committee of the Faculty Senate through the appropriate superior administrative officers. The Executive Committee may seek information and advice and make recommendations to the faculty or the appropriate unit thereof and to the appropriate administrative officers. If concurrence cannot be obtained after opportunity for reconsideration in the light of the recommendations of the Executive Committee, the recommendations of the appropriate administrative officers, accompanied by the recommendation of the faculty and the report of the Executive Committee, shall be transmitted to the Board of Trustees through the President, except that, at its discretion, the originating faculty unit may instead elect to leave the decision to the President.

* In the governance of the Medical Center, all faculty eligible for membership in the Medical Center Faculty Assembly shall be eligible to participate whenever the term "regular" faculty appears in this document.
C. Faculty Consultation and Recommendation in the Selection and Continuance of Academic Administrative Officers

1. Department Chairs

The regular, active-status faculty members of a department of the rank of assistant professor and higher shall, subject to such limitations or guidelines as may be established by the faculties of the respective schools, formulate procedures for making recommendations for filling vacancies in the post of department chair. The procedures shall provide for an elected committee of the regular, active-status members of the department, or an appropriate interdepartmental committee, to recommend a candidate for the position. Normally, the appointment shall be made in accordance with the recommendation. Should the appointing official not concur with the committee’s recommendation, that official shall so inform the department concerned and shall indicate the reasons therefor. The committee shall, after consultation with the appointing official, make alternative recommendations until a nomination acceptable to both the department and the appointing official is reached.

2. Deans, Associate Deans, Assistant Deans, and Similar Academic Administrative Officers

a) The academic administrative officers, such as deans, associate deans, assistant deans, Vice President for Health Affairs, or other academic administrative officers of similar rank of a school or other academic unit shall be qualified for faculty membership by training and experience.

b) Appointments to such positions shall be made only after a special or standing committee, elected by the regular, active-status faculty involved from among the faculty’s tenured members, has established criteria (subject to the approval of that faculty as a whole), considered nominations, and reported its recommendations in accordance with the procedures established under Section A, above, to the faculty that elected it or to the appropriate academic administrative officer. In the College of Professional Studies, the special faculty committee performing this function shall be appointed jointly by the Vice President for Academic Affairs and the deans of the schools whose programs are most directly affected by the College of Professional Studies.

c) Such appointees shall hold office only as long as they retain the confidence of the faculty concerned. A formal proceeding to question the continued confidence of the faculty of a school in an academic administrative officer shall be instituted only after faculty members have made a reasonable effort to bring the substance of their concerns to the attention of such officers informally. The formal proceeding shall be conducted as follows:

1) A petition signed by one-third of the regular, active-status members of the rank of assistant professor or higher of the faculty concerned shall be submitted to the Chair of the Executive Committee of the Faculty Senate.

2) The Chair of the Executive Committee shall call a special meeting of the faculty concerned for consideration of the matter. The meeting shall be held within twenty days (on which classes are regularly held in the University) of the time the petition is submitted. Notice of the meeting shall be given to all of the faculty members eligible to vote on the matter.

3) The Chair of the Executive Committee shall preside over the meeting. At this meeting, procedures for balloting shall be determined.

4) Within ten days (on which classes are regularly held in the University) of the first special meeting, a secret ballot of the regular, active-status faculty of the rank of assistant professor or higher shall be taken at a special meeting or by mail on the question of confidence in the administrator involved. The balloting shall be supervised by the Executive Committee of the Faculty Senate.

5) The affirmative vote of a majority of faculty members eligible to vote shall be necessary for the passage of a vote of no confidence. If the resolution
passes, the Chair of the Executive Committee shall forward the results of the proceedings to the President of the University for appropriate action.

3. Vice President for Academic Affairs, Associate or Assistant Vice Presidents for Academic Affairs

Appointments to the position of Vice President for Academic Affairs or Associate or Assistant Vice President for Academic Affairs shall be made only after consultation with the Executive Committee of the Faculty Senate. The Executive Committee may submit names of proposed candidates for these positions and may advise concerning names proposed by administrative officers. Appointees to these positions shall be qualified for faculty membership by training, experience, and continued interest in teaching and research. They shall retain office only as long as they retain the confidence of the Faculty Assembly.

4. Other Administrative Officers

a) The faculty of a school, division, or other organizational unit or group of units shall be consulted for its recommendations regarding the appointment of administrative officers whose concern with academic matters is limited to that unit or group of units. The regular, active-status faculty members of the rank of assistant professor and higher of the organizational unit or units concerned shall establish procedures and criteria for the formulation of such recommendations.

b) The Executive Committee of the Faculty Senate shall be consulted for its recommendations regarding the appointment of administrative officers whose concern with academic matters comprehends all or substantially all of the University.

5. President of the University

The Faculty Assembly shall elect a committee to advise and consult with the Board of Trustees or appropriate members thereof in the selection of a President.

D. Faculty Participation in Action Concerning Curriculum

1. The regular, active-status faculty members of the rank of assistant professor and higher of each school shall establish procedures for their participation, directly or through elected standing committees, in decisions relating to the addition, revision, or elimination of curricular offerings. In the College of Professional Studies, the Dean's Council shall establish procedures for faculty participation in such decisions.

2. At least half of the members of the Dean's Council of the College of Professional Studies shall be tenured faculty members of the schools affected most directly by the College, and those members of the Dean's Council shall be elected by the faculties of their respective schools.

3. The College of Professional Studies shall not initiate a degree program that duplicates a degree program offered by another school. The College shall not initiate a degree program that overlaps substantially with a degree program offered by another school, unless (a) the Dean's Council of the College has approved that program, and (b) the appropriate corporate officer of the University has authorized the College to initiate that program after consulting with the faculty of the other school.

4. The College of Professional Studies shall not confer any degree that duplicates a degree offered by another school. Each degree conferred by the College (whether at the associate's, bachelor's, or master's level) shall carry the designation "of Professional Studies."

5. Prior to the end of each academic year, the Dean's Council of the College of Professional Studies shall submit a written report to the Faculty Senate. Each annual report shall describe the procedures established and other actions taken by the Dean's Council to: (a) facilitate faculty participation in the appointment and promotion of faculty members and in decisions relating to the addition, revision or elimination of curricular offerings of the College;
and (b) address issues arising out of potential substantial overlaps between degree programs offered or proposed to be offered by the College and degree programs offered by other schools.

E. Procedures for Implementation of Article X of the Faculty Code

1. Informal Resolution

Before instituting a formal grievance, the aggrieved party shall make all reasonable efforts to achieve a resolution of the situation through informal consultation with the appropriate faculty members and administrative officers.

2. Dispute Resolution Committee

The Faculty Senate shall elect a Dispute Resolution Committee of fifteen tenured, active-status faculty members, no more than three of whom shall be members of the faculty of any one school (except that four may be members of the faculty of Columbian College and four may be members of the Law School) and none of whom may be serving as academic administrators. The members of the Committee shall serve three-year staggered terms so that the terms of five of the members shall expire each year. The Faculty Senate shall designate the Chair of the Committee from among the members of the Committee. Alternate temporary members may be appointed at any time by the Executive Committee to facilitate the dispute resolution procedures.

3. Preliminary Proceedings

If informal consultation fails to resolve the matter or if the aggrieved party concludes that such consultation is not feasible or would be futile, the aggrieved party shall refer the dispute to the Dispute Resolution Committee by means of a letter addressed to the Chair with copies sent to the Chair of the Executive Committee of the Faculty Senate and to the Vice President for Academic Affairs on behalf of the University. The letter shall identify the general nature and circumstances of the dispute. Unless either the University or the aggrieved party objects, the Chair of the Dispute Resolution Committee shall promptly appoint a special mediator of appropriate qualifications to assist the University and the aggrieved party to resolve the dispute. The special mediator shall report to the Chair of the Dispute Resolution Committee that a mutually satisfactory solution has been achieved, in which case the grievance shall be dismissed, or that efforts at mediation were unsuccessful.

4. Formal Proceedings

a) Commencement of Proceedings

1) If either party declines to mediate or to continue to mediate, or if efforts at mediation are unsuccessful, the aggrieved party may commence formal proceedings by means of a grievance sent to the Chair of the Dispute Resolution Committee, with copies sent to the Chair of the Executive Committee of the Faculty Senate and to the Vice President for Academic Affairs on behalf of the University.

2) The grievance shall identify the aggrieved party as the "Grievant" and shall name The George Washington University as the "Respondent." A grievance may not be brought against faculty members of the University, acting in their individual capacities as faculty members. Consistent with Article X.B., a grievance may only be maintained against the University for official acts. The Vice President for Academic Affairs shall identify the appropriate faculty member or administrative official who shall act on behalf of the University as Respondent.

3) The grievance shall set forth with particularity the nature of the dispute, specifying, consistent with Article X.B., the rights or privileges under the Faculty Code alleged to have been violated, the specific act or acts alleged to constitute the violation, and the remedy sought. The grievance shall also set forth the Grievant's efforts to resolve the dispute informally, or if no such efforts were made, the reasons for failing to make such efforts. No grievance may be maintained on the basis of error that did not affect the substantial rights of the Grievant.
4) Within twenty calendar days of receipt of the grievance the University shall reply in writing, sending copies of the reply to the Chair of the Dispute Resolution Committee, the Chair of the Executive Committee of the Faculty Senate, and the Grievant. The reply shall set forth with particularity the position of the University with respect to each allegation of the grievance.

b) Hearing Committee and Hearing Officer

1) Within a reasonably prompt period of time, ordinarily within ten calendar days of receipt of the grievance and reply, the Chair of the Dispute Resolution Committee shall appoint a Hearing Committee of three members from among the members of the Dispute Resolution Committee. The Chair of the Dispute Resolution Committee shall designate one member of the Hearing Committee to serve as the presiding Hearing Officer. The Hearing Officer shall have appropriate experience and training but need not be an attorney. The Hearing Officer, in addition to serving as a full member of the Hearing Committee, shall assure an orderly, expeditious, and relevant hearing, assure the development of a complete, fair, and reliable record, and advise the Hearing Committee as to issues of substance and procedure.

2) No member of the same department as the Grievant shall sit on the Hearing Committee. Any party to a dispute may disqualify one member of the Hearing Committee by peremptory challenge. Any party may also seek to disqualify any member of the Hearing Committee for cause. The Chair of the Dispute Resolution Committee shall decide any challenges for cause, based on written submissions from the parties. The Chair of the Dispute Resolution Committee shall, from among the remaining members of the Dispute Resolution Committee, fill any vacancies on the Hearing Committee created by challenges.

3) When all challenges have been decided and vacancies filled, and as soon as reasonably possible after receipt of the grievance and reply, the Hearing Officer shall convene the Hearing Committee to review the grievance. If a majority of the Hearing Committee, after an opportunity for argument by the parties, finds that the grievance does not allege facts sufficient to state a grievance under the Code, or that the grievance is based on evidence or allegations substantially the same as those that have previously been heard or decided, or that could have been presented in a previous hearing, the grievance shall be automatically referred to the Dispute Resolution Committee for consideration at the earliest reasonable time. If a majority of the Dispute Resolution Committee, after an opportunity for argument by the parties, agrees that for any of the reasons set out in this section a hearing is not warranted, the grievance shall be dismissed, in whole or in part, and the matters dismissed shall be deemed closed.

4) On the determination that a hearing is warranted, the Hearing Officer shall promptly convene the Hearing Committee, which shall establish a schedule for the hearing. Grievances shall be heard and decided with reasonable dispatch, and, ordinarily, shall be completed by the Hearing Committee within three months after the determination that a hearing is warranted. However, due consideration shall be given to the University's normal academic calendar.

5) Members of the Hearing Committee shall be present during the hearings and deliberations of the Committee, except that the presence during part of the proceedings of one of the two not serving as the Hearing Officer may be waived by agreement of the parties.

6) It shall be the duty of the Hearing Officer to convene promptly the meetings of the Hearing Committee and to preside; to assure the expeditious disposition of the case; to rule on all questions of procedure necessary to the conduct of the hearing, subject to being overridden by the other two members of the Hearing Committee; to control the development of testimony and of evidence in the record; to prepare or assign the writing of an opinion on behalf of the Hearing Committee; and to
advise the Hearing Committee in its deliberations on questions of substance and procedure. The Hearing Officer is a full member of the Hearing Committee, and the Hearing Committee shall decide all ultimate questions of fact, substance, procedure, or policy, by majority vote. The Hearing Officer shall sign dispositive orders on behalf of the Hearing Committee.

7) Members of the Hearing Committee, members of the Dispute Resolution Committee, and the parties shall avoid ex parte communications bearing on the substance of the dispute.

c) Procedure for Hearings

1) The parties to the proceedings shall be entitled to appear in person and to be represented by counsel or other adviser.

2) A grievance procedure is not a formal judicial proceeding. Its purpose is to provide a fair evaluation of an allegation that a right or privilege has been violated. In order to achieve that end, the Hearing Committee shall have authority to call any material witness who is a member of the University faculty, administration, or staff and any other person who is willing to testify; to question parties and witnesses; to exclude matters it deems irrelevant; to place reasonable limits on arguments, the presentation of evidence, and the questioning of witnesses by the parties. The University will make a reasonable effort to facilitate the appearance of all faculty, administration, and staff reasonably called to testify.

3) The procedure at the hearings shall be informal but shall comply with the requirements of fairness to the parties. The Hearing Committee is not required to comply with rules of evidence applicable in courts of law and may receive any relevant evidence that is not privileged. The Hearing Committee may decline to consider evidence when its probative value is outweighed by considerations of unfair prejudice, confusion of the issues, undue delay, waste of time, or needless presentation of cumulative evidence. The parties shall be entitled to testify on their own behalf; to call as material wit-nesses any member of the University faculty, administration, or staff and any other person who is willing to testify; to present written and other evidence; and to cross-examine witnesses called by other parties. A party shall be entitled to inspect and copy, in advance of the hearing, all relevant documents in the control of the other party and not privileged and may offer such documents or excerpts therefrom in evidence.

4) The parties shall be entitled to present opening and closing statements.

5) A stenographic record or tape recording of the hearings shall be made and one copy, which shall be available to all parties, kept on file by the University.

6) The hearings shall be open to the public unless, on the motion of a party or the Hearing Committee, the Hearing Committee shall determine that it is in the best interest of the University and the parties that the hearings be closed.

7) At the conclusion of the presentation of evidence and argument from both sides, the Committee shall convene in closed session to deliberate and reach a decision. In rendering its decision, the Hearing Committee shall not substitute its judgment for that of the maker of the decision being challenged. Rather it shall determine whether the Grievant has established by clear and convincing evidence that he or she has suffered a substantial injury pursuant to Article X, Section B.

8) The Hearing Committee shall render its findings and recommendations in a written opinion that shall state the number of members subscribing to the opinion and shall include dissenting opinions, if any. This opinion shall be submitted to the Chair of the Dispute Resolution Committee, and copies shall be transmitted to the parties and to the Chair of the Executive Committee of the Faculty Senate.

9) The hearing procedures shall be concluded and the Hearing Committee's findings and recommendations shall be rendered as soon as practicable.
5. Appeals

a) Any party may appeal the findings and recommendations of the Hearing Committee by filing a notice of appeal with the Chair of the Dispute Resolution Committee and sending copies thereof to the Chair of the Executive Committee of the Faculty Senate and to the other parties. The notice of appeal must be filed within ten calendar days of the receipt of the decision of the Hearing Committee.

b) An appeal shall be heard by members of the Dispute Resolution Committee who were not members of the Hearing Committee, provided that members of the Dispute Resolution Committee who were disqualified from sitting as members of the Hearing Committee and members of the same department as the Grievant shall not participate in the hearings of the appeal. A quorum for hearing an appeal shall be two-thirds of those members of the Dispute Resolution Committee eligible under the terms of this section.

c) The parties to an appeal shall be entitled to present written and oral argument. However, evidence not introduced in the hearing may not be considered on appeal.

d) The Dispute Resolution Committee shall decide by majority vote and render an opinion in writing, sustaining, modifying, overruling, or remanding the decision of the Hearing Committee.

6. Recommendations

A Hearing Committee and the Dispute Resolution Committee may recommend that the University action being challenged be upheld, modified, reconsidered or reversed, in whole or in part. A Hearing Committee and the Dispute Resolution Committee may not include as part of their recommendations any monetary damages, punitive damages, or any other actions or measures outside of the scope of the underlying University action being challenged.

7. Final Disposition

In the absence of a timely appeal filed by either party from a decision of a Hearing Committee, or after a decision of the Dispute Resolution Committee, such decision shall be transmitted to the parties, to the Chair of the Executive Committee of the Faculty Senate, and to the Vice President for Academic Affairs. The decision of the relevant Committee shall be deemed final and shall be implemented by the University unless the Vice President for Academic Affairs determines that there are compelling reasons not to implement the relevant Committee's decision. In the event of such a determination, the Vice President shall transmit his or her determination (including an explanation of such compelling reasons) and recommendation, and the record of the case, through the President of the University to the Board of Trustees, or, at the election of the Grievant, solely to the President, with copies to the Grievant and the Chairs of the Dispute Resolution Committee and the Executive Committee of the Faculty Senate, for a prompt decision of the President or the Board of Trustees.

F. Procedures for the Dismissal of a Faculty Member for Adequate Cause

1. Commencement of Proceedings

a) Proceedings to dismiss a tenured faculty member for adequate cause may be commenced by a complaint, addressed to the Chair of the Dispute Resolution Committee, signed by the Vice President for Academic Affairs and either the dean or the department chair who has administrative responsibility for the faculty member concerned. The complaint shall set forth the grounds alleged to constitute adequate cause for dismissal. A copy of the complaint shall be delivered in hand to the faculty member concerned or shall be sent by registered mail to the faculty member's residence. A copy of the complaint shall also be sent to the Chair of the Executive Committee of the Faculty Senate.
b) Proceedings may also be commenced by a petition, setting forth the grounds alleged to constitute adequate cause for dismissal and signed by a majority of the tenured faculty of the school of the faculty member concerned, or by twenty tenured members of that faculty, whichever is the lesser. A copy of the executed petition shall be delivered in hand to the faculty member concerned or sent by registered mail to his or her residence. Copies shall also be sent to the Chair of the Dispute Resolution Committee, the Chair of the Executive Committee of the Faculty Senate, and the Vice President for Academic Affairs.

c) Within twenty calendar days of the receipt of the complaint, the faculty member concerned shall reply in writing, sending copies of the reply to the Chair of the Dispute Resolution Committee, the Chair of the Executive Committee of the Faculty Senate, and the Vice President for Academic Affairs. The reply shall set forth with particularity the responding faculty member's position with respect to each allegation of the complaint.

2. Hearing Committee

a) Upon receipt of the complaint, the Chair of the Dispute Resolution Committee shall, with the advice of the Executive Committee of the Faculty Senate, appoint a Hearing Committee of six members from among the members of the Dispute Resolution Committee.

b) No member of the same department as the faculty member concerned and no one who has signed a petition seeking that faculty member's dismissal shall sit on the Hearing Committee. The faculty member concerned may disqualify two members of the Hearing Committee by peremptory challenge and may also seek to disqualify a member of the Hearing Committee for cause. The Dispute Resolution Committee shall hear and decide any challenges for cause. The Chair of the Dispute Resolution Committee shall, from among the remaining members of the Dispute Resolution Committee, fill any vacancies on the Hearing Committee created by challenges.

c) When all challenges have been decided and vacancies filled, the Hearing Committee shall convene, establish a schedule for the hearings, and elect a chair from among its members to preside during the formal proceedings.

d) All of the members of the Hearing Committee shall be present during the hearings and deliberations of the Committee except that the presence of one of them during part of the proceedings may be waived by agreement of the parties.

3. Procedure for Hearings

The procedure for the hearings shall be the same as provided in Part E of these Procedures, except that the hearing shall be closed on the motion of the faculty member concerned, and that the Hearing Committee may recommend the dismissal of the faculty member concerned only by the affirmative vote of two-thirds of its members.

4. Appeals

The faculty member concerned may appeal the decision of the Hearing Committee in accordance with the procedures provided in Part E, Paragraph 5, of these Procedures.

5. Attorneys' Fees and Expenses

If a faculty member prevails against charges brought against him or her, the University may, upon recommendation of the Hearing Committee, reimburse the faculty member concerned for all or part of attorneys' fees and expenses actually incurred in his or her defense.
INDEX

Academic Affairs, Vice President for
Role in administrative appointments in the
College of Professional Studies, 21
Role in appointment of University Professors, 7
Role in granting of leave, 12, 13
Role in grievance cases, 24, 25, 31
Role in procedure for dismissal of a faculty
member for adequate cause, 31, 32
Role of Executive Committee in appointment of, 22
Academic Freedom, 2, 16
Board of Trustees
Consultation with faculty in the selection
of a University president, 22
Establishment of Faculty Code, 1
Responsibility in extraordinary financial exigency, 12
Role in appointment of University Professors, 7
Role in approval of sabbatical leave, 13
Role in awarding emeritus status, 14
Role in extending reappointment of
some instructors, 6
Role in faculty grievances, 31
Role in nonconcurrences, 19
Compelling Reasons
As basis for administrative nonconcurrence
with faculty recommendations, 19
Standard for recommendations of school-wide
personnel committees, 9
Dispute Resolution Committee
Composition and role in grievance procedure, 24
Executive Committee of the Faculty Senate
Role in appointing temporary members to
facilitate dispute resolution process, 24
Role in appointment of administrative officers, 22
Role in appointment of University Professors, 7
Role in grievance procedures, 25, 26, 30, 31
Role in nonconcurrence procedure, 19
Role in votes of no confidence, 21
Extraordinary Financial Exigency, 12
Faculty
Active-status, 1, 4
Appointments and reappointments, 4
Criteria and procedures for faculty appointments, 7
Dismissal and late notice, 11
Dismissal for adequate cause, 31
Grades of personnel, 1
Leave, 5, 12
Notice of nonrenewal of appointment, 10
Professional responsibilities of the faculty, 2
Promotion, 7
Retirement, 14
Retirement annuity, 15
Rights, privileges, and resolution of disputes
under code, 16
Termination of service, 10
Termination of non-tenured appointments, 10
Faculty Assembly
Role in selection of University president, 22
(also see the Faculty Organization Plan)
Faculty Participation
In action concerning curriculum, 23
In actions concerning faculty membership, 18
In governance of departments and schools, 18
In the appointment and promotion of
administrative officials with authority
over academic matters (generally), 20
In the selection of a University president, 22
In the selection of certain administrative officers, 22
In University decision making, 15
Governance of Departments and Schools, 15, 18
Grievance
Appeals, 30
Basis of, 16
Dispute Resolution Committee, 24
Final disposition, 31
Formal proceedings, 25
Hearing committee and Hearing Officer, 26
Hearing procedures, 28
Informal resolution, 24
Preliminary proceedings, 24
Recommendations, 30
Nonconcurrence with Faculty Recommendations
(in tenure and promotion decisions), 19
Nondiscrimination, 9
Notice by Faculty Member of Termination or
Declination of Renewal, 10
President of the University
Faculty role in selection of, 22
Role in appointment of University Professors, 7
Role in approval of sabbatical leave, 13
Role in grievance procedures, 31
Role in nonconcurrences, 19
School-Wide Personnel Committees, 9
Tenure, 4, 8
Termination of Service, 10
Faculty Organization Plan

1987

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SUMMARY OF AMENDMENTS TO THE GEORGE WASHINGTON UNIVERSITY FACULTY ORGANIZATION PLAN ADOPTED SINCE ITS PUBLICATION IN 1987

By action of the University's Board of Trustees, March 21, 1991, Article II, Section 3 (a), first sentence, was amended to read:

“(a) regular meeting of the Assembly shall be held at least once during the academic year.”

Also by action of the University's Board of Trustees, May 14, 2004, Article III, Section 2, subsection (a) (3), was amended to read:

“The faculty members of the Senate shall be elected by and from their faculties as follows: the Columbian College of Arts and Sciences, nine; the Graduate School of Education and Human Development, School of Engineering and Applied Science, School of Business, School of Medicine and Health Sciences, and Law School, three each; the Elliott School of International Affairs, two; and the School of Public Health and Health Services, one. The faculty members shall be professors ...”

and also Article III. Section 5, subsection (b) was amended to read:

“The Executive Committee shall consist of eight faculty members of the Senate and the President ex officio. The following eight schools shall have one representative each: the Columbian College of Arts and Sciences, the Law School, the Graduate School of Education and Human Development, the School of Engineering and Applied Science, the School of Medicine and Health Sciences, the School of Business, the Elliott School of International Affairs, and the School of Public Health and Health Services. Any faculty member of the Senate shall be eligible ...”

By action of the Faculty Senate, Resolution 04/8 amended Section 10 of the Bylaws of the Faculty Senate. The Standing Committees of the Senate are: Appointment, Salary, and Promotion Policies; Admissions Policy, Student Financial Aid, and Enrollment Management; Athletics and Recreation; Educational Policy; Faculty Development and Support; Fiscal Planning and Budgeting; Honors and Academic Convocations; Libraries; Physical Facilities; Professional Ethics and Academic Freedom; Research; and University and Urban Affairs. The sentence following this list: “Other standing committees created by the Senate shall continue in force.” was deleted.

Further information concerning these amendments may be obtained from the Faculty Senate Office.

THE GEORGE WASHINGTON UNIVERSITY
FACULTY ORGANIZATION PLAN

Originally put in operation in 1960; as amended most recently in 1987.

Article I. Purpose and Power

SECTION 1. OBJECTIVE

The objective of the Faculty Organization Plan is to enable the Faculty of The George Washington University, in keeping with sound principles of university organization, to perform effectively its functions and responsibilities with respect to educational policy and objectives of the University and related affairs in which the faculty has a legitimate concern or interest. The provisions of the Plan shall be interpreted and applied in accordance with the stated objective of the Plan.

SECTION 2. STRUCTURE AND POWERS

The Faculty Organization shall consist of two bodies: the Faculty Assembly (hereafter “Assembly”), which shall consist of academic personnel holding the rank of professor, associate professor, assistant professor, or instructor who are in full-time service and the administrative personnel provided for hereafter; and the Faculty Senate (hereafter “Senate”), which shall be a representative body acting for the Faculty as the whole in legislative and advisory capacities. The powers, duties, and privileges of the Assembly and Senate shall be exercised in accordance with the Charter of the University and subject to the authority of the Board of Trustees, and they shall relate to matters that are of concern to more than one college, school, or division, or to the Faculty.

Article II. The Faculty Assembly

SECTION 1. MEMBERSHIP

The Faculty Assembly shall consist of the academic personnel holding the rank of professor, associate professor, assistant professor, or instructor who are full-time employees (or, in the School of Medicine and Health Sciences, the equivalent as defined in affiliation agreements) of a degree-granting college, school, or division of the University and the President, the Vice President for Academic Affairs, the Treasurer, the University Librarian, the Registrar, the Director of Admissions, and the officers of administration appointed by the President to the Senate. Vice presidents and other academic personnel in full-time service, and professors and associate professors emeriti, may attend meetings of the Assembly and shall be privileged to speak; but they shall not have the right to make motions or to vote.

SECTION 2. OFFICERS

The President shall be Chairman of the Assembly, the Vice President for Academic Affairs shall be the Vice Chairman, and the Registrar shall be the Secretary.
(a) A regular meeting of the Assembly shall be held at least once during each semester of the academic year. A regular meeting may be called by the President, by request of the Senate, by the petition of twenty or more members of the Assembly; and the agenda as prepared by the President shall include any matter requested by the Senate or by the Executive Committee of the Senate, or by petition of fifteen or more members of the Assembly. The call of a regular meeting shall contain the time, place, and agenda of the meeting; and it shall be mailed not later than the tenth day preceding the day of the meeting.

(b) A special meeting of the Assembly may be called by the President or by the Chairman of the Executive Committee of the Senate, or in the absence of the President by the Vice President for Academic Affairs, or by any of these at the request of fifty or more members of the Assembly, for any time and place, giving as much notice as the circumstances permit. The agenda for a special meeting shall be prepared by the person calling the meeting, in consultation with the Executive Committee of the Senate as far as practicable.

(c) A quorum for any meeting shall consist of 125 members of the membership of the Assembly.

(d) The Assembly shall act by affirmative vote of a majority of members present and voting, unless the action proposed is in adverse review of action taken by the Senate, in which case the affirmative vote of two-thirds of members present, or one representing a majority of the membership of the Assembly, whichever is the lesser, shall be required.

(e) The Bylaws and rules of procedure of the Assembly shall be subject to the provisions hereof and shall be prepared by the Executive Committee of the Senate, subject to confirmation and amendment by the Assembly.

SECTION 3. FUNCTIONS
The functions of the Assembly shall be to:

(1) Receive information from the President, and such members of the University administration as he may designate, of matters of general University interest or faculty concern.

(2) Receive reports from the Senate as to actions it has taken and the activities of its committees, and, to the extent then anticipated, its proposed agenda and committee programs for the future. The Assembly shall have the power to direct the Senate to include in the agenda of the Senate or any of its committees, or to study and report back to the Assembly, or to take such other action as may be appropriate with respect to any matter of concern to the Assembly. The Assembly shall also have the power to review any action taken by the Senate and take such action on the basis thereof as the Assembly may deem appropriate.

(3) Act as a referendum body on questions referred to it for that purpose by the Senate.

ARTICLE III. THE FACULTY SENATE
SECTION 1. FUNCTIONS
The Faculty Senate, on behalf of the Faculty, shall, with respect to matters that are of concern to more than one college, school, or division, or to the Faculty:

(1) Formulate principles and objectives and find facts, so as to recommend policies to the President;

(2) Provide the President and the Board of Trustees with advice and counsel on such matters as they may request;

(3) At the direction of the Assembly—or may, at the request of the faculty of any college, school, or division, of individual faculty members, or on its own initiative—consider any matters of concern or interest to more than one college, school, or division, or to the Faculty, and make its recommendations or otherwise express its opinion with respect thereto, to the Assembly, the President, or through the President to the Board of Trustees;

(4) Be the Faculty agency to which the President initially presents information and which he consults concerning proposed changes in existing policies or promulgation of new policies.

SECTION 2. ORGANIZATION
(a) Membership

(1) The President shall be a member of the Senate ex officio, and he or another presiding officer may vote to break a tie vote.

(2) Persons who are otherwise eligible for election to and service in the Senate shall be members of the University and shall not be in a probationary status. Questions of eligibility for election and service shall be determined by the Senate.

(3) The faculty members of the Senate shall be elected by and from their faculties as follows: Columbian College of Arts and Sciences, nine; the Schools of Education and Human Development, Engineering and Applied Science, Government and Business Administration, Medicine and Health Sciences, and the National Law Center, three each; and the School of International Affairs and the Graduate School of Arts and Sciences, one each. The faculty members shall be professors, associate professors, or assistant professors in full-time service who have tenure as of the academic year next succeeding the date of election. Vice presidents, assistant vice presidents, deans, associate deans, assistant deans, and other faculty members whose duties are primarily administrative in nature shall be ineligible for election as faculty members of the Senate.

(4) The administrative members of the Senate shall consist of the Vice President for Academic Affairs, the Registrar, and a number of officers of administration equal to the number of degree-granting colleges, schools, and divisions. Administrative members shall have the right to debate but not to make motions or vote. They shall be appointed by the President and shall serve until their successors shall be appointed, but not less than one semester unless their service is terminated by separation from the University.
(b) Officers

The President shall preside at meetings of the Senate, and in his absence, the order of succession to preside shall be the Vice President for Academic Affairs and the Chairman of the Executive Committee. The Registrar shall be Secretary of the Senate. The Bylaws may provide for other officers of the Senate.

(c) Terms of Office

The term of office for faculty members of the Senate shall be two years beginning on May 1 of the year in which they are elected. If necessary, the terms shall be adjusted by the Executive Committee, with the consent of the Senate, so as to elect approximately one-half of the faculty members each year.

SECTION 3. ELECTION OF FACULTY MEMBERS

The election of faculty members of the Senate shall be held subject to the following requirements but otherwise pursuant to procedures determined by the faculty members eligible to vote in the school or group involved:

1. The nominating procedure shall permit nominations from the floor or by petition in addition to any other method adopted by the faculty of the school or group involved, and shall, unless otherwise determined at or prior to the election meeting by two-thirds vote of such faculty, require at least two nominees for each Senate seat to be filled.

2. Voting shall be by secret ballot.

3. Only members of the faculty in full-time service shall be eligible to vote.

4. The elections shall be held at meetings called by the academic deans of the respective schools prior to March 15 of each year. A quorum shall be that number which is determined by the faculty of the individual school, college, or division as the quorum required for its regular faculty meetings.

5. In the event that a vacancy occurs in the Senate membership or a member is on leave of absence or otherwise unable to participate for any period, the faculty of the school or group involved shall be entitled to elect another representative for the remainder of the term or pro tempore for the period of absence involved.

SECTION 4. MEETINGS

(a) Regular meetings of the Senate shall be held at stated intervals as determined by it but no less often than twice during each semester of the academic year. Special meetings may be called by the President, acting on his own initiative, or upon the request of the Executive Committee or the Assembly or the petition of 25 percent of the elected members of the Senate.

(b) A quorum shall consist of the next whole number greater than one-half of the faculty members. All power of the Senate shall be exercised by the affirmative vote of a majority of the faculty members present and voting, except where the Bylaws require an extraordinary majority for particular business.

(c) The agenda for any meeting shall be made available in writing by the Secretary of the Senate to all members of the Senate at least seven days prior to the meeting in the case of regular meetings, and with the call in the case of special meetings, and shall be made available for inspection by all members of the Assembly. If, at any regular meeting, any item of business is deemed sufficiently urgent by a majority of the faculty members of the Senate, or by two-thirds of the faculty members present and voting, whichever is the greater, action may be taken with regard thereto by the Senate at such meeting without its previous inclusion in the agenda.

(d) A summary of the minutes of each meeting shall be furnished by the Secretary of the Senate to all members of the Assembly and such administrative officers as the President shall designate. A copy of the full minutes shall be made available by the Secretary for inspection by any such member or officer.

(e) Except as otherwise provided herein, or required by the Assembly, the Senate may adopt such bylaws and other rules concerning its government and procedures as it considers appropriate.

SECTION 5. COMMITTEES

(a) General

There shall be three kinds of Senate committees: the Executive Committee, standing committees, and special committees. The Executive Committee and all standing committees shall meet as directed by the Senate, or as determined necessary by the committees themselves or their chairmen, but not less than once a year. Committee meetings shall be conducted according to orderly procedure, records of deliberations shall be kept, and reports shall be made to the Senate as often as required, but at least annually. Copies of all formal reports shall be filed with the Secretary and shall be available for inspection by members of the Assembly and the administrative officers of the University. Members of the Executive Committee and standing committees shall be elected for a term not exceeding one year. No member of the Executive Committee shall immediately succeed himself more than twice. The Senate shall establish such procedures for temporary replacement of members of the Executive Committee as shall seem necessary to assure that the Executive Committee would not be prevented from acting effectively in emergencies because of inability to assemble a quorum of its membership.

(b) The Executive Committee

The Executive Committee shall consist of seven faculty members of the Senate and the President ex officio. The following six schools shall have one representative each: the Columbian College of Arts and Sciences, the National Law Center, the School of Education and Human Development, the School of Engineering and Applied Science, the School of Medicine and Health Sciences, and the School of Government and Business Administration. The seventh seat shall alternate biennially between the Senate representatives of the School of International Affairs and the Graduate School of Arts and Sciences. Any faculty member of the Senate shall be eligible to be elected to the Executive Committee. The Chairman shall first be elected by the Senate; the Senate shall also elect the other six elective
members of the Executive Committee, subject to the restriction that no two members of the Executive Committee shall have been elected to the Senate by the same school or faculty group. If at any time the Chairman of the Executive Committee or any other voting member of the Executive Committee is unable to serve temporarily or indefinitely, the Executive Committee shall elect a replacement or replacements to serve until the next regular meeting of the Senate, at which time the Senate shall elect a replacement or replacements to serve for the remainder of the term of the Executive Committee or pro tempore for the period of absence involved. The Committee shall:

(1) Arrange the agenda for Senate meetings, and shall serve as the channel through which any member of the Assembly may introduce matters for the consideration of the Senate. It shall include in the agenda for any meeting any matters requested by the President or by 20 percent of the members of the Senate.

(2) Serve as the committee on committees for the Senate and in that capacity nominate the members and chairmen of the standing and special committees and the nominating committee for the members and Chairman of the Executive Committee. Individual faculty members of the Senate shall have the right to make additional nominations, by petition to the Executive Committee or nominating committee prior to the election meeting, or from the floor at such meeting. In the event of any question or dispute as to the jurisdiction of any standing or special committee, the matter shall be referred to the Executive Committee for resolution.

(3) Assist in carrying into effect the actions of the Assembly and the Senate, and make regular progress reports with respect thereto to the Senate.

(4) Prepare and submit progress reports and reports on the work of the Senate, and on any other matter directed by the Senate, to the President and to the Assembly. At the end of each academic year, a report covering the entire year shall be prepared and distributed to all members of the Assembly.

(5) Receive reports prepared by or in any college, school, or division of the University that may be of concern or interest to any other college, school, or division, or the faculty generally, and arrange for distribution of copies thereof to such other college, school, or division, or the faculty.

(6) Act on behalf of the Senate in emergencies on matters requiring immediate action when it is not feasible to call a special meeting of the Senate, such action to be reported to the Senate for confirmation at its next regular meeting.

c) Other Committees

(1) The committees of the Senate shall have power to inquire, hear, deliberate, advise, assist, and administer, and to receive and propose resolutions regarding all matters within the functions of the Senate set out in Section 1 of this Article. Advice given and action taken by Senate committees shall be reported to the Senate annually, or as otherwise required by the Senate.

(2) The name, membership, scope, and duties of each standing committee of the Senate shall be set down in the Senate Bylaws. The majority of voting members of every standing committee shall be members of the Faculty in full-time service. Special committees may be established by the Senate, and subcommittees may be established by the Senate or by its committees, and special committees and subcommittees shall be composed of such members as the Senate or its committees may provide. The chairman of every standing committee shall be a faculty member of the Senate, and every Senate committee and subcommittee shall include at least one faculty member of the Senate.

(3) The Senate may elect any person to membership in any Senate committee. The President may appoint nonvoting membership in any standing or special Senate committee any officer of administration whose duties fall within the committee’s scope.

Article IV. Amendments

Amendments to this University Faculty Organization Plan may be proposed to the Assembly by the President, by the Senate through petition to the President as Chairman of the Assembly, or by 100 of the faculty members of the Assembly. Voting on a proposed amendment by the Assembly may be at a regular or special meeting. For adoption of a proposed amendment by the Assembly, a favorable vote of either two-thirds of those voting, or a majority of the voting members of the Assembly, whichever is the lesser, shall be required. Amendments so adopted shall be submitted to the Board of Trustees for its approval and shall become effective only when so approved.

APPENDIX I

*Rules of Procedure for Faculty Assembly Meetings

1. NOTICE OF MEETING. Notice of a meeting of the Assembly shall consist of the time and place of the meeting, the type of meeting, whether regular or special, the means by which the meeting has been called, and the Agenda prepared by the President; and the Secretary shall put the Notice in the University mail at least ten days (not including the meeting day) prior to the meeting day.

2. PRESIDING OFFICER. The President shall be Chairman of the Assembly and its presiding officer. In the absence of the President, the Vice President for Academic Affairs shall preside, and in his absence, the Chairman of the Executive Committee of the Faculty Senate.

3. ORDER OF BUSINESS. The ordering of business on the Agenda shall be done by the President, and matters may be taken up out of the announced order at the Chairman’s discretion. A matter for debate that does not appear in the Agenda may be taken up only by a majority vote suspending the Rules of Procedure for that matter.

4. MEETINGS. Attendance at meetings of the Assembly shall be confined to members, except as individuals are invited by the President to attend, and subject to the Assembly’s right to declare the meeting closed to nonmembers by a majority vote.

*Adopted by the Faculty Assembly September 13, 1966; minor editorial changes made in March 1971 to conform the text to 1970 amendments to the Faculty Organization Plan.
5. DEBATE. Debate and amendments (including substitute motions) must be germane to the question being debated. In order to raise the issue of germaneness, a member may interrupt debate to call for a ruling by the Chairman, or the Chairman may raise the issue himself; and the Chairman's ruling on germaneness may be overturned only by a majority vote.

6. RULES OF ORDER. Except as otherwise specified in the Rules of Procedure, the Assembly shall govern itself according to Robert's Rules of Order. The Parliamentarian of the Senate shall advise the Chairman on points of order.

7. VOTING. The first vote on a question shall normally be by voice, and the Chairman shall announce the result. If the Chairman or three members call for a division of the Assembly, the Chairman shall appoint tellers and shall call for a show of hands, announcing the number of affirmative and negative votes. No secret ballot shall be taken except by notice in the Agenda.

8. ADOPTION AND AMENDMENT. The Rules of Procedure, having been prepared by the Executive Committee of the Senate according to Article II, Section 3(e), of the Faculty Organization Plan, may be adopted by the Assembly by majority vote. The Rules may thereafter be amended as an ordinary matter of business after appearing on the Agenda and being adopted by majority vote.

APPENDIX II

*Bylaws of the Faculty Senate

Be It Resolved by the Faculty Senate of The George Washington University:

SECTION 1. MEETINGS AND SESSIONS

(a) A “regular meeting” of the Senate shall be held on the second Friday of September, October, November, December, January, February, March, April, and May. The Executive Committee may change the date of a regular meeting in unusual circumstances. The Executive Committee may cancel any regular meeting for which there is not sufficient business. The President may call a “special meeting” upon the request of the Executive Committee or upon the petition of 25 percent of the elected members of the Senate.

(b) Meetings of the Senate shall be open for attendance and observation to all members of the Faculty Assembly, except that by a majority vote the Senate may declare an “executive session,” which only elected and ex officio members may attend.

(c) The business year of the Senate shall be called a “session” and each session shall commence with the call to order of the regular meeting in May.

*Established by Resolution Number 65-3, November 12, 1965, as amended to date by the Faculty Senate.
SECTION 3. RESOLUTIONS

(a) A “Resolution” shall consist of a statement that, if adopted by the Senate, will announce the policy of the Senate with regard to some matter within its competence.

(b) A Resolution shall consist of these parts: the Title, the Preamble (if any), the Resolving Clause, and the Text. The Title shall briefly describe the content and purpose of the Resolution, which should be confined to a single topic; the Title shall commence, “A Resolution to (or for), . . .” The Preamble, if any, shall describe the background of the Resolution. Following the Preamble, if any, and immediately preceding the Text shall appear this Resolving Clause: “Be It Resolved by the Faculty Senate of The George Washington University.” The Text may set forth more than one policy, each policy being stated in a separate numbered section.

(c) In order to “introduce” a Resolution, a member shall read its Title and move its adoption, another member shall second the motion, and the first member shall present one copy to the presiding officer and one copy to the Secretary. The presiding officer shall then read the Resolution aloud and refer it to the Chairman of the Executive Committee for assignment to an appropriate Committee. Resolutions shall be numbered by the Secretary consecutively in the order of their introduction or reported as original Resolutions from Committees; for example, “Resolution No. 66-5”; and Resolutions may be referred to by number in the Minutes, in Reports, and in debate.

(d) The presiding officer shall declare a Resolution “adopted” by the Senate upon passage of its Resolving Clause and Text by a majority vote.

SECTION 4. COMMITTEE ACTION ON RESOLUTIONS

(a) A Resolution introduced at a meeting shall be assigned by the Chairman of the Executive Committee to an appropriate Standing Committee or to the Special Committee created by motion for the purpose. Resolutions may also be originated by Committees without prior introduction in a Senate meeting, and such Resolutions need only be reported by the Committee to become the business of the Senate. A Resolution that is assigned to a Standing Committee and is neither reported during the session nor attached to a Standing Committee’s Annual Report shall be listed by the Executive Committee’s Annual Report as “defeated in Committee,” and the Resolution must be reintroduced or originated in a Committee in order to be taken up in a subsequent session. Resolutions assigned to Special Committees shall survive from session to session without Committee action.

(b) A Resolution shall be “reported” to the Senate for its action when the Committee’s chairman presents a copy of the Resolution to the Chairman of the Executive Committee for inclusion on the Agenda. A Special Report of the Committee may accompany the Resolution.

SECTION 5. COMMITTEE REPORTS

(a) Committee Reports shall be of three kinds: Annual Reports, Final Reports, and Special Reports.

(1) Each Standing Committee and the Executive Committee shall submit an “Annual Report” of activities during the session. Resolutions attached to an Annual Report shall be the business of the Committee in the next session, and with the consent of the Committee’s Chairman, the Resolutions may be put upon the Agenda of any meeting in the next session.

(2) Each Special Committee shall submit a “Final Report” to the Senate at the conclusion of its activities and shall, with submission of the Final Report, move to be discharged.

(3) A “Special Report” may be submitted by any Committee at any time, either in support of its reporting a Resolution, or by way of information to the Senate on the Committee’s activities.

(b) A Committee Report must be adopted by a majority of the Committee and shall be submitted over the name of the Chairman, whether he concurs in the Report or not. The Chairman and members of the Committee may submit their separate views for attachment to the Committee Report over their separate names. A Committee Report shall be “submitted” when it is delivered in writing to the Chairman of the Executive Committee. Each Committee Report more than three double-spaced typewritten pages in length shall commence with a “Summary” not more than one such page in length for distribution to the Faculty Assembly.

(c) The submitted Committee Report shall be circulated to the members of the Senate and shall be included in the minutes at the next appropriate meeting, but it shall not be read aloud unless requested by a majority vote. No Senate action regarding a Committee Report as such shall be in order, whether to receive, adopt, or accept it. The appropriate manner of securing debate and adoption of a Committee’s proposals shall be to frame them as Resolutions.

SECTION 6. VOTING

(a) Elected members of the Senate shall be the voting members, except as provided below to break a tie vote.

(b) A “majority vote” shall be one vote more than one-half of the elected members present and voting, and a “quorum” shall consist of one-half of the elected members; and if “one-half” equals a fraction, the number required for a majority vote or a quorum shall be the next higher whole number.

(c) Voting shall ordinarily be by voice, with the presiding officer calling for the Ayes and Nays and declaring the result; except that any member, elected or ex officio, may call for a division of the Senate.

(d) Voting in a division of the Senate shall ordinarily be by show of hands, with the presiding officer appointing nonvoting tellers and announcing the Ayes and Nays. In a division of the Senate the presiding officer may, when he announces a tie vote, vote orally to break the tie vote.
(e) Upon the call of six elected members a roll call vote shall be taken. The Secretary shall call the roll alphabetically, recording beside each name “Aye,” “Nay,” “Not Voting,” or “Absent,” and the presiding officer shall vote last and only if he wishes to break a tie vote between the Ayes and the Nays. The presiding officer shall announce all the results of a roll-call vote.

(f) By a majority vote a secret ballot may be taken. The Secretary as teller shall record the Ayes and the Nays and inform the presiding officer, who shall announce them; and if there is a tie vote between the Ayes and the Nays, the presiding officer, if an ex officio member, may vote orally to break the tie.

SECTION 7. DEBATE

(a) The entry of a Resolution upon the Agenda as reported by a Committee puts that business before the Senate for debate, and no second or other motion is required. A spokesman for the position of the Committee, ordinarily the Chairman, shall have the privilege of opening and closing debate on the merits.

(b) Debate and amendments must be germane to the Resolution or other motions, and rulings of the presiding officer upon calls for order of the question of germaneness shall be appealable to a majority vote.

(c) Upon request of an elected member, and upon a majority vote if demanded by any member, the privileges of the floor for a germane statement not to exceed ten minutes in length may be extended to any person.

SECTION 7A. STATEMENTS AND DISCUSSIONS

(a) At the close of all business brought before the Senate at a regular meeting, any member (or any other person, within the procedures set out in Section 7(c)) may deliver a statement upon any subject within the competence of the Senate, and other members may join in discussion of the statement. Other statements and discussions may follow. A statement shall not be considered a Resolution, and discussion of a statement shall not be considered debate. The order of appearance of persons delivering statements may be set in advance of the meeting by arrangement with the President and may, but need not, be set forth in the Agenda. The subjects of statements and motions of referral, but not the details of discussion, shall be noted in the minutes.

(b) A statement or discussion may be interrupted by the following motion: “I move to refer the subject to the Senate Committee on . . . (naming an appropriate committee).” Because a function of the motion is to terminate discussion of the subject, the motion shall be undebatable, and it shall be amendable only in respect of the committee designated.

SECTION 8. RULES OF ORDER AND PARLIAMENTARIAN

(a) Except as specifically provided to the contrary in the Bylaws, the Senate shall govern itself according to Robert’s Rules of Order.

(b) A Parliamentarian shall be appointed at the first regular meeting of each session by the President with the advice and consent of the Senate. The Parliamentarian shall not be a member of the Senate. He shall advise on parliamentary procedure for meetings and shall assist in the drafting of Resolutions.

(c) Rulings announced by the presiding officer shall govern the Senate unless appealed and overruled by a majority vote. It shall be the duty of the Parliamentarian to frame issues of procedure as proposed amendments to the Bylaws.

SECTION 9. AMENDMENTS

Amendments to the Bylaws may be introduced and referred to the Executive Committee, or they may be originated within the Executive Committee at the suggestion of the Parliamentarian, and they shall be treated as nearly as may be as Resolutions. Enactment shall be by a majority vote. Amendments shall not be considered under a suspension of the rules of order.

SECTION 10. STANDING COMMITTEES

There shall be standing committees for the following areas: Administrative Matters as They Affect the Faculty; Appointment, Salary, and Promotion Policies; Athletics; Educational and Admissions Policy; Fiscal Planning and Budgeting; Honors and Academic Convocations; Libraries; Physical Facilities; Professional Ethics and Academic Freedom; Research; Student Financial Aid; University Development and Resources; and University and Urban Affairs.

Other standing committees created by the Senate shall continue in force.

Although members of standing committees are elected for terms not exceeding one year, it is the sense of the Senate that a greater degree of continuity and consistency in the transaction of committee business will be assured if elected members consider it an obligation to stand for re-election to the same committee at least once.

All standing committees shall hold at least one meeting at the beginning of each Senate Session.
THE GEORGE WASHINGTON UNIVERSITY
INDEX OF FACULTY SENATE RESOLUTIONS

AAUP 80th and 60th Percentile Rule (faculty salaries) = 87/1

A.A. degree, optional in Columbian College (61/April 14)*
Academic Excellence, Faculty Statement Concerning Strategic Planning for (01/4)**
Academic Honor Code (94/8)** (see also Academic Dishonesty, Academic Integrity)
Academic Integrity, to Amend the Code of (03/5)*
Academic personnel and SEAS evaluation (66/14)*
Academic plan (65/1)*
Academic Programs, Role of Faculty in the Accreditation of (95/7)*, Interdisciplinary programs (97/1)**
Administrative/Board Action on Senate resolutions, establish additional procedures for (91/1)**
Administrative officials, review of (73/8)**; Executive Committee's consultative role in appointment of (83/3)*; Faculty Consultation in the Appointment of Administrators Whose Positions Relate to Academic Matters (87/10)*
Admissions procedures, international students (83/1)*; (88/6)**
Affirmative Action/Equal Opportunity at GWU, established faculty position on (90/7)s**; to amend University Policy on Equal Opportunity to add "sexual orientation" (90/8)**; Affirmative Action/Equal Opportunity, establish Task Forces on (90/16)*; to amend the Faculty Code regarding nondiscrimination on the basis of sexual orientation (97/3)*
Age, Amendment to the Faculty Code to Delete the Provisions Relating to Retirement Because of Age, (95/1)***
Alumni, establishment of Office of Alumni Relations and Development and Alumni Association in each Degree-Granting School, College or Division (77/1)**; Alumni Affairs, establishment of Senate Provisional Standing Committee on (81/6) rec (81/6)s*
Appreciation, resolution of
Boswell, John G. (96/15)*; (00/7)*
Brewer, John W. (69/18)*
Bright, Harold F. (84/7)*
Brosnan, Mrs. Ruth (67/2)*
Brown, Jr., John A. (66/5)*
Claeysens, Astere E. (75/4)*, (89/1)*
Cohn, Victor H. (85/4)*; (93/10)*
Colclough, Oswald S. (64/May 8)*; (65/Oct)*
Cronin, Robert E. (69/19)*
Elliott, Lloyd H. (72/11)*; (75/6)*; (87/8)*
Faris, Robert K. (80/9)*
Fox, Raymond R. (90/1)*

Key: * = adopted  s = substitute resolution  w = withdrawn
** = adopted, as amended  p = postponed  rfd = referred
- = defeated  rec = recommitted  d = deferred
t = tabled  ret = returned to committee
Appreciation, resolution of (cont'd)

Gelman family (80/20)*
Griffith, William B. (86/14)*; (91/10)*
Hill, Peter P. (81/15)*
Houser, Frederick R. (74/8)*
Kramer, Norman C. (85/3)*
Kraus, Wolfgang H. (65/May)*
Martha's Marathon, planners of (65/15)*
McIntyre, Margaret (82/1)*
Morgan, Jr., John A. (77/13)*; (83/10)*; (96/4)*
Naeser, Charles R. (66/24)*; (76/4)*
Park, Robert E. (66/23)*
Pelzman, Joseph, (95/11)*
Pierpont, Howard C. (71/37)*; (87/13)*
Professional Ethics and Academic Freedom Committee (75/9)*
Robinson, Lilien F. (88/9)*; (94/12)*; (99/7)*; (03/11)*; (07/7)*
Trachtenberg, Stephen Joel (07/1)*
Trone, Doris D. (98/1)*
Schiff, Stefan O. (94/11)*
Stevens, Edwin L. (66/6)*; (74/14)*
Tupper, Fred Salisbury (63/Dec)*
Wilmarth, Arthur E., Jr. (04/10)*
Wood, Reuben (65/10)*; (71/31)*; (80/4)*

Arts, support for (85/19)**; (86/2)*

Athletic Club, establishment of (71/35)*

Athletics, (SEE also Committees,) AIAW, Governance of Championships in Women's Athletics (80/8)* in support of the Development of Stronger Programs in Women's and Men's Intercollegiate Athletics (84/15); NCAA rule on manifest disobedience (68/17)*; and withdrawal from Southern conference (68/16)*; Audit program for Foggy Bottom residents (78/5)**

Award, (faculty) Academic Excellence within the University (88/7)*
Awards, undergraduate education (69/14)*; (79/9)*; (81/13)*; (81/16)*

Benefit Run, to sponsor a (99/4)*

Benefits, income and past service for retired faculty (65/13)*; tuition, for faculty children (69/13)** (80/19 revision)*; fringe benefits reallocation from retirement to health; insurance (91/8)**; retirement [voice-mail, e-mail, relocation, shared office space] (01/3)**

Bigotry and intolerance, renewal of commitment against (89/10)*

Board of Trustees, with respect to action taken in Response to Resolution 99/2, “A Resolution to Amend the 1996 Faculty Code of The George Washington University 00/5**

Board of Trustees, to support student representation on (06/1)*

Bookstore, university and improvement of service (71/4)*

Budget, Regarding the University, for FY 07 (05/8)*

Budget, Alternative Processes (88/8)*

Budget Cycle, Recommending Improved Timing to Permit Better Consultation with Faculty (04/7)*

Butler, United States vs. (72/9)**

Calendar, academic, SEE University calendar
Chaplains, Board of (67/1)*
Charity Events, Encouraging the faculty to support and Participate in (98/8)**
Classroom Shortage, Expressing Concern About and Requesting Joint Senate and Administrative Review of the Recent (04/4)**
Code of Student Conduct, revised (87/4)**; (95/8)**; (99/3)**
College of Professional Studies, concerning a proposed (99/5)**; to Amend the Faculty Code with respect to (01/12)**
Accepting with Approval the Report of the Joint Faculty/Administration Task Force on the Proposed College of Professional Studies (00/3)**
Columbian College, (SEE Schools and Colleges)
Commencement (65/17)- (68/7)t (69/4)*
student participation in selection of speakers (81/1)**
guidelines for planning (81/10)**
Commendation, resolutions of
Administration, for improvement of physical facilities (66/May)*
Basketball team, GWU (76/1)*; men's basketball team, GWU (93/2)*; basketball team, GWU men's (93/2)*
College of General Studies (65/16)*;
Debate team, GWU (66/4)**(76/2)*
Grounds department, GWU (93/3)*
Elliott, Lloyd H. (75/6)*
President and the Board of Trustees on Renovations of Academic Space (96/7)*
Soccer team, GWU (77/10)*
Trachtenberg, Stephen Joel (96/5)*; (96/7)*
Volleyball team GWU women's (77/9)*;
Women's basketball team (96/10)*
Commission on equal opportunity employment (72/8)**
Commission on governance of GWU (71/6 - 71/19)* (71/10)t; and faculty consultation (70/3)**
Commission on Report for the Year 2000
establishment of Special Committee to study Commission Report (85/6)*; request for periodic reports by administration to faculty on plans to implement Report (85/15)**; request for creation of procedures to develop a comprehensive plan for the University's future development (85/18)*; University Planning (87/9)*
Commitments, establishment of (86/5)*

COMMITTEES, SENATE (see individual committee concerned and also Senate, Faculty)
Administrative Matters as They Affect the Faculty,
guidelines for searches for deans (90/9)*
Non-smoking, university-wide policy on (94/10)**
Resolution to Discontinue Senate Standing Committee on (01/5)*

Admissions Policy, Student Financial Aid and Enrollment Management
Admissions and Advanced Standing, discontinued (83/2)*; Admissions Policy and Student Financial Aid, change of name and scope (93/7)*

Alumni Affairs (Provisional-3 yrs.),
establishment of (81/6)rec (81/6)s* (expired 12/84)

Appointment, Salary and Promotion Policies (65/Feb 2)*;
transfer of Faculty, Performance and Development Committee (70/15)*
on Parking (90/14) rfd;
to provide Retirement Opportunities and Incentives for Senior Faculty 90/15)**;
permits faculty to review their Annual Reports (91/2)*

establishment of School-Wide Personnel Committees (91/6)** (91/)*
to amend the Faculty Code to change date of appointment notification (91/7)*
on fringe benefits reallocation from retirement to health insurance (91/8)**
opposing selective reductions in salary of tenured faculty (96/11)*
extended leaves of absence, procedural guidance (97/5)*
interdisciplinary programs (97/7)*
to strengthen University Relations with its Retired faculty (Substitute) (98/3)**
Retirement Benefits (01/3)**

_**Athletics**_, AIAW (80/8)*, and NCAA rule on institutional aid (69/1)*
student membership (66/12)**
in support of the Development of Stronger Programs in Women's and Men's Intercollegiate Athletics (84/15)

change of name to Athletics and Recreational Committee 90/10);
Regarding the Wellness Center Proposed Faculty User Fee (99/1);

_Educational Policy_, academic interaction (66/16)*

change of name to Educational and Admissions Policy (83/2)*
(to) change the description of the Z symbol (98/2)**
grading extensions (93/5)**
course information sheets (96/1)**
Faculty Statement Concerning Students with Disabilities (01/2)**
Faculty Statement Concerning Strategic Planning for Academic Excellence (01/4)**

_Executive Committee_, chairman and change of title from
executive officer (71/Dec 18)*
to replace Executive Committee chairman or members when necessary (79/6)**
consultative role in the appointment of administrative officials (83/3)**
to restructure (enlarge) and further empower (85/14)**
University Planning (87/9)*
to amend Faculty Organization Code to change frequency of stated meetings of Faculty Assembly (90/5)*

use of faculty on Administrative committees, Task Forces, etc. (91/3)**
Joint Faculty/Administration Committee, to improve flow of information (91/4)**
composition of Executive Committee to conform with merger of CCAS and GSAS (91/5)*
Faculty Development and Support, establishment of a University Publications Office (90/17)*
voluntary retirement opportunities and incentives to faculty, provide (94/1)
recommend establishment of a Joint Faculty-Administration Task Force on Retirement Opportunities and Incentives to Faculty (94/3)**
Discontinue the Senate Standing Committee on Administrative Matters (01/5)*
Regarding the Administration's Establishment of a "Compliance Line" (01/9)*
Requesting Administrative Action on the Implementation of the Faculty Senate's Resolution on the Establishment of a "Compliance Line" (01/13)*
Rename the Faculty Development and Support Committee (06/2)

_Faculty Performance and Development_, abolishment of (70/15)*
Faculty Consultative Committee, procedures for election of (regarding selection of a president) (85/11)**

Fiscal Planning and Budgeting, establishment of (74/1)*;  
Alternative Budget Processes (88/8)*;  
reconsideration of construction of Health & Wellness Center (91/11);  
establish Fiscal Planning and Budgeting Committees in the Schools, Colleges, and Divisions (92/1)**;  
establishment of a Joint Faculty-Administration Task Force to assess long-run comparative advantage of the Virginia campus (93/4)*  
Uniform Financial Performance model, recommend adoption of (94/6)*

Grievance, and need of extra members (78/7)**,  
beginning date of term of service (81/9)*;  
Hearing, and reports: Bielski, Lee S. (76/9)*; DePauw, Linda G. (75/7)- (75/8) (75/10)*;  
to amend the Faculty Code (grievance procedures) (99/2)**

to amend Resolution 99/2**(00/2)** with respect to action taken by the Board of Trustees in Response to Resolution 99/2, "A Resolution to Amend the 1996 Faculty Code of The George Washington University 00/5**

Honors and Academic Convocations (formerly Public Ceremonies)  
See Public Ceremonies below

Joint Committee of Faculty and Students, (67/10)**; (69/6)**; (69/16)**; (70/11)*; (72/1)*; (73/3)*; (74/3)*; (75/2)*;  
support for the visual and performing arts (86/2)*;  
advising/registration (86/3)refd;  
to amend University Policy on Academic Dishonesty (87/12)*;  
to amend University Policy on Equal Opportunity to add "sexual orientation" (90/8)**;  
Mid-Semester Academic Warning system (93/1)*;  
Academic Honor Code (94/8)**;  
Final Examination Conflicts (94/9)**;  
to change the description of the Z Symbol (98/2)**;  
A Resolution Encouraging the Faculty to Support and Participate in Charity Events (98/8)**;  
to strengthen the rape and sexual assault policy of the Code of Student Conduct (99/3)**;  
Resolution to Amend the Code of Academic Integrity (01/1);  
Resolution to Amend the Code of Academic Integrity (01/6)*

Library Committee, change of name to Libraries Committee (85/2)*;  
to support additional funding for Library acquisitions (87/11)*;  
to support proposed changes in Policies of Gelman Library re access and circulation (97/4)**  
resolution on Library endowment funds (05/7)** (under reconsideration, Fall, 2006 at request of administration response)

Physical Facilities,  
campus planning (73/2)* (74/10)*;  
endorsing principles embodied in revised University Campus Plan (85/20)**  
faculty participation (68/6)*  
historic Presidents' House on Campus, designation of (84/18)s*  
new buildings (66/1)* (68/14)* (71/3)* (71/32)*
GWU Green Model University Task Force, Faculty Senate’s support for (93/8)*
Resolution on Construction of New Science Facilities as the Top Priority Among New
Academic Structures (04-1)*
Resolution on Construction of New Academic Facilities (06/4)**

**Professional Ethics and Academic Freedom.**
SEAS evaluation report (66/14)*;
resolution of appreciation (75/9)*;
Faculty Consultation in Appointments of Administrators Whose Positions Relate to Academic
Matters (87/10)*
University Policy on Misconduct in Science and Related Matters, to Amend and Clarify
(90/II)*; to establish additional procedures for prompt disposition of Faculty Senate Resolutions
requesting Administrative/Board action (91/1)**
Active participation of faculty in University governance (93/6)**;
to amend the Faculty Code relating to administrative nonconcurrences with Faculty
recommendations (94/5)*;
tenure, conferral of, reaffirming the Faculty Code provisions regarding (94/7)w;
to Endorse Interim Policy and Procedures Governing Sexual Harassment Complaints, as
Amended (98/5)**;
Opposing Making the Vice President for Academic Affairs’ Notice of Denial of Tenure Final
Action of the University (Although Subject to Appeal) (98/6)t;
on Tenure by Default (Substitute) (98/7)*;
to amend the Faculty Code (grievance procedures) (99/2)**;
on the Revised Draft of the Sexual Harassment Policies and Procedures (00/6)p **
Conflict of interest in federally funded research, policy on (94/13)**, (96/9)**
Conflicts of Interest, To Reaffirm the policy on conflict of interest for faculty members of
The George Washington University and to endorse the procedures for review of possible
faculty conflicts of interest (97/2)**;
to endorse University Policy on Conflicts of Interest (97/6)*;
Nondiscrimination, re sexual orientation (97/3)*;
Interdisciplinary programs (97/7)*;
Amend the Faculty Code to Provide a Requested Statement of Reasons to Long-Term
Contract Faculty upon Non-Renewal of their Appointments (01/7) rec;
Bring the School of Public Health and Health Services into Compliance with the Faculty Code
with Respect to Tenured and Tenure-Accruing Appointments for Regular Active-Status
Faculty (01/11)*;
Amend the Faculty Code with Respect to the College of Professional Studies (01/12)**

**Public Ceremonies.**
creation of a University Committee on (84/11)*;
change of name to Honors and Academic Convocations (85/1)*
Honors, Awards, or Distinctions, Appropriate Regulation by Units of the University of 04/9
ret,**

**Research.**
Scholarship, and change of name (72/3)*
increase awareness of productive research (85/16)*;
promote research seminars and colloquia (85/17)**;
incentive-based hierarchy of priorities in allocation of resources to research (89/7)**;
need for teaching load reductions to ensure growth of sponsored research (89/8)*; faculty's role in decision-making in area of research (89/9)*; coordination of Research Committee and Advisory Council on Research (92/5)*; strategic plan for research (94/4)*; to Endorse a Revised Copyright Policy (98/4)** A Resolution on Research Priorities at The George Washington University (04/2)*

**Student Financial Aid (85/13)**

University Committee on Public Ceremonies, creation of (84/11)*
- University Objectives (66/17)$$; (69/3)$$; (75/1)**; (76/7)**
- discontinuation of (81/5)*

University Resources, establishment of (65/4)*;
- change of name (72/7)**;
- change of name (87/2)$$;
- renamed "Faculty Development and Support" (89/14)**

University and Urban Affairs (68/1)**;
- support of the arts to enhance the University's role as a center for cultural activity (85/19)**;
- to establish a regularly updated publication of Commitments (86/5)*;
- to establish University office for community service (86/12)*
- to sponsor a Benefit Run (99/4)*
- to Establish a GW Film Festival (01/8)*

Committees: Standing Senate
- eligibility and membership (66/2)*
- President Elliott's proposal (65/9)*
- to continue (69/21)**
- to encourage continuity in committee membership (80/2)*
- to meet at least once early during each Senate Session (80/3)*

COMMITTEES, SPECIAL

Special Joint Faculty-Administration-Trustees Committee to Formulate an All-Encompassing University-wide Policy on Conflict of Interest (95/5)*, (96/8)**
Special, committee-of-one to propose changes in Grievance Procedures (81/8)*
Special, to Review Grievance Procedures at The George Washington University (96/6); (see Resolutions 99/2 and 00/2)
Special, on conflict-of-interest policy (85/10)*; to endorse report of special committee on conflict of interest (86/13)$$; (89/6)$$; University-wide policy (95/5)*; 96/8**
Special, relating to non-tenure-accruing faculty members (82/3)**; utilization of (89/5)**;
(90/13)**
Special, on Northern Virginia Planning (89/3)**
Special, on Northern Virginia Campus (89/12)$$
Special, relating to the Vice President for Medical Affairs (74/13)**
Special, to conduct a Self-Study (84/9)**; to extend term of Special Committee (85/5)*
Special, to formulate a faculty position on Affirmative Action/Equal Opportunity at GWU (90/7)$$; establish Task Forces on Affirmative Action/Equal Opportunity (90/16)*
Special, to study Report of the Commission for the Year 2000 (85/6)*
Special, to study structure and functioning of Faculty Senate (90/6)*
Special Senate, appointment of (67/12)*
Joint Faculty/Administration, to improve flow of information (91/4)*
Steering, and all-university assembly (73/10)-

Compensation Increases & Compensation Policy, Faculty and Staff (05/2)*

Compliance Line
Regarding the Administration's Establishment of (01/9)*
Requesting Administrative Action on the Implementation of the Faculty Senate's Resolution on the Establishment of a "Compliance Line" (01/13)*
On Regulatory Compliance help & referral Line (02/3)**

Conflict of Interest,
on Senate Committees (78/6)*
Special Committee on Conflict of Interest Policy (85/10)*;
to endorse report of special committee on (86/13)rfd;
to endorse a University Policy on (89/6)**;
in federally funded research (94/13)**
to reaffirm the policy on conflict of interest for faculty members of The George Washington University and to endorse the procedures for review of possible faculty conflicts of interest (97/2)**;
to endorse a University Policy on Conflicts of Interest (97/6)
Special Joint Faculty-Administration-Trustees Committee to Formulate an All-Encompassing University-wide Policy on (95/5)*
to discharge the Joint Committee to Establish an All-Encompassing University-Wide Policy on Conflict of Interest and Elect a Special Faculty Committee to Develop a Conflict of Interest Policy for Faculty Members at The George Washington University (96/8)**
to amend the Policy on (03/7)*
to endorse The George Washington University Policy and Procedures Regarding Allegations of Research Misconduct (04/5)**
to endorse Revised Disclosure Forms and Conforming Changes to The George Washington University Policy on Conflicts of Interest and Commitment (04/6)**
to endorse Technical amendments to the Disclosure Forms for Faculty Members and Investigators under The George Washington University Policy on Conflicts of Interest and Commitment (05/4)*

Consortium, faculty membership on (68/13)* (87/7)*
Convocation, discontinuation of fall (61/Dec 18)*; mid-year program embellishments (84/1)*; establishment of an annual Honors Convocation (84/10)**

Copyright Policy, to Endorse a Revised (98/4)**
Council, establishment of for each school, college, and university department (65/Nov 12)**;
membership on (65/2)*

Course information sheets, required (96/1)**
Course offerings,
majors (65/20)*
supernumerary (74/7)*

Credit, academic,
through CLEP and AP exams (70/14)**
for previously audited courses (78/3)-

Curricular Offerings, Role of the Faculty in the Addition, Revision, or Elimination of (95/10)**
Curriculum,
departmental studies of (69/5)rfd
establishing a Steering Committee for Undergraduate Curriculum Review (07/3)*
procedure with Respect to Deliberation and Decision on the 4 x 4 Curriculum (05/5)*
requirements and supporting activities (69/8)*
substitute resolution regarding recommendations in the report of the Joint
Administration/Faculty Task Force on a Possible Four-course, Four-credit Undergraduate
Curricular Structure (06/3)**
timetable for action on the recommendations of the Joint Administration/Faculty Task Force
on a possible Four-course, Four-credit Undergraduate Curricular Structure (06/5)*

Deans, guidelines for searches of (90/9)*
Degree, honorary (66/13A)*;
and committee relating to (66/13w)
Discipline,
of students, (SEE Student, discipline)
of tenured faculty members (78/2)rfd
of University members (68/10)*
Dishonesty, University policy on academic (67/5)*; (74/9)**; (77/3)**; (80/7)rec;
to amend University Policy on Academic Dishonesty (84/14)**; (87/12)*;
Academic Honor Code (94/8)**;
Resolution to Amend the Code of Academic Integrity (01/1);
Resolution to Amend the code of Academic Integrity (01/6)* (see also Academic Integrity)

Discrimination,
sex (71/21)**;
sexual orientation (97/3)*
Dress Code (65/21)**

Educational Benefits,
to protect present educational benefits of current faculty and staff employees (89/15)*;
faculty support for tuition waiver educational benefits (89/16)*;
faculty opposition to graduated dependents' tuition waiver benefits for future faculty and staff (89/17)**
Employment, commission on equal opportunity (72/8)**
(SEE Faculty, equal opportunity)
English Language Requirements for Admission of International Students (88/6)**;
amendment to 88/6 (89/4)**
Environmental/Ecological program, university (69/17)*
Ethical Principles, to Endorse the George Washington University State of Ethical Principles (05/3)**
Evaluation, student-faculty (77/8)**; (81/14)**
Examination file, establishment of (80/12)*;
retention of graded exams and papers (86/6)**
Examinations,
centering period between end of classes and beginning of (65/19)* (78/8)*
scheduling of during election (72/6)*;
during inaugural event (68/9)*
final examination conflicts (94/9)**
Excellence, Strategic Plan for Academic (01/4)**

FACULTY,
Accreditation of Academic Programs, role of faculty in (95/7)*
Affirmative action, position on (90/7)s**; (90/16)*
annual report, modify format of (81/2)*; to permit review by faculty (91/2)*
appointments (84/16)**; tenure and non-tenure-accruing appointments (84/17)**; clarification of 87/5)**; appointment notification, change in date of (91/7)*
award, academic excellence within the University (88/7)rec
bibliography of faculty publications (82/6)**
consultation of, in University governance (70/3)**
course information sheets, required (96/1)**
curricular offerings, role of the faculty in the addition, revision, or elimination of (95/10)**;
development of and departmental effectiveness of (77/5)s; rec
Emeriti, social occasion for honoring (80/5)*
equal opportunity (81/3)**; faculty position on (90/7)s**; (90/8)**; (90/16)*; (97/3)*
faculty publications (82/7)**
intellectual Property, Resolution Requesting the University Administration to take appropriate measures to discourage infringement by students and other persons of faculty members’ intellectual property rights in their course presentations 00/4**
involvement in budgetary process (74/11)** (74/12)**
leave, to amend a previously adopted Resolution (95/2) on faculty (96/2)**
leaves of absence (96/12)*; leaves of absence, procedural guidance on extended unpaid (97/5)*;
leaves, sabbatical policy clarification (87/3)**; amendment to sabbatical leave policy (88/4)*;
mandatory mid-semester academic warning system (93/1)**
nonconcurrences, administrative, with faculty recommendations, amendment to the Faculty Code (94/5)**

Contract Faculty,
amend the Faculty Code to Provide a Requested Statement of Reasons to Long-Term Contract Faculty upon Non-Renewal of their Appointments (01/7)rec,
amend the Faculty Code to Provide a Requested Statement of Reasons to Long-Term Contract Faculty upon Non-Renewal of their Appointments (02/1)*
amend the Faculty Code to Provide a Parental Childcare Leave Benefit (07/5)**
nontenure, appointment of, (77/11)*, (84/17)**, titles, (78/9)**; renewability, (79/3)p;
(80/21); limitation on 80/1)**; special committee on (82/3)**; eligibility for sabbatical leave (84/2)*; special committee on utilization of (89/5)**; principles governing the utilization of regular, active-status, non-tenure-accruing faculty positions (90/13)**; part-time faculty (82/8)-; salaries (89/11)**; establishing criteria for appointments, reappointments and promotion of regular, active-status faculty serving in non-tenure-accruing appointments (05/6)**
performance standards (71/33)* - see also (05/6) above
productivity of (77/5)rec
professional responsibility (85/9)s*
promotion (66/19)* (70/10)* (76/6)rec
real merit increases in salaries of deserving faculty, recommending (80/13)*
recruitment and appointment reporting (89/13)*
research, (85/16)*; (85/17)**; (89/7)**; (89/8)**; (89/9)**
restrictions on number of regular faculty positions (77/6)**
retirement, gradual (84/3)** (84/12)**
voluntary early retirement, establish incentive for (89/2)**; provide retirement opportunities and incentives for senior faculty (90/15)**; (94/1)rec; (94/3)**; (95/1)** to strengthen University relations with its Retired Faculty (Substitute) (98/3)**
benefits (01/3)**
salary, notification of changes in (96/3)**
salary, opposing selective reductions in salary of Tenured faculty (96/11)*
salary scales (65/Feb 12)* (87/1)*
salary, Senior Faculty Guidelines 1982-83, modification of (81/7)*; salary, notification of changes (96/3)**

**secondary appointments:**
A Resolution Concerning Secondary Appointments For Regular, Active-Status Faculty Members (07/4) rec with amendments;
A Resolution Concerning Secondary Appointments For Regular, Active-Status Faculty Members (07/6) t (3/14/08); ** (approved by Board of Trustees 5/08)
status, limited service, active (67/9)ret (69/12)** 77/12)**
Student Evaluation of Courses, develop a revised (01/10)**
tenure, criteria for (70/10)** (81/4) rdf (81/11) rdf (82/9) s** and promotion (76/6)rec; allocation of (80/22)**; tenure accruing appointments (84/17)**; post-tenure review (92/4)* (SEE also Tenured Faculty) conferral of, reaffirming the Faculty Code provisions regarding tenure (87/5)**; (94/7)w, tenure by default (97/8)*
Opposing Making the Vice President for Academic Affairs’ Notice of Denial of Tenure Final Action of the Probationary Period, Establishment of an Election as of Right by Tenure Track Faculty Who Become New Parents During the (03/6)**
University (Although Subject to Appeal) (98/6) t; on Tenure by Default (Substitute) (98/7)* twenty-five years' service, social occasion for honoring (80/5)*;
use of faculty on Administrative committees, Task Forces, etc., (91/3)**

**Faculty Code** (64/April 2) (65/14)** (67/9)ret (67/13)**
(68/3)- (68/13)* (73/7)** reconsidered**5/7/76
Grievance Procedures (78/7)* (79/4)** criteria for tenure (81/4) rdf (81/11) rdf (82/9) s** allocation of tenure-accruing positions (80/22)*; academic evaluation of students (81/14)** eligibility for sabbatical leave (non-tenure) (84/2)*; clarification of sabbatical leave policy (87/3)*; amendment concerning sabbatical leave policy (88/4)*; gradual retirement (84/3)** (84/12)**; amendment to Article X, Faculty Code (84/4)** (85/8)**; amendment to Procedures for Implementation of Article X, Faculty Code, paragraph F (84/6)*; amendment with respect to appointments (84/16)**; clarification of appointments (87/5**; to amend Article III of the Faculty Code, and the Faculty Handbook relating to professional responsibility (85/9) s*; to implement "Procedures" Section C-5 relating to election of Faculty consultative Committee regarding selection of University President (85/11)**; recommend amendment to provisions relating to the removal of tenure (86/7) rec; amend provisions relating to the termination of tenure and academic freedom (86/8)**;
Faculty Consultation Regarding Appointment of Administrators Whose Positions Relate to Academic Matters (87/10)*; to amend the Faculty Code to clarify its relationship to the University Policy on Misconduct in Research (90/11)*; to amend the Faculty Code to establish School-Wide Personnel Committees (91/6) s**; to amend Resolution 91/6 (91/9); to amend the Faculty Code to change date of appointment notification (91/7)*; to amend the Faculty Code and Guide to Student Rights and Responsibilities regarding allegations of prejudice (92/2)**; to amend the Faculty Code with respect to Leave, (95/2)*, (96/2)*; to amend the Faculty Code to Require amendments to the College of Professional Studies (01/12)**, amendment to provide a requested statement of reasons to long-term contract Faculty upon nonrenewal of their appointments (02/1)* Establishment and Publication of Procedures for Reappointment, (95/6)*; to amend the Faculty Code to alter date of notification of Changes in Salary (96/3)**; Independence and Impartiality of Members of the Senate and Elected Senate Committees in the Performance of their Responsibilities under the Faculty Code (96/9)*; to amend the Faculty Code with regard to nondiscrimination on the basis of sexual orientation (97/3)*; to amend the Faculty Code to Provide Procedural Guidance on Extended Unpaid Leaves of Absence (97/5)*; to amend the Faculty Code re Tenure by Default (97/8); on Tenure by Default (Substitute) (98/7)*; to amend the Faculty Code (grievance procedures) (99/2)**; to amend Resolution 99/2 re Section E.7 of the Revised Procedures for Implementing the Faculty Code (00/2)** Board of Trustees, with respect to action taken in Response to Resolution 99/2, “A Resolution to Amend the 1996 Faculty Code of The George Washington University 00/5**; to Amend the Faculty Code to Provide a Requested Statement of Reasons to Long-Term Contract Faculty upon Non-Renewal of their Appointments (01/7) rec

FACULTY ORGANIZATION PLAN
abolish procedure for four years' review (79/7)** amendment to change frequency of stated meetings of the Faculty Assembly (90/5)* amendment to conform to constitutional change in the School of Medicine and Health Sciences (80/16)* amendments regarding composition of the Faculty Senate and Executive Committee to conform with merger of CCAS and GSAS (91/5)*; to amend the Faculty Organization Plan on composition of the Faculty Senate, (95/4)** Amendment regarding composition of the Faculty Senate (addition of a second Senate seat for the School of Public Health and Health Services) 07/2* [approved by the Faculty Assembly as Resolution FA07/1; approved by the Board of Trustees, Fall 2007] clarification procedures and vote requirements to consider matters not on the agenda (80/6)* dispense with reading of minutes (83/5)* permit cancellation of regular meetings (83/6)* re-establish May 1 as beginning/ending date of Senate Sessions and of terms of Senate Members (80/14)* Senate committee membership and eligibility (65/May)* (65/11)rec (66/8)* (66/21)* standing committees of the Faculty Senate (66/2)* (69/21)** (80/2) (80/3) (80/6) (81/5) (81/6) (01/5)*;
to Establish a GW Film Festival (01/8)*
on Changes to the (02/4)*

Financial performance model, recommend adoption of (94/6)*
Fine Arts, establishment of school of (68/18)*
Fiscal Planning and Budgeting Committees in the Schools, Colleges,
and Divisions, establishment of (92/1)**
Forum, GW
establishment of (68/15)*; to continue publication of (71/1)* (73/6)** (75/3)* (78/1)* (82/5)*
Fringe Benefits, improved, appreciation of (86/1)*; reallocation from retirement benefits to health
insurance (91/8)**
Fringe Benefits Committee, commendation for (89/18)*
Governance, University active participation of the faculty in (93/6)**
Grades,
changes in University grading system (86/9)*
to change the description of the Z symbol (98/2)**
change meaning of "Z" grade (83/9)*
change the CR/NCR Grading Symbol (79/5)*
standardize the disposition of "Incomplete" grade (83/8)-
submission of (69/15)t
symbols for (78/4)**
grading extensions (93/5)**
amendment of the time limitation on reporting of final grades by faculty members (08/1)*
Green Model University Task Force, Faculty Senate support for (93/8)*
Grievance, Procedure
for faculty (78/7)** (79/4)**; to propose changes (81/8)*
term of service (81/9)*; amendment to Article X, Faculty
Code (84/4)** (85/8)**; amendment to Procedures for
Implementation of Article X, of the Faculty Code, Paragra
F (84/5)** (85/8)**; amendment to Procedures for
Implementation of the Faculty Code, Paragraph F (84/6)*;
for students (76/5)** (77/7)**; establishment of Special
Committee to review procedures (96/6)*; Grievance Committee, faculty, and need of extra
members (78/7)**; establishment of May 1 as beginning date of service (81/9)*; to amend the
Faculty Code (grievance procedures) (99/2)**; to amend Resolution 99/2 re Section
of the revised Procedures for Implementing the Faculty Code (00/2)** with respect to
action taken by the Board of Trustees in Response to Resolution 99/2, "A Resolution to
Amend the 1996 Faculty Code of The George Washington University 00/5**
Guidelines, for planning Commencement Exercises (81/10)**
Guidelines, for searches for deans (90/9)*
Guidelines, Senior Faculty Salary (81/7)*
GWU Office for Service to the Community, establishment

Harassment Complaints, to endorse interim policy and procedures governing sexual, as Amended
(98/5)**; Harassment Complaints, to endorse the policy and procedures governing sexual
(99/6)**
of (86/12)*; on the Revised Draft of the Sexual Harassment Policies and Procedures (00/6)p **
endorse reinstatement of the Interim Policy and Procedures Governing Sexual Harassment Complaints, as originally adopted by the Faculty Senate in Resolution 98/5, with certain further amendments (04/3)** endorse the Sexual Harassment Policy and Procedures of The George Washington University (05/1)*
Health care benefits (73/1)** (73/9)** (74/5)*, (91/8)**
Health and Wellness Center, reconsideration of construction of (91/11)-
Holidays,
religious (71/36)* (72/10)** (92/6)**
other (70/12)**; Martin Luther King, Jr. (83/4)*
Columbus Day (90/2)*
Honor Code, Academic (94/8)**
Honors, Appropriate Regulation of Honors, Awards, or Distinctions by Units of the University (04/9)**
Interdisciplinary programs (97/7)*
Intellectual Property, Resolution Requesting the University Administration to take appropriate measures to discourage infringement by students and other persons of faculty members' intellectual property rights in their course presentations 00/4**
Judicial system,
modification of and student nonacademic and academic discipline, (SEE Student, discipline)
residence board, establishment of (71/23 - 71/29)* with minor acceptable changes
University representative to (70/8)*
Code of Student Conduct (95/8)**
Junior college, abandonment of (61/April 14)*

Leave, Amendment to the Faculty Code with respect to, (95/2)* (96/2)**; Sabbatical Leave (84/2)** (87/3)* (88/4)*; Childcare Leave Benefit 07/5** (approved by Board 2/8/08)
Leaves of Absence, to circumscribe leaves of absence taken in a contiguous seven-year period (96/12), procedural guidance on extended unpaid (97/5)*
Library,
access and circulation, in support of proposed changes in policies for (Gelman Library) (97/4)**
acquisitions committee (66/22)**
bibliographer (65/7)**
budget (65/8)*; to support additional funding for Library acquisitions (87/11)*
construction of (65/5)*
faculty support of (88/3)*
fiscal support of (66/22)** (71/20)** (87/11)*, 05/7
planner, appointment of (65/6)*
public use of (77/4)*
scholarly communications and library serials acquisitions (03/9)*
resolution on Library endowment funds (05/7)** (under reconsideration, Fall, 2006 at request of administration response)
resolution on Library endowment funds(06/6)**

Marcus Cunliffe Annual Lecture Series on George Washington (92/3)*
Memoriam, resolution/tribute in
Elizabeth Byrne Adams (83/Sep 16)*
Harold Frederick Bright (97/Sep 12)
Arthur Edward Burns (87/May 1)*
Benjamin Burdetsky (2000, May 5)
Thomas Henry Carroll (64/Oct 9)*
Astere Evarist Claeyssens, Jr. (90/Sep 14)*
Roderick H. Davison (96/April 12)*
Alton H. Desmond (77/May 6)*
Harry Grubb Detwiler (73/Mar 9)*
James Carlton Dockery (84/Oct 12)*
Mrs. Newell Windom Ellison (61/Feb 17)*
Joseph V. Foa (96/May 10)*
Raymond R. Fox (97/Sep 12)
John A. Frey (97/Sep 12)
Leon Gintzig (84/Mar 9)*
Wood Gray (77/Sep 9)*
Sherwin Greene (92/May 8)*
Charles Joseph Herber (2000/May 5)
Richard A. Kenney (95/Feb. 10)*
Robert Kramer (01/Jan 1)*
Wolfgang H. Kraus (77/May 6)*
Joseph Henry Krupa (64/Nov 13)*
Joseph B. Levy (01/Feb 7)
Edwin Joseph Baughman (84/May 4)*
Guido Ettore Mazzeo (84/Sep 21)*
James N. Mosel (98/Dec 11)*
Francisco Prats (96/Sep 13)*
John Palmer Reesing, Jr. (90/Sep 14)*
Presson S. Shane (88/May 6)*
Walton Edward Smith (81/Sep 18)*
Edwin Lockwood Stevens (87/Sep 18)*
Carol R. St. Cyr (77/Apr 8)*
Fred Salisbury Tupper (63/Dec 13)*
George Vartkes Vahouny (86/Sep 19)*
Robert Crumpton Willson (99/Apr 4)*
Charles Samuel Wise (67/Apr 8)*
Reuben Esselstyn Wood (80/April 11)*
Elyce Zenoff (88/May 6)*

Mount Vernon Campus, regarding the role of the Ad Hoc Committee on the Mount Vernon Campus of The George Washington University (97/9)*

New York Times Selective Guide to Colleges, Senate response (81/12)*
Nonconcurrences, Procedures
process of handling (93/9)**
administrative nonconcurrences (94/2)**
administrative nonconcurrences, amendment to Faculty Code (94/5)**
Nontenure, (SEE Faculty, nontenure)
Northern Virginia Planning (89/3)**; Northern Virginia
Campus (89/12)s**

Ombudsman, establishment of office of (73/5)**

Parking Rates, (95/3)-
Patents and Scholarly Works (95/9)*
Physical education-activities building (71/34)** Planning, University (87/9)*
Political campaign, guidelines for on behalf of candidates for public office (70/2)**
Presidents' House, Historic, designation of (84/18)s*
Professional Studies, concerning a proposed College of (99/5)**; Accepting with Approval the Report of the Joint Faculty/Administration Task Force on the Proposed College of Professional Studies (00/3)**

Protest on campus (67/4)*

Rape and Sexual Assault Policy, to Strengthen, Code of Student Conduct (99/3)**

Reappointment, amendment to the Faculty Code to Require Establishment and Publication of Procedures for Reappointment (95/6)*
Recruiting, student (67/3)*
Red Lion Row, support of current plans by the University for development of (80/15)* as revised
Registration and ancillary problems (60/10)*;
advising/registration (86/3)rd
Reichard matter (63/Feb 8)*
Research misconduct, to endorse The George Washington University Policy and Procedures Regarding Allegation of Research Misconduct (04/5)**
Research, Strategic Plan for (94/4)*
Research, conflict of interest in federally funded, policy on (94/13)**
Residence Board, judicial (71/23 - 71/29)* with minor acceptable changes
Residence Hall Court, resolution to approve charter of (75/5)*

Resolutions concerning other resolutions:
extension of (69/2)* (69/20)**
History department response to resolution (75/8)*
concerning Linda DePauw (75/10)*

Retirement,
age, amendment to Faculty Code (95/1)**
gradual retirement (84/3)** (84/12)**
mandatory and benefits (65/14)**; establish special committee on (86/4)**
past service benefit income (65/13)*
special committee on benefits (82/4)**; changes in Retirement Benefits (84/8)*; (91/8)**
to strengthen University relations with its Retired Faculty (Substitute) (98/3)**
voluntary early faculty retirement, establish incentive for (89/2)**; (90/15)**
voluntary optional (70/13)* (72/2)*
voluntary retirement opportunities and incentives to faculty, (94/1) rec
Joint Faculty-Administration Task Force on Retirement Opportunities and Incentives to Faculty (94/3)**
Scholarly Works, Patents and (95/9)*
Scholarship,
  committee on, and change of name (72/3)*
  honor, Washington area (74/2)*
University Awards (79/9)*; to be applied in Exchange
  Programs with Foreign Universities (81/13)*
Scholarship, Board of Trustees,
  awarded on basis other than financial need (61/Dec 18)*
  dependents of tenured faculty (61/Dec 18)*
  foreign students (68/4)*
  maintenance of (69/11)** (79/1)**
  transfer students (72/4)**; sophomore transfer students
  (81/16)*
Schools and Colleges,
  Columbia College (61/April 14)*; and honors program
  (65/18)*; merger of CCAS & GSAS (91/5)*
  School, Graduate, of Arts and Sciences (66/Dec 9)*
  (66/10)*; merger of GSAS & CCAS (91/5)*
  School of Fine Arts, establishment of (68/18)*ret
  School of Government and Business Administration (66/3)*
  School of Media and Public Affairs, opposing special fees for
  majors in 00/1 w
  School of Public and International Affairs (66/3)*;
    to request adequate time for consultation with faculty on consolidation of (86/10)**;
    to establish a special committee on consolidation of (86/11)*
  School of Public Health and Health Services, establishment of (96/13)*; to Bring into Compliance
    with the Faculty Code with Respect to Tenured and Tenure-Accruing
    Appointment for Regular, Active-Status Faculty (01/11)**
  School of Public Policy and Public Administration, Establishment of within the Columbian College
    of Arts & Sciences(03/2)*
  School-Wide Personnel Committees (91/6)s**; (91/9)*
  Schools-within-schools (96/14)*
  Scientific Misconduct, to Amend the Policy on (03/8)**

SENATE, FACULTY

agenda and availability to schools (61/Oct 18)*

bylaws, amendment to, in order to provide for discussion (66/11)*
bylaws, provisional (65/3)*
bylaws, amendment to encourage continuity in committee membership (80/2)*
bylaws, amendment to meet at least once early during each Senate session (80/3)*
bylaws, amendment to clarify voting requirements for matters not on agenda (80/6)
bylaws, amendment to designate September as regular meeting time (80/11)*
bylaws, amendment to re-establish May 1 as beginning/ending date of Senate Sessions and of
terms of Senate members (80/14)*
bylaws, amendment to dispense with reading of minutes (83/5)*
bylaws, amendment to permit cancellation of regular meetings (83/6)*
bylaws, amendment to re-name Public Ceremonies Committee to Honors and Academic
Convocations (85/1)*
bylaws, amendment to re-name Library Committee to Libraries Committee (85/2)*
bylaws, amendment to hear complaints by constituents for any perceived failure to comply with Senate rules and procedures (97/l) rfd
bylaws of the Faculty Senate appended to the Faculty Organization Plan, amendment to restate the names of the Standing Committees (04/8)* [restatement of this section-lsc]
bylaws of the Faculty Senate appended to the Faculty Organization Plan, amendment to rename the Faculty Development and Support Committee, to be termed the Faculty Development, Including Academic and Administrative Support Committee* candidates for honorary degrees (66/13A)*
committees and revision of Senate bylaws (70/6)-; and
President Elliott's proposal (65/9)*
composition of Faculty Senate to conform with merger of CCAS & GSAS (91/5)* committee of, (SEE Committees) conflict of interest (78/6)*

Executive Committee (SEE Committees)
impartiality and independence of Members in performance of their responsibilities under the Faculty Code (96/9)*
meetings, authorization of observers at (66/9)** (68/5)*
recommendation of student attendance at (65/12)-
membership policy (66/7)* (66/8)* (66/21)* (67/3)*
records, preservation of (77/2)**
representation of SGBA and SPIA (66/3)*
resolutions, establish procedures for prompt disposition of Senate resolutions requesting Administrative/Board action (91/l)**
self-study committee (84/9)*; (85/5)*; (90/6)*
terms of office and dates of election (70/4)* passed by Assembly 2/9/71; (70/9)*; (80/14)*
voting privileges of student liaison committee (66/April 14)*
Senior Citizens, audit course program for (78/5)**
Sexual Harassment Complaints, to endorse interim policy and procedures governing, as Amended (98/5)**; Sexual Harassment Complaints, to endorse the policy and procedures governing (99/6)** on the Revised Draft of the Sexual Harassment Policies and Procedures (00/6)p **
Smoking,
in classrooms (61/May 12)* (69/7)*
proposed new University Policy on Smoking (85/7)*
non-smoking, University-Wide Policy on (94/10)**
Strategic Plan for Academic Excellence,
Faculty Statement Concerning (01/4)**
Student Council Annual Report to the Faculty Senate (61/April 14)*
Student Court, creation of and University peace (69/2)* (69/20)**

STUDENT
absenteeism (66/18)**
academic dishonesty, to amend University policy on
(87/12)* (see also academic integrity, academic dishonesty)
academic evaluation of (81/14)** (82/2)*
advising, undergraduate (88/1)*; improve student advising
(91/4) rdf
Code of Student Conduct, revised (87/4)**; (95/8) rdf 3/8/96, **; rape and sexual assault policy
(99/3)**
communication with faculty, administration and Board of
Trustees (65/April 9)*
diplomas, undergraduate, specification of major field
(88/2)*
discipline,
academic (67/6)* (70/5A)** (73/4) rec;
nonacademic and GWU judicial system (70/5B)- (70/5C)-
(71/5)* (74/6)* (87/4)** (95/8) rdf 3/8/96, **
dress code (65/21)**
final examination conflicts (94/9)**
financial aid to (85/13)*
government and elections (68/11)**
graduate student (full-time) support (88/5) rec, w

grievance procedures for (76/5)** (77/7)** (80/17)**
(80/18)**
international students, admission procedures (83/1)*;
advance cross-cultural communications with (87/6)*;
English language requirements for admission (88/6)**
Joint Committee of Faculty and Students (SEE Committees)
life, abolishment of committee on (69/6)**
pilot student orientation course (90/3) rdf
recruiting of (67/3)*
rights, protection of (67/7)* relating to academic
evaluation (82/2)*
rights, and responsibilities (69/9)** (80/17)**
(80/18)**
stipends (76/3)t
traffic court, establishment of (71/30)* with minor
undergraduate, deficiencies of (71/22)*
undergraduate, enrollment in courses other than those
offered by the school or college in which registered
(80/10)*; advising (88/1)*; diploma, designation of
major (88/2)*
students with disabilities,
Faculty Statement Concerning (01/2)**
Syllabi (course information sheets required) (96/1)**

Tenure, conferral of, resolution reaffirming Faculty Code provisions regarding (94/7) w, tenure by
default (97/8)**; Opposing Making the Vice President for Academic Affairs’ Notice of Denial of
Tenure Final Action of the University (Although Subject to Appeal) 98/6 t; on Tenure by
Default (Substitute) 98/7 *, Roles of Faculty members, School-Wide Personnel Committees, and
the Administration Officials in Tenure and Promotion Cases (03/10)*
Tenured faculty, (SEE also Faculty)
Board of Trustees Scholarships for dependents
(61/Dec 18)*
disciplinary actions taken against (78/2) rfd
post-tenure review (92/4)*
tenure-accruing (84/17)**
respect of full-time and early retirement (study) (77/II)*
obsessing selective reductions in Salary of tenured faculty (96/11)*
Theatre, inclusion of in University Center (66/15)*
Thom Power Tool Company case, requesting Congressional
Committees to exempt book publishers from Supreme court
ruling (80/23)*
Tuition benefits for faculty children (69/13)**
(80/19 revision)*
Tuition remission policy (68/12)*

University assembly, proposal of steering committee (73/10)-
University bookstore, (SEE Bookstore)
University calendar
alteration of (66/20)* (66/25)- (67/11)* (71/2)**
(76/8)- (83/7)*; changes in (84/13)**; changes for
Summer Sessions (85/12)*; amendment to designate
Columbus Day Monday as University holiday (90/2)*,
on the Alternative Academic (03/01) *; on the Proposals for an Alternative Academic (03/3)*
campaign recess (70/1)**
modified semester plan (70/7)*
University Campus Plan,
endorsing principles embodied in revised Plan (85/20)**
(SEE Committees, Physical Facilities)
University Center,
establishment of club in (68/8)*
theatre (66/15)*
University governance, active participation of the faculty in (93/6)
On the Proposed Restructuring of (02/2)*
University gifts and endowments, committee on (65/Nov 12)-
University peace, maintenance of (68/2)* creation of student court (69/2)* (69/20)**
protest on campus (67/4)*
University planning (87/9)*
University Policy on Equal Opportunity, amendment to add
"sexual orientation" (90/8)**; (97/3)*
University Policy on Misconduct in Science and Related Matters, to amend and clarify (90/II)*
University Professor, establishment of rank of (79/2)**

Virginia campus, establishment of a Joint Faculty-Administration Task Force to assess the long-run
comparative advantage of (93/4)*

Washington Research Library Consortium, faculty
participation on Board of Directors (87/7)*
Wellness Center, Regarding proposed faculty user fees (99/1)-
Yeshiva (NLRB and Yeshiva University Faculty Association vs. Yeshiva University) (79/8)*

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