

# **The Constitution of the Oakland University School of Nursing**

## **THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING**

November 1994

**(UNDER REVISION – GOVERNANCE  
APPROVAL PENDING, Fall 2001)**

### ***HISTORY OF PRIOR ACTION***

*Ratified/Revised by School of Nursing Faculty Assembly  
September 6, 1977; April 17, 1986; March 24, 1994; April 26, 2001*

*Approved by the University Senate  
October 20, 1977; November 13, 1986; April 14, 1994*

*Approved by the Board of Trustees  
November 29, 1977; March 11, 1987; December 1, 1994*

### **THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING**

**ARTICLE I** 1. The Oakland University School of Nursing shall be organized and shall function as provided herein.

#### ***ARTICLE II***

##### **Administration**

1. The Dean is the principal academic and administrative officer of the Faculty and the School of Nursing.

a)The Dean of the Faculty and School of Nursing shall be a tenured member of the Faculty of Nursing.

b)The Dean shall be appointed by the Board of Trustees after consideration of the recommendation of the President and Vice President for Academic Affairs. Before recommending the initial appointment of a Dean, the President, or Vice President for Academic Affairs if designated, shall consult with the Nursing Committee on Appointment and Promotion (NCAP) concerning the academic rank of the candidate.

c)At the President's discretion, the Dean's appointment may be reviewed with all members of the Faculty of Nursing at any time, but shall be reviewed at least once every five years.

2. With the advice of the Faculty Assembly of the School of Nursing, the Dean shall propose to the Vice President for Academic Affairs and President any and all administrative or instructional units within the School.

### **ARTICLE III**

#### **The Faculty Assembly: Powers and Responsibilities**

1. The **Faculty Assembly** of the School of Nursing shall exercise all powers assigned to the organized faculty of the School of Nursing by the Constitution of the University Senate, and the collective bargaining agreement between Oakland University and the American Association of University Professors (OU-AAUP). In addition, the Faculty Assembly shall:
  - a. advise the Dean on all matters the Dean wishes to bring before it.
  - b. have the right to initiate proposals on all matters relevant to the general welfare of the School of Nursing.
  - c. have the right to be consulted on all matters of academic importance to the School of Nursing.
  - d. take such actions as necessary to exercise responsibilities stated elsewhere in this Constitution.

### **ARTICLE IV**

#### **The Faculty Assembly: Membership and Organization**

1. The Faculty Assembly shall be composed of all members of the Faculty of Nursing holding regular appointments as Professors, Associate Professors, Assistant Professors, Instructors, Special Instructors, Full-Time Adjunct Faculty and Visitors.
2. All members of the Faculty Assembly shall have full voting rights and shall be eligible to serve on committees, except as committee membership may be restricted by stipulation in this Constitution or by actions of the Faculty Assembly.
3. During the fall and winter semesters, the Assembly shall meet at the call of the Executive Committee. Such meetings shall be held at least once during each of the fall and winter semesters. The Executive Committee must call a meeting within thirty days of the receipt of a written request for a meeting signed by twenty percent of the Assembly members.
4. Meetings of the Assembly, at all times other than during the fall and winter semesters, shall be called by the Dean. At such meetings the agenda of such meetings shall be

limited to the nomination of candidates for degrees and conferring of School honors, unless, by action of the Faculty Assembly during the preceding winter semester, specific additional items are authorized for the agenda.

5. The presiding officer of the Faculty Assembly shall be the Dean or in the Dean's absence, a designated representative. The Dean shall appoint a secretary of the Faculty Assembly and a parliamentarian.
6. Fifty percent of those members of the Assembly not on leave, shall constitute a quorum, except that this quorum rule shall be suspended for those meetings stipulated under Article IV, 4 of this Constitution.
7. All substantive motions, together with relevant committee recommendations and reports, shall be circulated to all members of the Assembly before a motion receives its first reading in the Faculty Assembly. Each substantive motion shall receive readings on two separate meeting days of the Assembly.
  - a. Amendments may be moved during both readings, but final votes may be taken only during the second reading.
  - b. By a vote of three-fourths of the members present and voting, the Faculty Assembly may proceed directly from the first reading to the second reading and take final action on the motion.
  - c. At the request of more than one fourth of the members present and voting, at least one hearing open to faculty, staff and students shall be held before the second reading of any substantive motion.
8. Where this constitution is silent, Roberts' Rules of Order Newly Revised shall be used as the parliamentary authority.

### **Committees of the Faculty Assembly**

1. The Faculty Assembly shall have an **Executive Committee** composed of the Dean of the School of Nursing (or designee) who shall serve as chairperson, and four other members elected from the Faculty Assembly. Elections shall be held in the winter semester for service in the subsequent academic year. Members shall be elected to staggered two-year terms.
  - a. The Executive Committee shall:
    - i. call all meetings of the Assembly in the fall and winter semesters;
    - ii. prepare the agenda for the Assembly, including the call of all matters from committees;
    - iii. present to the Assembly a slate of nominees for the chairperson and membership of all other standing committees;
    - iv. create ad hoc committees as it judges necessary to review matters within the purview of the executive committee, designate the membership, and fix the terms of such committees;
    - v. refer measures to the standing and ad hoc committees;
    - vi. receive reports and recommendations from committees to be placed on the agenda of the Assembly, with authority to request one reconsideration; after reconsideration by the committee, a second recommendation from the committee must be placed on a subsequent Assembly agenda;

- vii. have authority to originate substantive motions for consideration by the Assembly;
  - viii. appoint replacements for vacated seats on all standing and ad hoc committees of the Assembly; all such replacements shall serve until the next regular election;
  - ix. transmit to the University Senate such matters as concern it; and receive communications from the University Senate;
  - x. advise the Dean on all matters the Dean wishes to bring before it; place before the Dean such matters as it deems necessary.
2. The Faculty Assembly shall have an **Undergraduate Committee on Instruction** composed of the Dean of the School of Nursing or his/her designee (ex officio, non-voting), four members elected from the Faculty Assembly, and one student representative selected by the Student Nurses' Association of Oakland University (non-voting). Elections shall be held in the winter semester for service in the subsequent academic year. Members shall be elected to staggered two-year terms.
- a. The **Undergraduate Committee on Instruction** shall:
    - i. consider and advise the Assembly on all curricular issues affecting undergraduate program;
    - ii. review policies on admission, progression, retention, dismissal, and graduation;
    - iii. rule on petitions of exception;
    - iv. advise the Dean on any matters of academic concern to the undergraduate program;
    - v. create ad hoc committees as it judges necessary to review matters within the purview of the Undergraduate Committee on Instruction, designate the membership, and fix the terms of such committees.
- The Faculty Assembly shall have a **Graduate Committee on Instruction**, composed of the Dean of the School of Nursing or his/her designee (ex officio, non-voting), four members elected from the Faculty Assembly and one student representative (non-voting) selected by the graduate student body. Elections shall be held in the winter semester for service in the subsequent academic year. Members shall be elected to staggered two-year terms. The Executive committee shall appointment one (1) non-voting faculty representative from Nurse Anesthesia. In the event that none of the elected members of this committee are Certified Nurse Practitioners, the Executive Committee may appoint one Certified Nurse Practitioner as a non-voting member.
    - a. The **Graduate Committee on Instruction** shall:
      - i. consider and advise the Assembly on all curricular issues affecting graduate programs;
      - ii. review policies on admission, progression, retention, dismissal and graduation.
      - iii. make recommendations to the Dean of Graduate Study on admissions, petitions of exception, and applications for transfer credit;
      - iv. advise the Dean on any matters of academic concern to the graduate program;

- v. create ad hoc committees as it judges necessary to review matters within the purview of the Graduate Committee on Instruction, designate the membership, and fix the terms of such committees.
- The Faculty Assembly shall have a **Nursing Committee on Appointment and Promotion** composed of four tenured and one tenure-track member of the Faculty of the School of Nursing and the Dean (ex-officio and non-voting). Should the faculty member filling the non-tenured seat receive notification that tenure will be awarded, then the seat shall be declared vacant at the beginning of the fall semester succeeding notification and an election to fill the seat for the remainder of the term shall be held at this time. Since a person granted tenure cannot serve as the non-tenured representative on NCAP, that person shall be eligible to serve as a tenured representative.

Terms of office shall be staggered and continue for three years. Elections shall be held in the winter semester for service in the subsequent academic year. Those faculty members eligible to vote for members of this committee shall hold the ranks of special Instructor, Instructor, Assistant Professor, Associate Professor and Professor, not including visiting or adjunct ranks. The chairperson and secretary shall be elected by and from the voting members of the NCAP for a term of one year.

The **Nursing Committee on Appointment and Promotion** shall:

- i. be informed of all appointments to the Faculty of Nursing;
- ii. advise the Dean on all recommendations for initial appointment with tenure, reappointment, promotion and tenure of full-time faculty in the School of Nursing;
- iii. advise the Dean on appointment, promotion and tenure procedures within the School of Nursing and recommend to the Faculty Assembly changes in such procedures;
- iv. advise FRPC on all appropriate personnel actions.
- v. conduct its business in accordance with the OU-AAUP collective bargaining agreement.

The Faculty Assembly shall have an **Evaluation Committee** composed of the Dean of the School of Nursing or his/her designee (ex officio, non-voting) and four members elected from the Faculty Assembly. Elections shall be held in the winter semester for service in the subsequent academic year. Members shall be elected to staggered three-year terms.

- f. The Evaluation Committee shall:
  - i. oversee the development, execution and effectiveness of the evaluation plan for the School of Nursing;
  - ii. create ad hoc committees as it judges necessary to review matters within the purview of the Evaluation Committee, designate the membership, and fix the terms of such committees.

## ***ARTICLE V***

Amendment to the School of Nursing Constitution

7. Amendments to this constitution shall originate as substantive motions of the Faculty Assembly, except that an affirmative final vote on the second reading must be ratified by a simple majority of the members of the Assembly in a mail referendum and be approved by the University Senate and the Board of Trustees. An amendment shall be effective following approval by the Board of Trustees.

**ARTICLE VI**

REVISION OF THE SCHOOL OF NURSING CONSTITUTION

8. This Constitution shall remain in effect until superseded by a revised Constitution ratified by the Assembly and approved by the University Senate and the Board of Trustees.
9. Within five years of the adoption of this Constitution, a Constitutional Committee shall be convened by the Executive Committee to consider the need for revisions in this constitution and to present such needed revisions to the Faculty Assembly for consideration and adoption.

**School of Nursing Committees:  
Constitutional and Support**

**COMMITTEE SUMMARY - AS SET FORTH IN THE  
CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF  
NURSING Article IV  
and Approved by the Board of Trustees**

**NOVEMBER 1994**

<b>COMMITTEE</b>	<b>MEMBERSHIP</b>	<b>CHARGE</b>
<b>Faculty Assembly (FA)</b>	<ul style="list-style-type: none"><li>▪ All members of the Faculty of Nursing holding regular appointments as Professors, Associate Professors, Assistant Professors,</li></ul>	<ol style="list-style-type: none"><li>12. Advise the dean on all matters the dean wishes to bring before it.</li><li>13. Initiate proposals on all matters relevant to the general welfare of the SON.</li><li>14. Have the right to be consulted on all matters of academic importance for SON.</li><li>15. Take such actions as are necessary to exercise</li></ol>

	<p>Instructors, Special Instructors, Full-time Adjunct Faculty and Visitors.</p> <ul style="list-style-type: none"> <li>▪ All Lecturers, Applied Nursing Instructors and Adjunct Faculty (non- voting).?</li> </ul>	<p>responsibilities stated elsewhere in constitution.</p>
<p><b>Executive Committee</b></p>	<ul style="list-style-type: none"> <li>▪ Dean of the School of Nursing (or designee) who shall serve as chairperson</li> <li>▪ Four other members elected in the winter semester for service in the subsequent academic year</li> </ul> <p>2 Year Term</p>	<ol style="list-style-type: none"> <li>18. Call Fall and Winter meeting of FA</li> <li>19. Prepare FA agenda.</li> <li>20. Present slate of nominees for Committees.</li> <li>21. Create <u>ad hoc</u> committees.</li> <li>22. Refer items to committees.</li> <li>23. Receive reports/recommendations from committees.</li> <li>24. Originate substantive motions for consideration by FA.</li> <li>25. Replace committee vacancies.</li> <li>26. Transmit/receive matters of concern to/from Senate.</li> <li>27. Advise the dean.</li> </ol>
<p><b>Undergraduate Committee on Instruction (UCOI)</b></p>	<ul style="list-style-type: none"> <li>▪ Dean of the School of Nursing or his/her designee (ex officio, non-voting)</li> <li>▪ Four</li> </ul>	<ol style="list-style-type: none"> <li>31. Consider and advise FA on all curricular issues affecting undergraduate programs.</li> <li>32. Review policies on admission, progression, retention, dismissal and graduation.</li> </ol>

	<p>members elected from the Faculty Assembly in the winter semester for service in the subsequent academic year</p> <ul style="list-style-type: none"> <li>▪ One student representative selected by the Student Nurses' Association of Oakland University (non-voting).</li> </ul> <p>2 Year Term</p>	<p>33. Rule on petitions of exception.</p> <p>34. Advise the dean on matters of academic concern to undergraduate program.</p> <p>35. Create such <u>ad hoc</u> committees as necessary.</p>
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<p><b>Graduate Committee on Instruction (GCOI)</b></p>	<ul style="list-style-type: none"> <li>▪ Dean of the School of Nursing or his/her designee (ex officio, non-voting)</li> <li>▪ Four members elected from the Faculty Assembly in the winter semester for service in the subsequent academic year</li> <li>▪ One student representative (non-voting) selected by the graduate student body.</li> <li>▪ The Executive committee shall appoint one (1) non-voting faculty representative from Nurse Anesthesia.</li> <li>▪ In the event that none of the elected members of this</li> </ul>	<ol style="list-style-type: none"> <li>41. Consider and advise FA on all curricula issues affecting graduate programs.</li> <li>42. Review policies on admission, progression, retention, dismissal and graduation</li> <li>43. Make recommendations to the dean of graduate study on admissions, petitions of exception and application for transfer credit..</li> <li>44. Advise the dean on matters of academic concern to graduate program.</li> <li>45. Create such <u>ad hoc</u> committees as necessary.</li> </ol>
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	<p>committee are Certified Nurse Practitioners, the Executive Committee may appoint one Certified Nurse Practitioner as a non-voting member.</p> <p>2 Year Term</p>	
<p><b>NCAP</b></p>	<ul style="list-style-type: none"> <li>▪ Dean (<u>ex-officio</u> and non-voting)</li> <li>▪ Four tenured faculty and</li> <li>▪ One tenure-track member of the faculty of the School of Nursing to be elected in the winter semester for service in the subsequent academic year</li> </ul>	<p>49. Be informed of all appointments to the SON faculty.</p> <p>50. Advise the dean on all recommendations for initial appointment with tenure, reappointment, promotion and tenure of f/t SON faculty.</p> <p>51. Advise the dean on appointment, promotion and tenure procedures and recommend to the FA changes in such procedures.</p> <p>52. Advise FRPC on all appropriate personnel actions.</p>

	3 Year Term	
<b>Evaluation Committee</b>	<ul style="list-style-type: none"> <li>▪ Dean of the School of Nursing or his/her designee (ex officio, non-voting)</li> <li>▪ Four members elected from the Faculty Assembly in the winter semester for service in the subsequent academic year</li> <li>▪ The committee will select one of its members as the representative of the School of Nursing to the University Assessment Committee</li> </ul> <p>Staggered 3 Year Terms</p>	<p>56. Oversee development, execution and effectiveness of the school's evaluation plan.</p> <p>57. Create <u>ad-hoc</u> Committees as necessary</p>