

CONSTITUTION OF THE SCHOOL OF EDUCATION AND HUMAN SERVICES

**Approved by the Board of Trustees on November 17, 1982
With Amendments through April 10, 1991**

WHEREAS, the Constitution of the University Senate as authorized by the Board of Trustees provides for certain functions to be assigned to the organized faculties of the Schools and the College of Arts and Sciences; and

WHEREAS, the Board of Trustees has acted to approve internal constitutions in order to obtain the input and recommendations of faculty, staff, and students on matters relating to the programs of the University, but has retained unto itself the full authority granted to it by law; and

WHEREAS, the University Senate and the University President recommend the renaming of the School of Human and Educational Services as the School of Education and Human Services and the approval of a constitution for the renamed School; now, therefore, be it

RESOLVED, that the Board of Trustees approves the renaming of the School of Human and Educational Services as the School of Education and Human Services; and, be it further

RESOLVED, that notwithstanding any provision of the proposed constitution the Board of Trustees reconfirms its legal authority to grant, modify and rescind internal constitutions when the Board determines such action to be in the interest of the institution or required to comply with its legal obligations; and, be it further

RESOLVED, that the Board of Trustees under the conditions set forth above authorizes the implementation of the new constitution entitled Constitution of the School of Education and Human Services, which document is enclosed with this agenda item.

CONSTITUTION OF THE SCHOOL OF EDUCATION AND HUMAN SERVICES

ARTICLE 1 THE SCHOOL OF EDUCATION AND HUMAN SERVICES

- 1.1 The School of Education and Human Services comprises the faculty of the School, its administration and those students pursuing degrees under the authority of the School.
- 1.2 The Faculty shall exercise all powers accorded to organized, faculties by the Constitution of the University Senate, explicitly including authority (a) to provide educational programs placed under the jurisdiction of the School and (b) to present candidates for degrees to the University Senate and the Graduate Council, as appropriate.
- 1.3 The Dean of the School is the principal academic and administrative officer of the School of Education and Human Services.
 - 1.31 The Dean shall be a tenured member of the faculty or the School of Education and Human Services.
 - 1.32 The Dean shall be appointed by the Board of Trustees upon recommendation of the President and the Provost. Before recommending the initial appointment of the Dean, the President, or the President's representative, shall consult with and receive recommendations from the Committee on Appointments and Promotions of the School of Education and Human Services.
 - 1.33 The Dean shall be reviewed for reappointment by the President, or the President's representative, at any time, but at least every five years, or upon written request of a majority of full-time faculty of the school. Tenured faculty members of the School, not on leave, shall be provided the option of submitting written comments or meeting individually with the President, or the President's representative, as part of the review process. Reasonable effort shall be made to consult with tenured faculty on leave prior to completion of the review.
 - 1.34 The Dean shall assign leadership and coordination responsibilities for all programs of the School to appropriate faculty departments with the advice and counsel of the Executive Committee and the consent of the Assembly.

- 1.35 The Dean shall seek the advice and counsel of the Executive Committee before submitting budget requests and recommendations to Oakland. This budget shall include allocation of positions as well as general fund expenditures.
- 1.4 The Dean may propose establishment of associate or assistant dean positions.
 - 1.41 Associate or assistant deans shall be tenured members of the faculty of the School of Education and Human Services.
 - 1.42 Associate or assistant deans shall be appointed by the Board of Trustees after consideration of the recommendation of the President, the Provost and the Dean of Education. Before recommending an associate or assistant dean, the Dean shall consult with the Executive Committee and the Committee on Appointments and Promotions. The Dean may review an associate or assistant dean's appointment with the Executive Committee and the Committee on Appointments and Promotions at any time, but shall conduct a review at least once every three years.
- 1.5 The Dean may propose to the President and Provost the establishment, reorganization, or elimination of any department or other administrative or instructional unit within the School, after seeking the advice or counsel of the Executive Committee and the advice and concurrence of the Assembly. Should the Assembly not concur, it may forward its written concerns or proposals to the Dean to accompany the Dean's proposal to the President and Provost. Departments are entrusted with planning, evaluation, instruction, research and service in one or more of the academic programs.
 - 1.51 The Chairperson is the principal academic and administrative officer of a department.
 - 1.52 The Chairperson shall be a tenured member of the faculty of that department, appointed by the Board of Trustees, upon recommendation of the President, the Provost, and the Dean. An Acting Chairperson shall be a member of the faculty of that department, with rank of assistant professor or higher.
 - 1.53 Before recommending appointment or reappointment of the Chairperson or an Acting Chairperson, the Dean shall give all members of that department an opportunity to consult with him or her. The department, by such processes as it shall determine, shall recommend to the Dean, a Chairperson and/or Acting Chairperson.

- 1.54 The Board of Trustees may withdraw the appointment of a Chairperson. Such withdrawal may occur only after the President, or Provost if designated, consults with the Dean and all faculty members not on leave in the department, and with other departmental Chairpersons in the School of Education and Human Services. Reasonable effort shall be made to consult with faculty on leave prior to taking such action.

ARTICLE 2 THE ASSEMBLY: POWERS

- 2.1 The Assembly of the School of Education and Human Services should exercise all powers assigned to the organized Faculty of the School by the Constitution of the Oakland University Senate.
- 2.2 The Assembly shall have the following rights:
 - 2.21 initiate proposals on all matters relevant to the general welfare of the School;
 - 2.22 be consulted on all School academic matters;
 - 2.23 advise the Dean on all matters brought before the Assembly;
 - 2.24 take such actions as necessary to exercise responsibilities under this Constitution;
 - 2.25 adopt resolutions on all matters of concern to the faculty of the School or to the University as a whole;
 - 2.26 request action from other agencies of the University when such action affects the legitimate concerns of the School or its faculty and
 - 2.27 authorize the Executive Committee to coordinate the planning, implementation and evaluation of all academic programs, or portions thereof, offered by the School. Continuing authorization is subject to the approval of the Assembly.
- 2.3 The Assembly shall adopt By-Laws as required for the conduct of its business. By-laws may be proposed and/or amended by a simple majority vote of those present and voting at an Assembly meeting.

ARTICLE 3 THE ASSEMBLY: Membership and Organization

- 3.1 The Assembly of the School of Education and Human Services shall consist of:

- 3.11 professors, associate professors, and assistant professors, other than those on visiting status, appointed in the School;
 - 3.12 instructors and special instructors who have served a minimum of two years in the School;
 - 3.13 student representatives who shall constitute at least ten percent (10%) of the faculty membership, but not to exceed fifteen percent (15%). Student members must be in good academic standing and enrolled in a degree program in the School. Student representation shall include graduates and undergraduates and be further determined by the Executive Committee through procedures specified in the By-Laws.
- 3.2 Members 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 action of the Assembly.
- 3.3 Adjunct and visiting assistant, associate, and full professors and administrative professionals appointed in the School shall be invited to participate in discussions of the Assembly, but without the right to vote.
- 3.4 The Assembly shall meet at least twice during each of the Fall and Winter semesters. Additional meetings may be called at the discretion of the Executive Committee or upon written request to the Executive Committee of twenty per cent(20%) of the Assembly members. The Executive Committee shall call all Fall and Winter meetings of the Assembly.
- 3.41 At all times other than the Fall and Winter semesters, the Assembly shall meet on call from the Executive Committee or the Dean. At such meetings, the agenda shall be limited to the nomination of candidates for degrees and honors, unless the Assembly, during the preceding Winter semester, explicitly authorizes additional items for the agenda.
- 3.5 The presiding officer of the Assembly shall be the Dean or the Dean's designee. At the start of each regular meeting of the Assembly, preceding the approval of the minutes of the previous meeting, a period not to exceed one-half hour shall be devoted to informal reports from, and questions addressed to, the Dean. This automatic agenda item may be waived in the absence of questions from the floor or report items from the Dean.
- 3.6 Forty per cent(40%) of those members of the Assembly in a given semester or term shall constitute a quorum. A majority shall be defined as a majority of those present and voting. All members of the Assembly, on duty or not, have the right to vote on Constitutional changes by absentee ballot.

- 3.7 All meetings will be governed by the latest edition of Robert's Rules of Order except as stated otherwise in this Constitution.
- 3.8 Every motion shall require two readings in the Assembly, one at each of two separate meetings with one exception: The Assembly may proceed directly from the first to the second reading of a motion included on the agenda by affirmative vote of 3/4 of those present and voting. The Assembly shall authorize the Executive Committee to determine the placement and timing of all motions on the agenda.

ARTICLE 4 THE EXECUTIVE COMMITTEE

- 4.1 The Executive Committee shall be established by the Assembly to coordinate the necessary business of the Assembly and to give advice and counsel to the Dean of the School.
- 4.2 Its membership shall consist of the Dean (ex officio and voting), an Associate Dean (ex officio and voting) and the Chairperson of each Department. The Dean shall serve as the Chairperson of the Committee.
- 4.3 In carrying out its responsibilities to the Assembly and the Dean, the Executive Committee shall:
 - 4.31 call meetings of the Assembly;
 - 4.32 prepare the agenda for the Assembly, including the call of all matters from the committees;
 - 4.33 propose ad hoc committees necessary to carry out its responsibilities to the Assembly for approval, designate the charge and membership (including students) and fix the terms of such committees;
 - 4.34 refer measures to the standing and ad hoc committees of the Assembly;
 - 4.35 receive reports and recommendations from the standing and ad hoc committees to be placed on the agenda of the Assembly, with authority to request one reconsideration by the committees. After reconsideration, a second recommendation from a committee must be placed on a subsequent Assembly agenda, with or without the endorsement of the Executive Committee;
 - 4.36 have authority to originate motions for consideration by the Assembly;

- 4.37 appoint replacements for such School seats in the University Senate as may fall vacant in the course of a Senate term, as well as for vacated seats on all standing and ad hoc committees of the Assembly, after obtaining the recommendations from departments, where appropriate;
- 4.38 advise the Dean on all matters brought before it; place before the Dean such matters as it deems necessary; receive information from the Dean on matters which are pertinent to the interest of the faculty;
- 4.39 transmit to the University Senate such matters as concern it; and receive communications from the University Senate;
- 4.40 appoint a secretary and parliamentarian for the Assembly;
- 4.41 give the Dean its advice and counsel as to the appropriate faculty group which will have leadership and/or coordination responsibilities for each program offered by the School;

ARTICLE 5 STANDING COMMITTEES OF THE ASSEMBLY

- 5.1 Each standing committee shall have one representative from each department. Each department, by its own procedures, will select its representative to each committee. If a department chooses not to have representation on a committee, the Executive committee may make the appointment from the membership of the Assembly.
- 5.2 The Committee on Instruction: The School shall have a Committee on Instruction composed of the Dean (ex officio, but voting only in case of ties), or the Dean's designee; one faculty member from each department serving a two-year term; and two student representatives, each serving a one-year renewable term, who shall be members of the Assembly.

The Committee on Instruction shall:

- 5.21 formulate and review curricular and instructional policies for all programs offered by the School of Education. The Committee shall bring to the Assembly recommendations for action concerning such matters as it deems require action or as the Assembly directs it to consider;
- 5.22 rule on petitions of exception and requests for grade changes;
- 5.23 make recommendations to the Dean on findings and resolution of programmatic complaints appealed to the Committee, or requested by the Dean;

- 5.24 advise the Dean on any matters of academic concern brought to it; raise questions of academic concern with the Dean;
 - 5.25 consider and make appropriate recommendations on problems brought to it by faculty and students;
 - 5.26 elect a chairperson, other than the Dean or designee, who shall be a committee member.
- 5.3 The Committee on Appointments and Promotions: The School shall have a Committee on Appointments and Promotions composed of the Dean (ex officio and non-voting) and one tenured faculty member from each department. Service on the Committee will be for a three-year term. Faculty members may not serve on the Committee during the year in which they are being reviewed for promotion, but will continue their term subsequent to the year of review.

The Committee on Appointments and Promotions shall:

- 5.31 advise the Dean on all tenure and reappointment recommendations to be submitted to the Faculty Re-Employment and Promotion Committee;
- 5.32 recommend candidates for appointment in any department in the School at ranks above that of assistant professor prior to the tendering of offers. In cases where such offers had to be made without the recommendation of the Committee, such recommendation shall be obtained before the recommendation for appointment is submitted to the Provost;
- 5.33 advise the Dean on the operation of appointment, promotion, and tenure procedures and recommend to the Assembly changes in such procedures;
- 5.34 function within the guidelines of the Oakland/AAUP Agreement;
- 5.35 elect a chairperson, other than the Dean, who shall be a committee member.

ARTICLE 6 AMENDMENTS

- 6.1 Proposed Constitutional amendments may emanate from the Executive Committee or individual faculty members and must be submitted in writing to the faculty ten (10) working days prior to the first reading.
- 6.2 Absentee ballots may be cast on amendments to this Constitution only. An absentee ballot provided by the Executive Committee must be submitted to the Office of the Dean prior to the beginning of the Assembly meeting at which the second reading is to occur.

- 6.3 All amendments must be approved by the University Senate and the Board of Trustees.

ARTICLE 7 REVISION

- 7.1 The Constitution shall remain in effect until superseded by a revised Constitution ratified by the Assembly, the University Senate and the Board of Trustees.