

OAKLAND UNIVERSITY

SCHOOL OF EDUCATION

AND HUMAN SERVICES

CONSTITUTION

Ratified by the School Assembly

November 27, 1989, February 17, 2009

Ratified by the University Senate

March 8, 1990

Ratified by the Board of Trustees

April 10, 1991

**CONSTITUTION
OF THE
SCHOOL OF EDUCATION AND HUMAN SERVICES**

ARTICLE I THE SCHOOL OF EDUCATION AND HUMAN SERVICES

- 1.1 The School of Education and Human Services comprises the faculty of the School, its administration, **staff** 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.
 - 1.3.1 The Dean shall be a tenured member of the faculty of the School of Education and Human Services.
 - 1.3.2 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.
 - 1.3.3 The Dean shall be reviewed for reappointment by the President, or the President's **designee**, at any time, but at least every five years, or upon written request of a majority of full-time faculty of the School. **Tenure-track faculty and special instructors** 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 **designee**, as part of the review process. Reasonable effort shall be made to consult with **tenure-track** faculty **and special instructors** on leave prior to completion of the review. **Administrative and clerical staff will be consulted as deemed necessary by the President or the President's designee.**

1.3.4 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.

1.3.5 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.

1.4.1 Associate deans shall be tenured members of the faculty of the School of Education and Human Services.

1.4.2 Associate **and** 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 and Human Services. Before recommending an associate dean, the Dean shall consult with the Executive Committee and the Committee on Appointments and Promotions. The Dean **must** review an associate dean's appointment with the Executive Committee and the Committee on Appointments and Promotions **upon a petition of 40% of the tenure-track faculty not on leave**, but shall conduct a review at least once every three years.

1.4.3 **Before recommending an assistant dean, the Dean shall consult with the Executive Committee. The Dean must review an assistant dean's appointment with the Executive Committee upon a petition of 40% of the tenure-track faculty not on leave, 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.

1.5.1 The **chairperson** is the principal academic and **coordinating faculty member** of a department **as delineated in the current Bargaining Agreement**.

1.5.2 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.

1.5.3 Before recommending appointment or reappointment of the **chairperson** or an acting chairperson, the Dean shall give all members of that department an opportunity **of at least ten days** 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.

1.5.4 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 **also** with all 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 **Subject to the limitations in Article 3, the** Assembly of the School of Education and Human Services shall 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 right to:
- 2.2.1 initiate proposals on all matters relevant to the general welfare of the School;
 - 2.2.2 be consulted on all School academic matters;
 - 2.2.3 advise the Dean on all matters brought before the Assembly;
 - 2.2.4 take such actions as necessary to exercise responsibilities under this Constitution;
 - 2.2.5 adopt resolutions on all matters of concern to the faculty of the School or to the University as a whole;
 - 2.2.6 request action from other agencies of the University when such action affects the legitimate concerns of the School or its faculty; and
 - 2.2.7 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:
- 3.1.1 professors, associate professors, assistant professors, and special instructors;
 - 3.1.2 visiting professors, visiting associate professors, visiting assistant professors, and instructors;
 - 3.1.3 administrative professionals and clerical/technical staff.
- 3.2 Members 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 Professors, associate professors, assistant professors, and special instructors shall be eligible to vote on matters of academic policy;
- 3.4 All members of the School Assembly shall be eligible to vote on matters not involving academic policy.
- 3.5 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 by a minimum of twenty per cent (20%) of the Assembly members. The Executive Committee shall call all fall and winter meetings of the Assembly.
- 3.5.1 At all times other than the fall and winter semesters, the Assembly shall meet on call from the Executive Committee or the Dean if the Assembly, during the preceding winter semester, explicitly authorizes additional meetings.
- 3.6 The Dean shall present the proposed agenda for the School Assembly for advice and consent to the Executive Committee at its meeting prior to the Assembly.
- 3.7 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; time limits may be waived by a majority vote of those present.
- 3.8 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, including those on leave, have the right to vote on constitutional changes by absentee ballot.
- 3.9 All meetings will be governed by the latest edition of *Roberts Rules of Order* except as stated otherwise in this Constitution.
- 3.10 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.

- 3.11 The official record of the actions and decisions of the Assembly shall be incorporated into minutes of the Assembly. Minutes of the previous meeting shall be available to all Assembly members at least 10 days prior to each meeting of the Assembly. The minutes shall be subject to the approval by a majority of Assembly members present.

ARTICLE 4 THE EXECUTIVE COMMITTEE

- 4.1 The Executive Committee is authorized to conduct and coordinate the necessary business of the Assembly, to give advice and counsel to the Dean of the School, and conduct the business of the Assembly regarding matters that necessitate immediate action and fall between the Assembly meeting.
- 4.2 Its membership shall consist of the Dean, the associate dean(s), each department's chairperson, the Executive Director of Professional Development, a representative chosen by the clerical/technical staff, a representative chosen by the administrative professionals, the lead development professional assigned to SEHS (non-voting), and the assistant dean (non-voting). Votes on academic issues will be restricted to members with faculty standing; all others will be decided by all voting members. The Dean shall serve as the Chairperson of the Committee.
- 4.2.1 Official actions of the Executive Committee shall be memorialized in official minutes.
- 4.3 In carrying out its responsibilities to the Assembly and the Dean, the Executive Committee shall:
- 4.3.1 call meetings of the Assembly;
 - 4.3.2 develop the agenda for the Assembly, including the call of all matters from the committees;
 - 4.3.3 propose *ad hoc* committees necessary to carry out the Executive Committee's responsibilities to the Assembly, designate the charge and membership

(including students if **deemed appropriate**) and fix the terms of such committees;

- 4.3.4 refer **matters** to the standing and *ad hoc* committees of the Assembly;
- 4.3.5 receive reports and recommendations from the committees to be placed on the agenda of the Assembly, with authority to request one reconsideration **of any action recommended** 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;
- 4.3.6 have authority to originate motions for consideration by the Assembly;
- 4.3.7 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;
- 4.3.8 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 **interests** of the **school**;
- 4.3.9 transmit to the University Senate such matters as concern it; and receive communications from the University Senate;
- 4.3.10 appoint a secretary and parliamentarian for the Assembly;
- 4.3.11 give the Dean its advice and counsel as to the appropriate faculty group (**departmental and/or interdepartmental**) which will have leadership and/or **curriculum development** responsibilities for each **academic** program offered by the School;

ARTICLE 5 STANDING COMMITTEES OF THE ASSEMBLY

- 5.1 Each department **shall have a representative on each standing committee except the Elementary Teacher Preparation Governance Council**. 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

further appointments from the membership of the Assembly in order to have adequate membership on a committee.

- 5.2 *The Committee on Instruction:* The School shall have a Committee on Instruction composed of the Dean (ex officio, and voting only in case of ties), or the Dean's designee; A member of the Advising Office (ex officio and non-voting), and one faculty member from each department serving a two-year term, who shall be members of the Assembly.

The Committee on Instruction (COI) shall:

- 5.2.1 review curricular and instructional policies for all programs offered by the School of Education. The COI shall bring to the Assembly recommendations for action concerning such matters as it deems require Assembly action or as the Assembly directs it to bring for consideration;
 - 5.2.2 rule on petitions of exception and requests for grade changes. The COI may direct the chair or the Dean (or the Dean's designee) to act on its behalf regarding Petitions of Exception and grade changes that fall between meetings;
 - 5.2.3 make recommendations to the Dean on findings and resolution of programmatic complaints appealed to the COI, or requested by the Dean;
 - 5.2.4 advise the Dean on any matters of academic concern brought to it; raise questions of academic concern with the Dean;
 - 5.2.5 consider and make appropriate recommendations on problems brought to it by faculty and students;
 - 5.2.6 elect a chairperson, other than the Dean or designee, who shall be a committee member ;
 - 5.2.7 prepare an annual report as to its activities to be presented at the September School Assembly.
- 5.3 *The Committee on Appointments and Promotions (CAP):*

The School shall have a Committee on Appointments and Promotions composed of the Dean (*ex officio* and non-voting) or the Dean's designee and one tenured faculty member from each department. Service on the CAP will be a three-year term. Faculty members may not serve on the CAP 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:

- 5.3.1 advise the Dean on all tenure, job security and reappointment recommendations;
 - 5.3.2 recommend candidates for appointment in any department in the School for initial ranks above that of assistant professor prior to the tendering of offers. Where such offers have to be made without the recommendation of the Committee, such recommendations shall be obtained before a recommendation for reappointment is submitted to the Provost;
 - 5.3.3 advise the Dean on the operation of appointment, promotion, and tenure procedures and recommend to the Assembly changes in such procedures;
 - 5.3.4 function within the guidelines of the Oakland/AAUP Bargaining Agreement;
 - 5.3.5 elect a chairperson, other than the Dean, who shall be a committee member.
 - 5.3.6 Make other necessary and proper operating procedures and/or guidelines not in conflict with this constitution.
- 5.4 *Elementary Teacher Preparation Governance Council (ETPGC):* The School shall have a committee composed of three members from Teacher Development and Educational Studies (voting); two members from Human Development and Child Studies (voting); two members from Reading and Language Arts (voting); the Director or designee of the Office of Professional Development (*ex officio* and voting); the director of SEHS Office of Field Placement (*ex officio* and voting); a member of the SEHS Advising Office (*ex officio* and non-voting); the Dean of SEHS or the Dean's designee (*ex officio* and non-voting); the Dean of the College of Arts and Sciences or the CAS Dean's designee (*ex officio* and voting); a representative of public school administration (voting); and a representative of the Michigan Education

Association (MEA) (voting). The term of appointment is three years.

The Elementary Teacher Preparation Governance Council shall provide:

5.4.1 input to and from the various participating units as needed regarding the many decisions needed to keep elementary education programs viable and noteworthy.

5.4.2 information to stakeholders regarding the elementary education programs operation and the quality of the teachers they produce.

5.4.3 review and approval of programmatic changes in elementary education programs leading to certification. The ETPGC may recommend courses to be included in the curriculum; changes to courses remain under the control of the departmental faculty.

5.4.4 review of reports on assessment done by the University, SEHS, the ETPGC or departments.

5.4.5 coordination between departments regarding the elementary teacher preparation programs and oversight responsibility for the operation of the programs.

5.5 The School Assembly may form additional standing committees and *ad hoc* committees when deemed appropriate. All such committees shall have and make available operating procedures and provide annual reports.

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. **All proposals for amendments must have two readings prior to a final vote. A second reading may not be waived.**

6.2 **All members of the Assembly, including those on leave, have the right to vote on constitutional changes by absentee ballot.** 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. **Sixty percent of those voting must be affirmative to pass an amendment.**

- 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.

**By-Laws of the School of Education
and Human Services**

1. The following departments have been authorized by the Assembly and entrusted with planning, supervision and evaluation of academic programs:
 - 1.1 Counseling
 - 1.2 Educational Leadership
 - 1.3 Human Development and Child Studies
 - 1.4 Human Resource Development
 - 1.5 Reading and Language Arts
 - 1.6 Teacher Development and Educational Studies
2. The department faculties are entrusted with, but not limited by, the following responsibilities:
 - 2.1 initiate and review proposals to School committees, councils and administration on all matters relevant to the general welfare of the department such as, but not limited to, academic programs, staff allocations and recruitment, budgetary matters, etc;
 - 2.2 recommend all appointments made in the department. A faculty member may belong to more than one department. A faculty member holding multiple appointments must designate one department as his/her major department;
 - 2.3 devise a proposal for the annual distribution of travel funds above and beyond contractually allocated funds, which shall be allocated by the department.
 - 2.4 recommend schedules of course offerings and teaching assignments to the Dean through the Executive Committee and, in the process, maintain liaison with other departments, academic programs, university departments, and the administration;
 - 2.5 coordinate and expedite including, but not limited by, planning, implementing, developing, and evaluating programs assigned to it.
3. The School may create ad hoc Committees necessary to carry out its mission.
 - 3.1 The charge, membership and term of any ad hoc committee shall be approved by the Assembly.
 - 3.2 Faculty membership on ad hoc committees shall be governed by Article 5, unless authorized by the Assembly.
 - 3.3 The following ad hoc committees have been authorized by the Assembly:
 - 3.3.1 Educational Resources Laboratory [ERL]

3.3.2 Research Support Committee [RSC]

3.3.3 Equity and Multicultural Education Committee [EMEC]

3.3.4 Ph.D. Program Coordinating Committee [PPCC]

3.3.5 Technology Advisory Committee [TAC]

3.3.6 SEHS Election Committee [SEC]

4. The By-Laws shall remain in effect until superseded by revised By-Laws approved by the Assembly.