

# THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING

February 4, 2009  
-Draft Revision 8.24.17  
Draft Revision 9.18.17  
Draft Revision 10.2.17  
Draft January 1.3.18  
Draft January 1.25.18

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

*Ratified by School of Nursing Faculty Assembly*  
*September 6, 1977; April 17, 1986; March 24, 1994; April 25, 2002, October 30, 2008,*  
*October 26, 2017*

*Approved by the University Senate*  
*October 20, 1977; November 13, 1986; April 14, 1994; November 21, 2002;*  
*November 13, 2008*

*Approved by the Board of Trustees*  
*November 29, 1977; March 11, 1987; December 1, 1994; February 5, 2003;*  
*February 4, 2009*

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

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

### **ARTICLE II: *Membership, Faculty and Administration***

#### **A. *Members***

1. The School of Nursing is comprised of the faculty, administration, and those students pursuing degrees under its authority.

#### **B. *Faculty***

1. The term "member of the organized faculty" refers to all individuals with the following academic titles who hold primary appointments in the School of Nursing:
  - (a) Professors, Associate Professors and Assistant Professors including all full-time adjuncts, other than those on visiting status;
  - (b) Instructors and Special Instructors who have served a minimum of two years at the University.; and
  - (c) Such other titles as may be used by the School of Nursing when authorized by the Dean consistent with the standards set forth by the Constitution of the Oakland University Senate, accrediting agencies and/or the State Board of Nursing.
2. The members of the organized faculty of the School of Nursing possess the rights to participate in the governance of their faculty and the University as described by the Constitution of the Oakland University Senate.

#### **C. *Administration***

1. The Dean of the School of Nursing functions as the Chief Academic Officer of the School of Nursing.
2. The Dean of the School of Nursing shall be a tenured faculty member of the School of Nursing.
3. The Dean of the School of Nursing shall be appointed by the Oakland University Board of Trustees after consideration of the recommendation of the President and Vice President for Academic Affairs and Provost. Before recommending the initial appointment of a School of Nursing Dean, the Oakland University President, or Vice President for Academic Affairs and Provost if designated, shall consult with the Nursing Committee on Appointment and Promotion. At the President's discretion, the Dean's appointment may be reviewed with all members of the School of Nursing faculty at any time, but shall be reviewed at least once every five years.
4. With the advice of the Faculty Assembly of the School of Nursing, the Dean shall propose to the Vice President for Academic Affairs and Provost and President any

and all administrative or instructional units within the School.

5. The Dean may propose establishment or elimination of Assistant or Associate Dean positions.
6. Associate Deans shall be tenured members of the faculty of the School of Nursing.

### **ARTICLE III: The Faculty Assembly**

#### **A. Powers and Responsibilities**

The Faculty Assembly of the School of Nursing (the "Assembly") shall exercise all powers assigned to the members of the organized faculty of the School of Nursing by the Constitution of the University Senate. The Assembly consists of all members of the organized faculty identified in Article II, Section B.1.

The Assembly shall:

1. advise the School of Nursing administration on all matters relevant to the School of Nursing.
2. initiate proposals on all matters relevant to the general welfare of the School of Nursing.
3. be consulted on all matters of relevance to the School of Nursing; and
4. take such actions, as necessary, to exercise responsibilities stated elsewhere in this Constitution.
5. vote to approve or not approve motions presented.
6. adopt bylaws as required for the conduct of its business.

#### **B. Membership and Organization**

1. The Assembly shall be composed of all members of the organized faculty identified in Article II, Section B.1.
2. Assembly members who have full voting rights are the members of the organized faculty identified in Article II, Section B.1.
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.
4. In addition to the fall and winter semester meetings, the Executive Committee must call a meeting within thirty (30) days of the receipt of a written request for a meeting signed by twenty percent (20%) of the Assembly members.
5. 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 shall be limited to the nomination of candidates for degrees and conferring of School of Nursing honors, unless, by action of the Assembly during the preceding winter semester, specific additional items are authorized for the agenda.
6. The presiding officer of the Assembly shall be the Dean or, in the Dean's absence, the Associate Dean. If both the Dean and the Associate Dean are absent, the

Assembly shall elect a chair pro tem to preside over the meeting. The Dean shall appoint a secretary of the Assembly and a parliamentarian.

7. For the conduct of ordinary business, a quorum is achieved by the attendance of a simple majority of the members of the organized faculty identified in Article II, Section B.1. (a and b) of the Assembly not on leave of which a majority vote shall suffice.
8. 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 Assembly. Each substantive motion shall receive readings on two separate meeting days of the Assembly. Amendments may be moved during both readings, but final votes may be taken only during the second reading. By a vote of three-fourths of the members present and voting, the Assembly may proceed directly from the first reading to the second reading and take final action on the motion.
9. The most current edition of Robert's Rules of Order Newly Revised shall be used as the parliamentary authority.

#### ***ARTICLE IV: Executive Committee***

The Executive Committee is composed of the Dean of the School of Nursing, or designee in the Dean's absence, who shall serve as chairperson, and four other members elected from the Assembly who must be a members of the organized faculty identified in Article II, Section B.1.

(a). A School of Nursing faculty member who is also a current Oakland University student in the School of Nursing may not serve on the Executive Committee. Elections shall be held in the winter semester for service in the subsequent academic year. Executive Committee members shall be elected to staggered two-year terms.

The Executive Committee shall:

1. Call all meetings of the Assembly in the fall and winter semesters;
2. prepare the agenda for the Assembly, including the call of all matters from committees;
3. receive reports and recommendations from standing and ad hoc committees/task forces 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
4. have authority to originate substantive motions for consideration by the Assembly;
5. 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;
6. refer measures to the standing and ad hoc committees;
7. present to the Assembly a slate of nominees for membership of all other standing committees;
8. appoint replacements for vacated seats on all standing and as necessary ad hoc committees/task forces. All such replacements shall serve until the next regular election;
9. transmit to the University Senate such matters as concern it; and receive

- communications from the University Senate;
10. present to and advise the Dean on all matters of academic importance.
  11. be consulted when a committee member is absent from 25% or more of the meetings held by a standing or ad hoc committee during one academic year.

#### ***ARTICLE V: Establishment Amendment and Revision of SON Faculty Bylaws***

##### **A. Establishment**

- (1) School of Nursing Bylaws (the "Bylaws") are established by the Assembly

##### **B. Amendment**

- (1) Amendment of or addition to the Bylaws may be made at the second reading of any regular meeting of the Assembly by two thirds vote of the members present and voting, provided that the notice and agenda requirements have been met. The second reading may be suspended upon majority vote of the Assembly.
- (2) Proposal for amendments of or addition to these Bylaws may be made by any voting member.

##### **C. Revision**

- (1) At least every five years, the Dean shall appoint an ad hoc committee to examine the Bylaws and propose such revisions as deemed desirable.

#### ***ARTICLE VI: SON Standing Committees***

1. All members of the Assembly shall be eligible to serve on its standing committees.
2. All School of Nursing standing committees report to the Executive Committee and Assembly.
3. All School of Nursing standing committees have the authority to originate substantive motions for consideration by the Assembly
4. The charge and composition of all standing committees are documented in the Bylaws.

#### ***ARTICLE VII: Amendments and Revisions to the School of Nursing Constitution***

##### **A. Amendments**

1. Amendments to this Constitution shall originate as substantive motions of the Assembly, except that an affirmative final vote on the second reading must be ratified by three-fourths of the members of the Assembly in a mail referendum and be approved by the University Senate and the Oakland University Board of Trustees. An amendment shall be effective following approval by the Oakland University Board of Trustees.

**B. Revisions**

1. This Constitution shall remain in effect until superseded by a revised Constitution ratified by the Assembly and approved by the University Senate and the Oakland University Board of Trustees.
2. 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 Assembly for consideration and adoption.