Minutes of the Meeting
of the
Oakland University Board of Trustees
April 10, 1991

Trustees Larry Chunovich, Andrea L. Fischer, Phyllis Law Googasian, David Handleman, L. Brooks Patterson, Stephan Sharf, James A. Sharp, Jr., and Howard F. Sims

Chairman Howard Sims called the meeting to order at 2:41 p.m. in the Gold Rooms of the Oakland Center.

<u>Approval of the Minutes of the Meeting of March 13, 1991, and the Minutes of the Closed Meeting of March 13, 1991</u>

Trustee Larry Chunovich, seconded by Trustee Phyllis Law Googasian, moved approval of the proposed minutes of the formal and closed meetings of March 13, 1991. The motion was voted on and unanimously carried.

<u>Recommendation to accept Gifts and Grants to Oakland University for the period of February 1, 1991, through February 28, 1991; and Information Report on Gifts and Grants to the Oakland University Foundation for the same period</u>

President Joseph E. Champagne reported that the gifts and grants to Oakland University for the period of February 1, 1991, through February 28, 1991, totaled $156,719.69. President Champagne noted two $7,500 gifts from the Chrysler Corporation, one for the School of Business Administration and the other for the School of Engineering and Computer Science. He stated that in 1990, the Chrysler Corporation named Oakland University one of its 14 "key institutions" which places Oakland as a priority institution for receiving gifts from Chrysler. He stated that he has been told that Chrysler hires more graduates from Oakland than from any other single institution in the country. The President also noted other special gifts to the University, including a gift of $1,250 from Mr. William Hoglund who with his wife, Beverly, will chair the Meadow Brook Music Festival and Theatre Executive Committee next year. He also noted the $10,000 corporate sponsorship of "A Christmas Carol" at the Meadow Brook Theatre from the Handleman Charitable Foundation.

President Champagne reported that the gifts and grants to the Oakland University Foundation for the same period totaled $32,834.21.

Trustee David Handleman, seconded by Trustee L. Brooks Patterson, moved acceptance of the gifts and grants to the University and acknowledgment of the report of gifts and grants to the Oakland University Foundation. The motion was voted on and unanimously carried.

Faculty Personnel Actions

Mr. Keith Kleckner, Senior Vice President for Academic Affairs and Provost, made the following recommendation:

Appointments

Belen, Jack H., Clinical Assistant Professor of Physical Therapy, effective August 15, 1990, through August 14, 1992 (renewal)

Crissman, John D., Clinical Professor of Medical Laboratory Sciences, effective August 15, 1990, through August 14, 1992 (new appointment to an honorary position)

Garfinkle, David, Assistant Professor of Physics, effective August 15, 1991 (replacing a permanent faculty member)

Herold, Niels, Assistant Professor of English, effective August 15, 1991 (replacing a permanent faculty member)

Just Viera, Jorge O., Clinical Associate Professor of Medical Physics, effective January 1, 1991, through December 31, 1992 (renewal)

Kovacek, Peter R., Clinical Instructor in Physical Therapy, effective January 1, 1991, through August 14, 1993 (new appointment to an honorary position)

Pieper, David R., Clinical Associate Professor of Health Sciences, effective August 15, 1990, through August 14, 1993 (renewal)

Pipp, Linda M., Clinical Instructor in Physical Therapy, effective January 1, 1991, through August 14, 1993 (new appointment to an honorary position)

Sarkar, Fazlul, Adjunct Associate Professor of Chemistry, effective August 15, 1990, through August 14, 1993 (renewal)

Sevilla, Cynthia L., Adjunct Associate Professor of Chemistry, effective August 15, 1990, through August 14, 1993 (renewal)

Thomas, Susan L., Assistant Professor of Political Science, effective August 15, 1991 (replacing a permanent faculty member)

Zingo, Martha T., Assistant Professor of Political Science, effective August 15, 1991 (replacing a permanent faculty member)

Change of Status

Brooks, Richard W., from Associate Professor of Philosophy, to Associate Professor of Philosophy and Acting Chairperson, Department of Philosophy, effective April 29, 1991, through June 21, 1991

Eberwein, Robert T., from Professor of English and Chairperson, Department of English, to Professor of English, effective June 21, 1991

Workman, Mark E., from Associate Professor of English and Folklore to Associate Professor of English and Folklore and Chairperson, Department of English, effective June 24, 1991, through August 14, 1991

Leaves of Absence

Gendell, Julien, Associate Professor of Chemistry, sabbatical leave from August 27, 1991, through December 18, 1991 (with full pay)

McCleskey, Nathaniel Turk, Assistant Professor of History, military leave effective February 23, 1991 (with no pay)

Trustee James A. Sharp, Jr., seconded by Trustee Handleman, moved approval of the recommendation. The motion was voted on and unanimously carried.

Faculty Promotions

Mr. Kleckner stated that he was very pleased to present the following recommendations for promotion to full professor which is the highest faculty rank. Mr. Kleckner then made the following recommendation:

RESOLVED, that the Board of Trustees approves the following personnel actions which have been formulated by the Provost with the advice of the deans and faculty colleague review bodies in accordance with the specified tenure review process.

A. Associate Professors with tenure considered for promotion to the rank of professor, effective August 15, 1991:

Arts and Sciences

David C. Bricker	Philosophy	Promote
George J. Gamboa	Biological Sciences	Promote
Jerrold W. Grossman	Mathematical Sciences	Promote
Charlotte V. Stokes	Art History	Promote
Ronald A. Sudol	Rhetoric	Promote
J. Barry Turett	Mathematical Sciences	Promote
Stuart S. Wang	Mathematical Sciences	Promote
Stephen J. Wright	Mathematical Sciences	Promote
Harold Zepelin	Psychology	Promote

B. Special Instructors with job security considered for promotion to the rank of associate professor with tenure, effective August 15, 1991:

Arts and Sciences

Rose M. Cooper	Rhetoric	Promote
Barbara B. Hamilton	Rhetoric	Promote

Chairman Sims congratulated the faculty members. Trustee Chunovich, seconded by Trustee Handleman, moved approval of the recommendations. The motion was voted on and unanimously carried.

Trustee Andrea Fischer asked why the University does not pay Professor Nathaniel Turk McCleskey for his period of active service in the United States Marine Corps as noted in the Faculty Personnel Actions. She stated that if Professor McCleskey had to take a pay cut in order to serve in the military, the University "should make up the difference" in his salary.

Mr. Kleckner stated that there is no active policy in this matter, since there has not been an occasion to raise the issue in the past. He stated that the administration could "study" the feasibility of such a policy. Chairman Sims asked that Mr. Kleckner review this issue and then report to the Finance and Personnel Committee.

President Champagne stated that there are collective bargaining ramifications to be considered in this matter.

Ratification of new Constitution and Name for the School of Human and Educational Services

Mr. Kleckner presented the proposed revised Constitution for the School of Human and Educational Services. He added that the recommendation for the Constitution includes the change of the name of the School to the School of Education and Human Services. He stated that the essence of the changes include a review procedure for department chairpersons and associate deans which did not exist in the prior constitution.

Mr. Kleckner made the following recommendation:

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.

(The Constitution of the School of Education and Human Services is attached.)

Trustee Sharp asked if there were any budget implications associated with the name change for the School. Mr. Kleckner responded that there were none.

Trustee Googasian, seconded by Trustee Handleman, moved approval of the recommendation. The motion was voted on and unanimously carried.

Investment Strategy Shift within The Common Fund

Mr. Robert McGarry, Vice President for Finance and Administration, stated that the University placed its endowment funds with The Common Fund in February, 1989. At that time, the Board specified an investment strategy where 60 percent of the University's endowment would be placed in South Africa Free Equities and 40 percent in the bond fund. Also, the Board determined to participate in the Strategic Asset Allocation Program, a hedging technique using futures rather than underlying portfolios. The Strategic Asset Allocation Program did not yield a satisfactory investment return as it had in the past. The *Ad Hoc* Investment Committee, which has been monitoring the University's endowment activity, had determined at its March 13, 1991, meeting that, with Board authority, it should shift the University's endowment fund out of the Strategic Asset Allocation Program. Mr. McGarry stated that as of April 1, the University is participating in The Common Fund's underlying portfolio only.

Chairman Sims asked Mr. McGarry how much money is involved. Mr. McGarry stated that there are approximately $3 million in the endowment fund.

Trustee Patterson asked about the performance monitoring of the fund. Mr. McGarry stated that The Common Fund was formed for colleges with small endowments and monitors the activities of the investment managers it employs. Oakland, in turn, monitors the activities of The Common Fund. He noted that the Strategic Asset Allocation Program which was formed in 1986, performed very well through 1988.

Trustee Patterson asked about the University's return on its investments with The Common Fund. Mr. McGarry stated that for the period of February 1989 to 1991, the University had a 6.5 percent return on its total fund. The weighted indices used for comparison purposes experienced a 9.5 percent return. He stated that had the University not been in the Strategic Asset Allocation Program, it would have received an approximate 9.5 percent return.

Chairman Sims asked that Mr. McGarry submit background materials relating to the Investment Committee's activities to Trustees Fischer and Patterson.

Trustee Chunovich, seconded by Trustee Sharp, moved acceptance of the report. The motion was voted on and unanimously carried.

Other Items

President Champagne stated that during the last several years considerable funds have been invested in new computing equipment for the University. He noted that OUnet, a fiber optic network, has been recently activated. He added that the June Board meeting may be held in the Library in order to accommodate a demonstration of the University's new computing system. President Champagne introduced Mr. Bill Connellan, Associate Provost, and Mr. Bob Robinson, Executive Director of Computer and Information Services, who spearheaded this project. President Champagne stated that he is pleased with the "great progress" the University has made in the area of computing.

Affirmative Action Report

Ms. Catherine Rush, Director of Equal Opportunity, stated that the Affirmative Action Plan has recently been updated and distributed to the vice presidents. Copies will be made available to the Board. Ms. Rush reviewed faculty hiring at the University. She noted that 36 tenure track positions had been posted, but the final data regarding the number of hires will not be available until mid or late August. Preliminary data reflects that approximately 64 percent of the offers made on 17 positions went to women and 29 percent to minorities. Of 16 Administrative Professional hires, 75 percent were women and 25 percent were black. In other non-faculty areas, there were 28 hires of which 89 percent were women and 29 percent were black. She noted that many hires were not in groups with identified goals.

Ms. Rush stated that Affirmative Action recruitment was one of the "action areas" included in the October, 1990, Affirmative Action report to the Board. A committee of minority staff covering a range of different job groups at the University has been established and is currently working on recruitment development strategies. She also noted that training activities have been consistent throughout the campus, and she has been meeting with each academic department in order to discuss issues relating to minority student retention. Those meetings will be reflected in a report to the Provost at the conclusion of the winter term. She listed other Affirmative Action efforts on campus including President Champagne's recent appointment of an Ad Hoc Task Force on the Status of Women which is a University-wide committee formed to discuss the positions of women on campus. She stated that she anticipates this Task Force will generate a report within the next year.

Trustee Sharp stated that the trend lines identified for 1981 to 1991 were very helpful. He added that it appears that the problem areas are not those over which the University has full control. He stated that he anticipates the time when the areas which can be controlled, such as hiring and efforts at promotion and retention, will overlap those which cannot be controlled. He "applauded" the administration's efforts toward affirmative action.

Chairman Sims asked Ms. Rush to which areas she would like to devote more time and attention. Ms. Rush stated that the handicapper issue represents an area of significant need, and she wished she had more time to devote to the training of faculty and staff on this issue.

Mr. Sims asked that Ms. Rush's next report include handicapper's issues. She responded that she will report on the physical accessibility of the campus to handicappers and related campus services.

President Champagne stated that there was considerable participation in the University's recent Handicap Awareness Week activities. He added that he met with handicapped students who expressed their concerns. He noted that the meetings were very constructive, and he congratulated the student leadership who set up the related activities throughout the week.

President Champagne then introduced Mr. Ed Perez who is the recently hired Affirmative Action Administrator at the University.

Trustee Sharp asked about minority student retention at this time. Ms. Rush responded on this issue as it relates to Operation Graduation. She noted that students claim that there is an inhospitable environment in the classroom, and students tend to be inadequately prepared to attend University level classes. She noted that tutors are available at the Academic Skills Center for this reason. Ms. Rush stated that in an effort to understand and implement related data, junior and senior minority students who have been successful at the University have been approached to discuss their perceptions on minority retention.

Trustee Sharp raised the question of exit interviews with those minority students who do not return to the University. Ms. Rush stated that departments other than hers are responsible for these interviews, and she understands that they are standardized for minority students.

Mr. Kleckner stated that the biggest problem is with those students who do not officially withdraw from the University but just stop attending. He noted that it is difficult to contact them, and he stated that the University will have "to do a better job" of actively seeking out those students.

Authorization for Closed Meeting

Mr. Robert Bunger, Assistant General Counsel, stated that a closed meeting is requested to discuss the written opinion of legal counsel regarding pending litigation. Sections 8(e) and 8(h) of the Open Meetings Act provide that a public body may meet in a closed session for this purpose. He noted that a roll call vote of the Board is required for approval of a closed session. Mr. Bunger called the roll and the vote was unanimous that the Board would recess for closed session. The Trustees left the room at 3:09 p.m.

The Trustees returned to the open meeting at 3:55 p.m. There being no further items at this time, Trustee Chunovich, seconded by Trustee Sims, moved adjournment of the open meeting. The motion was voted on and unanimously approved. The open meeting was adjourned at this time.

Submitted,

John De Carlo
John De Carlo, Secretary
Board of Trustees

Approved,

Howard F. Sims, Chairman
Board of Trustees

Written and Prepared by
Catherine Gianakura
Administrative Assistant

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 of 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, reorganizantion, 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.