

ATTACHMENT B

OAKLAND UNIVERSITY

SCHOOL OF EDUCATION

AND HUMAN SERVICES

CONSTITUTION

Ratified by the School Assembly

January 22, 2018

Ratified by the University Senate

April 19, 2018

Ratified by the Board of Trustees

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

Amended by the Board of Trustees on April 7, 2010

Amended by the Board of Trustees on _____

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 faculty, administration, and staff of the School, along with 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 as appropriate.
- 1.3 The Dean of the School is the principal academic and administrative officer of the School.
 - 1.3.1 The Dean shall be a tenured member of the Faculty of the School.
 - 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 designee, shall consult with and receive recommendations from the Committee on Appointments and Promotions of the School.
 - 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, or other bodies with the advice and counsel of the Executive Committee.
 - 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 deans shall be appointed by the Board of Trustees after consideration of the recommendation of the President, the Provost and the Dean of the School 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 and special instructors 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 shall review an assistant dean's initial appointment with the Executive Committee or upon petition of 40% of the tenure-track faculty and special instructors 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 and counsel of the Executive Committee and the advice and counsel 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 defined in the Faculty Bargaining Agreement between Oakland University and the Oakland University Chapter of the American Association of University Professors.
 - 1.5.2 The Chairperson shall be a tenured member of the faculty of the School of Education and Human Services, 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 working 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 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 Subject to the limitations in Article 3, 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 University Senate.
- 2.2 The Assembly shall have the following rights 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 student representatives, two of whom will be selected by each department using its own procedures. Student members must be in good academic standing and enrolled in a degree program in the School. Student representation may include graduates and undergraduates; and
 - 3.1.4 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 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 Assembly meeting for advice and consent to the Executive Committee at its meeting prior to the Assembly meeting.
- 3.7 The presiding officer of the Assembly shall be the Dean or the Dean's designee. At the start of each regular Assembly meeting, preceding the approval of 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.
 - 3.8.1 The secretary shall determine whether a quorum is present.
 - 3.8.2 For the purpose of keeping minutes and determining whether a quorum is present, sign-in sheets for faculty and non-faculty Assembly members will be made available at meetings of the Assembly.
- 3.9 All meetings will be governed by the latest edition of Robert's Rules of Order except as stated otherwise in this Constitution.
- 3.10 The Assembly shall have a parliamentarian. At the final scheduled assembly for an academic year, the Assembly shall elect a member to serve a one year term as parliamentarian for the following year.
- 3.11 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.
- 3.12 The official record of the actions and decisions of the Assembly shall be incorporated into the minutes of the meeting. Minutes of the previous meeting shall be distributed to all Assembly members at least 10 working days prior to next school Assembly. The minutes shall be subject to the approval by a majority of the 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 meetings.
- 4.2 The Executive Committee's membership shall consist of the Dean, the associate dean(s), each academic department chairperson, a representative chosen by the clerical/technical staff, a representative chosen by the administrative professionals, the lead development officer assigned to the School (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 Executive Committee.
 - 4.2.1 The official record of the actions and decisions of the Executive Committee shall be incorporated into minutes of the meeting.
- 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 meeting, including the call for all matters from the committees;
 - 4.3.3 propose ad hoc committees necessary to carry out initiatives of the School, and 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 meeting, with authority to request amendments prior to the first reading by the Assembly. After reconsideration, a second recommendation from a committee must be placed on a subsequent Assembly meeting agenda;
 - 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 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 appropriate matters of concern; and receive communications from the University Senate;
- 4.3.10 appoint a secretary to serve the Executive Committee and the Assembly;
- 4.3.11 give the Dean its advice and counsel as to the appropriate faculty group (departmental 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 Education 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 (COI) composed of the Dean (ex officio, but voting only in case of ties), or the Dean's designee; a member of the Advising Office (ex officio and non-voting) one faculty member from each department serving a two-year term who shall be tenure-track members of the Assembly.

The COI shall:

- 5.2.1 review curricular and instructional policies for all programs offered by the School. 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 or 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 Assembly meeting.

5.3 The Committee on Appointment and Promotion: The School shall have a Committee on Appointment and Promotion (CAP) 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 for 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 CAP shall:

- 5.3.1 advise the Dean on all tenure, job security, and reappointment recommendations to be submitted to the Faculty Re-Employment and Promotion Committee;
- 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 CAP, such recommendation shall be obtained before the recommendation for appointment 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 as prescribed in the Faculty Bargaining Agreement between Oakland University and the Oakland University Chapter of the American Association of University;
- 5.3.5 elect a chairperson, other than the Dean, who shall be a committee member;
- 5.3.6 establish other necessary and proper operating procedures and/or guidelines not in conflict with this Constitution.

- 5.4 The Elementary Education Council (EEC) shall be composed of: Three faculty members from Teacher Development and Educational Studies (voting); two faculty members from Human Development and Child Studies (voting); two faculty members from Reading and Language Arts (voting); one member from the K-12 programs (voting); The Dean of SEHS or an appointed representative (non-voting); The Dean of the College of Arts and Sciences or an appointed representative (non-voting). Each member shall serve a term of three years.

The EEC may request additional ad hoc non-voting members, to be approved by the Executive Committee. The EEC may also request the removal of positions that become vacant due to changes in the School of Education and Human Services structure. Decisions on removal of positions will be made by the Executive Committee.

The Elementary Education 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 EEC 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 EEC or departments;
 - 5.4.5 coordination between departments regarding the elementary teacher preparations programs and oversight responsibility for the operation of the programs.
- 5.5 The 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 be authored by the Executive Committee or by individual Assembly members and must be submitted in writing to the Assembly ten (10) working days prior to the first reading, which must occur at a SEHS Assembly. All proposals for amendment must have two readings at SEHS Assemblies 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 amendments. Members may cast their vote by absentee ballot. An absentee ballot provided by the Executive Committee must be submitted to the Office of the Dean prior to the close of business of the day of the Assembly meeting at which the second reading is to occur. The Office of the Dean shall provide an anonymous method of recording ballots.
- 6.3 Sixty per cent (60%) of those voting must vote in the affirmative to pass an amendment.
- 6.4 To take effect, all amendments approved by the SEHS Assembly 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.