

**Agendum
Oakland University
Board of Trustees Formal Session
March 2, 2010**

**AMENDMENT TO SCHOOL OF BUSINESS ADMINISTRATION CONSTITUTION
A Recommendation**

1. **Division and Department:** Academic Affairs; School of Business Administration.
2. **Introduction:** The Board of Trustees (Board) has delegated full authority and responsibility for the governance of Oakland University (University) to the President, subject to Board limitations and policies. The Board has also recognized the University Senate as an organization to advise the President in regard to academic policies and programs.

The University Senate is organized and functions in accordance with a constitution that requires Board approval (Senate Constitution). The Board originally approved a Senate Constitution on June 2, 1977, and also approved amendments to the Senate Constitution through February 15, 1984. The Senate Constitution provides that the University Senate must "approve, disapprove and make recommendations regarding the constitutions proposed by the various organized faculties of the University." "Organized faculties" refer to the various schools and colleges approved by the Board. The constitutions of the various schools and colleges require not only Senate approval, but also Board approval.

The School of Business Administration (SBA) was established by Board approval on April 17, 1970. The Board approved an SBA Constitution on April 17, 1970, and approved amendments to the SBA Constitution on October 11, 1989. The Board authorized the implementation of the new Constitution of the SBA on December 3, 1998. The SBA now wishes to amend the SBA Constitution to reflect editorial changes, primarily necessitated by the changes within the by-laws of the Constitution. Originally, committee criteria were listed within the Constitution of the SBA. With a multitude of changes that take place within committee assignments and responsibilities, the SBA determined it would be more simplistic to list our committee criteria within the by-laws. This will allow the SBA to engage in subsequent changes that may be needed rather than to require the formal process and approval by the University Senate and Board. (See attached redline and final versions of a proposed, amended, SBA Constitution; Attachments A and B.)

The proposed, amended, SBA Constitution was approved by the University Senate on March 19, 2009, is acceptable to the Senior Vice President for Academic Affairs and Provost (Provost) and the President, and, has been reviewed and approved by the Office of Legal Affairs and complies with the limitations and policies established by the Board with regard to governance generally, and the constitutions of the Senate and organized faculties specifically.

**Amendment to School of Business Administration Constitution
Oakland University
Board of Trustees Formal Session
March 2, 2010
Page 2**

3. **Previous Board Action:** The Board established the SBA on April 17, 1970, approved the SBA Constitution on April 17, 1970, and approved amendments to the SBA Constitution on October 11, 1989. The Board authorized the implementation of the new Constitution of the SBA on December 3, 1998.
4. **Budget Implications:** N/A
5. **Educational Implications:** N/A
6. **Personnel Implications:** N/A
7. **University Reviews/Approvals:** The proposed, amended, SBA Constitution was: ratified by the SBA Faculty Assembly on April 18, 2008; approved by the University Senate on March 19, 2009; is acceptable to the Provost and the President; and has been reviewed and approved by the Office of Legal Affairs.
8. **Recommendation:**

WHEREAS, the Constitution of the Oakland 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 Oakland University, but has retained unto itself the full authority granted to it by law; now, therefore, be it

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

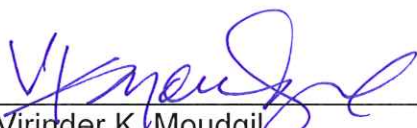
RESOLVED, that the Board of Trustees, under the conditions set forth above, approves the amended Constitution of the Oakland University School of Business Administration, attached hereto, effective March 2, 2010.

**Amendment to School of Business Administration Constitution
Oakland University
Board of Trustees Formal Session
March 2, 2010
Page 3**

9. Attachments:

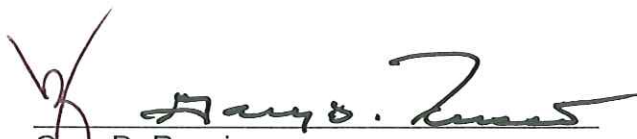
- A. Redline version of the proposed, amended SBA Constitution.
- B. Final version of the proposed, amended SBA Constitution.

Submitted to the President
on 1/25, 2010 by



Virinder K. Moudgil
Senior Vice President for
Academic Affairs and Provost

Recommended on 1/25, 2010
to the Board for approval by



Gary D. Russi
President

OAKLAND UNIVERSITY
THE SCHOOL OF BUSINESS ADMINISTRATION

Constitution

Table of Contents

Article I. The School of Business Administration	1
1. The School of Business Administration	1
2. The Dean of the School of Business Administration	1
3. Administrative or Instructional Units	1
Article II. The Assembly: Powers, Membership, and Organization	2
1. Powers of the SBA Assembly	2
2. Membership of the SBA Assembly	2
3. Meetings	2
Article III. The Assembly: Standing Committees	3
1. Standing Committees	3
i. SBA Executive Committee (SBAEC)	3
ii. Undergraduate Curriculum Committee (UCC)	4
iii. Graduate Curriculum Committee (GCC)	4
iv. Research Advisory Committee (RAC)	5
v. Continuous Quality Improvement Committee (CQIC)	6
2. Additional Standing Committees	6
3. Vacancies on Committees and the University Senate	6
Article IV. Committee on Appointment and Promotion (CAP)	7
1. The Committee on Appointment and Promotion (CAP)	7
2. Committee Role	7
Article V. Amendments	7
1. Amendments	7
Glossary	7

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**THE TABLE OF CONTENTS WILL BE
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Constitution of the School of Business Administration

Approved by SBA faculty by mail ballot, April 3, ~~1997~~ 11, 2008.

Article I. The School of Business Administration

1. The School of Business Administration:

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

- i. The term faculty shall refer to all teaching and research personnel appointed in the School of Business Administration.
- ii. The faculty of the School of Business Administration shall exercise all powers granted to organized faculties by the Constitution of the University Senate.

2. The Dean of the School of Business Administration:

The Dean of the School of Business Administration is its principal administrative and academic officer.

- i. The Dean shall be a tenured member of the faculty of the School of Business Administration.
- ii. The Dean shall be appointed by the Board of Trustees, upon the recommendation of the President and the Vice President for Academic Affairs and Provost. The President shall review the Dean's appointment at least every five years. Before recommending appointment or reappointment, the President, or the President's representative, shall provide an opportunity for consultation with the faculty of the School of Business Administration and such other persons as is deemed necessary. Before the President and the Vice President for Academic Affairs and Provost decide on a candidate for appointment or reappointment, a secret ballot shall be conducted of all members of the Assembly. A candidate who fails to receive ~~a~~ at least fifty (50) percent of the votes cast by the Assembly will not be recommended by the School of Business Administration.

1. Administrative or Instructional Units:

Any proposal of the Dean concerning administrative or instructional units within the School shall be presented to the Assembly for its advice. The proposal of the Dean, along with the Assembly's advice, if any, shall then be forwarded to the Vice President for Academic Affairs and Provost and the President. Other proposals concerning administrative or instructional units within the School receiving the approval of the Assembly shall also be forwarded by the Dean to the Vice President for Academic Affairs and Provost and the President.

The chairpersons are the principal officers of the respective departments.

- i. Each chairperson shall be appointed by the Board of Trustees, upon the recommendation of the President, the Vice President for Academic Affairs and Provost, and the Dean. As part of the chairperson selection process, the Dean shall consult with the members of the department in accordance with the procedures approved by the Assembly of the School of Business Administration.
- ii. The term of office of the chairperson shall ordinarily begin at the beginning of the fall semester.
- iii. If the chairpersonship becomes vacant, the Dean shall appoint an acting chairperson, after consultation with the departmental faculty, until it becomes convenient to nominate a permanent

chairperson. The term of the acting chairperson shall be no more than 12 months. An acting chairperson can be re-appointed with the concurrence of the voting faculty of that department.

Article II. The Assembly: Powers, Membership, and Organization

1. Powers of the SBA Assembly:

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The Assembly shall be the legislative body of the School of Business Administration and shall exercise all powers granted to organized faculties by the Constitution of the University Senate.

2. Membership of the SBA Assembly:

The Assembly shall be composed of the following members, all of whom shall have full voting rights:

- i. The Dean, Associate ~~deans~~Deans, all faculty in the School of Business Administration who hold full time appointments or tenure-track positions, Assistant ~~deans~~Deans, Development Officer, and ~~program-Program eoordinators~~Coordinators.
- ii. Student representatives, to exceed ten (10) percent, but not to exceed twenty (20) percent of the faculty membership of the Assembly. Student representatives must be in good academic standing and undergraduates must have achieved junior level status in the School of Business Administration by the time their terms begin. In addition, student representatives shall include graduate and undergraduate students approximately in proportion to their enrollment in the School of Business Administration.
- iii. Any other persons to whom the Assembly may extend an invitation. Such invitations expire on August 15 of the following year must be renewed annually.

3. Meetings:

- i. The Assembly shall meet at least two times during each of the fall and winter semesters. The Executive Committee of the Assembly shall call all general meetings. The Executive Committee must call a special meeting within fifteen (15) days upon written petition of twenty (20) percent of the Assembly members in residence.
- ii. The Dean shall have the power to call meetings of the Assembly at all times other than during the fall and winter semesters. The agenda of such meetings shall be limited to the nomination of candidates for degrees and honors, except as follows: additional items may be included in the agenda provided that the Assembly explicitly authorizes such items during the preceding semester, in which case the Assembly shall define the quorum for such meetings.
- iii. Fifty (50) percent of the Assembly membership in residence shall constitute a quorum. A simple majority of those present and voting shall suffice for a decision, except as provided in Robert's Rules of Order.
- iv. The Executive Committee shall prepare the agenda. Any member of the Assembly shall have the right to have a motion placed on the agenda with or without the endorsement of the Executive Committee and to offer motions on the floor of the Assembly.
- v. Procedures shall be established in the Bylaws of the Assembly.
- vi. The presiding officer of the Assembly shall be the Dean of the School of Business Administration. In the absence of the Dean, the Associate Dean of the School of Business Administration shall preside.

Article III. The Assembly: Standing Committees

1. Standing Committees:

The Assembly shall have the following standing committees, which shall report to the Assembly at least annually. Each Standing Committee shall provide a written report to the Assembly on their activities during the last academic year as they related to the committee's charge. This report shall be disseminated to all members of the Assembly at least two weeks before the first scheduled meeting of the following academic year. Additional Standing Committees may be created by action of the Assembly through By-Law modifications.

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i. School of Business Administration Executive Committee (SBAEC):

The School of Business Administration Executive Committee shall consist of the following voting members:

- (1) The Dean, who shall be the Chairperson;
- (2) Associate Deans;
- ~~(3) Assistant Deans (as non-voting members).~~
- ~~(4) The Graduate Advising Coordinator (as a non-voting member)~~
- ~~(5) The Undergraduate Advising Coordinator (as a non-voting member).~~
- ~~(7)~~ (3) The department chairpersons; and
- ~~(9)~~ ~~(7)(54)~~ A Faculty Representative. The Faculty Representative shall be elected in the _____ winter semester, and shall serve a one-year term beginning with the fall semester. No person shall serve as Faculty Representative more than two consecutive years.
- ~~(65)~~ Continuing Non-voting members of the Executive shall be approved by the Assembly, and noted in the By-Laws.

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The Executive Committee shall:

- (1) Call all meetings of the Assembly in the fall and winter terms.
- (2) Prepare the agenda for the Assembly.
- (3) Present to the Assembly a slate of nominees for the membership of all standing committees.
- (4) Create *ad hoc* committees.
- (5) Transmit matters to the University Senate.
- (6) Place matters before the Dean.
- (7) Evaluate the School's performance vis-a-vis the School's stated priorities and/or

goals and objectives.

- (8) Evaluate any new proposals for programs or changes in current programs with regard to the School's stated priorities and/or goals and objectives.
- (9) Advise the Dean on the allocation of the SBA's faculty and financial resources.
- (10) Approve all changes to existing majors, minors, concentrations, and course descriptions after they have been recommended by the appropriate departmental faculty and the Undergraduate or Graduate Curriculum Committee.
- (11) Review and forward to the SBA Assembly for approval: new degree programs, new majors, new minors, new concentrations, and other new programs after they have been recommended by the appropriate departmental faculty and the Undergraduate or Graduate Curriculum Committee.
- (12) Review and forward to the SBA Assembly for approval changes to the pre-core and core curricula after they have been recommended by the Undergraduate or Graduate Curriculum Committee.

(13) Such other responsibilities as approved by the Assembly, and noted in the By-Laws.

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ii. Undergraduate Curriculum Committee (UCC):

The Undergraduate Curriculum Committee shall consist of

- (1) A full-time faculty member representing each undergraduate major within a department, nominated by the department and approved by the Assembly, for two-year staggered terms;
- (+)(2) One faculty member from any department elected at-large by the Assembly for a two-year term;
- (2) The Coordinator of Undergraduate Advising (as a non-voting member); and
- (3) The An Associate Dean (as a non-voting member);
- (4) Other Non-Voting members as approved by Assembly, and noted in the By-Laws.

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The Undergraduate Curriculum Committee shall:

- (1) Develop and implement processes to provide continuous assessment of the undergraduate programs of the SBA;
- (2) Initiate and/or review proposals submitted by departments for change to the undergraduate programs of the SBA;
- (3) Recommend to the Executive Committee all changes to the undergraduate curricula, and addition of new majors and deletion of existing majors;
- (4) Review the retention of undergraduate students and develop programs to improve the retention of students;
- (5) Review the content of the SBA undergraduate catalog copy;

- (6) Ensure that the undergraduate curricula are consistent with the SBA Mission Statement; and
- (7) Interpret the catalog and other curricular policy and rule on petitions and grade changes.

~~(7)~~
~~(8) Such other responsibilities as approved by the Assembly, and noted in the By-Laws.~~

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iii. Graduate Curriculum Committee (GCC):

The Graduate Curriculum Committee (GCC) shall consist of

- (1) A full-time faculty member representing each ~~MBA concentration, nominated by departments, nominated by the department,~~ and approved by the Assembly, for two-year staggered terms;
- ~~(2) One faculty member from any department elected at-large by the Assembly for a two-year term.~~

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~~(2)(3) The An~~ Associate Dean (as a non-voting member); and

~~(3) The Coordinator of Graduate Business Programs (as a non-voting member);~~

~~(4) Other Non-Voting members as approved by Assembly, and noted in the By-Laws.~~

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The Graduate Curriculum Committee shall:

- (1) Develop and implement processes to provide continuous assessment of the graduate programs of the SBA;
- (2) Initiate and/or review proposals submitted by departments for change to the graduate programs of the SBA;
- (3) Recommend to the Executive Committee all changes to the graduate curricula and additions of new concentrations and graduate degree programs, and deletions of concentrations and graduate degree programs;
- (4) Review the retention of graduate students and develop programs to improve the retention of students;
- (5) Review the content of the SBA graduate catalog copy;
- (6) Ensure that the graduate curricula are consistent with the SBA Mission Statement;
- (7) Select the graduate assistants and determine non-dismissal academic actions on cases referred to it by Coordinator of Graduate Business Programs; and

~~(9)(8)~~ Make recommendations to the Dean of Graduate Study regarding:

- a) admissions cases referred to it by the Coordinator of Graduate Business Programs and

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b) dismissal cases.

9 Such other responsibilities/responsibilities as approved by the Assembly, and noted in the By-Laws.

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iv. Research Advisory Committee (RAC):

The Research Advisory Committee (RAC) shall consist of one full-time faculty member elected by each department for a two-year staggered term.

The Committee shall recommend to the Dean policies and procedures for:

(1) The awarding of faculty research fellowships, support grants, and other research awards; and

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(2) Improving the research environment in the SBA.

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The RAC shall announce a timely call for proposals for awards. RAC members shall not be eligible for any awards made by the Committee during their term of membership.

The RAC shall recommend award recipients to the Dean.

v. Continuous Quality Improvement Committee (CQIC):

The Continuous Quality Improvement Committee (CQIC) will consist of

(1) Five faculty members selected by the SBA Executive Committee and approved by the Assembly for a two-year staggered term, and

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(2) The Associate Dean of the SBA (as a non-voting member)

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The Committee's charge is to:

(1) Review all proposed changes in academic programs and administrative processes in the context of quality improvement and consistency with the mission of the SBA;

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(2) Consider the current curricula and administrative policies and suggest quality improvements;

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(3) Consider, in conjunction with curricula review, improvements in teaching methods and instructional resources;

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(4) Implement and supervise the development of teams to review academic and administrative processes in the SBA;

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(5) Analyze the changing environment in which the School operates vis-a-vis the School's stated priorities and/or goals and objectives;

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~~(6) Recommend to the SBA Executive Committee any changes in the School's priorities and/or goals and objectives either as a result of this analysis or for other reasons the Committee deems appropriate; and~~

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~~(7) Develop and implement processes to provide assessment of the advising, placement, and administrative experiences of SBA undergraduate and graduate students.~~

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~~Recommendations from the CQIC will be submitted to the SBA Executive Committee and, in the case of curricular reviews, to the appropriate committee.~~

~~2. Additional Standing Committees:~~

~~The Assembly shall have the power to establish additional standing committees and list them in the By-Laws.~~

~~3. Vacancies on Committees and the University Senate:~~

~~Vacancies occurring during the last year of the term, of a committee member or University Senate representative, shall be filled by appointments by the Dean. All other vacancies shall be filled by election of the Assembly.~~

Article IV. Committee on Appointment and Promotion (CAP)

1. The Committee on Appointment and Promotion (CAP):

The Committee on Appointment and Promotion (CAP) is established by the terms of the Agreement between the Board of Trustees of Oakland University and the Oakland Chapter of the American Association of University Professors.

2. Committee Role:

The role of the SBA CAP is to evaluate faculty being considered for re-employment, re-employment with promotion, re-employment with tenure, employment with tenure, or employment that will require tenure review within three years from its commencement. In addition, SBA CAP reviews all sabbatical leave proposals and reports its recommendations to the Dean. The role of CAP, its organization, review procedures, and special procedures for promotion or appointment to professor are defined by the Agreement and the SBA Criteria, Procedures, and Documentation for the Faculty Evaluation Process.

Article V. Amendments

1. Amendments:

Amendments to this Constitution and/or the By-Laws shall originate as ordinary motions of the Assembly; ~~except that a~~ An affirmative final vote on the second reading must be ratified by a simple majority of the members of the Assembly in a mail ~~referendum-referendum~~. Changes to the Constitution must also be ~~and~~ approved by the University Senate and the Board of Trustees.

Glossary:

There have been questions about the specific definition of some of the terms in the SBA Constitution. The following is an attempt to clarify these terms.

Faculty in residence

“Faculty in residence” is defined as full-time SBA faculty who are teaching at OU in a given fall or winter term. During the spring and summer terms it would be the SBA full-time faculty who taught at OU in the previous winter term plus returning tenure-track faculty on leave the previous winter semester.

OAKLAND UNIVERSITY
THE SCHOOL OF BUSINESS ADMINISTRATION

Constitution

Table of Contents

Article I. The School of Business Administration	1
1. The School of Business Administration	1
2. The Dean of the School of Business Administration	1
3. Administrative or Instructional Units	1
Article II. The Assembly: Powers, Membership, and Organization	2
1. Powers of the SBA Assembly	2
2. Membership of the SBA Assembly	2
3. Meetings	2
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i. SBA Executive Committee (SBAEC)	3
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iii. Graduate Curriculum Committee (GCC)	5
2. Additional Standing Committees	5
3. Vacancies on Committees and the University Senate	5
Article IV. Committee on Appointment and Promotion (CAP)	6
1. The Committee on Appointment and Promotion (CAP)	6
2. Committee Role	6
Article V. Amendments	6
1. Amendments	6
Glossary	6

Constitution of the School of Business Administration

Approved by SBA faculty by mail ballot, April 11, 2008.

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- vi. The presiding officer of the Assembly shall be the Dean of the School of Business Administration. In the absence of the Dean, the Associate Dean of the School of Business Administration shall preside.

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i. School of Business Administration Executive Committee (SBAEC):

The School of Business Administration Executive Committee shall consist of the following voting members:

- (1) The Dean, who shall be the Chairperson
- (2) Associate Deans
- (3) The department chairpersons
- (4) A Faculty Representative. The Faculty Representative shall be elected in the winter semester, and shall serve a one-year term beginning with the fall semester. No person shall serve as Faculty Representative more than two consecutive years.
- (5) Continuing Non-voting members of the Executive shall be approved by the Assembly, and noted in the By-Laws.

The Executive Committee shall:

- (1) Call all meetings of the Assembly in the fall and winter terms.
- (2) Prepare the agenda for the Assembly.
- (3) Present to the Assembly a slate of nominees for the membership of all standing committees.
- (4) Create *ad hoc* committees.
- (5) Transmit matters to the University Senate.
- (6) Place matters before the Dean.
- (7) Evaluate the School's performance vis-a-vis the School's stated priorities and/or goals and objectives.
- (8) Evaluate any new proposals for programs or changes in current programs with regard to the School's stated priorities and/or goals and objectives.
- (9) Advise the Dean on the allocation of the SBA's faculty and financial resources.
- (10) Approve all changes to existing majors, minors, concentrations, and course descriptions after they have been recommended by the appropriate departmental

faculty and the Undergraduate or Graduate Curriculum Committee.

- (11) Review and forward to the SBA Assembly for approval: new degree programs, new majors, new minors, new concentrations, and other new programs after they have been recommended by the appropriate departmental faculty and the Undergraduate or Graduate Curriculum Committee.
- (12) Review and forward to the SBA Assembly for approval changes to the pre-core and core curricula after they have been recommended by the Undergraduate or Graduate Curriculum Committee.
- (13) Such other responsibilities as approved by the Assembly, and noted in the By-Laws.

ii. Undergraduate Curriculum Committee (UCC):

The Undergraduate Curriculum Committee shall consist of

- (1) A full-time faculty member representing each department, nominated by the department and approved by the Assembly, for two-year staggered terms
- (2) One faculty member from any department elected at-large by the Assembly for a two-year term
- (3) An Associate Dean (as a non-voting member)
- (4) Other Non-Voting members as approved by Assembly, and noted in the By-Laws.

The Undergraduate Curriculum Committee shall:

- (1) Develop and implement processes to provide continuous assessment of the undergraduate programs of the SBA
- (2) Initiate and/or review proposals submitted by departments for change to the undergraduate programs of the SBA
- (3) Recommend to the Executive Committee all changes to the undergraduate curricula, and addition of new majors and deletion of existing majors
- (4) Review the retention of undergraduate students and develop programs to improve the retention of students
- (5) Review the content of the SBA undergraduate catalog copy;
- (6) Ensure that the undergraduate curricula are consistent with the SBA Mission Statement; and
- (7) Interpret the catalog and other curricular policy and rule on petitions and grade changes.
- (8) Such other responsibilities as approved by the Assembly, and noted in the By-Laws.

iii. Graduate Curriculum Committee (GCC):

The Graduate Curriculum Committee (GCC) shall consist of

- (1) A full-time faculty member representing each departments, nominated by the department, and approved by the Assembly, for two-year staggered terms.
- (2) One faculty member from any department elected at-large by the Assembly for a two-year term.
- (3) An Associate Dean (as a non-voting member); and
- (4) Other Non-Voting members as approved by Assembly, and noted in the By-Laws.

The Graduate Curriculum Committee shall:

- (1) Develop and implement processes to provide continuous assessment of the graduate programs of the SBA;
- (2) Initiate and/or review proposals submitted by departments for change to the graduate programs of the SBA;
- (3) Recommend to the Executive Committee all changes to the graduate curricula and additions of new concentrations and graduate degree programs, and deletions of concentrations and graduate degree programs;
- (4) Review the retention of graduate students and develop programs to improve the retention of students;
- (5) Review the content of the SBA graduate catalog copy;
- (6) Ensure that the graduate curricula are consistent with the SBA Mission Statement;
- (7) Select the graduate assistants and determine non-dismissal academic actions on cases referred to it by Coordinator of Graduate Business Programs; and
- (8) Make recommendations to the Dean of Graduate Study regarding:
 - a) admissions cases referred to it by the Coordinator of Graduate Business Programs and
 - b) dismissal cases.
- (9) Such other responsibilities as approved by the Assembly, and noted in the By-Laws.

2. Additional Standing Committees:

The Assembly shall have the power to establish additional standing committees and list them in the By-Laws.

3. Vacancies on Committees and the University Senate:

Vacancies occurring during the last year of the term, of a committee member or University Senate

representative, shall be filled by appointments by the Dean. All other vacancies shall be filled by election of the Assembly.

Article IV. Committee on Appointment and Promotion (CAP)

1. The Committee on Appointment and Promotion (CAP):

The Committee on Appointment and Promotion (CAP) is established by the terms of the Agreement between the Board of Trustees of Oakland University and the Oakland Chapter of the American Association of University Professors.

2. Committee Role:

The role of the SBA CAP is to evaluate faculty being considered for re-employment, re-employment with promotion, re-employment with tenure, employment with tenure, or employment that will require tenure review within three years from its commencement. In addition, SBA CAP reviews all sabbatical leave proposals and reports its recommendations to the Dean. The role of CAP, its organization, review procedures, and special procedures for promotion or appointment to professor are defined by the Agreement and the SBA Criteria, Procedures, and Documentation for the Faculty Evaluation Process.

Article V. Amendments

1. Amendments:

Amendments to this Constitution and/or the By-Laws shall originate as ordinary motions of the Assembly. An affirmative final vote on the second reading must be ratified by a simple majority of the members of the Assembly in a mail referendum. Changes to the Constitution must also be approved by the University Senate and the Board of Trustees.

Glossary:

There have been questions about the specific definition of some of the terms in the SBA Constitution. The following is an attempt to clarify these terms.

Faculty in residence

“Faculty in residence” is defined as full-time SBA faculty who are teaching at OU in a given fall or winter term. During the spring and summer terms it would be the SBA full-time faculty who taught at OU in the previous winter term plus returning tenure-track faculty on leave the previous winter semester.