

Agendum
Oakland University
Board of Trustees Formal Session
May 7, 2014

AMENDMENT TO
SCHOOL OF HEALTH SCIENCES CONSTITUTION

A Recommendation

1. **Divisions and Departments:** Academic Affairs, School of Health Sciences
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 has been approved by the Board (Senate Constitution). 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 Health Sciences (SHS) wishes to amend the SHS Constitution to clarify that the composition of the SHS includes academic administrators and advisors; that full-time adjunct faculty members with primary or secondary appointments are SHS Assembly members but they may not serve on the Committee on Appointment and Promotion; and that SHS members may be appointed to the SHS Assembly upon recommendation of the Executive Committee. SHS also wishes to change the SHS Constitution approval requirement of the appointment of program directors from Board of Trustees to Provost and Dean approval consistent with University practice; and to eliminate the one student shared vote on the SHS Assembly since it was not practical to administer and students were not participating in the voting process.

The revised School of Health Sciences Constitution was approved by the University Senate on April 17, 2014 is acceptable to the Senior Vice President for Academic Affairs and 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.

3. **Previous Board Action:** The School of Health Sciences Constitution was approved by the Board on June 17, 1985, and amended on December 2, 1989 and June 12, 1991.

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4. **Budget Implications:** N/A

5. **Educational Implications:** The School of Health Sciences provides an exceptional environment of collaborative, academic and clinical learning that helps transform students into leaders impacting the health needs of our communities in diverse wellness and health-related practices. The School of Health Sciences is passionate about providing students with the best science-based health education, high-quality academic preparation, interdisciplinary teaching and excellence in instruction in the classroom and clinical laboratory.

6. **Personnel Implications:** N/A

7. **University Reviews/Approvals:** A proposed, amended School of Health Sciences Constitution was ratified by the Health Sciences Assembly on March 21, 2014; approved by the University Senate on April 17, 2014; 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 College and Schools 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 Health Sciences, 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 Health Sciences, attached hereto, effective May 7, 2014.

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9. Attachments:

- A. Redline version of the proposed, amended School of Health Sciences Constitution.
- B. Final version of the proposed, amended School of Health Sciences Constitution.

Submitted to the President
on April 30, 2014 by



James P. Lentini, D.M.A.
Senior Vice President for
Academic Affairs and Provost

Recommended on April 30, 2014
to the Board for approval by



Betty J. Youngblood
Interim President

November 2, 1989

CONSTITUTION OF THE SCHOOL OF HEALTH SCIENCES

Oakland University

ARTICLE 1. THE SCHOOL OF HEALTH SCIENCES

- 1.1. The School of Health Sciences comprises the faculty, ~~academic administrators, academic advisors,~~ and staff of Health Sciences and those students pursuing degrees under its authority. The faculty of Health Sciences consists of all personnel ~~with primary or secondary full-time appointments appointed~~ in the School of Health Sciences ~~plus with a title containing the words: professor, instructor, or lecturer. Personnel with such titles include full-time faculty with the primary or secondary appointments in the School of Health Sciences, academic administrators,~~ part-time faculty, and clinical faculty.
- 1.2. The faculty of the School of Health Sciences exercises all powers accorded to an organized faculty by the Constitution of the Oakland University Senate; explicitly including authority (a) to provide educational programs placed under the jurisdiction of the School of Health Sciences and (b) to present candidates for appropriate degrees to the University Senate.
- 1.3. The Dean of the School of Health Sciences is the principal academic and administrative officer of the faculty and the School of Health Sciences.
 - 1.3.1. The Dean shall be a tenured member of the faculty of the School of Health Sciences.
 - 1.3.2. The Dean shall be appointed by the Board of Trustees upon recommendation of the President. Before recommending appointment, the President and the Provost shall consult all available program directors and chairpersons of the School. The President and Provost may review the Dean's appointment with the program directors and chairpersons at any time they deem necessary but they must review the Dean's appointment at least every five years with the program directors and chairpersons.
- 1.4. The School of Health Sciences ~~shall be composed of offers~~ academic programs which represent specific health science disciplines. Each program shall have a program director who is the principal academic and administrative officer of the program.
 - 1.4.1. The program director shall be appointed by ~~the Board of Trustees, upon recommendation of the President,~~ the Provost, and the Dean, for a three-year term, which may be renewable. An acting program director may be appointed for a term of one year, which term may be renewable. The program director or an acting program director shall be a member of the faculty of the program.

- 1.4.2. Before recommending appointment or reappointment of a program director or acting program director, the Dean must consult with all available full-time faculty members in the program, and such other persons as the Dean deems necessary.
- 1.5. Two or more programs may be grouped into a department based upon common elements in the health disciplines which they represent. Each department shall have a chairperson who is the primary academic and administrative officer of the department.
 - 1.5.1. The chairperson shall be appointed by the Board of Trustees, upon recommendation of the President, the Provost, and the Dean, for a three-year term, which term may be renewable. An acting chairperson may be appointed for a term not to exceed one year, which term may be renewable. The chairperson or acting chairperson shall be a member of the faculty of one of the programs in the department.
 - 1.5.2. Before recommending appointment or reappointment of a chairperson or acting chairperson, the Dean must consult with all full-time faculty members in the programs within the department, and such other persons as the Dean deems necessary.
- 1.6. In unusual circumstances, the Dean may appoint an executive officer over a program or department, after consultation with the President, the Provost, and all available program directors and chairpersons of the School of Health Sciences. To insure the achievement of program and department goals and responsibilities, and to provide continuity in consultation with the faculty, the Dean may act in the capacity of acting program director or acting chairperson.
- 1.7. 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 Provost and 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 Provost and the President.

ARTICLE 2. THE ASSEMBLY: POWERS

- 2.1. The legislative authority of the School of Health Sciences resides in the Assembly which shall be responsible to review the establishment of and the content of all academic programs offered by the faculty and the School.
- 2.2. The Assembly shall exercise all powers assigned to an organized faculty of a School by the Constitution of the Oakland University Senate. In addition, the Assembly shall have the following rights:

- 2.2.1. to initiate proposals on all matters relevant to the general welfare of the School;
- 2.2.2. to be consulted on all academic matters of importance to the School;
- 2.2.3. to advise the Dean on all matters the Dean wishes to bring before it;
- 2.2.4. to take such actions as are necessary to exercise responsibilities stated elsewhere in this Constitution.

ARTICLE 3. THE ASSEMBLY: MEMBERSHIP AND ORGANIZATION

3.1. The membership of the Assembly shall consist of:

- 3.1.1. full-time faculty ~~and full-time adjunct faculty~~ members of Oakland University with primary or secondary appointments in the School of Health Sciences;
- 3.1.2. clinical faculty members of the School of Health Sciences, appointed for renewable two-year terms. One clinical faculty representative shall be appointed by each academic program;
- 3.1.3. other members of the School of Health Sciences and the University Community appointed for renewable terms, each not exceeding two years, by the Dean upon recommendation of the ~~__program directors and chairpersons~~ Executive Committee;
- 3.1.4. one student from each degree-granting program, appointed for renewable one year terms. Student members must be undergraduates with major standing or graduate students and must be in good academic standing and enrolled during any term they serve.

3.2. All members shall have full voting rights except student members ~~in attendance shall share one vote and be restricted from voting on matters pertaining to certification of candidates for graduation, honors, and awards.~~

3.3. The Assembly shall meet at least twice a year during the Fall and Winter semesters. The Executive Committee of the Assembly shall call all Fall and Winter meetings of the Assembly, and must call a meeting within thirty days upon written request of twenty percent of the Assembly members.

3.4. 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 honors, unless the Assembly ~~during the preceding Winter~~

~~semester~~ explicitly authorized additional items for the agenda during the preceding Winter semester.

3.5. The presiding officer of the Assembly shall be the Dean or the Dean's designated representative. The Dean shall appoint a secretary and a parliamentarian.

3.6. Forty percent of the non-clinical faculty members of the Assembly officially in residence shall constitute a quorum, except that this quorum rule shall be suspended for those meetings stipulated under Article 3.4 of this Constitution.

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3.7. Ordinary substantive motions are those placed on the agenda by the Executive Committee. Such motions shall be considered on each of two meeting days of the Assembly, at least three days apart. Amendments are in order during both readings; ~~final~~ Final votes may be taken only during the second reading, at which time a simple majority of those present and voting shall suffice for a decision. The Assembly may proceed directly from the first to the second reading and take formal action on the motion by a simple majority. By affirmative affirmation vote of three-fourths of those present and voting, and provided that the number of affirmative votes exceeds 50 percent of the Assembly membership, ~~the Assembly may proceed directly from the first to the second reading and take formal action on the motion when a simple majority suffices for adoption.~~

3.8. Ordinary substantive motions shall be circulated in writing to all members of the Assembly at least two days before these motions receive their first reading. Committee recommendations and other materials deemed appropriate by the Executive Committee shall accompany the text of the motions.

3.9. Extraordinary substantive motions may be introduced from the floor at any meeting of the Assembly. After the regular agenda has been completed, the presiding officer shall call for and recognize such motions. By simple majority of those present and voting, the Assembly may authorize immediate debate of an extraordinary motion, but votes on the motion may not be taken at that meeting. The Executive Committee may place the motion on the agenda of the next meeting. Should the Committee fail to do so, the Assembly, by a simple majority of those present and voting, may at that time place the motion on the agenda of the same meeting. When placed on the agenda by either of the above procedures, the motion shall be treated as an ordinary substantive motion in its first reading.

3.10. Procedural motions may be introduced by any member of the Assembly and shall be decided in the order of precedence and according to the rules contained in the current Robert's Rules of Order.

3.11. The Assembly may pass resolutions in accordance with the authority granted organized faculties by the Constitution of the Oakland University Senate. Such resolutions may be moved from the floor and adopted on first reading by affirmative vote. A resolution may be held over for consideration at a second meeting, at which time a simple majority vote shall suffice to adopt the resolution.

ARTICLE 4. THE ASSEMBLY: ~~EXECUTIVE, STANDING~~ STANDING AND AD HOC COMMITTEES

- 4.1. The Assembly, in consultation with the Dean, shall establish the Executive, ~~such~~-standing and ad hoc committees as it deems necessary.
- 4.2. All full-time faculty members holding primary appointments in the School of Health Sciences shall be eligible to serve on its standing committees.
- 4.3. All standing committees of the School shall report to the Executive Committee of the Assembly.
- 4.4. Full-time adjunct faculty shall not be eligible to serve on the Committee on Appointment and Promotion.

~~The School shall have an Executive Committee chaired by the Dean and composed of four additional faculty members elected by the Assembly. Their term of office shall be two years. Members may be reelected to serve two consecutive terms, but are then ineligible for reelection for a period of two years. When possible, at least one of the faculty members shall be an assistant professor or non-tenured associate professor. Should the faculty member filling this non-tenured seat receive tenure, the seat shall be declared vacant at the beginning of the succeeding Fall semester and an election to fill the seat for the remainder of the term shall be held at this time. The Executive Committee shall:~~

- ~~4.4.1. call all meetings of the Assembly in the Fall and Winter semesters;~~
- ~~4.4.2. prepare the agenda for the Assembly, including the call of all matters from committee;~~
- ~~4.4.3. serve as an election committee for the School of Health Sciences;~~
- ~~4.4.4. create such ad hoc committees as it judges necessary and designate the membership, specify the charge, and fix the term of such committees;~~
- ~~4.4.5. refer measures to the standing and ad hoc committees;~~
- ~~4.4.6. receive reports and recommendations from committees to be placed on the agenda of the Assembly, with authority to request one reconsideration; after reconsideration, a second recommendation from a committee must be placed on a subsequent Assembly agenda;~~
- ~~4.4.7. have authority to originate ordinary substantive motions for consideration by the Assembly;~~

~~4.4.8. — appoint replacements for vacated seats on all standing and ad hoc committees of the Assembly; all such replacements shall serve until the next regular election (vacated seats on the Executive Committee must be filled by election);~~

~~4.4.9. — transmit to the University Senate such matters as concern it; and receive communications from the University Senate;~~

~~4.4.10. — advise the Dean on all matters the Dean wishes to bring before it; place before the Dean such matters as it deems necessary.~~

ARTICLE 5. AMENDMENT

5.1. Amendments to this constitution shall originate as substantive motions of the Assembly, except on a second reading a mail referendum shall be conducted and a simple majority of the Assembly members shall be required for ratification.

5.2. All amendments must be approved by the University Senate and the Board of Trustees.

SHS Assembly Actions

Approved 2-10-1984

Approved Revisions 11-2-1989, 3-21-2014

OU Senate Actions

Revision approved 4-17-2014

CONSTITUTION OF THE SCHOOL OF HEALTH SCIENCES

Oakland University

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- 1.2 The faculty of the School of Health Sciences exercises all powers accorded to an organized faculty by the Constitution of the Oakland University Senate; explicitly including authority (a) to provide educational programs placed under the jurisdiction of the School of Health Sciences and (b) to present candidates for appropriate degrees to the University Senate.
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 - 1.4.1 The program director shall be appointed by the Provost and the Dean for a three-year term, which may be renewable. An acting program director may be appointed for a term of one year, which term may be renewable. The program director or an acting program director shall be a member of the faculty of the program.
 - 1.4.2 Before recommending appointment or reappointment of a program director or acting program director, the Dean must consult with all available full-time

faculty members in the program, and such other persons as the Dean deems necessary.

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- 3.1.3 other members of the School of Health Sciences and the University Community appointed for renewable terms, each not exceeding two years, by the Dean upon recommendation of the Executive Committee;
- 3.1.4 one student from each degree-granting program, appointed for renewable one year terms. Student members must be undergraduates with major standing or graduate students, and must be in good academic standing and enrolled during any term they serve.

3.2 All members shall have full voting rights except student members.

3.3 The Assembly shall meet at least twice a year during the Fall and Winter semesters. The Executive Committee of the Assembly shall call all Fall and Winter meetings of the assembly, and must call a meeting within thirty days upon written request of twenty percent of the Assembly members.

3.4 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 honors, unless the Assembly explicitly authorized additional items for the agenda during the preceding Winter semester.

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- 3.6 Forty percent of the non-clinical faculty members of the Assembly officially in residence shall constitute a quorum, except that this quorum rule shall be suspended for those meetings stipulated under Article 3.4 of this Constitution.
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ARTICLE 4. THE ASSEMBLY: EXECUTIVE, STANDING AND AD HOC COMMITTEES

- 4.1 The Assembly, in consultation with the Dean, shall establish the Executive, standing and ad hoc committees as it deems necessary.

- 4.2 All full-time faculty members holding primary appointments in the School of Health Sciences shall be eligible to serve on its standing committees.
- 4.3 All standing committees of the School shall report to the Executive Committee of the Assembly.
- 4.4 Full-time adjunct faculty shall not be eligible to serve on the Committee on Appointment and Promotion

ARTICLE 5. AMENDMENT

- 5.1 Amendments to this constitution shall originate as substantive motions of the Assembly, except on a second reading, a mail referendum shall be conducted and a simple majority of the Assembly members shall be required for ratification.
- 5.2 All amendments must be approved by the University Senate and the Board of Trustees.

SHS Assembly Actions

Approved 2-10-1984

Approved revisions 11-2-89, 3-21-2014

OU Senate Actions

Revision approved 4-17-2014

Summary of Substantive Changes for the
CONSTITUTION OF THE SCHOOL OF HEALTH SCIENCES

Oakland University

- 1.1.1 Clarification to the composition of the School of Health Sciences to include academic administrators and academic advisors.

- 1.41. Changed requirement of Board Approval for the appointment of program directors to be consistent with practice on campus. Practice on campus is that program directors require approval by the Provost and Dean.

- 3.1.1 Clarified that full time adjunct faculty members with primary or secondary appointments in the School of Health Sciences are members of the Assembly.

- 3.1.3 Clarified that members of the School of Health Sciences may be appointed to the Assembly with recommendation of the Executive Committee.

- 3.2 Eliminated the one, shared vote by student members as it was not practical to administer and students were not participating in the voting.

- 4.4 (old) Moved the reference to the Executive Committee to 4.1 consistent with standing and ad hoc committees (which are handled in the SHS By-Laws). This resulted in deleting 4.4.1-4.4.10.

- 4.4 (new) Clarified that full-time adjunct faculty members may not serve on the Committee on Appointment and Promotion.