

REVISION TO THE COLLEGE OF ARTS AND SCIENCES
CONSTITUTION
A Recommendation

1. **Division and Department:** Academic Affairs, College of Arts and 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 College of Arts and Sciences (College) is recommending revisions to its Constitution. First, language was updated to reflect current titles and structures at Oakland. Additional revisions include:

- a. Expansion of the Preamble (Preamble)
- b. Clarification of Faculty (Article I.ii)
- c. Addition of interdisciplinary program directors (Article I.vii.2)
- d. Addition of one elected member of the College Assembly (Article III.i.2)
- e. Addition of language describing the process for filling out terms (Article III.i.2)
- f. Addition of Assistant Dean for Curriculum to Assembly as ex-officio, non-voting (Article III.i.3)
- g. Clarification of substantive, non-substantive, and informational items for Assembly (Articles III.vii, III.x, III.xi, III.xii)
- h. Clarification of Executive Committee membership (Article IV.vi.i)
- i. Addition of Executive Committee charge to advise Dean on joint programs (Article IV.vi.2.xii)

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- j. Enumeration of Undergraduate and Graduate Committees on Instruction (Articles IV.viii, IV.ix)
- k. Addition of Budget Committee as a standing committee (Article IV.x)
- j. Enumeration of Undergraduate and Graduate Committees on Instruction (Articles IV.viii, IV.ix)
- k. Addition of Budget Committee as a standing committee (Article IV.x)
- l. Addition of regular schedule to review the CAS Constitution (Article VII)
- m. Inclusion of Constitution for the College's School of Music, Theatre and Dance (Appendix A)

3. **Previous Board Action:** The most recent revision to the College of Arts and Sciences Constitution was approved by the Board of Trustees in October 1996.

4. **Budget Implications:** None.

5. **Educational Implications:** The College of Arts and Sciences does not believe this revision has direct educational implications.

6. **Personnel Implications:** None.

7. **University Reviews/Approvals:** A proposed revision to the College of Arts and Sciences Constitution was approved by the College Assembly on November 19, 2024, and the College faculty via electronic vote ending January 13, 2025. It was approved by the University Senate on March 20, 2025, is acceptable to the Provost and 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

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RESOLVED, that notwithstanding any provision of the proposed, revised Constitution of the Oakland University College of Arts and 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 obligation; and, be it further

RESOLVED, that the Board of Trustees, under the conditions set forth above, approves the revised Constitution of the Oakland University College of Arts and Sciences, attached hereto, effective April 11, 2025.

9. Attachments:

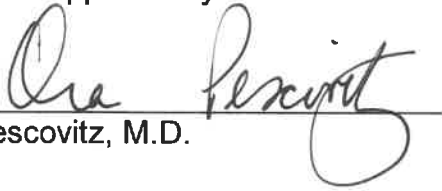
- A. Redline version of the proposed, revised College of Arts and Sciences Constitution.
- B. Final version of the proposed, revised College of Arts and Sciences Constitution.

Submitted to the President
on 4/3, 2025 by



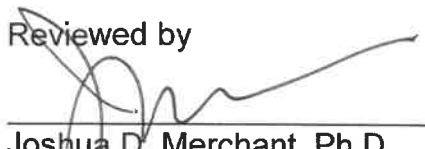
Amy Thompson, Ph.D., FESG, CHES
Executive Vice President for
Academic Affairs and Provost

Recommended on 4/4, 2025
to the Board for Approval by



Ora Hirsch Pescovitz, M.D.
President

Reviewed by



Joshua D. Merchant, Ph.D.
Chief of Staff and
Secretary to the Board of Trustees

ATTACHMENT A

OAKLAND UNIVERSITY
COLLEGE OF
ARTS AND SCIENCES
CONSTITUTION

Ratified by the College Assembly	November 19, 2024
Ratified by the College Faculty	January 13, 2025
Ratified by the University Senate	March 20, 2025
Ratified by the Board of Trustees	April 11, 2025

Ratified October 9, 1967, approved November 15, 1967, and as amended December 12, 1968, February 23, 1971, October 5, 1977, March 24, 1981, December 4, 1984 (effective February 11, 1987) and October 3, 1996.

PREAMBLE: As the largest collection of academic units at Oakland University, the College of Arts and Sciences is the driving force that advances our institutional mission. The College is home to a diverse community of nationally and internationally recognized teachers, scholars, artists, and researchers who create a vibrant and inclusive environment for high-impact learning. Our objective is to support students and faculty as they engage in research, intellectual and artistic curiosity, communication, and critical thinking. Courses and experiences offered within the College of Arts and Sciences are fundamental components of every student's academic development, emphasizing the core values of a liberal arts education. As stewards of the liberal arts and sciences, we affirm our responsibility to prepare students to become engaged and informed citizens who contribute meaningfully to the betterment of society.

With this Constitution, we provide a framework for fair and equitable operations that ensure optimal support for all stakeholders. The College of Arts and Sciences, in accordance with the provisions of the University Senate Constitution and subject to the approval of the University Board of Trustees, does hereby establish this Constitution in order to conduct the business of its Faculty.

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ARTICLE I. THE COLLEGE OF ARTS AND SCIENCES

i. The College of Arts and Sciences (hereafter the College) comprises the Faculty of Arts and Sciences, College staff, and those students pursuing degrees under its authority.

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ii. Throughout this Constitution, all references to "Faculty" shall refer to full-time faculty members holding primary, non-visiting appointments in the College, including tenure-track faculty, special instructors, and professors of practice.

iii. The faculty-Faculty of the College of Arts and Sciences exercises the full powers accorded by the Constitution of the Oakland University Senate and is empowered to present to the University Senate candidates for such degrees as may be authorized.

iv. The faculty-Faculty of the College of Arts and Sciences is empowered, subject to review by the University Senate, to develop programs of instruction leading to such degrees as may be authorized, and to establish and enforce degree requirements and such regulations as may be necessary for the discharge of its academic responsibility.

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v. The ordinary business of the faculty shall be conducted by an Assembly of its members, whose organization, membership, powers and limitations are described in Articles

II and III, and the committees described in Article IV, below. The Faculty may be called to meet in its entirety by the Dean as often as he or she deems necessary, but it shall so meet at least once a year; and, at the request of fifteen percent or forty members of the faculty, whichever number is smaller, the Dean shall call a meeting of the Faculty in its entirety. Any motions or resolutions adopted at a meeting of the Faculty are subject to the provisions of Article III (xiv-xix), 1 and 2, below.

iv. The Dean of the College is the presiding officer of the College of Arts and Sciences.

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v. vi. The Dean of the College of Arts and Sciences is the principal presiding academic and administrative officer of the faculty and the College of Arts and Sciences

1. The Dean shall be a tenured faculty member of the faculty of Arts and Sciences in the College.

2. The Dean shall be appointed by the Board of Trustees, upon recommendation of the President. Before recommending appointment, the President and the Executive Vice President for Academic Affairs and Provost shall consult all department chairpersons of the College and the elected members of the Executive Committee of the Assembly. The President and the Executive Vice President for Academic Affairs and Provost may review the Dean's appointment with all department chairpersons and the elected members of the Executive Committee of the Assembly at any time they deem necessary but they must review the Dean's appointment at least every five years with the department chairpersons and the elected members of the Executive Committee of the Assembly.

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vi. vii. Departments and other instructional-administrative units may be proposed by the Dean to the President and Executive Vice President for Academic Affairs and Provost, with the advice of the Executive Committee and the Assembly.

1. Departments of instruction are entrusted with instruction in one of the academic disciplines.

a. The chairperson is the principal academic and administrative officer of the department.

b. Chairpersons are appointed by the ~~Board of Trustees, upon recommendation of the President, the Vice President for Academic Affairs and the~~ Dean, for a three-year term, which may be renewable. An acting chairperson may be appointed for a one-year term, which term may be renewable.

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c. Before recommending appointment or reappointment of a chairperson or an acting chairperson, the Dean must consult with all ~~tenured members~~ Faculty in the department, and such other persons as ~~he or she deems~~ necessary. ~~In departments with fewer than five tenured faculty, the five highest ranking members of the department must be consulted.~~ In the case of a chairperson or an acting chairperson who is entering the final year of his or her current term, the consultation process shall begin no later than October 15 of the year prior to the expiration of the chairperson's or acting chairperson's current term. The ~~D~~ean shall make every effort to recommend for appointment or reappointment persons who have the support of a majority of the full-time non-visiting faculty members who hold primary appointments in the department. The Dean may recommend someone who does not have majority support, after consultation with the other department chairpersons in the College and the Executive Committee of the Assembly.

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d. In unusual circumstances, the Dean may appoint an executive officer over a department, after consultation with the President and the ~~Executive~~ Vice President for Academic Affairs ~~and Provost~~ and with all department chairpersons in the College and the Executive Committee of the Assembly.

2. ~~Interdisciplinary programs in the College are presided over by a Program Director appointed by the Dean to a three-year term, renewable and subject to review.~~

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2.3. With the approval of the Assembly and the Dean, departments may develop formal constitutions for their own governance.

ARTICLE II. ~~POWERS OF THE COLLEGE ASSEMBLY~~ POWERS

- i. The legislative authority of the College resides in the Assembly, which shall be responsible for all academic programs offered by the ~~F~~aculty and the College. ~~of Arts and Sciences~~
- ii. The Assembly shall have the following rights:

1. To initiate proposals on all matters relevant to the general welfare of the College, to be consulted on all matters of importance to the College, and to take such action as may be necessary and proper to exercise its responsibilities under Article I (iii) and Article II (i),
 - 1.
 2. To adopt resolutions on matters of concern to it as a faculty body or to the University as a whole, and to request action from the University Senate,
 - 2.
 3. To advise the Dean in all matters he or she wishes to bring before it.
- iii. These rights shall be exercised in plenary session of the Assembly by the procedures specified in Article III hereunder, except where powers pertinent to the exercise of these rights are expressly delegated to committees under Article IV.

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ARTICLE III. THE ASSEMBLY: MEMBERSHIP AND ORGANIZATION

- i. The Assembly of the College of Arts and Sciences shall have a membership composed of the following representational groupings:
 1. Each department in the College shall choose, by its own procedures, one representative to the Assembly, who shall be a full-time, non-visiting faculty member holding a primary appointment in the department. Departmental representatives shall serve two-year terms, but the number and consecutiveness of their terms shall be determined by the department.
 - 1.
 2. ~~The electorate shall consist of all full-time, non-visiting faculty members holding primary appointments in the College. There shall be fourteen~~Fifteen members of the Assembly ~~who~~ shall be elected from the full-time, non-visiting faculty members holding primary appointments in the College of Arts and Sciences. ~~The electorate shall consist of all faculty members holding primary appointments in the College of Arts and Sciences with one of the following academic titles: Special Instructor, Instructor, Assistant Professor, Associate Professor, or Professor.~~ These members shall be elected at large from the electoral groupings as determined in Article III (ii), below, provided that the number of elected representatives from each electoral grouping be proportional to its number of faculty members in the College as a whole, and provided further that:
 - a. Elected members shall serve two-year terms, staggered as to term;

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a.
b. The College Elections Committee shall implement this provision.
b.c. In case of a midterm vacancy of an elected Assembly member, the candidate from the most recent election with the next greatest number of votes will be selected to serve as proxy.

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3. The Dean and Associate Dean(s) shall be members of the Assembly ex officio and voting. The Assistant Dean for Curriculum shall be a member of the Assembly ex officio and non-voting.

3.

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4. There shall be three student members, selected in accordance with the provisions of Article III (iii), below. Student members must be in good academic standing and enrolled during any terms they serve.

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4.5. All members of the Assembly shall have full voting rights, and Assembly members who are College faculty members or students in the College shall be eligible to serve on all College committees, except as committee membership may be restricted by this Constitution or by the Assembly.

ii. For all electoral and appointive purposes specified herein, the Executive Committee, with the approval of the Assembly, shall determine representational groupings of departments which share, as nearly as possible, similar disciplinary and scholarly traditions. These groupings may be reviewed at any time by the Executive Committee to assess their continued representational adequacy, but they must be so reviewed during the fall semester of every second year.

iii. Student members of the Assembly shall be elected from an electorate composed of all undergraduate and graduate students officially enrolled in a major housed in the College or a major offered jointly by the College and another academic unit of Arts and Sciences in any semester during which an election is held. The University Congress shall, by its own procedures, determine the length, number and consecutiveness of terms to be served by student members, and conduct the elections, which shall be held in fall or winter semester of any academic year. The Congress shall provide for the replacement of student members who resign their seats or otherwise become ineligible to serve their terms or any portion thereof.

iv. The Assembly shall meet at least two times during each of the fall and winter semesters, and as often in addition as is necessary. The Executive Committee shall call meetings of the Assembly. Except as otherwise provided in this Constitution, meetings shall be conducted

according to Robert's Rules of Order.

v. At all times other than the fall and winter semesters, the Assembly shall may meet as often as is if deemed necessary by the Executive Committee. At such meetings, the agenda shall be limited to the nomination of candidates for degrees and honors, unless by action of the Assembly during the preceding winter semester specific additional items are authorized for the agenda.

vi. The presiding officer of the Assembly shall be the Dean or other designated representative. The Dean shall appoint a secretary and a parliamentarian. At the start of each regular meeting of the Assembly, immediately following approval of the minutes of the previous meeting, a period not to exceed one-half hour shall be devoted to informal reports from the presiding officer regarding any subject he or she deems appropriate; during this period any member of the Assembly may put questions to the presiding officer.

vii. Forty percent of the membership of the Assembly in residence shall constitute a quorum; a quorum call may be demanded by any member of the Assembly, but no more than one quorum call may be demanded at any one meeting. For those meetings stipulated under Article III (v) of this Constitution, the quorum rule shall be suspended.

vii.

viii. There are three types of agenda items: substantive voting items, non-substantive voting items, and informational non-voting items.

viii.ix. All substantive measures voting items, together with relevant committee recommendations and reports, shall be circulated to all members of the Assembly before a motion receives its first reading in the Assembly.

x. Substantive voting items require two readings before a vote. Examples of substantive items include:

1. Any addition or removal of degree programs, certificates, majors, or minors or any change to degree requirements for joint programs;
2. Any change in departmental name;
3. Any change that affects the whole College, such as general education program changes or exploratory requirements;

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4. Changes to charges of the College standing committees;

5. Items not included on this list may be included on the agenda as a voting item at the discretion of the Executive Committee.

xi. Non-substantive voting items require only one reading. Examples of non-substantive items include;

1. Membership of the College standing committees, including committee chairs.

xii. Informational items not eligible for voting. Examples of such informational items include;

1. Program modifications that are approved by either the Graduate or Undergraduate COI that potentially affect other departments;

2. New courses or course modifications;

3. Authorization to plan new degrees.

13-xiii. All motions are placed on the agenda by the Executive Committee. There shall be two kinds of substantive motions:

1. Ordinary substantive motions are placed on the agenda with endorsement by the Executive Committee. Ordinary motions shall receive readings on two separate meeting days of the Assembly; amendments may be moved during both readings, but final votes may be taken only during the second reading, when a simple majority of those members present and voting shall suffice to adopt the measure. By vote of three-fourths of the members present and voting, the Assembly may proceed directly from the first to the second reading and take final action on the motion when a simple majority suffices to adopt the measure.

2. Extraordinary substantive motions are placed on the agenda without endorsement by the Executive Committee. Extraordinary motions shall receive readings on two separate meeting days of the Assembly; amendments may be moved during both readings, but final votes may be taken only during the second reading. An extraordinary motion must receive a simple majority of those present and voting at the first reading in order to be given a second reading, when a simple majority of

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those present and voting suffices to adopt the measure.

~~xi~~.xiv. Private substantive motions may originate as follows:

1. Any member of the Assembly or the faculty of the College may request the Executive Committee in writing to place a motion on the agenda.
2. Private substantive motions may be introduced on the floor of the Assembly by individual members at any meeting of the Assembly. After the regular agenda has been completed, the presiding officer shall call for such motions and shall recognize at least one. Such a motion may, by two-thirds majority of those present and voting, be debated on the day it is offered before being referred to the Executive Committee, but final vote may not be taken until after the motion has been placed on the agenda by the Executive Committee. The motion may be referred to the Executive Committee for disposition to the proper committee without debate, by vote of a simple majority of those present and voting. Such a vote takes precedence over all others. When placed on the agenda with endorsement by the Executive Committee, the motion shall be treated as an ordinary motion. When placed on the agenda without endorsement by the Executive Committee, the motion shall be treated as an extraordinary motion. If the Executive Committee fails to report a private motion out of committee after two successive meetings of the Assembly, a simple majority of those present and voting shall suffice to direct the Executive Committee to place the motion on the agenda of the next Assembly meeting.

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~~xi~~.xv. ~~Resolutions may be adopted by the Assembly on matters other than those directly related to the curriculum and to the instructional regulations of the College as the presiding officer shall rule.~~ Any member of the Assembly may move the adoption of any resolution from the floor. To be approved and adopted on the first reading, a resolution must have support of a two-thirds majority of those present and voting. Failing this, a simple majority shall suffice to hold the resolution over a second reading, when a simple majority of those present and voting shall suffice to adopt the resolution.

~~xii~~.xvi. ~~Faculty members holding any appointment in the College of Arts and Sciences~~College Faculty may attend its Assembly meetings and speak in contribution to discussion and debate upon recognition by the chairperson. At the invitation of the Assembly or its Executive Committee, faculty holding appointments outside of the college also may be invited to attend Assembly meetings and speak to relevant issues, ~~as they come before the Assembly~~. Only Assembly members may vote.

~~xiii-xvii.~~

~~xiv-xviii.~~ Within five class days of the final vote of the Assembly on any matter, fifty percent of the Assembly members, or fifteen percent or forty College faculty members, whichever is the lesser number of faculty members, shall have the right to petition the Dean to call a meeting of the entire College faculty to discuss the action of the Assembly. Upon receipt of such a petition, the Dean shall call a meeting of the faculty in its entirety.

~~xv-xix.~~ Within five class days of the final vote of the Assembly on any matter, fifty percent of the Assembly members, or fifteen percent or forty College faculty members, whichever is the lesser number of faculty members, shall have the right to petition the Dean to call a meeting of the entire College faculty to discuss the action of the Assembly. Upon receipt of such a petition, the Dean shall call a meeting of the faculty in its entirety.

1. A majority of the faculty members present at such a meeting shall have the right to instruct the Elections Committee to conduct a referendum by mail ballot of all the College faculty members.
2. The referendum shall ask for a yes or no vote on the action taken by the Assembly. If a majority of those returned valid ballots indicates disapproval, the action of the Assembly shall be disallowed. This decision shall be final and no further appeal on the action shall be allowed either in Assembly deliberations or via the referendum procedure.

ARTICLE IV. THE COLLEGE AND THE ASSEMBLY: STANDING COMMITTEES

i. The College designates the following standing committees: Committee on Appointment and Promotion; Executive Committee; Elections Committee; Undergraduate Committee on Instruction; Budget Committee; and Graduate Committee on Instruction.

ii. All full-time faculty members holding primary, non-visiting appointments in the College of Arts and Sciences shall be eligible to serve on its standing committees, except that members of the Executive Committee of the Assembly shall be members of the Assembly and members of the Committee on Appointment and Promotion shall be bargaining unit faculty members. All standing committees of the College shall report to the Executive Committee of the Assembly. Unless otherwise specified by the Assembly, the faculty term of office of all standing committees shall be three years, with members serving staggered terms. Nomination and ratification of members to standing committees, except where elective, shall take place in the winter semester, with service to begin the subsequent academic year.

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iii. Membership on the Committee on Appointment and Promotion is determined by a vote of the Faculty. Membership on all other standing committees is determined by the Dean.

iv. For any voting committee with six members (Committee on Appointment and Promotion, Undergraduate Committee on Instruction, Graduate Committee on Instruction), the quorum shall be four members. For any voting committee with five members (Executive Committee), the quorum shall be three members.

v. Committee on Appointment and Promotion

1. College Faculty shall have a Committee on Appointment and Promotion, the membership of which shall comprise the Dean as the non-voting member and six tenured College Faculty who are bargaining unit members, at least one from each of the representational groupings determined under Article III (ii) except that no two members of the same Department may serve concurrently. The membership shall be elected by those members of the electorate as specified in Article III (i), (2) who are also members of the bargaining unit. Elections shall be held in the winter semester for service in the subsequent academic year.

2. In case of a midterm vacancy, the candidate from the most recent election with the next greatest number of votes will be selected to serve as proxy.

3. The Committee on Appointment and Promotion shall:

i. Be informed of all appointments, and consider all reappointments and promotions of College Faculty;

ii. Advise the Dean on all recommendations for reappointment, promotion, and tenure;

iii. Advise the Dean on the operation of appointment, promotion, and tenure procedures within the Faculty of Arts and Sciences and recommend to the Faculty changes in such procedures;

iv. Operate in accordance with and fulfill all duties specified in the current Faculty Agreement between Oakland University and the Oakland University

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Chapter of the American Association of University Professors.

vi. Executive Committee

1. The Assembly shall have an Executive Committee composed of the Dean of the College, who shall be chairperson ex officio and voting, and five College Faculty members ~~elect~~ed by of the Assembly ~~elect~~ed by it, and one student member of the ~~Assembly chosen by the University Congress by its own procedures~~ There shall be one faculty member from each of the electoral groupings determined under Article III (ii) above, the remaining member(s) to be elected at large, ~~provided further that~~and at least four members be tenured ~~or job secured~~. Faculty members of the Executive Committee shall serve ~~staggered~~ two-year terms; ~~staggered as to term; the length of student member terms shall be determined by the University Congress.~~

~~2.~~ The Executive Committee shall:

- i. Call all meetings of the Assembly;
1.
- ii. Prepare the agenda for the Assembly, including the call of all matters from committees;
2.
- iii. Present to the Assembly for its approval nominees for the chairpersonship and membership of all the standing committees of the College;
3.
- iv. Create such ad hoc committees as it judges necessary and designate the membership and fix the terms of such committees;
4.
- v. Refer measures to the standing and ad hoc committees;
5.
- vi. Receive reports and recommendations from committees to be placed on the agenda of the Assembly, with authority to request reconsideration; 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;
6.
- vii. Have authority to introduce independent motions to the Assembly;
7.

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viii. Have authority to approve on behalf of the Assembly the graduation list and the departmental honors list of candidates for the degrees offered by the College;

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ix. Appoint replacements for such Arts and Sciences 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;

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x. Advise the Dean on all matters he or she wishes to bring before it; place before the Dean such matters as it deems necessary;

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xi. Transmit to the University Senate such matters as concern it, and receive communications from the University Senate;

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xii. Advise the Dean on matters related to joint degree programs or certificates between the College and academic units outside the College.

vii. Committee on Elections

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iii.1. The College shall have a Committee on Elections, composed of the Dean of the College ex officio and non-voting, and three faculty members, one of whom shall be chairperson. The Committee on Elections shall:

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i. Determine the membership of the College electorate and the eligibility of faculty members for elections to the Assembly, its committees, and the Senate according to the definition in Article III (i);

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2.ii. Conduct all elections and apportionments authorized and required by this Constitution.

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viii. Undergraduate Committee on Instruction (UCOI)

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1. The College shall have an Undergraduate Committee on Instruction composed of six faculty members, one of whom shall be chairperson, serving ~~three~~ two-year terms staggered, at least one from each of the electoral groupings as determined under Article III (ii) and the remaining member(s) to be at large, ~~and two student members selected by the University Congress.~~ The An Associate Dean of the College (or

designee) shall be a voting member ex officio and the Assistant Dean for Curriculum shall be a non-voting member ex-officio.

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iv.2. The Undergraduate Committee on Instruction shall:

1.i. Consider and recommend on all academic, curricular, and instructional policies of the College of Arts and Sciences.

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2.ii. Review and implement curricular and instructional policies of the College of Arts and Sciences.

3.iii. Rule on petitions, and approve courses and programs of instruction offered by the instructional units of the College.

4.iv. Advise the Dean on any matters of undergraduate academic concerns deemed necessary, which he or she cares to bring to it; raise questions of academic concern with the dean.

ix. Graduate Committee on Instruction (GCOI)

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1) The College shall have a Graduate Committee on Instruction (GCOI) composed of six Faculty members, one of whom shall be chairperson. Representation shall include at least one member from each of the representational groupings as determined under Article III (ii) and the remaining member(s) to be at large. An Associate Dean of the College shall be a voting member ex-officio and the Assistant Dean for Curriculum shall be a non-voting member ex-officio. The Graduate Committee on Instruction shall:

i) Consider and recommend all academic, curricular, and instructional policies related to graduate instruction of the College.

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ii) Review and implement graduate curricular and instructional policies of the College.

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iii) Approve graduate courses and programs of instruction offered by the instructional units of the College.

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iv) Advise the Dean on any graduate academic concern deemed necessary.

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x. Budget Committee

1. The College shall have a standing Budget committee composed of six Faculty members, at least five of whom must be tenured or job secured; the Dean, who shall chair the committee, along with the Associate Deans, and Assistant Dean for Finance (members from the Dean's office are ex-officio).

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2. Faculty are appointed to the committee by the Dean, one from each of the representational groupings determined under Article III (ii) above. The Executive Committee of the Assembly will appoint one Faculty member (the Faculty member appointed by the Executive Committee shall come from a Department not represented by those Faculty appointed by the Dean). Faculty will serve staggered two-year terms, with the opportunity to serve an additional consecutive two-year term.

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3. This committee is advisory rather than voting.

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4. The Budget Committee shall:

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i. Meet as needed with meetings called by the Dean;

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ii. Advise the Dean of budgetary decisions made within the College;

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iii. Interact with College's Department Chairs on budgetary issues;

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iv. Report to the College Assembly, providing a summary of discussions.

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xi. In addition to the standing committees provided for herein, the Assembly, in consultation with the Dean, shall establish such other standing committees as it deems necessary. Motions to establish standing committees must have two readings, on two separate meeting days, before the Assembly and require a two-thirds majority vote of all Assembly members for passage. Motions to abolish or to alter the composition or charge of any standing committee created by the Assembly under this provision must have two readings, on two separate meeting days, before the Assembly and require a two-thirds majority vote of all Assembly members for passage.

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vi. The Assembly may modify the membership of standing committees by resolution. Except as otherwise specified herein, for purposes of electing or appointing to committees, the University Congress shall be notified and requested to select its members for committees by its own procedures, and student membership on committees shall be for one-year terms.

ARTICLE V. THE COMMITTEE ON APPOINTMENT AND PROMOTION

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1. The faculty of Arts and Sciences shall have a Committee on Appointment and Promotion.
2. The Committee on Appointment and Promotion shall:

1. Be informed of all appointments, and consider all reappointments and promotions in the faculty of Arts and Sciences.
2. Advise the Dean on all recommendations for reappointment, promotion, and tenure.
3. Advise the Dean on the operation of appointment, promotion, and tenure procedures within the faculty of Arts and Sciences and recommend to the faculty changes in such procedures.
4. Operate in accordance with and fulfill all duties specified in the current Faculty Agreement between Oakland University and the Oakland University Chapter of the American Association of University Professors.

3. The membership of the Committee on Appointment and Promotion shall comprise the Dean as the non-voting member and six tenured bargaining unit faculty members holding full-time, non-visiting primary appointments in the College of Arts and Sciences, at least one from each of the electoral groupings determined under Article III (ii) except that no two members of the same department may serve concurrently. The membership shall be elected by those members of the electorate as specified in Article III (i), (2) who are also members of the bargaining unit. The terms of office of elected members shall be three years staggered as to terms. Elections shall be held in the winter semester for service in the subsequent academic year.

ARTICLE VI. ELECTIONS TO THE UNIVERSITY SENATE

- i. The College of Arts and Sciences shall elect a delegation to the University Senate from its faculty members as defined for these purposes in Article III (i), 2.

1. At least fifty percent of the total delegation from the faculty of Arts and Sciences must be tenured or job secured.
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2. The seats shall be apportioned among the electoral groupings as determined in Article III (ii), proportionately to the percentage of the total faculty of Arts and Sciences in each grouping. Within each grouping there shall be at least one tenured or job-

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secured and one non-tenured or non-job secured delegate.

- ii. The Committee on Elections shall implement this provision.

ARTICLE VI~~H~~. AMENDMENT~~S~~

i. Amendments to this Constitution shall originate as resolutions of the Assembly as provided in Article III (xi) of this Constitution and, after final affirmative vote of the Assembly, shall be distributed to all members of the Faculty of the College of Arts and Sciences as defined in Article III (i), 2, and be ratified by a majority of the membership in an mail-electronic referendum.

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ii. Proposed amendments to this Constitution may emanate from individual Faculty members, Departments, or standing committees. Such amendments must be submitted to the Executive Committee in advance of the Executive Committee's meeting. The Executive Committee must submit the proposed amendment to the Assembly in writing ten (10) working days prior to the first reading. All proposals for amendments must have two readings prior to a final vote. A second reading is required on all amendments to the College constitution.

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iii. Voting on proposed amendments shall take place via electronic ballot after the second reading and after minutes of the discussion have been made available. Sixty percent (60%) of those voting must be affirmative to pass an amendment.

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

ARTICLE VII. CONSTITUTIONAL REVIEW

i. The College Constitution shall be reviewed by a panel of six Faculty members selected by the Dean, with at least one representative from each of the electoral groups as defined in Article III
(ii). The College Constitution shall be reviewed at least every five years.

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APPENDIX A

CONSTITUTION OF THE SCHOOL OF MUSIC, THEATRE AND DANCE

PREAMBLE: In accordance with provisions of the Constitution of the Oakland University Senate and subject to the approval of the Oakland University Board of Trustees, the SMTD Faculty establishes this constitution to conduct its business.

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ARTICLE 1. THE SCHOOL OF MUSIC, THEATRE AND DANCE

1.1 The School of Music, Theatre and Dance (SMTD) is an academic unit within the College of Arts and Sciences (hereafter the College).

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1.2 The School of Music, Theatre and Dance comprises the Faculty of the School, its administration staff, and those students pursuing degrees under the authority of the School.

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1.3 The Faculty shall exercise all powers accorded to organized faculties by the Constitution of the University Senate, explicitly including authority to provide educational degree programs placed under the jurisdiction of the School and, through the College, to present candidates for degrees to the University Senate and the Graduate Council, as appropriate.

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1.4 The leadership of SMTD comprises an Associate Dean in the College who serves as the SMTD Director (hereafter designated "SMTD Director"), an Associate Director, and an Assistant Director.

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1.5 The SMTD Director is the principal academic and administrative officer of the School of Music, Theatre and Dance and an Associate Dean of the College.

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1.5.1 The SMTD Director shall be a tenured member of the Faculty of the School of Music, Theatre and Dance.

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1.5.2 The SMTD Director shall be appointed by the Dean of the College upon recommendation of the full-time Faculty of the School of Music, Theatre and Dance.

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1.5.3 The SMTD Director shall be reviewed for reappointment by the Dean of the College 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 Dean 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 Dean.

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1.5.4 The SMTD Director, in collaboration with department chairs and consent of the School Assembly, assigns coordinator and assistant coordinator responsibilities to curricular areas within each Department.

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1.5.5 The SMTD Director shall seek the advice and counsel of the SMTD Executive Committee before submitting budget requests and recommendations to the College.

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1.5.6 The SMTD Director may propose establishment of additional associate and assistant director positions.

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1.6 Associate Directors shall be tenured members of the Faculty of the School of Music, Theatre and Dance.

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1.6.1 Associate Directors shall be appointed by the SMTD Director. Before recommending an associate director, the SMTD Director shall consult with the SMTD Executive Committee. The SMTD Director must review an associate director's appointment with the Executive Committee upon a petition of forty percent (40%) of the tenure-track Faculty not on leave, but shall conduct a review at least once every three years. The Associate Director shall have a 1/0 teaching load.

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1.7 Assistant Directors shall be tenured members of the Faculty of the School of Music, Theatre and Dance.

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1.7.1 Assistant directors shall be appointed by the SMTD Director. Before recommending an assistant director, the SMTD Director shall consult with the SMTD Executive Committee. The SMTD Director must review an assistant director's appointment with the Executive Committee upon petition of forty percent (40%) of the tenure-track Faculty not on leave, but shall conduct a review at least once every three years. The Assistant Director shall receive a course release of one course per semester, resulting in a 2/1 teaching load.

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1.8 Departments are entrusted with planning, evaluation, instruction, research, and service in one or more of the academic degree programs. The chairperson is the principal academic and coordinating Faculty member of a Department as delineated in the current Bargaining Agreement.

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1.8.1 Before recommending appointment or reappointment of the chairperson or acting chairperson, the SMTD Director and the College Dean shall give all members of that Department an opportunity of at least ten days to consult with them. The Department, by such processes as it shall determine, shall recommend to the SMTD Director and the College Dean a chairperson and/or acting chairperson.

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1.8.2 The chairperson shall be a member of the Faculty of that Department, appointed by the Board of Trustees, upon recommendation of the President, the Provost, the College Dean, and the SMTD Director. An acting chairperson shall be a member of the Faculty of that Department, with rank of associate professor or higher.

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ARTICLE 2 THE SMTD ASSEMBLY: POWERS

2.1 Subject to the limitations in Article 3, the Assembly of the School of Music, Theatre and Dance shall exercise all powers assigned to the organized Faculty of the School by the Constitution of the Oakland University Senate.

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2.2 The SMTD Assembly shall have the 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 SMTD Director 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 legitimate concerns of the School or its Faculty; and

2.2. authorize the SMTD Executive Committee to coordinate the planning, implementation, and evaluation of all academic degree programs, or portions thereof, offered by the School. Continuing authorization is subject to the approval of the SMTD Assembly.

2.3 The SMTD Assembly shall adopt Internal Governance Documents as required for the conduct of its business. Internal Governance Documents may be proposed and/or amended by a simple majority vote of those present and voting at an Assembly meeting.

ARTICLE 3 THE SMTD ASSEMBLY: MEMBERSHIP AND ORGANIZATION

3.1 The Assembly of the School of Music, Theatre and Dance shall consist of:

3.1.1 all SMTD professors, associate professors, assistant professors, special instructors, professors of practice, and visiting professors at all ranks.

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 All members shall be eligible to vote on matters brought before the Assembly.

3.4 The Assembly shall meet once a month during the fall and winter semesters. Additional meetings may be called at the discretion of the SMTD Director.

3.4.1 At all times other than the fall and winter semesters, the Assembly shall meet on call from the Executive Committee or the SMTD Director, if the Assembly, during the preceding winter semester, explicitly authorizes additional meetings.

3.5 The SMTD Director shall present the proposed agenda for the School Assembly for advice and consent to the Executive Committee at its meeting prior to the Assembly.

3.6 The presiding officer of the Assembly shall be the SMTD Director or their 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 SMTD Director. 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.

3.7 Forty percent (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 Constitution changes by absentee ballot.

3.8 All meetings will be governed by the latest edition of *Robert's Rules of Order* except as stated otherwise in this Constitution.

3.9 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.

3.10 The official record of the actions and decisions of the Assembly shall be incorporated into minutes of the Assembly. Minutes of the previous meeting shall be available to all Assembly members at least 7 days prior to each meeting of the Assembly. The minutes shall be subject to the approval by a majority of Assembly members present.

ARTICLE 4 THE SMTD EXECUTIVE COMMITTEE

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4.1 The SMTD Director, any Associate and Assistant Directors, and all department chairpersons meet together regularly as the SMTD Executive Committee to coordinate their efforts and facilitate the collaborative nature of the work within the School and among the School's constituencies.

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The SMTD Executive Committee is authorized to conduct and coordinate the necessary business of the SMTD Assembly, to give advice and counsel to the SMTD Director, and conduct the business of the Assembly regarding matters that necessitate immediate action and fall between the Assembly meetings.

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4.2 The SMTD Executive Committee shall consist of the SMTD Director, the Associate Director, the Assistant Director, each department's chairperson, and any assistant chairs. The SMTD Director shall serve as the chairperson of the Committee.

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4.2.1 Official actions of the Executive Committee shall be recorded in official minutes retained by the School.

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4.3 In carrying out its responsibilities to the SMTD Assembly and the SMTD Director, the Executive Committee shall:

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4.3.1 call meetings of the Assembly;

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4.3.2 develop the agenda for the Assembly, including the call of all matters from the committees;

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4.3.3 propose *ad hoc* committees necessary to carry out its responsibilities for the Assembly's approval; designate the charge and membership and fix the terms of such committees;

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4.3.4 refer matters to the standing and *ad hoc* committees of the Assembly;

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4.3.6 have authority to originate motions for consideration by the Assembly;

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4.3.5 appoint replacements for vacated seats on all standing and *ad hoc* committees of the Assembly after obtaining the recommendations from Departments, where appropriate;

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4.3.7 advise the SMTD Director on all matters brought before it; place before the SMTD Director such matters as it deems necessary; receive information from the SMTD Director on matters which are pertinent to the interests of the School; and

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4.3.9 transmit to the College Assembly such matters as concern it; and receive communications from the College Assembly.

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ARTICLE 5 STANDING COMMITTEES OF THE ASSEMBLY

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5.1 Each Department shall have one representative on each standing committee (except the SMTD Graduate Committee on Instruction, which shall comprise representatives of Departments that offer graduate degree programs). 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 to enable adequate membership on a committee.

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5.2 The *Undergraduate Committee on Instruction*: The School shall have an Undergraduate Committee on Instruction composed of the Assistant Director (*ex officio*, but voting only in case of ties) or their designee, and one Faculty member from each Department. The term of appointment is three years.

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The Undergraduate Committee on Instruction (UCOI) shall:

5.2.1 review curricular and instructional policies for all undergraduate degree programs offered by the School of Music, Theatre and Dance;

5.2.2 review proposed courses, degree programs, and degree program revisions and, once approved by the committee and Faculty in the appropriate Department, forward them to the College Committee on Instruction;

5.2.3 approve undergraduate independent studies;

5.2.4 rule on petitions of exception for undergraduate students. The UCOI may direct the committee chair or the SMTD Director or their designee to act on its behalf regarding petitions of exception that fall between meetings;

5.2.5 advise the SMTD Director on any matters of academic concern brought to it; raise questions of academic concern with the SMTD Director;

5.2.6 consider and make appropriate recommendations on problems brought to it by Faculty and students; and

5.2.7 chairperson is appointed by the SMTD Director or designee; chairperson shall also be a committee member.

5.3 The Graduate Committee on Instruction: The School shall have a Graduate Committee on Instruction composed of the SMTD Director (*ex officio*) or their designee, the coordinators of all School graduate degree programs, and four other Faculty members who work actively with graduate students representing various areas of the music Department. The term of appointment is three years.

SMTD's Graduate Committee on Instruction (GCOI) shall:

5.3.1 approve or disapprove student applications for admission to master's, certificate, and professional development degree programs (admission to the doctoral degree program is handled by the Doctoral Committee);

5.3.2 award master's level graduate assistantships (doctoral assistantships are awarded by the Doctoral Committee);

5.3.3 review curricular and instructional policies for all graduate degree programs offered by the School of Music, Theatre and Dance. The Committee shall bring to the Assembly or Departments that have graduate degree programs recommendations for action concerning such matters as it deems require Assembly or Department action or as the Assembly or Departments direct it to bring for consideration;

5.3.4 review proposed courses, degree programs, and degree programs revisions and, once approved by the committee and Faculty, forward them to the College Graduate Committee on Instruction;

5.3.5 approve master's and graduate level independent studies;

5.3.6 consider and make decisions about students whose work may warrant dismissal from the degree program;

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5.3.7 rule on petitions of exception. STMD's GCOI may direct the committee chair or the SMTD Director or designee to act on its behalf regarding petitions of exception that fall between meetings.

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5.3.8 advise the SMTD Director on any matters of academic concern brought to it;

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5.3.9 consider and make appropriate recommendations on problems brought to it by Faculty and students.

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5.3.10 The chairperson is to be appointed by the SMTD Director or designee, who shall also be a committee member.

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5.4 The School 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.

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ARTICLE 6 AMENDMENTS

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6.1 Proposed amendments to the SMTD Constitution 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. All proposals for amendments must have two readings prior to a final vote. A second reading may not be waived.

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6.2 All members of the Assembly, including those on leave, have the right to vote on Constitution changes by absentee ballot. Absentee ballots may be on amendments to this Constitution only. An absentee ballot provided by the Executive Committee must be submitted to the SMTD Director prior to the beginning of the Assembly meeting at which the second reading is to occur. Sixty percent (60%) of those voting must be affirmative to pass an amendment.

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OAKLAND UNIVERSITY
COLLEGE OF
ARTS AND SCIENCES
CONSTITUTION

Ratified by the College Assembly	November 19, 2024
Ratified by the College Faculty	January 13, 2025
Ratified by the University Senate	March 20, 2025
Ratified by the Board of Trustees	April 11, 2025

Ratified October 9, 1967, approved November 15, 1967, and as amended December 12, 1968, February 23, 1971, October 5, 1977, March 24, 1981, December 4, 1984 (effective February 11, 1987) and October 3, 1996.

PREAMBLE: As the largest collection of academic units at Oakland University, the College of Arts and Sciences is the driving force that advances our institutional mission. The College is home to a diverse community of nationally and internationally recognized teachers, scholars, artists, and researchers who create a vibrant and inclusive environment for high-impact learning. Our objective is to support students and faculty as they engage in research, intellectual and artistic curiosity, communication, and critical thinking. Courses and experiences offered within the College of Arts and Sciences are fundamental components of every student's academic development, emphasizing the core values of a liberal arts education. As stewards of the liberal arts and sciences, we affirm our responsibility to prepare students to become engaged and informed citizens who contribute meaningfully to the betterment of society.

With this Constitution, we provide a framework for fair and equitable operations that ensure optimal support for all stakeholders. The College of Arts and Sciences, in accordance with the provisions of the University Senate Constitution and subject to the approval of the University Board of Trustees, does hereby establish this Constitution in order to conduct the business of its Faculty.

ARTICLE I. THE COLLEGE OF ARTS AND SCIENCES

- i. The College of Arts and Sciences (hereafter the College) comprises the Faculty of Arts and Sciences, College staff, and ~~those~~ students pursuing degrees under its authority.
- ii. Throughout this Constitution, all references to "Faculty" shall refer to full-time faculty members holding primary, non-visiting appointments in the College, including tenure-track faculty, special instructors, and professors of practice.
- iii. The ~~faculty~~ Faculty of the College of Arts and Sciences exercises the full powers accorded by the Constitution of the Oakland University Senate and is empowered to present to the University Senate candidates for such degrees as may be authorized.
- iv. The ~~faculty~~ Faculty of the College of Arts and Sciences is empowered, subject to review by the University Senate, to develop programs of instruction leading to such degrees as may be authorized, and to establish and enforce degree requirements and such regulations as may be necessary for the discharge of its academic responsibility.
- v. The ordinary business of the faculty shall be conducted by an Assembly of its members, whose organization, membership, powers and limitations are described in Articles

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II and III, and the committees described in Article IV, below. The Faculty may be called to meet in its entirety by the Dean as often as he or she deems necessary, but it shall so meet at least once a year; and, at the request of fifteen percent or forty members of the faculty, whichever number is smaller, the Dean shall call a meeting of the Faculty in its entirety. Any motions or resolutions adopted at a meeting of the Faculty are subject to the provisions of Article III (xiv-xix), 1 and 2, below.

iv. The Dean of the College is the presiding officer of the College of Arts and Sciences.

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v. vi. The Dean of the College of Arts and Sciences is the principal presiding academic and administrative officer of the Faculty and the College of Arts and Sciences

1. The Dean shall be a tenured faculty member of the faculty of Arts and Sciences in the College.

2. The Dean shall be appointed by the Board of Trustees, upon recommendation of the President. Before recommending appointment, the President and the Executive Vice President for Academic Affairs and Provost shall consult all department chairpersons of the College and the elected members of the Executive Committee of the Assembly. The President and the Executive Vice President for Academic Affairs and Provost may review the Dean's appointment with all department chairpersons and the elected members of the Executive Committee of the Assembly at any time they deem necessary but they must review the Dean's appointment at least every five years with the department chairpersons and the elected members of the Executive Committee of the Assembly.

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vi. vii. Departments and other instructional-administrative units may be proposed by the Dean to the President and Executive Vice President for Academic Affairs and Provost, with the advice of the Executive Committee and the Assembly.

1. Departments of instruction are entrusted with instruction in one of the academic disciplines.

a. The chairperson is the principal academic and administrative officer of the department.

b. Chairpersons are appointed by the ~~Board of Trustees, upon recommendation of the President, the Vice President for Academic Affairs and the~~ Dean, for a three-year term, which may be renewable. An acting chairperson may be appointed for a one-year term, which term may be renewable.

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~~b.~~
c. Before recommending appointment or reappointment of a chairperson or an acting chairperson, the Dean must consult with all ~~tenured members~~ Faculty in the department, and such other persons as ~~he or she deems~~ necessary. ~~In departments with fewer than five tenured faculty, the five highest ranking members of the department must be consulted.~~ In the case of a chairperson or an acting chairperson who is entering the final year of his or her current term, the consultation process shall begin no later than October 15 of the year prior to the expiration of the chairperson's or acting chairperson's current term. The ~~D~~ean shall make every effort to recommend for appointment or reappointment persons who have the support of a majority of the full-time non-visiting faculty members who hold primary appointments in the department. The Dean may recommend someone who does not have majority support, after consultation with the other department chairpersons in the College and the Executive Committee of the Assembly.

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~~c.~~
d. In unusual circumstances, the Dean may appoint an executive officer over a department, after consultation with the President and the ~~Executive~~ Vice President for Academic Affairs ~~and Provost~~ and with all department chairpersons in the College and the Executive Committee of the Assembly.

2. ~~Interdisciplinary programs in the College are presided over by a Program Director appointed by the Dean to a three-year term, renewable and subject to review.~~

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~~2.3.~~ With the approval of the Assembly and the Dean, departments may develop formal constitutions for their own governance.

ARTICLE II. ~~POWERS OF THE~~ COLLEGE ASSEMBLY: ~~POWERS~~

- i. The legislative authority of the College resides in the Assembly, which shall be responsible for all academic programs offered by the ~~F~~aculty and the College ~~of Arts and Sciences~~
- ii. The Assembly shall have the following rights:

1. To initiate proposals on all matters relevant to the general welfare of the College, to be consulted on all matters of importance to the College, and to take such action as may be necessary and proper to exercise its responsibilities under Article I (iii) and Article II (i),

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2. To adopt resolutions on matters of concern to it as a faculty body or to the University as a whole, and to request action from the University Senate,

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3. To advise the Dean in all matters he or she wishes to bring before it.

iii. These rights shall be exercised in plenary session of the Assembly by the procedures specified in Article III hereunder, except where powers pertinent to the exercise of these rights are expressly delegated to committees under Article IV.

ARTICLE III. THE ASSEMBLY: MEMBERSHIP AND ORGANIZATION

i. The Assembly of the College of Arts and Sciences shall have a membership composed of the following representational groupings:

1. Each department in the College shall choose, by its own procedures, one representative to the Assembly, who shall be a full-time, non-visiting faculty member holding a primary appointment in the department. Departmental representatives shall serve two-year terms, but the number and consecutiveness of their terms shall be determined by the department.

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2. The electorate shall consist of all full-time, non-visiting faculty members holding primary appointments in the College. There shall be fourteenFifteen members of the Assembly who shall be elected from the full-time, non-visiting faculty members holding primary appointments in the College of Arts and Sciences. The electorate shall consist of all faculty members holding primary appointments in the College of Arts and Sciences with one of the following academic titles: Special Instructor, Instructor, Assistant Professor, Associate Professor, or Professor. These members shall be elected at large from the electoral groupings as determined in Article III (ii), below, provided that the number of elected representatives from each electoral grouping be proportional to its number of faculty members in the College as a whole, and provided further that:

a. Elected members shall serve two-year terms, staggered as to term;

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a:

b. The College Elections Committee shall implement this provision.

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b.c. In case of a midterm vacancy of an elected Assembly member, the candidate from the most recent election with the next greatest number of votes will be selected to serve as proxy.

3. The Dean and Associate Dean(s) shall be members of the Assembly ex officio and voting. The Assistant Dean for Curriculum shall be a member of the Assembly ex officio and non-voting.

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4. There shall be three student members, selected in accordance with the provisions of Article III (iii), below. Student members must be in good academic standing and enrolled during any terms they serve.

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4.5. All members of the Assembly shall have full voting rights, and Assembly members who are College faculty members or students in the College shall be eligible to serve on all College committees, except as committee membership may be restricted by this Constitution or by the Assembly.

- ii. For all electoral and appointive purposes specified herein, the Executive Committee, with the approval of the Assembly, shall determine representational groupings of departments which share, as nearly as possible, similar disciplinary and scholarly traditions. These groupings may be reviewed at any time by the Executive Committee to assess their continued representational adequacy, but they must be so reviewed during the fall semester of every second year.
- iii. Student members of the Assembly shall be elected from an electorate composed of all undergraduate and graduate students officially enrolled in a major housed in the College or a major offered jointly by the College and another academic unit of Arts and Sciences in any semester during which an election is held. The University Congress shall, by its own procedures, determine the length, number and consecutiveness of terms to be served by student members, and conduct the elections, which shall be held in fall or winter semester of any academic year. The Congress shall provide for the replacement of student members who resign their seats or otherwise become ineligible to serve their terms or any portion thereof.
- iv. The Assembly shall meet at least two times during each of the fall and winter semesters, and as often in addition as is necessary. The Executive Committee shall call meetings of the Assembly. Except as otherwise provided in this Constitution, meetings shall be conducted

according to Robert's Rules of Order.

v. At ~~all~~ times other than the fall and winter semesters, the Assembly ~~shall may~~ meet ~~as often as is if deemed~~ necessary ~~by the Executive Committee~~. ~~At such meetings, the agenda shall be limited to the nomination of candidates for degrees and honors, unless by action of the Assembly during the preceding winter semester specific additional items are authorized for the agenda.~~

vi. The presiding officer of the Assembly shall be the Dean or other designated representative. The Dean shall appoint a secretary and a parliamentarian. At the start of each regular meeting of the Assembly, immediately following approval of the minutes of the previous meeting, a period not to exceed one-half hour shall be devoted to informal reports from the presiding officer regarding any subject he or she deems appropriate; during this period any member of the Assembly may put questions to the presiding officer.

vii. Forty percent of the membership of the Assembly in residence shall constitute a quorum; a quorum call may be demanded by any member of the Assembly, but no more than one quorum call may be demanded at any one meeting. For those meetings stipulated under Article III (v) of this Constitution, the quorum rule shall be suspended.

~~vii.~~

viii. ~~There are three types of agenda items: substantive voting items, non-substantive voting items, and informational non-voting items.~~

~~viii.~~ix. ~~All substantive measures~~voting items, together with relevant committee recommendations and reports, shall be circulated to all members of the Assembly before a motion receives its first reading in the Assembly.

x. Substantive voting items require two readings before a vote. Examples of substantive items include:

1. ~~Any addition or removal of degree programs, certificates, majors, or minors or any change to degree requirements for joint programs;~~

2. ~~Any change in departmental name.~~

3. ~~Any change that affects the whole College, such as general education program changes or exploratory requirements;~~

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4. Changes to charges of the College standing committees;

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5. Items not included on this list may be included on the agenda as a voting item at the discretion of the Executive Committee.

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xi. Non-substantive voting items require only one reading. Examples of non-substantive items include;

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1. Membership of the College standing committees, including committee chairs.

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xii. Informational items not eligible for voting. Examples of such informational items include;

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1. Program modifications that are approved by either the Graduate or Undergraduate COI that potentially affect other departments;

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2. New courses or course modifications;

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3. Authorization to plan new degrees.

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~~ix~~.xiii. All motions are placed on the agenda by the Executive Committee. There shall be two kinds of substantive motions:

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1. Ordinary substantive motions are placed on the agenda with endorsement by the Executive Committee. Ordinary motions shall receive readings on two separate meeting days of the Assembly; amendments may be moved during both readings, but final votes may be taken only during the second reading, when a simple majority of those members present and voting shall suffice to adopt the measure. By vote of three-fourths of the members present and voting, the Assembly may proceed directly from the first to the second reading and take final action on the motion when a simple majority suffices to adopt the measure.

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2. Extraordinary substantive motions are placed on the agenda without endorsement by the Executive Committee. Extraordinary motions shall receive readings on two separate meeting days of the Assembly; amendments may be moved during both readings, but final votes may be taken only during the second reading. An extraordinary motion must receive a simple majority of those present and voting at the first reading in order to be given a second reading, when a simple majority of

those present and voting suffices to adopt the measure.

*xiv. Private substantive motions may originate as follows:

1. Any member of the Assembly or the faculty of the College may request the Executive Committee in writing to place a motion on the agenda.
2. Private substantive motions may be introduced on the floor of the Assembly by individual members at any meeting of the Assembly. After the regular agenda has been completed, the presiding officer shall call for such motions and shall recognize at least one. Such a motion may, by two-thirds majority of those present and voting, be debated on the day it is offered before being referred to the Executive Committee, but final vote may not be taken until after the motion has been placed on the agenda by the Executive Committee. The motion may be referred to the Executive Committee for disposition to the proper committee without debate, by vote of a simple majority of those present and voting. Such a vote takes precedence over all others. When placed on the agenda with endorsement by the Executive Committee, the motion shall be treated as an ordinary motion. When placed on the agenda without endorsement by the Executive Committee, the motion shall be treated as an extraordinary motion. If the Executive Committee fails to report a private motion out of committee after two successive meetings of the Assembly, a simple majority of those present and voting shall suffice to direct the Executive Committee to place the motion on the agenda of the next Assembly meeting.

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~~xv. Resolutions may be adopted by the Assembly on matters other than those directly related to the curriculum and to the instructional regulations of the College as the presiding officer shall rule.~~ Any member of the Assembly may move the adoption of any resolution from the floor. To be approved and adopted on the first reading, a resolution must have support of a two-thirds majority of those present and voting. Failing this, a simple majority shall suffice to hold the resolution over a second reading, when a simple majority of those present and voting shall suffice to adopt the resolution.

~~xvi. Faculty members holding any appointment in the College of Arts and Sciences~~ College Faculty may attend its Assembly meetings and speak in contribution to discussion and debate upon recognition by the chairperson. At the invitation of the Assembly or its Executive Committee, faculty holding appointments outside of the college also may be invited to attend Assembly meetings and speak to relevant issues, ~~as they come before the Assembly.~~ Only Assembly members may vote.

~~xiii~~.xvii.

~~xiv~~.xviii. Within five class days of the final vote of the Assembly on any matter, fifty percent of the Assembly members, or fifteen percent or forty College faculty members, whichever is the lesser number of faculty members, shall have the right to petition the Dean to call a meeting of the entire College faculty to discuss the action of the Assembly. Upon receipt of such a petition, the Dean shall call a meeting of the faculty in its entirety.

~~xv~~.xix. Within five class days of the final vote of the Assembly on any matter, fifty percent of the Assembly members, or fifteen percent or forty College faculty members, whichever is the lesser number of faculty members, shall have the right to petition the Dean to call a meeting of the entire College faculty to discuss the action of the Assembly. Upon receipt of such a petition, the Dean shall call a meeting of the faculty in its entirety.

1. A majority of the faculty members present at such a meeting shall have the right to instruct the Elections Committee to conduct a referendum by mail ballot of all the College faculty members.
2. The referendum shall ask for a yes or no vote on the action taken by the Assembly. If a majority of those returned valid ballots indicates disapproval, the action of the Assembly shall be disallowed. This decision shall be final and no further appeal on the action shall be allowed either in Assembly deliberations or via the referendum procedure.

ARTICLE IV. THE COLLEGE AND THE ASSEMBLY: STANDING COMMITTEES

i. The College designates the following standing committees: Committee on Appointment and Promotion; Executive Committee; Elections Committee; Undergraduate Committee on Instruction; Budget Committee; and Graduate Committee on Instruction.

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ii. All full-time faculty members holding primary, non-visiting appointments in the College of Arts and Sciences shall be eligible to serve on its standing committees, except that members of the Executive Committee of the Assembly shall be members of the Assembly and members of the Committee on Appointment and Promotion shall be bargaining unit faculty members. All standing committees of the College shall report to the Executive Committee of the Assembly. Unless otherwise specified by the Assembly, the faculty term of office of all standing committees shall be three years, with members serving staggered terms. Nomination and ratification of members to standing committees, except where elective, shall take place in the winter semester, with service to begin the subsequent academic year.

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iii. Membership on the Committee on Appointment and Promotion is determined by a vote of the Faculty. Membership on all other standing committees is determined by the Dean.

iv. For any voting committee with six members (Committee on Appointment and Promotion, Undergraduate Committee on Instruction, Graduate Committee on Instruction), the quorum shall be four members. For any voting committee with five members (Executive Committee), the quorum shall be three members.

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v. Committee on Appointment and Promotion

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1. College Faculty shall have a Committee on Appointment and Promotion, the membership of which shall comprise the Dean as the non-voting member and six tenured College Faculty who are bargaining unit members, at least one from each of the representational groupings determined under Article III (ii) except that no two members of the same Department may serve concurrently. The membership shall be elected by those members of the electorate as specified in Article III (i), (2) who are also members of the bargaining unit. Elections shall be held in the winter semester for service in the subsequent academic year.

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2. In case of a midterm vacancy, the candidate from the most recent election with the next greatest number of votes will be selected to serve as proxy.

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3. The Committee on Appointment and Promotion shall:

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i. Be informed of all appointments, and consider all reappointments and promotions of College Faculty;

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ii. Advise the Dean on all recommendations for reappointment, promotion, and tenure;

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iii. Advise the Dean on the operation of appointment, promotion, and tenure procedures within the Faculty of Arts and Sciences and recommend to the Faculty changes in such procedures;

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iv. Operate in accordance with and fulfill all duties specified in the current Faculty Agreement between Oakland University and the Oakland University

Chapter of the American Association of University Professors.

vi. Executive Committee

1. The Assembly shall have an Executive Committee composed of the Dean of the College, who shall be chairperson ex officio and voting, and five College Faculty members, ~~electd by~~ of the Assembly, ~~electd by it, and one student member of the Assembly chosen by the University Congress by its own procedures~~ There shall be one faculty member from each of the electoral groupings determined under Article III (ii) above, the remaining member(s) to be elected at large, ~~provided further that and~~ at least four members be tenured ~~or job secured~~. Faculty members of the Executive Committee shall serve ~~staggered~~ two-year terms, ~~staggered as to term; the length of student member terms shall be determined by the University Congress.~~

~~ii.~~ 2. The Executive Committee shall:

- i. Call all meetings of the Assembly;
1.
- ii. Prepare the agenda for the Assembly, including the call of all matters from committees;
2.
- iii. Present to the Assembly for its approval nominees for the chairpersonship and membership of all the standing committees of the College;
3.
- iv. Create such ad hoc committees as it judges necessary and designate the membership and fix the terms of such committees;
4.
- v. Refer measures to the standing and ad hoc committees;
5.
- vi. Receive reports and recommendations from committees to be placed on the agenda of the Assembly, with authority to request reconsideration; 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;
6.
- vii. Have authority to introduce independent motions to the Assembly;
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viii. Have authority to approve on behalf of the Assembly the graduation list and the departmental honors list of candidates for the degrees offered by the College;

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ix. Appoint replacements for such Arts and Sciences 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;

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x. Advise the Dean on all matters he or she wishes to bring before it; place before the Dean such matters as it deems necessary;

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xi. Transmit to the University Senate such matters as concern it, and receive communications from the University Senate;

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xii. Advise the Dean on matters related to joint degree programs or certificates between the College and academic units outside the College.

vii. Committee on Elections

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iii.1. The College shall have a Committee on Elections, composed of the Dean of the College ex officio and non-voting, and three faculty members, one of whom shall be chairperson. The Committee on Elections shall:

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i. Determine the membership of the College electorate and the eligibility of faculty members for elections to the Assembly, its committees, and the Senate according to the definition in Article III (i);

1. -2.

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2.ii. Conduct all elections and apportionments authorized and required by this Constitution.

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viii. Undergraduate Committee on Instruction (UCOI)

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1. The College shall have an Undergraduate Committee on Instruction composed of six faculty members, one of whom shall be chairperson, serving three-year terms staggered, at least one from each of the electoral groupings as determined under Article III (ii) and the remaining member(s) to be at large, and two student members selected by the University Congress. The Associate Dean of the College (or

~~designee~~) shall be a voting member ex officio and the Assistant Dean for Curriculum shall be a non-voting member ex-officio.

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~~iv.2.~~ 2. -The Undergraduate Committee on Instruction shall:

~~1.i.~~ 1.i. Consider and recommend on all academic, curricular, and instructional policies of the College ~~of Arts and Sciences.~~

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~~2.ii.~~ 2.ii. Review and implement curricular and instructional policies of the College ~~of Arts and Sciences.~~

~~3.iii.~~ 3.iii. Rule on petitions, and approve courses and programs of instruction offered by the instructional units of the College.

~~4.iv.~~ 4.iv. Advise the Dean on any ~~matters of undergraduate~~ academic concerns ~~deemed necessary, which he or she cares to bring to it; raise questions of academic concern with the dean.~~

ix. Graduate Committee on Instruction (GCOI)

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1) The College shall have a Graduate Committee on Instruction (GCOI) composed of six Faculty members, one of whom shall be chairperson. Representation shall include at least one member from each of the representational groupings as determined under Article III (ii) and the remaining member(s) to be at large. An Associate Dean of the College shall be a voting member ex-officio and the Assistant Dean for Curriculum shall be a non-voting member ex-officio. The Graduate Committee on Instruction shall:

i) Consider and recommend all academic, curricular, and instructional policies related to graduate instruction of the College.

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ii) Review and implement graduate curricular and instructional policies of the College.

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iii) Approve graduate courses and programs of instruction offered by the instructional units of the College.

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iv) Advise the Dean on any graduate academic concern deemed necessary.

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x. Budget Committee

1. The College shall have a standing Budget committee composed of six Faculty members, at least five of whom must be tenured or job secured; the Dean, who shall chair the committee, along with the Associate Deans, and Assistant Dean for Finance (members from the Dean's office are ex-officio).

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2. Faculty are appointed to the committee by the Dean, one from each of the representational groupings determined under Article III (ii) above. The Executive Committee of the Assembly will appoint one Faculty member (the Faculty member appointed by the Executive Committee shall come from a Department not represented by those Faculty appointed by the Dean). Faculty will serve staggered two-year terms, with the opportunity to serve an additional consecutive two-year term.

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3. This committee is advisory rather than voting.

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4. The Budget Committee shall:

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i. Meet as needed with meetings called by the Dean;

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ii. Advise the Dean of budgetary decisions made within the College;

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iii. Interact with College's Department Chairs on budgetary issues;

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iv. Report to the College Assembly, providing a summary of discussions.

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x. In addition to the standing committees provided for herein, the Assembly, in consultation with the Dean, shall establish such other standing committees as it deems necessary. Motions to establish standing committees must have two readings, on two separate meeting days, before the Assembly and require a two-thirds majority vote of all Assembly members for passage. Motions to abolish or to alter the composition or charge of any standing committee created by the Assembly under this provision must have two readings, on two separate meeting days, before the Assembly and require a two-thirds majority vote of all Assembly members for passage.

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vi. The Assembly may modify the membership of standing committees by resolution. Except as otherwise specified herein, for purposes of electing or appointing to committees, the University Congress shall be notified and requested to select its members for committees by its own procedures, and student membership on committees shall be for one-year terms.

ARTICLE V. THE COMMITTEE ON APPOINTMENT AND PROMOTION

1. The faculty of Arts and Sciences shall have a Committee on Appointment and Promotion.
2. The Committee on Appointment and Promotion shall:
 1. Be informed of all appointments, and consider all reappointments and promotions in the faculty of Arts and Sciences.
 2. Advise the Dean on all recommendations for reappointment, promotion, and tenure.
 3. Advise the Dean on the operation of appointment, promotion, and tenure procedures within the faculty of Arts and Sciences and recommend to the faculty changes in such procedures.
 4. Operate in accordance with and fulfill all duties specified in the current Faculty Agreement between Oakland University and the Oakland University Chapter of the American Association of University Professors.
3. The membership of the Committee on Appointment and Promotion shall comprise the Dean as the non-voting member and six tenured bargaining unit faculty members holding full-time, non-visiting primary appointments in the College of Arts and Sciences, at least one from each of the electoral groupings determined under Article III (ii) except that no two members of the same department may serve concurrently. The membership shall be elected by those members of the electorate as specified in Article III (i), (2) who are also members of the bargaining unit. The terms of office of elected members shall be three years staggered as to terms. Elections shall be held in the winter semester for service in the subsequent academic year.

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ARTICLE VI. ELECTIONS TO THE UNIVERSITY SENATE

- i. The College of Arts and Sciences shall elect a delegation to the University Senate from its Faculty members as defined for these purposes in Article III (i), 2.
 1. At least fifty percent of the total delegation from the faculty of Arts and Sciences must be tenured or job secured.
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 2. The seats shall be apportioned among the electoral groupings as determined in Article III (ii), proportionately to the percentage of the total Faculty of Arts and Sciences in each grouping. Within each grouping there shall be at least one tenured or job-

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secured and one non-tenured or non-job secured delegate.

- ii. The Committee on Elections shall implement this provision.

ARTICLE VI. AMENDMENTS

i. Amendments to this Constitution shall originate as resolutions of the Assembly as provided in Article III (xi) of this Constitution and, after final affirmative vote of the Assembly, shall be distributed to all members of the Faculty of the College of Arts and Sciences as defined in Article III (i), 2, and be ratified by a majority of the membership in an mail-electronic referendum.

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ii. Proposed amendments to this Constitution may emanate from individual Faculty members, Departments, or standing committees. Such amendments must be submitted to the Executive Committee in advance of the Executive Committee's meeting. The Executive Committee must submit the proposed amendment to the Assembly in writing ten (10) working days prior to the first reading. All proposals for amendments must have two readings prior to a final vote. A second reading is required on all amendments to the College constitution.

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iii. Voting on proposed amendments shall take place via electronic ballot after the second reading and after minutes of the discussion have been made available. Sixty percent (60%) of those voting must be affirmative to pass an amendment.

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

ARTICLE VII. CONSTITUTIONAL REVIEW

i. The College Constitution shall be reviewed by a panel of six Faculty members selected by the Dean, with at least one representative from each of the electoral groups as defined in Article III (ii). The College Constitution shall be reviewed at least every five years.

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APPENDIX A

CONSTITUTION OF THE SCHOOL OF MUSIC, THEATRE AND DANCE

PREAMBLE: In accordance with provisions of the Constitution of the Oakland University Senate and subject to the approval of the Oakland University Board of Trustees, the SMTD Faculty establishes this constitution to conduct its business.

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ARTICLE 1. THE SCHOOL OF MUSIC, THEATRE AND DANCE

1.1 The School of Music, Theatre and Dance (SMTD) is an academic unit within the College of Arts and Sciences (hereafter the College).

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1.2 The School of Music, Theatre and Dance comprises the Faculty of the School, its administration, staff, and those students pursuing degrees under the authority of the School.

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1.3 The Faculty shall exercise all powers accorded to organized faculties by the Constitution of the University Senate, explicitly including authority to provide educational degree programs placed under the jurisdiction of the School and, through the College, to present candidates for degrees to the University Senate and the Graduate Council, as appropriate.

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1.4 The leadership of SMTD comprises an Associate Dean in the College who serves as the SMTD Director (hereafter designated "SMTD Director"), an Associate Director, and an Assistant Director.

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1.5 The SMTD Director is the principal academic and administrative officer of the School of Music, Theatre and Dance and an Associate Dean of the College.

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1.5.1 The SMTD Director shall be a tenured member of the Faculty of the School of Music, Theatre and Dance.

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1.5.2 The SMTD Director shall be appointed by the Dean of the College upon recommendation of the full-time Faculty of the School of Music, Theatre and Dance.

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1.5.3 The SMTD Director shall be reviewed for reappointment by the Dean of the College, 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 Dean 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 Dean.

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1.5.4 The SMTD Director, in collaboration with department chairs and consent of the School Assembly, assigns coordinator and assistant coordinator responsibilities to curricular areas within each Department.

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1.5.5 The SMTD Director shall seek the advice and counsel of the SMTD Executive Committee before submitting budget requests and recommendations to the College.

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1.5.6 The SMTD Director may propose establishment of additional associate and assistant director positions.

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1.6 Associate Directors shall be tenured members of the Faculty of the School of Music, Theatre and Dance.

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1.6.1 Associate Directors shall be appointed by the SMTD Director. Before recommending an associate director, the SMTD Director shall consult with the SMTD Executive Committee. The SMTD Director must review an associate director's appointment with the Executive Committee upon a petition of forty percent (40%) of the tenure-track Faculty not on leave, but shall conduct a review at least once every three years. The Associate Director shall have a 1/0 teaching load.

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1.7 Assistant Directors shall be tenured members of the Faculty of the School of Music, Theatre and Dance.

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1.7.1 Assistant directors shall be appointed by the SMTD Director. Before recommending an assistant director, the SMTD Director shall consult with the SMTD Executive Committee. The SMTD Director must review an assistant director's appointment with the Executive Committee upon petition of forty percent (40%) of the tenure-track Faculty not on leave, but shall conduct a review at least once every three years. The Assistant Director shall receive a course release of one course per semester resulting in a 2/1 teaching load.

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1.8 Departments are entrusted with planning, evaluation, instruction, research, and service in one or more of the academic degree programs. The chairperson is the principal academic and coordinating Faculty member of a Department as delineated in the current Bargaining Agreement.

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1.8.1 Before recommending appointment or reappointment of the chairperson or acting chairperson, the SMTD Director and the College Dean shall give all members of that Department an opportunity of at least ten days to consult with them. The Department, by such processes as it shall determine, shall recommend to the SMTD Director and the College Dean a chairperson and/or acting chairperson.

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1.8.2 The chairperson shall be a member of the Faculty of that Department, appointed by the Board of Trustees, upon recommendation of the President, the Provost, the College Dean, and the SMTD Director. An acting chairperson shall be a member of the Faculty of that Department, with rank of associate professor or higher.

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ARTICLE 2 THE SMTD ASSEMBLY: POWERS

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2.1 Subject to the limitations in Article 3, the Assembly of the School of Music, Theatre and Dance shall exercise all powers assigned to the organized Faculty of the School by the Constitution of the Oakland University Senate.

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2.2 The SMTD Assembly shall have the rights to:

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2.2.1 initiate proposals on all matters relevant to the general welfare of the School;

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2.2.2 be consulted on all School academic matters;

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2.2.3 advise the SMTD Director on all matters brought before the Assembly;

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2.2.4 take such actions as necessary to exercise responsibilities under this Constitution;

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2.2.5 adopt resolutions on all matters of concern to the Faculty of the School or to the University as a whole;

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2.2.6 request action from other agencies of the University when such action affects legitimate concerns of the School or its Faculty; and

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2.2.7 authorize the SMTD Executive Committee to coordinate the planning, implementation, and evaluation of all academic degree programs, or portions thereof, offered by the School. Continuing authorization is subject to the approval of the SMTD Assembly.

2.3 The SMTD Assembly shall adopt Internal Governance Documents as required for the conduct of its business. Internal Governance Documents may be proposed and/or amended by a simple majority vote of those present and voting at an Assembly meeting.

ARTICLE 3 THE SMTD ASSEMBLY: MEMBERSHIP AND ORGANIZATION

3.1 The Assembly of the School of Music, Theatre and Dance shall consist of:

3.1.1 all SMTD professors, associate professors, assistant professors, special instructors, professors of practice, and visiting professors at all ranks.

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 All members shall be eligible to vote on matters brought before the Assembly.

3.4 The Assembly shall meet once a month during the fall and winter semesters. Additional meetings may be called at the discretion of the SMTD Director.

3.4.1 At all times other than the fall and winter semesters, the Assembly shall meet on call from the Executive Committee or the SMTD Director, if the Assembly, during the preceding winter semester, explicitly authorizes additional meetings.

3.5 The SMTD Director shall present the proposed agenda for the School Assembly for advice and consent to the Executive Committee at its meeting prior to the Assembly.

3.6 The presiding officer of the Assembly shall be the SMTD Director or their 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 SMTD Director. 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.

3.7 Forty percent (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 Constitution changes by absentee ballot.

3.8 All meetings will be governed by the latest edition of *Robert's Rules of Order* except as stated otherwise in this Constitution.

3.9 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.

3.10 The official record of the actions and decisions of the Assembly shall be incorporated into minutes of the Assembly. Minutes of the previous meeting shall be available to all Assembly members at least 7 days prior to each meeting of the Assembly. The minutes shall be subject to the approval by a majority of Assembly members present.

ARTICLE 4 THE SMTD EXECUTIVE COMMITTEE

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4.1 The SMTD Director, any Associate and Assistant Directors, and all department chairpersons meet together regularly as the SMTD Executive Committee to coordinate their efforts and facilitate the collaborative nature of the work within the School and among the School's constituencies.

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The SMTD Executive Committee is authorized to conduct and coordinate the necessary business of the SMTD Assembly, to give advice and counsel to the SMTD Director, and conduct the business of the Assembly regarding matters that necessitate immediate action and fall between the Assembly meetings.

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4.2 The SMTD Executive Committee shall consist of the SMTD Director, the Associate Director, the Assistant Director, each department's chairperson, and any assistant chairs. The SMTD Director shall serve as the chairperson of the Committee.

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4.2.1 Official actions of the Executive Committee shall be recorded in official minutes retained by the School.

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4.3 In carrying out its responsibilities to the SMTD Assembly and the SMTD Director, the Executive Committee shall:

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4.3.1 call meetings of the Assembly;

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4.3.2 develop the agenda for the Assembly, including the call of all matters from the committees;

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4.3.3 propose *ad hoc* committees necessary to carry out its responsibilities for the Assembly's approval; designate the charge and membership and fix the terms of such committees;

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4.3.4 refer matters to the standing and *ad hoc* committees of the Assembly;

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4.3.6 have authority to originate motions for consideration by the Assembly;

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4.3.5 appoint replacements for vacated seats on all standing and *ad hoc* committees of the Assembly after obtaining the recommendations from Departments, where appropriate;

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4.3.7 advise the SMTD Director on all matters brought before it; place before the SMTD Director such matters as it deems necessary; receive information from the SMTD Director on matters which are pertinent to the interests of the School; and

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4.3.9 transmit to the College Assembly such matters as concern it; and receive communications from the College Assembly.

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ARTICLE 5 STANDING COMMITTEES OF THE ASSEMBLY

5.1 Each Department shall have one representative on each standing committee (except the SMTD Graduate Committee on Instruction, which shall comprise representatives of Departments that offer graduate degree programs). 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 to enable adequate membership on a committee.

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5.2 The *Undergraduate Committee on Instruction*: The School shall have an Undergraduate Committee on Instruction composed of the Assistant Director (*ex officio*, but voting only in case of ties) or their designee, and one Faculty member from each Department. The term of appointment is three years.

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The Undergraduate Committee on Instruction (UCOI) shall:

5.2.1 review curricular and instructional policies for all undergraduate degree programs offered by the School of Music, Theatre and Dance;

5.2.2 review proposed courses, degree programs, and degree program revisions and, once approved by the committee and Faculty in the appropriate Department, forward them to the College Committee on Instruction;

5.2.3 approve undergraduate independent studies;

5.2.4 rule on petitions of exception for undergraduate students. The UCOI may direct the committee chair or the SMTD Director or their designee to act on its behalf regarding petitions of exception that fall between meetings;

5.2.5 advise the SMTD Director on any matters of academic concern brought to it; raise questions of academic concern with the SMTD Director;

5.2.6 consider and make appropriate recommendations on problems brought to it by Faculty and students; and

5.2.7 chairperson is appointed by the SMTD Director or designee; chairperson shall also be a committee member.

5.3 The Graduate Committee on Instruction: The School shall have a Graduate Committee on Instruction composed of the SMTD Director (*ex officio*) or their designee, the coordinators of all School graduate degree programs, and four other Faculty members who work actively with graduate students representing various areas of the music Department. The term of appointment is three years.

SMTD's Graduate Committee on Instruction (GCOI) shall:

5.3.1 approve or disapprove student applications for admission to master's, certificate, and professional development degree programs (admission to the doctoral degree program is handled by the Doctoral Committee);

5.3.2 award master's level graduate assistantships (doctoral assistantships are awarded by the Doctoral Committee);

5.3.3 review curricular and instructional policies for all graduate degree programs offered by the School of Music, Theatre and Dance. The Committee shall bring to the Assembly or Departments that have graduate degree programs recommendations for action concerning such matters as it deems require Assembly or Department action or as the Assembly or Departments direct it to bring for consideration;

5.3.4 review proposed courses, degree programs, and degree programs revisions and, once approved by the committee and Faculty, forward them to the College Graduate Committee on Instruction;

5.3.5 approve master's and graduate level independent studies;

5.3.6 consider and make decisions about students whose work may warrant dismissal from the degree program;

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5.3.7 rule on petitions of exception. STMD's GCOI may direct the committee chair or the SMTD Director or designee to act on its behalf regarding petitions of exception that fall between meetings.

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5.3.8 advise the SMTD Director on any matters of academic concern brought to it;

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5.3.9 consider and make appropriate recommendations on problems brought to it by Faculty and students.

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5.3.10 The chairperson is to be appointed by the SMTD Director or designee, who shall also be a committee member.

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5.4 The School 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.

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ARTICLE 6 AMENDMENTS

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6.1 Proposed amendments to the SMTD Constitution 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. All proposals for amendments must have two readings prior to a final vote. A second reading may not be waived.

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6.2 All members of the Assembly, including those on leave, have the right to vote on Constitution changes by absentee ballot. Absentee ballots may be on amendments to this Constitution only. An absentee ballot provided by the Executive Committee must be submitted to the SMTD Director prior to the beginning of the Assembly meeting at which the second reading is to occur. Sixty percent (60%) of those voting must be affirmative to pass an amendment.

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