

**Agendum
Oakland University
Board of Trustees Formal Session
February 4, 2009**

**AMENDMENT TO SCHOOL OF NURSING CONSTITUTION
A Recommendation**

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

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

The School of Nursing (SON) was established by Board approval on July 1, 1974. The Board approved an SON Constitution on November 29, 1977, and last approved amendments to the SON Constitution on February 5, 2003. The SON now wishes to amend the SON Constitution to reflect editorial changes, primarily necessitated by the recent addition of the Nurse Practice Doctoral Program (See attached redline and final versions of a proposed, amended, SON Constitution; Attachments A and B).

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

3. **Previous Board Action:** The Board established the SON on June 1, 1974, approved the SON Constitution on November 29, 1977, and approved amendments to the SON Constitution on March 11, 1987, March 24, 1994, and February 5, 2003.

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4. **Budget Implications:** N/A
5. **Educational Implications:** N/A
6. **Personnel Implications:** N/A
7. **University Reviews/Approvals:** The proposed, amended, SON Constitution was: ratified by the SON Faculty Assembly on October 30, 2008; approved by the University Senate on November 13, 2008; is acceptable to the Provost and the President; and has been reviewed and approved by the Office of Legal Affairs.
8. **Recommendation:**

WHEREAS, the Constitution of the Oakland University Senate, as authorized by the Board of Trustees, provides for certain functions to be assigned to the organized faculties of the Schools and the College of Arts and Sciences; and

WHEREAS, the Board of Trustees has acted to approve internal constitutions in order to obtain the input and recommendations of faculty, staff, and students on matters relating to the programs of Oakland University, but has retained unto itself the full authority granted to it by law; now therefore, be it

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

RESOLVED, that the Board of Trustees, under the conditions set forth above, approves the amended Constitution of the Oakland University School of Nursing, attached hereto, effective February 4, 2009.

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9. Attachments:

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

Submitted to the President
on _____, 2009 by

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

Recommended on _____, 2009
to the Board for approval by

Gary D. Russi
President

THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING

~~February 2003~~ April 2008
February 4, 2009 ~~November, 2008~~

HISTORY OF PRIOR ACTION

Ratified/Revised by School of Nursing Faculty Assembly
September 6, 1977; April 17, 1986; March 24, 1994; April 25, 2002; ~~April 21, 2008~~
October 30, 2008

Approved by the University Senate
October 20, 1977; November 13, 1986; April 14, 1994; November 21, 2002;
November 13, 2008

Approved by the Board of Trustees
November 29, 1977; March 11, 1987; December 1, 1994; February 5, 2003;
February 4, 2009

THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING

ARTICLE I

- i. The Oakland University School of Nursing shall be organized and shall function as provided herein.

ARTICLE II

Administration

- i. The Dean is the principal academic and administrative officer of the School of Nursing.
 1. The Dean of the School of Nursing shall be a tenured faculty member of the School of Nursing.
 2. The Dean shall be appointed by the Board of Trustees after consideration of the recommendation of the President and Vice President for Academic Affairs and Provost. Before recommending the initial appointment of a Dean, the President, or Vice President for Academic Affairs and Provost if designated, shall consult with the Nursing Committee on Appointment and Promotion (NCAP). At the President's discretion, the Dean's appointment may be reviewed with all members of the School of Nursing faculty at any time, but shall be reviewed at least once every five years.
- ii. With the advice of the Faculty Assembly of the School of Nursing, the Dean shall propose to the Vice President for Academic Affairs and Provost and President any and all administrative or instructional units within the School.

ARTICLE III

The Faculty Assembly: Powers and Responsibilities

The **Faculty Assembly** of the School of Nursing shall exercise all powers assigned to the organized faculty of the School of Nursing by the Constitution of the University Senate. In addition, the Faculty Assembly shall:

- i. advise the Dean in all matters the Dean wishes to bring before it.
- ii. have the right to initiate proposals on all matters relevant to the general welfare of the School of Nursing.
- iii. have the right to be consulted on all matters of academic importance to the School of Nursing.
- iv. take such actions as necessary to exercise responsibilities stated elsewhere in this Constitution.

ARTICLE IV

The Faculty Assembly: Membership and Organization

- i. The Faculty Assembly shall be composed of all members of the School of Nursing faculty holding regular appointments as Professors, Associate Professors, Assistant Professors, Instructors, Special Instructors, Full-Time Adjunct Faculty and Visiting Faculty of any rank.

THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING

ARTICLE IV, *continued*

- ii. All members of the Faculty Assembly shall have full voting rights and shall be eligible to serve on committees, except as committee membership may be restricted by stipulation in this Constitution or by any actions of the Faculty Assembly.
- iii. During the fall and winter semesters, the Assembly shall meet at the call of the Executive Committee. Such meetings shall be held at least once during each of the fall and winter semesters. The Executive Committee must call a meeting within thirty days of the receipt of a written request for a meeting signed by twenty percent of the Assembly members.
- iv. Meetings of the Assembly, at all times other than during the fall and winter semesters, shall be called by the Dean. At such meetings the agenda of such meetings shall be limited to the nomination of candidates for degrees and conferring of School honors, unless, by action of the Faculty Assembly during the preceding winter semester, specific additional items are authorized for the agenda.
- v. The presiding officer of the Faculty Assembly shall be the Dean or, in the Dean's absence, the Associate Dean shall preside over the Faculty Assembly. If both the Dean and the Associate Dean are absent, the Faculty Assembly shall elect a chair pro tem to preside over the meeting, a designated representative. The Dean shall appoint a secretary of the Faculty Assembly and a parliamentarian.
- vi. Fifty percent of those members of the Assembly not on leave shall constitute a quorum, except that this quorum rule shall be suspended for those meetings stipulated under Article IV, iv. of this Constitution.
- vii. All substantive motions, 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 Faculty Assembly. Each substantive motion 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. By a vote of three-fourths of the members present and voting, the Faculty Assembly may proceed directly from the first reading to the second reading and take final action on the motion. At the request of more than one-fourth of the members present and voting, at least one hearing open to faculty, staff and students shall be held before the second reading of any substantive motion.
- viii. Where this constitution is silent, Robert's Rules of Order Newly Revised shall be used as the parliamentary authority.

Committees of the Faculty Assembly

- ix. The Faculty Assembly shall have an **Executive Committee** composed of the Dean of the School of Nursing , or in the Dean's absence, the Associate Dean, who shall serve as chairperson, (or designee) who shall serve as chairperson, and four other members elected from the Faculty Assembly who must be from the ranks of tenured, non-tenured tenure-track and special instructor. No one who is a current Oakland University student in the School of Nursing may serve on the Executive Committee. Elections shall be held in the winter semester for service in the subsequent academic year. Members shall be elected to staggered two-year terms.

THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING
ARTICLE IV, continued

- x. The Executive Committee shall:
1. call all meetings of the Assembly in the fall and winter semesters;
 2. prepare the agenda for the Assembly, including the call of all matters from committees;
 3. present to the Assembly a slate of nominees for membership of all other standing committees;
 4. create ad hoc committees as it judges necessary to review matters within the purview of the Executive Committee, designate the membership, and fix the terms of such committees;
 5. refer measures to the standing and ad hoc committees;
 6. receive reports and recommendations from committees to be placed on the agenda of the Assembly, with authority to request one reconsideration; after reconsideration by the committee, a second recommendation from the committee must be placed on a subsequent Assembly agenda;
 7. have authority to originate substantive motions for consideration by the Assembly;
 8. appoint replacements for vacated seats on all standing and ad hoc committees of the Assembly; all such replacements shall serve until the next regular election;
 9. transmit to the University Senate such matters as concern it; and receive communications from the University Senate;
 10. present to and advise the Dean on all matters ~~the Dean wishes to bring before it; place before the Dean such matters as it deems necessary of academic importance.~~
- xi. The Faculty Assembly shall have an **Undergraduate Committee on Instruction** (UCOI) composed of the Dean of the School of Nursing ~~or his/her designee and/or the Associate Dean~~ (ex officio, non-voting), five members elected from the Faculty Assembly, at least two of whom must be from the tenure/tenure track ranks, two of whom must be from the tenure/tenure track ranks, and one student representative selected by the Student Nurses' Association of Oakland University (non-voting). Elections shall be held in winter semester for service in the subsequent academic year. Members shall be elected to staggered two-year terms.
- xii. The UCOI Undergraduate Committee on Instruction shall:
1. consider and advise the Assembly on all curricular issues affecting undergraduate programs;
 2. review policies on admission, progression, retention, dismissal, and graduation;
 3. rule on petitions of exception;
 4. advise the Dean on any matters of academic concern to the undergraduate programs;
 5. in collaboration with the Graduate Committee on Instruction ~~(GCOI)~~, oversee the development, execution and effectiveness of the evaluation plan for the School of Nursing;

6. create ad hoc committees, as it judges necessary, to review matters within the purview of the UCOI ~~on Instruction~~, designate the membership, and fix the terms of such committees.

THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING
ARTICLE IV, continued

- xiii. The Faculty Assembly shall have a Graduate Committee on Instruction (GCOI) composed of the Dean of the School of Nursing ~~or his/her designee~~ and/or the Associate Dean (ex officio, non-voting), five members elected from the Faculty Assembly, ~~at least three of whom must be from the tenure/tenure-track ranks, three of whom must be from the tenure/tenure-track ranks~~, and one student representative (non-voting) selected by the graduate/doctoral student body. ~~No one who is a current Oakland University graduate/doctoral student in the School of Nursing may serve on the Graduate Committee on Instruction as an elected faculty member.~~ Elections shall be held in the winter semester for service in the subsequent academic year. Members shall be elected to staggered two-year terms. The Executive Committee shall appoint one (1) non-voting faculty representative from Nurse Anesthesia. In the event that none of the elected members of this committee are Certified Nurse Practitioners, the Executive Committee may appoint one Certified Nurse Practitioner as a non-voting member.

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~~**THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING**~~
~~**ARTICLE IV, continued**~~

- xiv. The ~~GCOI~~ Graduate Committee on Instruction shall:
 1. consider and advise the Assembly on all curricular issues affecting the graduate/doctoral programs;
 2. review policies on admission, progression, retention, dismissal and graduation;
 3. make recommendations to the Dean of Graduate Study on admissions, petitions of exception, and applications for transfer credit;
 4. advise the Dean on any matters of academic concern to the graduate/doctoral programs;
 5. in collaboration with ~~UCOI~~ the Undergraduate Committee on Instruction, oversee the development, execution and effectiveness of the evaluation plan for the School of Nursing;
 6. create ad hoc committees as it judges necessary to review matters within the purview of the ~~GCOI~~ Graduate Committee on Instruction, designate the membership, and fix the terms of such committees.
- xv. The Faculty Assembly shall have a NCAP-Nursing Committee on Appointment and Promotion (NCAP) composed of three tenured and two non-tenured tenure-track members of the School of Nursing faculty and the Dean (ex-officio and non-voting). Should a faculty member filling the non-tenured seat receive notification that tenure will be awarded, then the seat shall be declared vacant at the beginning of the fall semester succeeding notification and an election to fill the seat for the remainder of the term shall be held at this time. Since a person granted tenure cannot serve as the non-tenured representative on NCAP, that person shall be eligible to serve as a tenured representative.

Terms of office shall be staggered and continue for three years. Elections shall be held in the winter semester for service in the subsequent academic year. Those faculty members eligible to vote for members of this committee shall hold the ranks of Special Instructor, Instructor, Assistant Professor, Associate Professor and

Professor, not including visiting or adjunct ranks. The chairperson of the Nursing Committee on Appointment and Promotion and secretary shall be elected by and from the voting members of the NCAP committee for a term of one year. The Chairperson position may only be held by a returning tenured NCAP member who is, preferably, in the third year of his/her term on the committee.

- xvi. The NCAP Nursing Committee on appointment and Promotion shall:
1. be informed of all appointments to the School of Nursing faculty;

THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING
ARTICLE IV, continued

2. advise the Dean on all recommendations for initial appointment with tenure, reappointment, promotion and tenure of full-time faculty in the School of Nursing;
3. advise the Dean on appointment, promotion and tenure procedures within the School of Nursing and recommend to the Faculty Assembly changes in such procedures;
4. advise the Oakland University Faculty Re-employment and Promotion Committee (FRPC) on all appropriate personnel actions;
5. conduct its business in accordance with the OU-AAUP collective bargaining agreement.

xvii Any chairperson of a School of Nursing Committee may submit a request to the Executive Committee to replace any committee member who is absent without being excused from twenty five percent of the meetings held in any academic year.

ARTICLE V

Amendment to the School of Nursing Constitution

- i. Amendments to this constitution shall originate as substantive motions of the Faculty Assembly, except that an affirmative final vote on the second reading must be ratified by a simple majority of the members of the Assembly in a mail referendum and be approved by the University Senate and the Board of Trustees. An amendment shall be effective following approval by the Board of Trustees.

ARTICLE VI

Revision of The School of Nursing Constitution

- i. This Constitution shall remain in effect until superseded by a revised Constitution ratified by the Assembly and approved by the University Senate and the Board of Trustees.
- ii. Within five years of the adoption of this Constitution, a Constitutional Committee shall be convened by the Executive Committee to consider the need for revisions in this Constitution and to present such needed revisions to the Faculty Assembly for consideration and adoption.

THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING

February 4, 2009

HISTORY OF PRIOR ACTION

Ratified by School of Nursing Faculty Assembly

September 6, 1977; April 17, 1986; March 24, 1994; April 25, 2002, October 30, 2008

Approved by the University Senate

*October 20, 1977; November 13, 1986; April 14, 1994; November 21, 2002;
November 13, 2008*

Approved by the Board of Trustees

*November 29, 1977; March 11, 1987; December 1, 1994; February 5, 2003;
February 4, 2009*

THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING**ARTICLE I**

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THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING**ARTICLE IV, continued**

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- iii. During the fall and winter semesters, the Assembly shall meet at the call of the Executive Committee. Such meetings shall be held at least once during each of the fall and winter semesters. The Executive Committee must call a meeting within thirty days of the receipt of a written request for a meeting signed by twenty percent of the Assembly members.
- iv. Meetings of the Assembly, at all times other than during the fall and winter semesters, shall be called by the Dean. At such meetings the agenda of such meetings shall be limited to the nomination of candidates for degrees and conferring of School honors, unless, by action of the Faculty Assembly during the preceding winter semester, specific additional items are authorized for the agenda.
- v. The presiding officer of the Faculty Assembly shall be the Dean or, in the Dean's absence, the Associate Dean shall preside over the Faculty Assembly. If both the Dean and the Associate Dean are absent, the Faculty Assembly shall elect a chair pro tem to preside over the meeting. The Dean shall appoint a secretary of the Faculty Assembly and a parliamentarian.
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- viii. Where this constitution is silent, Robert's Rules of Order Newly Revised shall be used as the parliamentary authority.

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THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING
ARTICLE IV, continued

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 8. appoint replacements for vacated seats on all standing and ad hoc committees of the Assembly; all such replacements shall serve until the next regular election;
 9. transmit to the University Senate such matters as concern it; and receive communications from the University Senate;
 10. present to and advise the Dean on all matters of academic importance.
- xi. The Faculty Assembly shall have an **Undergraduate Committee on Instruction** (UCOI) composed of the Dean of the School of Nursing and/or the Associate Dean (ex officio, non-voting), five members elected from the Faculty Assembly, at least two of whom must be from the tenure/tenure track ranks, and one student representative selected by the Student Nurses' Association of Oakland University (non-voting). Elections shall be held in winter semester for service in the subsequent academic year. Members shall be elected to staggered two-year terms.
- xii. The **Undergraduate Committee on Instruction** shall:
1. consider and advise the Assembly on all curricular issues affecting undergraduate programs;
 2. review policies on admission, progression, retention, dismissal, and graduation;
 3. rule on petitions of exception;
 4. advise the Dean on any matters of academic concern to the undergraduate programs;
 5. in collaboration with the Graduate Committee on Instruction, oversee the development, execution and effectiveness of the evaluation plan for the School of Nursing;
 6. create ad hoc committees, as it judges necessary, to review matters within the purview of the UCOI, designate the membership, and fix the terms of such committees.

THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING
ARTICLE IV, continued

- xiii. The Faculty Assembly shall have a **Graduate Committee on Instruction (GCOI)** composed of the Dean of the School of Nursing and/or the Associate Dean (*ex officio*, non-voting), five members elected from the Faculty Assembly, at least three of whom must be from the tenure/tenure-track ranks, and one student representative (non-voting) selected by the graduate/doctoral student body. No one who is a current Oakland University graduate/doctoral student in the School of Nursing may serve on the Graduate Committee on Instruction as an elected faculty member. Elections shall be held in the winter semester for service in the subsequent academic year. Members shall be elected to staggered two-year terms. The Executive Committee shall appoint one (1) non-voting faculty representative from Nurse Anesthesia. In the event that none of the elected members of this committee are Certified Nurse Practitioners, the Executive Committee may appoint one Certified Nurse Practitioner as a non-voting member.
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- Terms of office shall be staggered and continue for three years. Elections shall be held in the winter semester for service in the subsequent academic year. Those faculty members eligible to vote for members of this committee shall hold the ranks of Special Instructor, Instructor, Assistant Professor, Associate Professor and Professor, not including visiting or adjunct ranks. The chairperson of the Nursing Committee on Appointment and Promotion shall be elected by and from the voting members of the committee for a term of one year. The Chairperson position may only be held by a returning tenured NCAP member who is, preferably, in the third year of his/her term on the committee.
- xvi. The **Nursing Committee on appointment and Promotion** shall:
1. be informed of all appointments to the School of Nursing faculty;

THE CONSTITUTION OF THE OAKLAND UNIVERSITY SCHOOL OF NURSING

ARTICLE IV, continued

2. advise the Dean on all recommendations for initial appointment with tenure, reappointment, promotion and tenure of full-time faculty in the School of Nursing;
 3. advise the Dean on appointment, promotion and tenure procedures within the School of Nursing and recommend to the Faculty Assembly changes in such procedures;
 4. advise the Oakland University Faculty Re-employment and Promotion Committee (FRPC) on all appropriate personnel actions;
 5. conduct its business in accordance with the OU-AAUP collective bargaining agreement.
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- ii. Within five years of the adoption of this Constitution, a Constitutional Committee shall be convened by the Executive Committee to consider the need for revisions in this Constitution and to present such needed revisions to the Faculty Assembly for consideration and adoption.