



Bylaws of the Graduate Academic Affairs Committee

Policy #: FA

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Responsible University Official(s): Provost, Academic Affairs
Provost, Health Sciences Campus
Director and Academic Dean, Madrid Campus

1.0 PURPOSE

This policy establishes and codifies the bylaws of the Graduate Academic Affairs Committee (GAAC).

2.0 COMMITTEE DEFINITION & RESPONSIBILITIES

Article I. Name

The governance body for all post-baccalaureate programs, minors, and certificates is the Graduate Academic Affairs Committee (GAAC).

Article II. Purpose

GAAC is the principal advisory body to the Associate Provost for Academic Affairs regarding Graduate Education. It is generally concerned with the development, improvement, and quality assurance of post-baccalaureate studies at the University. As such, GAAC reviews and recommends proposals for new degree programs, minors and certificates; periodically assesses program quality per University policy; reviews substantive program changes as proposed by the Dean (of a School or College) or Director (of a Center); and reviews and comments on University policy changes related to these programs.

All proposals to create or change university-wide post-baccalaureate and graduate Academic Affairs policies must be submitted to GAAC for review and its recommendation to the Provost, who acts on such recommendations in consultation with the Council of Deans and Directors (CADD).

All proposals to create/implement new degree programs, minors or certificates (as described above) must be submitted to GAAC for review. Based on this review, GAAC makes a recommendation to CADD and the Provost. Any GAAC proposal not recommended for approval may be revised and re-submitted to GAAC for approval, or be appealed directly to the Provost.

3.0 MEMBERSHIP

Article III. Members

Section 1

- i) Voting faculty members shall be appointed to GAAC by their respective Deans. GAAC members must be post-baccalaureate faculty of their respective college/school during the period of their appointment. The appointed members shall represent the following academic units: Trudy Busch Valentine School of Nursing (1), Doisy College of Health Sciences (1), College for Public Health and Social Justice (1), School of Social Work (1), School of Medicine (1), Richard A. Chaifetz School of Business (1), School of Law (1), School of Science and Engineering (1), School for Professional Studies (1), School of Education (1), College of Arts and Sciences (Humanities (1), Natural Sciences (1), Social Sciences (1)), Madrid (1).
- ii) Two members of the committee will be appointed ex-officio. These include the Dean of University Libraries (or a designee) and a representative appointed by the Faculty Senate Executive Committee. These two members will have the right to make a motion and to vote.
- iii) Two post-baccalaureate students (representing both the Frost and the Health Sciences campus) in good academic standing shall be elected by the Graduate Student Association (GSA) as voting members of GAAC.
- iv) Ex-officio members of GAAC shall include the Associate Provost for Graduate Education, the Dean of University Libraries (or a designee) and a representative appointed by the Faculty Senate. The Associate Provost for Graduate Education shall be the Chairperson of GAAC and shall appoint an Executive Secretary/Parliamentarian. In the event of a tie vote, the Associate Provost for Graduate Education shall cast the tie-breaking vote. The Coordinator for Graduate Education shall be an ex-officio non-voting member.
- v) One non-voting member representing associate deans and directors shall be selected by that group.

Section 2

The Associate Provost for Graduate Education may invite other faculty, staff, or administrators to participate without voting privileges, if their programs, activities, or responsibilities affect the activities of GAAC.

Article IV. Terms of Membership

Section 1

Voting members of GAAC and the representative of the Faculty Senate are appointed for three year terms in such a way that at least three new members will be appointed each year. The term of office shall be June 1 through May 31. Members may be appointed for a second consecutive term, but in no case for more than a cumulative total of six years without the approval of GAAC.

Section 2

The student terms of membership shall last for a period of one year. Terms shall be from June 1 through May 31. A student may be re-elected, but may not be elected to more than three one-year terms.

Section 3

Administrative ex-officio members of GAAC are members during their administrative tenure in office.

Section 4

Members are responsible for securing an alternate representative if they are unable to attend a meeting. Absence from three consecutive meetings without securing an alternate may be grounds for removal from GAAC. Removal will be the decision of the GAAC committee and requires a two-thirds vote.

4.0 VOTING RIGHTS & PROCEDURES

Article V. Meetings

Section 1

GAAC shall meet regularly August through June at least four times during each semester.

Section 2

Special meetings may be called by the Associate Provost for Graduate Education or upon written petition to the Associate Provost for Graduate Education, signed by six of the regular voting members of GAAC.

Section 3

Agenda items may be proposed to the Associate Provost for Graduate Education by any regular voting member of GAAC or member of the Saint Louis University faculty, staff, or student body. In the case of absence, the Associate Provost for Graduate Education may designate any member of GAAC to preside at that meeting.

Section 4

The Executive Secretary/Parliamentarian shall keep minutes of all meetings.

Section 5

A quorum shall consist of a simple majority of regular voting members.

Section 6

Assuming a quorum exists, any action item (other than action items described in Article VIII) requires approval by a simple majority of the voting GAAC members present at the meeting. Votes by email will be permitted if time and circumstances require it.

Section 7

Meetings shall be conducted according to the most recent edition of *Robert's Rules of Order Newly Revised*.

Article VI. Approvals

Section 1

Items that are approved by GAAC will be submitted by the Associate Provost for Graduate Education to the Provost and the Council of Academic Deans and Directors (CADD) for approval and/or recommendation to the Board of Trustees.

5.0 Meetings

Article VII. Minutes

Official minutes shall be kept and copies distributed to all members of GAAC and upon request, to the University President, the Provost, the Academic Vice Presidents, CADD, the President of the Faculty Senate, the Vice President for Enrollment Management, the Council of Associate Deans and Directors, and to other University leaders. The minutes will also be posted on the GAAC site for access by all faculty involved in post-baccalaureate education.

Article VIII. Responsibilities

Members of GAAC are responsible for conveying information reviewed, discussed and/or approved in a GAAC meeting back to their respective units. Such responsibility shall be viewed as a two-way flow of information.

6.0 Amendments

Article IX. Amendments

Section 1

Proposed amendments to these By-Laws shall be submitted to the Associate Provost for Graduate Education in writing, two weeks before the next regularly scheduled meeting. A statement of each proposed amendment will be sent to members at least one week prior to the next regularly scheduled meeting. Upon recommendation, amendments will be submitted to CADD for review and to the Provost for approval.

Section 2

Assuming a quorum exists, any amendment requires approval by a two-thirds majority of the voting GAAC members present at the meeting. A recommended amendment shall become effective immediately upon the approval(s) of the Provost.