



Bylaws of the Undergraduate Academic Affairs Committee

Policy #: TBD

Effective Date: July 1, 2023

Version #: 1.0

**Responsible University Official(s): Provost, Academic Affairs
Vice President, Medical Affairs
Director and Academic Dean, Madrid Campus**

1.0 PURPOSE

This policy updates and codifies the bylaws of the Undergraduate Academic Affairs Committee (UAAC).

2.0 COMMITTEE DEFINITION & RESPONSIBILITIES

The University-wide governance body for undergraduate education is the Undergraduate Academic Affairs Committee (UAAC). UAAC serves a shared governance role in the development, improvement, and quality control of undergraduate education throughout the University. It operates in the context of the University's commitment to the Jesuit ideal of educating "the whole person"; its functions and membership are established accordingly.

UAAC is the principal advisory body to the Provost, the Vice President of Medical Affairs, and the Council of Academic Deans and Directors (CADD) related to undergraduate education throughout the University. As such, UAAC reviews and makes recommendations to the above-mentioned regarding:

- proposals for new undergraduate academic programs (degrees, majors, minors, certificates, and micro-credentials); in doing so UAAC serves as the University-wide undergraduate curriculum committee.
 - *proposals for significant revisions to existing undergraduate academic programs are to be evaluated by the governing dean (or dean's representative) and in consultation with the Associate Provost of Undergraduate Education to determine if the revisions warrant University-level curriculum approval*
- policies affecting undergraduate education (including but not limited to those implemented in/by the Offices of Admission, the Registrar, Student Financial Services, Information Technology Services, and Student Development; e.g. Latin honors, admission requirements, scholarship requirements, etc.)
- related co-curricular programming (including but not limited to: academic advising, mentoring, learning communities, tutoring, academic support programs, and other initiatives integrating/bridging academic affairs and student affairs)

All proposals to create/implement new academic programs, policies, and initiatives (as described above) must be submitted to UAAC for its recommendation to the governing deans/directors, vice president(s) and Provost.

All proposals to create or change *University-wide* academic policies, requirements, or related co-curricular programming (as described above) must be submitted to UAAC for its recommendation to the governing deans/directors, vice president(s) and Provost.

Any UAAC proposals not recommended for approval may be revised and re-submitted to UAAC for approval, and/or be appealed directly to the Provost for approval.

Via a standing agenda item on the CADD meeting agenda, all UAAC proposals, deliberations and formal actions will be shared regularly at CADD meetings for discussion and recommendation to both UAAC and the Provost Office.

3.0 MEMBERSHIP

UAAC shall be comprised of faculty, administrators and student members either designated permanently by virtue of their position (ex-officio) or elected/appointed for defined terms as representatives of particular constituencies. The committee will be chaired by the Associate Provost of Undergraduate Education. The table below details the attributes of the committee members:

Member	Member Status	Term	Faculty Status	Voting Rights	Appointment Method
Associate Provost for Undergraduate Education (UAAC Chair)	Ex-Officio	Permanent	Faculty	Yes	n/a
Dean of Libraries and Museums	Ex-Officio	Permanent	Faculty	Yes	n/a
Dean, Madrid Campus (Campus Rep)	Ex-Officio	Permanent	Faculty	Yes	Provost Appointment
Dean, North Campus (Campus Rep)	Representative	Three-Year	Faculty	Yes	Provost Appointment
Dean, South Campus (Campus Rep)	Representative	Three-Year	Faculty	Yes	VP Medical Affairs Appointment
Dean, College of Arts & Sciences**	Ex-Officio	Permanent	Faculty	Yes	n/a
Faculty Rep, College of Arts & Sciences	Representative	Three-Year	Faculty	Yes	Dean Appointment
College of Philosophy and Letters	Representative	Three-Year	Faculty	Yes	Dean Appointment
Faculty Rep, Chaifetz School of Business	Representative	Three-Year	Faculty	Yes	Dean Appointment
Faculty Rep, School of Science and Engineering	Representative	Three-Year	Faculty	Yes	Dean Appointment
Faculty Rep, School of Education	Representative	Three-Year	Faculty	Yes	Dean Appointment
Faculty Rep, School for Professional Studies	Representative	Three-Year	Faculty	Yes	Dean Appointment
Faculty Rep, College for Public Health and Social Justice	Representative	Three-Year	Faculty	Yes	Dean Appointment
Faculty Rep, School of Nursing	Representative	Three-Year	Faculty	Yes	Dean Appointment
Faculty Rep, Doisy College of Health Sciences	Representative	Three-Year	Faculty	Yes	Dean Appointment
Faculty Rep, School of Social Work	Representative	Three-Year	Faculty	Yes	Dean Appointment
Faculty Senate Representative	Representative	Three-Year	Faculty	Yes	Senate Exec Cmte Appt
Director of the Core	Ex-Officio	Permanent	Faculty	Yes	n/a
Vice President for Student Development	Ex-Officio	Permanent	Non-Faculty	Yes*	n/a
Assistant Vice President for Enrollment Management	Ex-Officio	Permanent	Non-Faculty	Yes*	n/a
Assessment Director	Ex-Officio	Permanent	Non-Faculty	Yes*	n/a
University Registrar	Ex-Officio	Permanent	Non-Faculty	Yes*	n/a
Director, Reinert Center for Transformative Teaching & Learning	Ex-Officio	Permanent	Non-Faculty	Yes*	n/a
Assistant Provost for Academic Advising Support	Ex-Officio	Permanent	Non-Faculty	Yes*	n/a
Director of Community Engaged Learning, Center for Social Action	Ex-Officio	Permanent	Non-Faculty	Yes*	n/a
SGA Representative	Representative	One-Year	Non-Faculty	Yes*	SGA Election

* Non-faculty members are not eligible to vote on curriculum proposals but may vote on all other committee proposals.

** Because of the centrality of CAS courses to the core curricula of all colleges and schools, the CAS Dean maintains permanent membership on the committee.

Note: The UAAC Chair will communicate with the GAAC chair regarding any UAAC proposal that may impact or be impacted by a graduate-level program or policy.

Permanent committee members may commission a designee(s) to participate fully (including voting) in the committee member's absence (e.g., a dean may commission a dean's designee to attend regularly in their place). Non-permanent deans appointed to the committee by the Provost may also commission a designee(s) to participate fully (including voting) in the committee member's absence. Additionally, with the UAAC chair's approval any UAAC members may invite other faculty, staff, or students to attend committee meetings as non-voting consultants to offer expertise as needed.

The elected/appointed faculty members of UAAC are elected for staggered three-year terms such that at least three new members will be appointed each year (initial terms for some members will necessarily be shorter to achieve this distribution). The annual term of office shall be September 1 through August 31. Elected members may be re-elected for a second consecutive three-year term, but in no case for more than a cumulative total of six years.

The SGA Rep term of membership shall last for a period of one year. Terms shall be from September 1 through August 31. A student may be re-elected but may not be elected to more than three one-year terms.

The Staff Assistant of the Office of the Associate Provost for Undergraduate Education will serve in a non-member role as the official UAAC Secretary.

4.0 VOTING RIGHTS & PROCEDURES

All committee members have the right to participate fully in discussions of all motions. In all instances, the committee chair only votes in the case of a tie. Only committee members with official University faculty appointments and the Dean for University Libraries are allowed to vote on motions regarding new or significantly revised academic programs; all committee members are allowed to vote on all other motions.

For voting purposes, a quorum shall consist of a simple majority (51%) of all members eligible to vote on a particular motion. Assuming a quorum, a simple majority of votes is required to pass any motion (except motions to amend these Bylaws, which require a two-thirds super majority as detailed in Section 6.0 below).

Voting procedures will be conducted according to the most recent edition of *Robert's Rules of Order Newly Revised*.

5.0 Meetings

UAAC will regularly meet once each month from September through May each academic year. Additional meetings may be called as needed by the UAAC Chair. Meetings conducted primarily or exclusively via synchronous or asynchronous electronic communication may be held in special circumstances as deemed necessary by the UAAC Chair. Meetings will otherwise be conducted according to the most recent edition of *Robert's Rules of Order Newly Revised*.

The UAAC Faculty Sub-committee is a permanent sub-committee comprised of all faculty members of UAAC. This group will meet as needed and outside of the full committee meetings to deliberate and vote upon academic program proposals. Results of voting will be communicated at the next full UAAC meeting.

UAAC may establish additional ad-hoc and/or permanent sub-committees to conduct various aspects of committee work.

6.o Amendments

Proposed amendments to these Bylaws shall be submitted to the UAAC Chair in writing two weeks before the next regularly scheduled meeting and will be forwarded by the Chair to all members at least one week prior to the next regularly scheduled meeting. Amendments approved by two-thirds of the voting members of UAAC will be forwarded to the Provost and Vice President for Medical Affairs for their collective review and approval.