



Last Approved 1/11/2024
Next Review 1/10/2027

Owner Jane McHowat:
FT 12 Mo Faculty
Document Area SOM-
Organizational Documents
Applicability Saint Louis
University
Campus Wide

School of Medicine Graduate Program Advisory Council Charter

Mission Statement/Purpose

The Graduate Program Advisory Committee (GPAC) is the governance body for non-professional graduate programs and students within the School of Medicine (SOM). The phrase "non-professional graduate programs" pertains to all post-baccalaureate degree programs offered by the School of Medicine that are considered a component of the graduate programs of the SOM as of July 1, 2023(Biochemistry and Molecular Biology, Center for Anatomical Science and Education, Medical Family Therapy, Health and Clinical Outcomes Research, Molecular Microbiology and Immunology, Pharmacology and Physiology).

Membership

There will be six voting faculty members of the committee representing the graduate and doctoral programs from Biochemistry and Molecular Biology, Center for Anatomical Science and Education, Medical Family Therapy, Health and Clinical Outcomes Research, Molecular Microbiology and Immunology, and Pharmacology and Physiology. Faculty are appointed by the Nomination and Election Committee as outlined in the School of Medicine Bylaws. Voting membership shall include neither department chairs nor any members of the Dean's staff.

Faculty members of GPAC are appointed for three-year terms so that at least one new member will be appointed each year. The term of office shall be July 1 through June 30. Members may be appointed for a second consecutive term, but not more than six consecutive years. GPAC members must attend at least 50% of the yearly meetings to remain as members.

One doctoral student, in good academic standing and who has successfully passed their candidacy exam, will occupy a voting seat on GPAC for a term of one year, beginning July 1 and ending June 30. This student will be nominated/appointed by current voting GPAC membership. A student may be reappointed but may not serve more than two one-year terms.

The School of Medicine Office of Faculty Affairs and Professional Development shall provide administrative support and record meeting minutes.

Chair

The Chair of the GPAC will be appointed by the Dean from the pool of current members and will serve on a yearly, renewable term for up to three years. The Chair may invite other faculty, staff, students, or administrators to participate without voting privileges, if their programs, activities, or responsibilities affect GPAC activities.

Responsibilities

The functions of the GPAC shall include, but not are not limited to advising the Dean on the non-professional graduate programs in the School of Medicine. It will review and make recommendations for the development, improvement, and quality control of graduate studies in the School of Medicine.

GPAC reviews and approves or denies proposals for new non-professional graduate programs, periodically assesses program quality, reviews substantive program changes, reviews and comments on policy changes related to SOM graduate programs and hears appeals of student dismissals.

Meetings/Procedures

The council shall meet monthly. Other meetings may be called at the request of the Chair, or any of the two members of the Council. The committee may request attendance of program directors or other administrators.

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

Voting members of GPAC may propose agenda items to the Chair of the GPAC.

The Chair of the GPAC, if he/she will be absent, shall designate a member of GPAC to preside at that meeting.

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

Minutes of the meetings are recorded and forwarded to the Dean.

Proposed amendments to this charter shall be submitted to the Chair of the GPAC 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 before the next regularly scheduled meeting. Any approved changes will then be distributed to the Office of Faculty Affairs for revision within PolicyStat.

Approval Signatures

Step Description	Approver	Date
VP Medical Affairs	Christine Jacobs: None	1/11/2024
SOM of Policy and Procedure Review Committee	Stephanie Decker	1/11/2024
SOM of Policy and Procedure Review Committee	Jane McHowat: FT 12 Mo Faculty	1/9/2024

Applicability

SLUCare, Saint Louis University

COPY