



Academic Integrity Board Bylaws

Version: 1.0

Responsible University Official: Provost

Effective Date: July 1, 2024

Amended Date: NA

1.0 PROPOSAL

1.1 This policy codifies the bylaws of the Saint Louis University's Academic Integrity Board, an administrative body charged with promoting and upholding high standards of academic integrity across the institution.

2.0 BOARD DEFINITION & RESPONSIBILITIES

- 2.1. The Academic Integrity Board (AIB) is an administrative body of faculty, staff, and students which has the responsibility for promoting a culture of academic integrity within the academic community and upholding the standards of academic integrity across the institution.
- 2.2. The AIB is the primary advisory body on academic integrity to the Associate Provosts for Undergraduate Education and Graduate Education. As such, the AIB reviews and makes recommendations regarding:
- Scheduled review and update of the University Academic Integrity Policy. The AIB will review the policy after the first year of implementation and every three years thereafter.
 - Annual review and update of these bylaws.
 - Development and delivery of academic integrity educational resources and training for the campus community.
- 2.3 The AIB oversees and participates in the Academic Hearing Panel process.
- 2.4 The AIB may establish ad-hoc and/or permanent sub-committees to conduct work as noted above.

3.0 MEMBERSHIP

3.1 The AIB shall be comprised of SLU faculty, administrators, staff, and student members. AIB members will be designated either permanently by virtue of their position (ex-officio) or elected/appointed for defined terms as representatives of particular constituencies.

3.2 The School of Medicine, School of Law, Center for Advanced Dentistry Education, and the Madrid campus are exempt from the Academic Integrity Policy and service on the AIB.

3.3 The AIB will be chaired by the Director of Academic Integrity (DAI). The table below details the attributes of the AIB members:

Member	Member Status	Number of Members	Term Length	Academic Hearing Panel Eligibility	Appointment Method
Director of Academic Integrity (Chair)	Ex-Officio	1	Permanent	No	n/a
Faculty Rep, Libraries and Museums	Representative	1	Three-year	Yes	Per L&M Policies
Faculty Rep, College of Arts & Sciences	Representative	2	Three-year	Yes	Per CAS Policies
Faculty Rep, Chaifetz School of Business	Representative	2	Three-year	Yes	Per CSB Policies
Faculty Rep, College of Philosophy and Letters	Representative	1	Three-year	Yes	Per P&L Policies
Faculty Rep, School of Science and Engineering	Representative	2	Three-year	Yes	Per SSE Policies
Faculty Rep, School of Education	Representative	2	Three-year	Yes	Per SOE Policies
Faculty Rep, School for Professional Studies	Representative	2	Three-year	Yes	Per SPS Policies
Faculty Rep, College for Public Health and Social Justice	Representative	2	Three-year	Yes	Per CPHSJ Policies
Faculty Rep, School of Nursing	Representative	2	Three-year	Yes	Per SON Policies
Faculty Rep, Doisy College of Health Sciences	Representative	2	Three-year	Yes	Per Doisy Policies
Faculty Rep, School of Social Work	Representative	2	Three-year	Yes	Per SSW Policies
Academic Director of INTO SLU	Ex-Officio	1	Permanent	No	n/a
Director of the Core	Ex-Officio	1	Permanent	No	n/a
Director, Reinert Center for Transformative Teaching & Learning	Ex-Officio	1	Permanent	No	n/a

Director, Office of Student Responsibility and Community Standards	Ex-Officio	1	Permanent	No	n/a
Rep, Diversity and Innovative Community Engagement	Ex-Officio	1	Permanent	No	VP appointment
Undergraduate Student Representatives	Representative	2	One-year	Yes	SGA President Appointment
Graduate Student Representatives	Representative	2	One-year	Yes	GSA President Appointment

3.4 Permanent AIB members may commission a designee(s) from their unit to participate fully (including voting) in the AIB member's stead (e.g., a director may commission a designee to attend and vote regularly in their place).

3.5 In the event of a short-term absence, all members should make a reasonable effort to secure an alternate from their unit. Absence from three consecutive AIB meetings may be grounds for removal of that member from the AIB. Removal will be the decision of the AIB and requires a two-thirds vote. 3.6 In cases of a permanent vacancy a replacement will be determined by the appointment method as stated in the above table. The replacement will serve out the remainder of the original term.

3.7 AIB members may recommend to the DAI non-voting consultants to offer expertise as needed.

3.8 The faculty representatives of the AIB are appointed 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. Appointed members may be re-appointed for a second consecutive three-year term, but in no case for more than two consecutive three-year terms. Faculty representatives can be re-appointed after a three-year term absence (unless it is not possible due to unit size).

3.9 The student representatives' term of membership shall last for a period of one year. Terms shall be from the day after the May commencement ceremony through commencement in May of the following academic calendar year. A student may not serve more than three one-year terms.

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

4.0 MEETINGS

4.1 The AIB will regularly meet every other month from September through May each academic year. Additional AIB meetings may be called as needed by the DAI.

4.2 Agenda items may be proposed to the Director of Academic Integrity by any regular voting member of the AIB or member of the Saint Louis University faculty, staff, or student body. Proposed agenda items are due to the DAI one week before the AIB's scheduled meeting.

4.3 In the case of absence, the DAI may designate any member of the AIB to preside over the meeting.

4.4 All AIB members have the right to participate fully in discussions of all motions.

4.5 In all instances, the AIB Chair only votes in the case of a tie.

5.0 VOTING RIGHTS & PROCEDURES

5.1 All members of the AIB have voting rights on motions before the AIB.

5.2 For voting purposes, an AIB quorum shall consist of a simple majority (51%) of all members. Assuming a quorum, a simple majority of votes is required to pass any motion (except motions to amend these Bylaws or remove a member of the AIB, which require a two-thirds super majority as detailed in Sections 3.0 and 7.0). The full AIB may cast votes electronically if time and circumstances require it. Individual absentees may cast an electronic vote with the DAI prior to the session or designate a proxy to cast their vote in person.

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

6.0 ACADEMIC HEARING PANEL RESPONSIBILITIES & COMPOSITION

6.1 An Academic Hearing Panel is responsible for adjudicating an alleged academic integrity incident in accordance with Section 5.0 of the University Academic Integrity Policy titled "Reporting and Adjudication Procedures for Allegations of Violations of Academic Integrity."

6.2 An Academic Hearing Panel will meet as needed and outside of the AIB meetings to deliberate and adjudicate an alleged academic integrity incident.

6.3 An Academic Hearing Panel is composed of two faculty members and one student member. An Academic Hearing Panel may be selected from

- Faculty and student members of the AIB
- Students (two undergraduate and two graduate) appointed by Dean of each college and school for up to a one-year term
- Solicited faculty approved by the AIB for up to a one-year term
- Solicited students approved by the AIB for up to a one-year term

6.4 The DAI appoints an Academic Hearing Panel including a Chair of the Academic Hearing Panel, who is responsible for scheduling and communicating with the student, the instructor, the panelists, the Academic Integrity Office, and any other individuals whose professional/disciplinary expertise is needed to fulfill the Academic Hearing Panel's review. The Chair of the Academic Hearing Panel must be a faculty member, not necessarily a member of the AIB. Ideally the Chair of the Academic Hearing Panel has previously served on an Academic Hearing Panel.

6.5 The DAI distributes the Academic Integrity Policy to all parties participating in the adjudication process when an Academic Hearing Panel is formed.

6.6 Academic Hearing Panel members who have a conflict of interest with an assigned Academic Hearing Panel incident adjudication are ineligible to serve on the Panel and the DAI will assign another eligible member to the Panel.

As per the Academic Integrity Policy, a conflict of interest is defined as "any interaction with a student(s), faculty, or staff involved in the Academic Integrity adjudication process that could directly and significantly affect one's responsibilities on the Academic Hearing Panel."

- If members have a conflict of interest at any time during the Academic Hearing Panel adjudication process, they shall recuse themselves from the proceeding(s) to avoid any actual or perceived impropriety.
- The instructor or accused student may request a recusal of an Academic Hearing Panel member due to conflict of interest. Upon such a request, the challenged member(s) shall decide whether to self-recuse. If they do not choose to self-recuse, the party requesting member(s) recusal may appeal to the DAI, who will make the final determination.
- If any member of the Academic Hearing Panel is recused, the DAI will appoint a replacement(s) to the Academic Hearing Panel. to ensure an Academic Hearing Panel has three panelists comprised of two—faculty and one-student.

7.0 AMENDMENTS

AIB members may submit proposed amendments to these Bylaws to the DAI in writing two weeks before the next regularly scheduled meeting. The DAI will forward proposed amendments to all members at least one week prior to the next regularly scheduled meeting. Amendments approved by two-thirds of the voting AIB members will be forwarded to the Provost for review and approval. The AIB may recommend immediate implementation of approved amendments to the Provost.
