# Pattern of Administration

For the Department of Biomedical Engineering

Revised: June 23, 2011

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Pattern of Administration

Department of Biomedical Engineering

I Introduction
This document provides a brief description of the Department of Biomedical Engineering as well as a description of its policies and procedures. It supplements the Rules of the University Faculty, and other policies and procedures of the university to which the department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

This Pattern of Administration (PoA) is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs (OAA).

II Department Mission & Vision

Mission
Our mission is to promote learning and discovery that integrate engineering and life sciences for the advancement of human health.

Vision:
The department of Biomedical Engineering at The Ohio State University will be nationally ranked and internationally recognized for:
- The distinctive educational opportunities for its students and the outstanding achievements of its alumni,
- Faculty and staff excellence and opportunities for continuing professional development,
- Collaborative research with global impact on improving human health, and
- Service to the field of biomedical engineering and the community.

III Academic Rights and Responsibilities
In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This statement can be found on the Office of Academic Affairs website, http://oaa.osu.edu/rightsandresponsibilities.html.

IV Faculty
Faculty Rule 3335-5-19, http://trustees.osu.edu/rules/university-rules.html defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. Faculty members in Biomedical Engineering include Assistant Professors, Associate Professors, and Professors, in regular tenure, regular clinical, and research tracks, and adjunct positions. All regular tenure-track faculty members with BME as their TIU shall comprise the “departmental faculty.” Faculty members must have at least a partial, salaried appointment of 50% or more (with or without tenure) in the Department of Biomedical Engineering to be considered as regular departmental faculty. In addition, during the conversion of the Center to the Department in 2005, four senior faculty members (William A. Brantley, Douglas A. Kniss, Alan S. Litsky, and Cynthia J. Roberts) were grandfathered in as departmental faculty although they maintain their TIU unit in another department and/or have a salary appointment of less than 50%. Departmental faculty may vote in all matters of department governance subject to restrictions specified in the Appointments, Promotion and Tenure document.

Approved by the Office of Academic Affairs
11/01/11
Revision to RCT Cap Approved, 06/08/12
Faculty members that have split appointments with less than 50% salary in BME are called “joint faculty” (except the four founding members, noted above.)

The Department of Biomedical Engineering has a regular clinical track. Regular clinical track faculty titles are assistant professor of practice, associate professor of practice, and professor of practice. Regular clinical track faculty can comprise no more than 20% of the total RTT faculty. Regular clinical track faculty that have their primary duties in the Department of Biomedical Engineering may vote in all matters of department governance except as specified in the department’s Appointments, Promotion and Tenure document.

The Department of Biomedical Engineering has a regular research track. Regular research track faculty titles are research assistant professor of BME, research associate professor of BME, and research professor of BME. Regular research track faculty can comprise no more than 20% of the tenure track faculty. Regular research track faculty may not vote except as specified in the department’s Appointments, Promotion and Tenure document.

Other faculty members classified as regular tenure-track or regular clinical-track departmental faculty members -- including those with joint appointments – who have teaching and service responsibilities in BME will be invited to regular faculty meetings, with voting rights. However, in accordance with Faculty Rule 3335-7-04(a), clinical faculty members may not participate in promotion and tenure reviews of tenure-track faculty. In accordance with Faculty Rule 3335-7-37, research faculty will not generally be invited to regular faculty meetings. In cases when they are invited, they will be invited to join discussions, but will not have voting privileges.

At the time of appointment to regular ranks of departmental faculty, and for the duration of their permanence therein, the Biomedical Engineering Graduate Studies Committee (GSC) will automatically make appropriate graduate faculty status recommendations to the Graduate School for new departmental faculty members following the policies of the Graduate School, III.3.4:

“The Graduate Studies Committee appoints Category M Graduate Faculty members and notifies the Graduate School of its actions. The Graduate Studies Committee submits nominations for Category P membership on the Graduate Faculty to the Policy and Standards Committee of the Council on Research and Graduate Studies and certifies by appropriate documentation that those nominated meet published university-wide criteria. Graduate programs may establish additional local criteria. The Policy and Standards Committee acts on the nomination. The Dean of the Graduate School makes the final appointment.”

Adjunct and clinical BME faculty may apply for graduate faculty status in BME, as may be done by regular faculty in other departments of The Ohio State University.

Approval of an application for graduate faculty status will be voted upon by the BME Graduate Studies Committee (GSC), with the approval requiring a 75% majority.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the Appointments, Promotion and Tenure Document.

V Organization of Department Services and Staff
BME presently has staff members to provide fiscal and human resources functions with appropriate segregation of duties and internal controls. The fiscal and human resource manager (lead Administrative
Manager) reports to the Chairperson directly and through the Chair to the faculty. Current BME staff is further comprised of an academic graduate program coordinator, an academic undergraduate program coordinator, an undergraduate academic advisor, a technology systems developer, a laboratory supervisor, and a department coordinator. All support staff report to the lead Administrative Manager for administrative manners. The technology systems developer reports directly to the Chair on technical and scientific matters. The academic undergraduate coordinator reports to the Director of BME Undergraduate Studies on all undergraduate academic matters and the graduate program coordinator reports to the Director of BME Graduate Studies on all graduate academic matters.

VI Overview of Department Administration and Decision-Making
Policy and program decisions are made in a number of ways: by the department faculty as a whole, by standing or special committees of the department, or by the chair. The nature and importance of any individual matter determine how it is addressed. Department governance is based on the general principle that the more important the matter to be decided, the more inclusive participation in decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

VII Department Administration
A Chair
The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35, http://trustees.osu.edu/rules/university-rules.html. This rule requires the chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6, http://trustees.osu.edu/rules/university-rules.html, also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure.

Other responsibilities of the chair, not specifically noted elsewhere in this Pattern of Administration, are paraphrased and summarized below.

- To have general administrative responsibility for department programs, subject to the approval of the dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty and the dean of the college a progressive program; to encourage research and educational investigations.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both university and department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 http://trustees.osu.edu/rules/university-rules.html and this department's Appointments, Promotion and Tenure Document.
To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.

To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.

Day-to-day responsibility for specific matters may be delegated to others, but the chair retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the dean, Office of Academic Affairs, and Board of Trustees.

Operational efficiency requires that the chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of department academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The chair will therefore consult with the faculty on all educational and academic policy issues and will respect the principle of majority rule. When a departure from majority rule is judged to be necessary, the chair will explain to the faculty the reasons for the departure, ideally before action is taken.

B Committees
Much of the development and implementation of the department's policies and programs is carried out by standing and ad hoc committees. The chair is an ex officio member of all department committees and may vote as a member on all committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee.

The committees are as follows, with charters included in the appendix:

- **Promotion and Tenure Committee (P&TC):** This committee and its function is described in detail in a separate departmental Appointments, Promotion and Tenure document.

- **Graduate Studies Committee (GSC):** Committee appointments are made by the Department Chair, following recommendations from the GSC committee chair. The GSC recommends graduate faculty status for approval by the Graduate School, develops and implements protocols for graduate student selection and recommendation for admission, selects fellowship candidates and prepares their nominations, monitors the progress of graduate students, assigns new students to faculty mentors, hears and decides on all student petitions concerning graduate education, recommends strategies for improvement of the graduate curriculum and overall graduate experience in BME.

- **Undergraduate Studies Committee (USC):** Committee appointments are made by the Department Chair, following recommendations from the USC committee chair. This committee mirrors the structure and function of the GSC. The USC recommends strategies for improving the BME undergraduate major and minor, in terms of curricular issues, and the overall undergraduate experience in BME. The USC further selects candidates for fellowship and scholarship, and prepares the relevant nomination materials. The USC develops and implements optimal strategies for use of the Kettering Foundation and other internal BME funds in support of undergraduate education, including making recommendations for scholarship awardees to the Chair.

- **Curriculum Subcommittee (Csc):** Subcommittee appointments are made by the Department Chair, following recommendations from the GSC and USC committee chairs. The committee is chaired by the BME representative to the College Committee on Academic Affairs (who must be a member of either the GSC or USC). The curriculum subcommittee is a subset of members from the GSC and USC committees. The committee will review course concurrence requests from other departments, as well as coordinate recommendations for additions and deletions from the undergraduate and graduate course offerings.
• **Space and Facilities Committee (SFC):** Committee appointments are made by the Department Chair, following recommendations from the SFC committee chair. The SFC committee initiates and coordinates recommendations for policies governing the use of space in the Department, and the addition and improvement of space and facilities in the Department. The committee consists of no less than three departmental faculty members.

• **Computer Services Committee (CSC):** Committee appointments are made by the Department Chair, following recommendations from the CSC committee chair. This committee makes recommendations to the Chair on hardware and software purchases for educational objectives, and on the associated access and maintenance issues.

• **Diversity Affairs Committee (DAC):** Committee appointments are made by the Department Chair, following recommendations from the DAC committee chair. This committee addresses issues of concern to minority representation, participation, and successes for students, staff, and faculty in BME.

• **Honors and Awards Committee (HAC):** Committee appointments are made by the Department Chair, following recommendations from the HAC committee chair. This committee examines opportunities to honor faculty, staff, and students for honors, awards, and recognition.

• **Publications and Web Committee (PWC):** Committee appointments are made by the Department Chair, following recommendations from the PWC committee chair. This committee is responsible for maintaining current information on the web, planning and writing features for the newsletter, preparing and sending the annual graduate recruiting poster, and helping with annual reports.

• **Faculty Search Committee (FSC):** A unique Faculty Search Committee is appointed to work with the Department Chair for each faculty opening. The committee membership will be chosen by the Department Chair to represent diverse interests of the faculty as well as to specifically include expertise relevant to the position’s focus. The search committee works with the Chair and the committee’s primary functions are to serve as:
  - an advertising committee to help identify and personally solicit applications;
  - a screening committee to ensure that the visiting candidates are well-informed and attended to, and that the candidate meets with non-BME faculty members at OSU, if relevant;
  - an advocacy committee to ensure that diverse candidates from underrepresented groups receive full consideration.

• **Ad-Hoc committees** may be formed at the discretion of the Chair, following faculty recommendations, and in all cases in consultation with the BME faculty.

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**VIII Faculty Meetings**
The chair will provide to the faculty a schedule of department faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per term and normally will provide for meetings every 3 or 4 weeks. A completed agenda will be delivered to faculty by e-mail before a scheduled meeting. Agenda items are welcome at any time, prior to the meeting, or to bring up near the end of the meeting. Reasonable efforts will be made to distribute the agenda by e-mail at least two business days before the meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the department regular faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The chair will distribute minutes of faculty meetings to faculty by e-mail—within seven days of the meeting if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

Special faculty meetings or retreats may be scheduled to focus on specific tasks, including an end-of-term “course roundup” meeting.
Special policies pertain to voting on personnel matters, and these are set forth in the department's Appointments, Promotion and Tenure Document.

For purposes of discussing department business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple majority of all faculty members eligible to vote.

Either the chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote. Balloting will be conducted among members present at the meeting.

When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be achieved on behalf of any position, the chair will necessarily make the final decision.

The department accepts the fundamental importance of full and free discussion but also recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally department meetings will be conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, Robert’s Rules of Order will be invoked when more formality is needed to serve these goals.

X Policy on Faculty Duties and Responsibilities
The Office of Academic Affairs requires departments to have a policy on faculty duties and responsibilities (See the OAA Policies and Procedures Handbook, Volume 1, Chapter 2, Section 1.4.5, http://oaa.osu.edu/handbook.html). The information provided below supplements these guidelines.

During on-duty terms, faculty members are expected to be available for interaction with students, service responsibilities and other responsibilities even if they have no formal course assignment that term. On-duty faculty members should not be away from campus for extended periods of time unless on an approved Faculty Professional Leave or other approved leaves (see section XIII).

A Policy on Faculty Teaching Load
The Office of Academic Affairs requires departments to have a policy on faculty duties and responsibilities (See the OAA Policies and Procedures Handbook, Volume 1, Chapter 2, Section 1.4.5.1, http://oaa.osu.edu/handbook.html). The information provided below supplements these guidelines.

BME departmental faculty duties include teaching, research, service, and other scholarly activities, with the expectation that a majority of a faculty member’s time be balanced between research and teaching. Balancing these duties, responsibilities, and future expectations will be discussed as a part of the meeting for the annual review of faculty members. Note that, prior to the annual review meeting, each faculty member prepares documentation of recent professional activities, as described in the department’s AP&T document, that includes the SEI (Student Evaluation of Instruction) results and associated written comments, as well as documentation describing activity and accomplishment in the areas of scholarship and service.

Disclaimer: Note that the following expectations for faculty workloads are aimed at the faculty activities that enable the department to carry out its mission and balance the workload for faculty members. They are not intended as a guide for measuring individual accomplishment toward tenure. Those expectations are described in the department’s AP&T documents.
Because the University is in a transition between a quarter-based calendar and a semester-based calendar, there are two sections, below, to describe the policy on teaching, scholarship, and service expectations.

**Quarter-based calendar:**
The specific expectations about the nominal capacity for funded tenured faculty members are:

- **Teaching:** Broadly defined to include the imparting of knowledge to, and the education of, people and is a key element of the Mission and Vision statements for the Department of Biomedical Engineering. Teaching activities include: undergraduate, graduate, and professional courses taught; involvement in graduate exams, theses and dissertations; extension and continuing education; curriculum development; evaluation and direction of student scholarships; academic advising; publishing on education in the candidate’s field; advising of student groups and organizations; participation in student affairs programs and student services.
  - Teach 3 courses (e.g., a 3- or 4-credit lecture course) during the 9-month academic year (3 quarters), with a mix of undergraduate and graduate courses.
  - Provide projects, support, and mentoring for two or more graduate students (preferably BME students).

  Teaching activities should represent approximately 45% of a funded tenured faculty member’s effort during the academic year.

- **Scholarship:** Broadly defined to include the possession, application, and advancement of a body of knowledge gained through research, study, and learning, and is also a key element of the Mission and Vision statements for the Department of Biomedical Engineering. Scholarly activities include: writing scholarly works such as books and monographs, edited books, chapters in edited books, bulletins and technical reports, peer reviewed journal articles, editor reviewed journal articles, reviews and abstracts, papers in proceedings; presenting lectures at universities, symposia, and conferences; submitting proposals, conducting and directing original research or other creative activities; editing collections of research works; submitting patents; developing software; developing and presenting creative works to juried competitions and exhibits; designing and/or supervising the constructions of a creative product (e.g., new building, allow, machine, device, or software). Expected levels of activity for BME faculty, over a rolling 4-year period for tenured faculty include a minimum of:
  - 8 peer-reviewed journal publications,
  - extramural funding that supports at least 15% AY release time,
  - extramural funding that supports at least two graduate students per year,
  - graduation of 2 doctoral students.

  Scholarship activities should represent approximately 45% of a tenured faculty member’s effort during the academic year noting that, even in the case of 15% release time funding, the majority of the AY time for scholarship (30%) is underwritten by the Department.

- **Service:** Broadly defined to include administrative service to the University, professional service to the faculty member’s discipline, and the provision of professional expertise to entities outside the University. The Vision statement for the Department of Biomedical Engineering states that it will be nationally ranked and internationally recognized not only for collaborative research with global impact on improving human health but also for service to the field of biomedical engineering and the community. Evidence of administrative service to the University can include: appointment or election to departmental, College, and/or University committees; administrative positions held; affirmative action and mentoring activities. Evidence of professional service to the faculty member’s discipline can include: editorship or service as a reviewer for journals; offices held and other service to professional societies; and organization of, and service to, conferences.
Evidence of the provision of professional expertise to public and private entities beyond the University includes: reviewer of proposals; external examiner; service on panels and commissions; professional consultation to industry, government, and education.

Faculty are urged to take a major role in the decision-making process whenever possible in their college and university committee assignments. Active participation in professional societies enhances visibility amongst one's colleagues.

- Actively participate in activities of the department, college, university, and the field.
- National service such as: officer or committee member of a professional society; member of an extramural agencies review committee; member of editorial board of professional journal.

Service activities should represent approximately 10% of a tenured faculty member’s effort during the academic year.

For new faculty (untenured) who are ramping to capacity in research and teaching, the expectation is for:

- **Teaching**: 1 or 2 courses during the first year, 2 during each of their 2nd and 3rd years, and the normal load during the 4th year and all subsequent years. They will also be expected to mentor BME graduate students.
- **Scholarship**: new faculty should be aggressively involved in the preparation of grant proposals for extramural funding and manuscript submissions.
- **Service**: Participate in service activities; limited at first and increasing toward the goal of departmental, college, university, and national contributions by the time of tenure review.

Starting faculty must balance responsibilities and accomplishments such that they will meet or surpass expectations for funded tenured faculty members (see above) by the time they are considered for tenure.

**Unfunded faculty members** who have been at OSU for more than 3 years and who are not meeting the scholarship expectations should aggressively seek to build their record of accomplishment by submitting at least 3 manuscripts for peer review and at least 3 grant proposals (that could support students and salary at the levels expected) per year. If the department’s subsidy for AY time devoted to scholarship exceeds 30% for the year, responsibility for teaching an additional course would be added. For these established faculty members (at OSU for more than 3 years) who are not funded and who are not submitting grant proposals of the appropriate size or rate, the teaching expectation would be up to six courses during the academic year.

Faculty members who are generating more than 15% of their academic salary may choose to request to reduce their teaching load* and/or to use the additional salary funds for their professional development**:

- **Teaching expectations** can be reduced* by 1 course for each additional 15% increment of academic year salary.
- **Funds for professional development** will be divided with the department and the investigator: one part to the investigator and one part to the department (50-50). These options may be requested in combination.

**Important Notes:**

- For faculty members with a part-time appointment, the normal workload and minimum teaching requirement are proportioned by the percentage of their BME salary.
- Teaching at least 1 course during the academic year will be expected, even for faculty members generating most of their academic year salary from extramural sources.
• For established faculty members with major administrative responsibilities, the teaching load may be adjusted.
• For faculty who carry more than the normal workload in any given academic year may negotiate with the Chair to carry forward “earned” release time to count towards their workload in the following year(s). Likewise, those who do not carry a normal workload will be expected to carry a “make-up” overload in the following year(s).

Footnotes:
*Teaching load reductions will be granted only in cases where the undergraduate and graduate curricula will not have substantial negative impact (e.g., required courses must still be offered).

**Professional Development Funds are to be used to further the academic careers of individual faculty members. Funds may be used, for example, to purchase software, books, subscriptions, professional society dues, short course fees, travel to professional meetings, support of student travel, small equipment, etc. Caveat: rules for generation of these funds may change as the College and Department budget policies change.

Semester-based calendar:
The duties and responsibilities for a faculty member include a balance of teaching, scholarship, and service. Nominal expectations are that faculty members spend approximately 45% of their effort on teaching activities, 45% of their effort on scholarship activities, and 10% of their effort on service activities. However, all faculty members are expected to generate extramural salary support on research grants. Increased salary support from extramural grants will reduce the teaching and service expectations; likewise, decreased extramural salary support will increase the teaching and service expectations.

The specific expectations about the nominal capacity for “established” faculty members (at OSU for more than three years) are that they have research funding and the following mix of responsibilities:

• Teaching: Broadly defined to include the imparting of knowledge to, and the education of, people and is a key element of the Mission and Vision statements for the Department of Biomedical Engineering. Teaching activities include: undergraduate, graduate, and professional courses taught; involvement in graduate exams, theses and dissertations; extension and continuing education; curriculum development; evaluation and direction of student scholarships; academic advising; publishing on education in the candidate’s field; advising of student groups and organizations; participation in student affairs programs and student services. Acknowledging these varied teaching activities, the expectation is that established faculty will:
  
o Teach 2 “regular courses” (e.g., a 3- or 4-credit lecture course) during the 9-month academic year (2 semesters), with a mix of undergraduate and graduate courses over time.

In addition to didactic classroom and lab teaching (described above), all established faculty members are expected to:
  
o Provide projects, support, and mentoring for two or more graduate students (preferably BME students).

The teaching load may be adjusted* to account for funded research activity, with each incremental 15% of AY release time funding needed to reduce the number of regular courses by one. The needed 15% increment may be accumulated over time, generally 3 years or less (e.g., 7.5% per year for 2 years or 5% per year for 3 years) with course release possible after “banking” 15% AY release salary.
• **Scholarship:** Broadly defined to include the possession, application, and advancement of a body of knowledge gained through research, study, and learning, and is also a key element of the Mission and Vision statements for the Department of Biomedical Engineering. Scholarly activities include: writing scholarly works such as books and monographs, edited books, chapters in edited books, bulletins and technical reports, peer reviewed journal articles, editor reviewed journal articles, reviews and abstracts, papers in proceedings; presenting lectures at universities, symposia, and conferences; submitting proposals, conducting and directing original research or other creative activities; editing collections of research works; submitting patents; developing software; developing and presenting creative works to juried competitions and exhibits; designing and/or supervising the constructions of a creative product (e.g., new building, allow, machine, device, or software). Expected levels of research activity over a rolling 4-year period for tenured faculty include a minimum of:
  o 8 peer-reviewed journal publications,
  o extramural funding that supports at least 15% AY release time,
  o extramural funding that supports at least two graduate students per year,
  o graduation of 2 doctoral students.

• **Service:** Broadly defined to include administrative service to the University, professional service to the faculty member’s discipline, and the provision of professional expertise to entities outside the University. The Vision statement for the Department of Biomedical Engineering states that it will be nationally ranked and internationally recognized not only for collaborative research with global impact on improving human health but also for service to the field of biomedical engineering and the community. Evidence of administrative service to the University can include: appointment or election to departmental, College, and/or University committees; administrative positions held; affirmative action and mentoring activities. Evidence of professional service to the faculty member’s discipline can include: editorship or service as a reviewer for journals; offices held and other service to professional societies; and organization of, and service to, conferences and symposia. Evidence of the provision of professional expertise to public and private entities beyond the University includes: reviewer of proposals; external examiner; service on panels and commissions; professional consultation to industry, government, and education.

Faculty are urged to take a major role in the decision-making process whenever possible in their college and university committee assignments. Active participation in professional societies enhances visibility amongst one’s colleagues.
  o Actively participate in activities of the department, college, university, and the field.
  o National service such as: officer or committee member of a professional society; member of an extramural agencies review committee; member of editorial board of professional journal.

**For new faculty** (untenured) who are ramping to capacity in research and teaching, the expectation is for:
• Teaching: 1 course during the first year, 1 or 2 during each of their 2nd and 3rd years, and the normal load during the 4th year and subsequent years (e.g., expectation of extramural support of AY salary). They will also be expected to mentor BME graduate students.
• Scholarship: new faculty should be aggressively involved in the preparation of grant proposals for extramural funding and manuscript submissions.
• Service: Participate in service activities; limited at first and increasing toward the goal of departmental, college, university, and national contributions by the time of tenure review.
Starting faculty must balance responsibilities and accomplishments such that they will meet or surpass expectations for funded tenured faculty members (see above) by the time they are considered for tenure.

**Unfunded faculty members** who have been at OSU for more than 3 years and who are not meeting the scholarship expectations should aggressively seek to build their record of accomplishment by submitting at least 3 manuscripts for peer review and at least 3 grant proposals (that could support students and salary at the levels expected) per year. For these established faculty members (at OSU for more than 3 years) who are not funded and who are not submitting grant proposals of the appropriate size or rate, the teaching expectation would be up to five courses during the academic year.

Faculty members who are generating more than 15% of their academic salary may choose to request to reduce their teaching load* (as described above) and/or to use the additional salary funds for their professional development **:

- Funds for professional development** will be divided with the department and the investigator: one part to the investigator and one part to the department (50-50 split). This option may be shared in combination with a reduction in teaching load (15% per course).

**Important Notes:**

- For faculty members with a part-time appointment, the normal workload and minimum teaching requirement are proportioned by the percentage of their BME salary.
- Teaching at least 1 course during the academic year will be expected, even for faculty members generating most of their academic year salary from extramural sources.
- For established faculty with major administrative responsibilities, the teaching load may be adjusted.
- For faculty who carry more than the normal workload in any given academic year may negotiate with the Chair to carry forward “earned” release time to count towards their workload in the following year(s). Likewise, those who do not carry a normal workload will be expected to carry a “make-up” overload in the following year(s).

**Footnotes:**

*Teaching load reductions will be granted only in cases where the undergraduate and graduate curricula will not have substantial negative impact (e.g., required courses must still be offered).

**Professional Development Funds are to be used to further the academic careers of individual faculty members. Funds may be used, for example, to purchase software, books, subscriptions, professional society dues, short course fees, travel to professional meetings, support of student travel, small equipment, etc. Caveat: rules for generation of these funds may change as the College and Department budget policies change.

The above policy does not constitute a contractual obligation. Fluctuations in demands and resources in the Department (College, University) and the individual circumstances of faculty members may warrant temporary deviations from the policy as discussed with, and approved by, the Chair.

**B Special Assignments**

Information on special assignments (SAs) is presented in the Office of Academic Affairs Special Assignment Policy (http://oaa.osu.edu/assets/files/documents/specialassignment.pdf). The information provided below supplements these policies.
Reasonable efforts will be made to award SA opportunities to all productive faculty members on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out department work. The department’s committee on AP&T will evaluate all SA proposals and make recommendations to the chair. The chair's recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

XI Course Offerings and Teaching Schedule
The department chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the department's first obligation is to offer the courses needed by students at times most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-17, http://trustees.osu.edu/rules/university-rules.html will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent term. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across terms of offering to assure that instructional expertise is always available for such courses.

The process of assignment of teaching responsibilities involves three steps. The first is the determination of the expected teaching load for each faculty member for any given year. This is the responsibility of the Chair, in consultation with the individual faculty members, and in compliance with the guidelines reported in section IX above.

Secondly, in consultation with the faculty, and no later than the end of the Spring term of each academic year, the chair compiles the list of classes that must be offered in the following year, in order to warrant timely progress of BME’s graduate and undergraduate students towards their degree objectives. This list is based on the input provided by the GSC and USC, respectively. Again, in consultation with the faculty, and in compliance with the specifications of section IX above, the Chair assigns the teaching responsibilities for these courses.

Thirdly, all faculty that have an expected teaching load that exceeds the teaching load generated through step 2, will be consulted for their preference on which classes they wish to teach. This will be the basis for the final assignment of teaching responsibilities for the year.

In general, faculty will be expected to carry a balanced classroom teaching load, comprising basic and advanced undergraduate courses, as well as graduate class offerings. Courses that carry an enrollment below the minimum required of (10) per undergraduate course, and (5) per graduate course, require approval of the Chair in order to be counted against the individual faculty’s expected teaching load. Auditors do not count against the minima.

XII Allocation of Department Resources
The chair is responsible for the fiscal and academic health of the department and for assuring that all resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of department goals.
The chair will discuss the department budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the chair.

Research space shall be allocated on the basis of research productivity including external funding and will be reallocated periodically as these faculty-specific variables change.

The allocation of office space will include considerations such as achieving proximity of faculty in subdisciplines and productivity and grouping staff functions to maximize efficiency.

The allocation of funds for salary increases is discussed in the Appointments, Promotion and Tenure Document.

The overarching principles governing the management of space in Bevis Hall are that:

- Normally, all laboratory and student space is considered shared. This principle reflects the desire to minimize unnecessary duplication of facilities and equipment, and the recognition that an environment where space and facilities are shared frequently leads to the interdisciplinary breakthroughs that often characterize true excellence in academe in general, and in biomedical engineering in particular.
- All efforts will be made to involve undergraduate students in research as early as possible. Consistent with this, undergraduate researchers will also be provided with desk space whenever possible, managed per the criteria set forth for graduate researchers.
- Obviously, there are special equipment and laboratory functions that require independent and isolated settings under the control of a single faculty member. Whenever such circumstances arise, appropriate arrangements will be made, at the discretion of the Chair.
- Individual faculty research space, whenever justified, is assigned on a competitive basis, with the assignment of space being linked to funding state and prospects of the proposed projects and activities to be discharged in said space.
- When new faculty office space becomes available, it will generally be offered sequentially to interested departmental faculty, in an order of need (e.g., time spent in Bevis vs. time in other facilities) and reflective of rank and seniority within the rank.

XIII Leaves and Absences

The university's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook (http://oaa.osu.edu/handbook.html) and Office of Human Resources Policies and Procedures website, www.hr.osu.edu/policy/policyhome.htm. The information provided below supplements these policies.

A Discretionary Absence

Faculty are expected to complete a travel request or an Application for Leave form well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular term is substantial. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence longer than 10 continuous business days (See Faculty Rule 3335-5-08) and must be requested through an Application for Leave form.
B Absence for Medical Reasons
When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. For additional details see OHR Policy 6.27, www.hr.osu.edu/policy/index.aspx.

C Unpaid Leaves of Absence

D Faculty Professional Leave
Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leaves (http://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf). The information provided below supplements these policies.

The department’s Promotion and Tenure committee will review all requests for faculty professional leave and make a recommendation to the department chair based on the quality of the proposal and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

The chair's recommendation to the dean regarding an FPL proposal will in turn be based factors that include the recommendation from the P&T committee and the chair’s judgment regarding the quality of the proposal and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

XIV Supplemental Compensation and Paid External Consulting
Information on faculty supplemental compensation is presented in the OAA Policy on Faculty Compensation (http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf). Information on paid external consulting is presented in the university’s Policy on Faculty Paid External Consulting (http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf). The information provided below supplements these policies.

This department adheres to these policies in every respect. In particular, this department expects faculty members to carry out the duties associated with their primary appointment with the university at a high level of competence before seeking other income-enhancing opportunities. All activities providing supplemental compensation must be approved in advance by the department chair regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the department. In addition, it is university policy that faculty may not spend more than one business day per week on supplemental compensated activities and external consulting combined.

Faculty who fail to adhere to the university's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

XV Financial Conflicts of Interest
Information on financial conflict of interest is presented in the university’s Policy on Faculty Financial Conflict of Interest (http://oaa.osu.edu/assets/files/documents/financialconflictofinterest.pdf). A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any university duty or responsibility, including designing, conducting or reporting research.

Faculty members are required to file conflict of interest screening forms annually and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with university officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

XVI Grievance Procedures
Members of the department with grievances should discuss them with the chair who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. Content below describes procedures for the review of specific types of complaints and grievances

A Salary Grievances
A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the chair. The faculty or staff member should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal (the Office of Academic Affairs Policies and Procedures Handbook, http://oaa.osu.edu/handbook.html).

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact Consulting Services in the Office of Human Resources (www.hr.osu.edu/).

B Faculty Misconduct
Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04, http://trustees.osu.edu/rules/university-rules.html.

C Faculty Promotion and Tenure Appeals

D Sexual Harassment

E Student complaints
Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the department chair, the chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.
Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct (see www.oaa.osu.edu/coam/home.html and http://senate.osu.edu/committees/COAM/COAM.html).

F Code of Student Conduct
In accordance with the Code of Student Conduct (http://trustees.osu.edu/rules/code-of-student-contact.html), faculty members will report any instances of academic misconduct to the Committee of Academic Misconduct.
Appendix A: Committee Charters

Charter of the Biomedical Engineering Graduate Studies Committee (GSC)

**Purpose:** The primary purpose of the Graduate Studies Committee is to set standards and policies for the BME graduate program and to manage the functioning of the graduate program.

**Role:** The committee achieves its purpose by:
- serving as the admissions committee for the department’s graduate programs
- administering the fellowship nomination process
- reviewing and approving each student’s program of study
- considering course additions, deletions, and modifications (in conjunction with the Curriculum subcommittee)
- reviewing and approving each student’s candidacy examination and final examination committee
- working to secure financial support for all graduate students enrolled in the program by tracking available GRA and GTA positions and helping students match to those positions
- participating in recruitment of potential students and promoting faculty and student involvement in campus visits and other recruiting functions
- monitoring the progress of individual students and, when necessary, terminating their enrollment in the program.

Additionally, the Graduate Studies Committee considers and recommends for appointment adjunct faculty members who seek to participate in the BME Graduate Program, conducts periodic reviews of the graduate programs, and coordinates with the College of Engineering and the Graduate School on miscellaneous surveys and evaluations. The GSC also serves as the administrative committee for the Graduate Interdisciplinary Specialization in Comprehensive Engineering and Science in Biomedical Imaging (CESBMI) and for the educational aspects of the international collaborations currently being developed.

**Membership:** The Committee is chaired by the Director of Graduate Studies who is appointed by the chair of the department to a three-year term. Committee appointments are made by the Department Chair, following recommendations from the Director of Graduate Studies. Typically the Committee will consist of 5-8 members in addition to the Chair. The members of the committee serve for up to 3 years, so in steady state, 1/3 of the members are new each year (replacing members that have completed their membership term). The BME student society also selects one graduate student to sit on the committee, in a non-voting capacity, for a one-year term.

*Ex officio* members: - Department Chair
Staff Liaison: - Graduate Studies Coordinator

**Objectives:** Specific long-term goals of the GSC include
- increasing the academic quality of the student body by accepting high-caliber students
- recruiting these high-caliber students
- securing funding support for all students in the graduate program
- organizing and, as needed, updating the graduation and course of study requirements (in conjunction with the Curriculum subcommittee)
- participating in recruitment of potential students and promoting faculty and student involvement in campus visits and other recruiting functions
• monitoring the progress of individual students, providing mentoring services and job placement advice.

Meetings: The Graduate Studies Committee meets approximately monthly, with increased frequency as required to consider applications and fellowship nominations.

Reports: The Graduate Studies Committee reports to the faculty with a written and oral report that summarizes actions taken that modify the graduate program or require broader discussion and/or faculty participation.

Rules: All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a majority of those present. At least 50% of the voting members of the GSC shall constitute a quorum. Voting by proxy shall be permitted. The GSC may recommend additional rules and bylaws as it deems necessary to conduct its affairs.

Amendments: Rules and bylaws of the Graduate Studies Committee may be amended at any regular Committee meeting by a vote of the majority of the members present. With 5 days previous written notice to all faculty members stating the nature of the amendment, this Charter may be amended by a two-thirds vote of those voting at a faculty meeting. Amendments will become effective immediately after notification of the Department Chair.

Charter approved on: November 9, 2007; Updated 6/3/2011
Charter for the Department of Biomedical Engineering
Publications and Web Committee (PWC)

Purpose: The purpose of the Publications and Web committee is to coordinate and improve the electronic and paper publications describing recent activities, awards, resources and other news-worthy items related to the Department of Biomedical Engineering at Ohio State. The committee serves an advisory role to the Department Chair.

Role: The committee will perform its role by performing the following duties:
• Organize and evaluate the effectiveness of the departmental newsletter
• Organize and evaluate the effectiveness of the departmental website
• Implement policies to ensure the timely and effective communication of news-worthy items (e.g. awards) obtained by BME students, staff, faculty or alumni
• Coordinate with other committees to publicize opportunities (i.e. GRAs or REUs) in the BME department
• Develop a communication plan to provide BME faculty, undergraduate and graduate students with information about funding opportunities at the college, university and national levels
• Develop a fiscally sound plan for the advertisement of departmental activities and opportunities to the national and international communities
• Develop a feasible plan for the continual update of the departmental website with a recent news/activities section and a plan for the continual update of faculty webpages (not personal webpages)

Membership: The committee consists of four faculty members and two staff members. The faculty members of the committee serve for 3 years, so in steady state, 1 member is new each year (replacing members that have completed their membership term). The Department Chair appoints the Chair for a term of 3 years. Faculty members are recommended by the Committee Chair, and appointed by the Department Chair. The staff members include the head of computer services for BME and the Assistant to the Chair.

Objectives: The objectives of the PWC are:
• To provide effective and timely communication of departmental activities
• To provide effective and timely communication of significant accomplishments by BME students, faculty, and staff.
• To provide a continually updated website that effectively communicates departmental activities and resources.
• To provide a forum for highlighting alumni accomplishments
• To provide publications that advance recognition of the BME department at the college, university and national level.

Meetings: The PWC meets once per term, or more frequently if required, with additional communications and discussions via email.

Reports: The committee reports to the faculty with a written and oral report (as scheduled) that describe the current state of BME’s publications and website as well as potential areas of improvement. Reports will summarize actions and will also provide the faculty with an opportunity to comment on publication/web efforts.

Rules:
All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a vote a simple majority of those present. At least 60% of the members of the PW Committee shall constitute a quorum.

The PW Committee may recommend additional rules and bylaws as it deems necessary to conduct its affairs.

**Amendments:**
The Charter, rules, and bylaws may be amended at any regular BME faculty meeting by a vote of the majority of the entire membership. If 10 days previous notice has been given in writing to all members stating the nature of the amendment, the Charter, rules and bylaws may be amended by a two-thirds vote of those voting, a quorum being present. Amendments will become effective immediately after approval by the Chair of the Department.

Charter approved on: 11/18/2009 by committee only
Charter for the Department of Biomedical Engineering

Computer Services Committee (CSC)

Purpose: The purpose of the Computer services committee is to coordinate and improve computer resources and services within the Department of Biomedical Engineering to best serve BME students, faculty, and staff.

Role: The committee will perform its role by performing the following duties:

- Assess and implement strategies for computer and network security
- Inventory and assessment of current hardware and determination of need for replacement
- Develop strategies for protecting critical data through backup scheduling
- Working with departmental faculty and students to provide appropriate software on departmental computers
- Develop educational materials for new faculty and students or for newly installed features of the computing systems and assess use of technology to enhance learning (add)
- Allocate computer and software resources according to departmental priorities

Membership: The committee consists of three faculty members, one staff member, and one student member. The faculty members of the committee serve for 3 years, so in steady state, 1 member is new each year (replacing members that have completed their membership term). The Department Chair appoints the Chair for a term of 3 years. Faculty members are recommended by the Committee Chair, and appointed by the Department Chair. Student members are appointed annually by the student body group (BMES), and the staff member is the head of computer services for BME.

Objectives: The objectives of the CSC are:

- To provide all basic computing needs to the students, faculty, and staff of BME
- To provide advanced computing capabilities as possible
- Constant review of the computing environment in BME
- Direct interaction with the computing staff in BME
- Continuous feedback from the computing users will allow these objectives to be accomplished

Meetings: The CSC meets twice per term, or more frequently if required, with additional communications and discussions via email.

Reports: The committee reports to the faculty with a written and oral report (as scheduled) that describe the current state of BME’s computing resources and potential areas of improvement. In addition the reports will recommend methods of implementing college and university computing requirements for BME computers as well as computers of faculty and students. Reports will summarize actions regarding purchases, improvements, and selection of computing resources to the faculty during faculty meetings.

Rules:

All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a vote a simple majority of those present. At least 60% of the voting members of the CS Committee shall constitute a quorum. Voting by proxy shall not be permitted.

The CS Committee may recommend additional rules and bylaws as it deems necessary to conduct its affairs.

Amendments:

Approved by the Office of Academic Affairs
11/01/11
Revision to RCT Cap Approved, 06/08/12
The Charter, rules, and bylaws may be amended at any regular BME faculty meeting by a vote of the majority of the entire membership. If 10 days previous notice has been given in writing to all members stating the nature of the amendment, the Charter, rules and bylaws may be amended by a two-thirds vote of those voting, a quorum being present. Amendments will become effective immediately after approval by the Chair of the Department.

Charter for the Biomedical Engineering
Curriculum Subcommittee (CSC):

**Purpose:** The purposes of the Curriculum subcommittee are to:
1. coordinate requests for new courses, course changes, withdrawal of courses
2. coordinate recommendations for additions/deletions from the undergraduate program
3. coordinate recommendations for additions/deletions from the graduate program
4. review course concurrence requests from other departments
5. manage ABET issues

**Role:** This committee serves executive functions making decisions about items 1 and 4 of the above. This committee serves advisory functions making recommendations to the faculty regarding items 2, 3 and 5 of the above.

**Membership:** The members of the committee serve for up to 3 years, so in steady state, 1/3 of the members are new each year (replacing members that have completed their membership term). The Subcommittee appointments are made by the Department Chair, following recommendations from the CSC. The committee is chaired by the BME representative to the College Committee on Academic Affairs, who should be a member of either the Graduate Studies Committee (GSC), the Undergraduate Studies Committee (USC), or both. The curriculum subcommittee is a subset of members of the GSC and USC committees.

The committee will consist of 5 members, two from the GSC and two from the USC in addition to the subcommittee chair. One of the USC members will serve as the representative to the College on ABET issues. The BME student society also selects one student to sit on the committee, in a non-voting capacity, for a one-year term.

*Ex officio* members: - Department Chair
Staff Liaison: - Undergraduate Studies Coordinator

**Objectives:** The CSC will strive to create and maintain a coordinated and cohesive array of courses in support of the undergraduate curriculum and to establish and maintain the interdepartmental cooperation necessary to facilitate the interdisciplinary education of our students and avoid redundancy in faculty teaching responsibilities. The subcommittee will oversee the addition and deletion of graduate courses as needed to support our graduate program and graduate faculty.

**Meetings:** The subcommittee meets each term; more frequently if needed to handle its responsibilities.

**Reports:** The committee reports to the faculty with a written and oral report at regularly scheduled faculty meetings or by e-mail if more urgent issues arise.

**Rules:** All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a vote a majority of those present. At least 50% of the voting members of the CSC (3 of 5) shall constitute a quorum. Voting by proxy shall not be permitted. The CSC may recommend additional rules and bylaws as it deems necessary to conduct its affairs.

**Amendments:** Rules and bylaws of the Curriculum subcommittee may be amended at any regular subcommittee meeting by a vote of the majority of the members present. With 5 days previous written notice to all faculty members stating the nature of the amendment, this Charter may be amended by a two-thirds vote of those voting at a faculty meeting. Amendments will become effective immediately after notification of the Department Chair.
Charter approved on: 2/1/2008
Charter for the Biomedical Engineering
BME Diversity Committee:

**Purpose:** The purpose of the BME Diversity Committee is to maximize the diversity of students, staff and faculty recruited into and retained in the BME Department. The BME Diversity Committee also acts as liaison to college- and university-wide Diversity Committees. Via its liaison function, the BME Diversity Committee will coordinate its activity with diversity efforts at higher organizational levels. The liaison function also allows the committee to refer BME diversity issues to higher levels in the University as needed. Concomitant with these effector functions, the BME Diversity committee is an information repository of BME diversity efforts.

**Role:** This committee devises strategies and policies to increase diversity in BME recruitment. It serves an advisory role to the BME chair in on tactical approaches that embody the formulated strategies and policies Diversity Committee has devised. It will proactively seek opportunities for members of underrepresented groups (e.g., minority supplements for federal grants).

**Membership:** There are three voting members of the Diversity Committee. The voting members of the committee serve for 3 years, so in steady state, 1/3 of the members are new each year (replacing members that have completed their membership term.) The Diversity Committee Chair is appointed by the BME Chair for a term of 3 years. The chair of the BME Diversity Committee shall also be the BME representative to the COE Diversity Excellence Committee.

There is also a non-voting staff liaison member of the committee. The staff member of Diversity Committee is recommended by the Committee Chair, and appointed by the Department Chair.

**Objective:** The objective of the Diversity Committee is to maintain the already relatively high diversity of the BME Department and to produce statistically significant enhancement of under-represented minority applications to the aggregate BME student, staff and faculty population. It will maintain diversity enhancing recruiting practices until the aggregate BME student, staff and faculty population approximates that of the Ohio population as a whole. Diversity committee will also develop policies favoring retention of under-represented minorities in BME.

**Meetings:** The Diversity Committee meets once per term, and on an *ad hoc* basis as needed.

**Reports:** The committee reports to the BME faculty with a written report (as scheduled) that describes status of BME diversity enhancement efforts, describes new initiatives and reports on outcomes of initiatives.

**Rules:**
All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a vote a simple majority of those present. At least 60% of the voting members of the Diversity Committee shall constitute a quorum.

Given the nature of the Diversity Committee’s work, it may occasionally deal with diversity-relevant information (ethnicity, gender, *etc.*) for specific individual students, staff or faculty. Discussions of such data within the committee will be bound by confidentiality, with the proviso that any committee business can be discussed with the BME Chair and his/her delegates.

**Amendments:**
The Charter, rules, and bylaws may be amended at any regular BME faculty meeting by a vote of the majority of the entire membership. If 10 days previous notice has been given in writing to all members.
stating the nature of the amendment, the Charter, rules and bylaws may be amended by a two-thirds vote of those voting, a quorum being present. Amendments will become effective immediately after approval by the Chair of the Department.

Charter approved on: 2/1/2008
Purpose:
The primary purpose of the Space and Facilities committee is to manage and utilize BME space and infrastructural resources for the optimal function of the Department.

Role:
The activities of the committee include:

- managing the current BME space in Bevis Hall for optimal usage by Administration, Faculty, Staff and students;
- providing guidance and oversight in any issues concerning upgrades for labs, classrooms and office space, as needed, which are then brought to the full Faculty for discussion;
- continued monitoring of lab space, equipment, computer labs and classrooms to ensure student productivity and safety;
- participating in all renovation projects, including developing and implementing optimal strategies for room plans and involvement in contractor meetings;
- ongoing strategic planning for relocation to central campus.

This committee serves advisory functions on the above activities to the Department Chair.

Membership:
The committee will generally have between 4-6 members in addition to the committee Chair, with each member serving for up to 3 years. In steady state, 1/3 of the members are new each year, replacing members that have completed their membership term. Members are recommended by the committee Chair to the Department Chair in the Summer term, and appointed by the Department Chair before the beginning of Fall term.

Ex officio members: Department Chair  
Staff Liaison: Department Administrator

Objectives: Specific long-term goals of the SFC include

- maintaining an optimal space usage plan that incorporates both the graduate and undergraduate programs;
- responding to infrastructure needs (lab space, equipment) as they arise in a timely and efficient manner.

Meetings:
The Space and Facilities Committee meets approximately one per term.

Reports:
The Space and Facilities Committee reports to the faculty with a written and oral report a summary of actions taken that propose changes, additions or modifications to any BME space and any issues that require broader discussion and/or faculty participation.

Rules:
All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a vote a simple majority of those present. At least 50% of the voting members of the Space and Facilities Committee shall constitute a quorum. Voting by proxy shall not be permitted.

The Space and Facilities Committee may recommend additional rules and bylaws as it deems necessary to conduct its affairs.

Amendments:

The Charter, rules, and bylaws may be amended at any regular BME faculty meeting by a vote of the majority of the entire membership. If 7 days previous notice has been given in writing to all members stating the nature of the amendment, the Charter, rules and bylaws may be amended by a two-thirds vote of those voting, a quorum being present. Amendments will become effective immediately after approval by the Chair of the Department.

Charter approved on: January 11, 2008
Charter for the Biomedical Engineering

Undergraduate Studies Committee (USC)

Purpose:
The primary purpose of the Undergraduate Studies committee is to set standards and policies for the BME undergraduate program and maintain the functioning of the undergraduate program.

Role:
The activities of the committee include:

- serving as the admissions committee for the department’s undergraduate program;
- considering course additions, deletions, and modifications, in conjunction with the Curriculum Subcommittee;
- providing guidance and oversight in any issues concerning probations and dismissals;
- monitoring the effective advisement of undergraduate students, with the BME undergrad staff serving as the primary advisory source;
- administering the Kettering Foundation Scholarships;
- developing and implementing optimal strategies for use of the Kettering Foundation and other internal/external BME funds in support of undergraduate education;
- managing ABET issues, including regular review of course syllabi, course objectives, and course content, in conjunction with Curriculum Subcommittee;
- reviewing annually the curriculum, especially domain courses and labs (the “distinctive” BME courses), to ensure that the students are receiving an excellent, integrated biomedical engineering education, in conjunction with Curriculum Subcommittee;
- participating in recruitment of potential students and promoting faculty and student involvement in campus visits and other recruiting functions.

This committee serves executive functions on the above activities, except where noted that other committees are involved. Department Chair may provide input into all activities of the committee.

Membership:
The committee will be chaired by the BME Director of Undergraduate Studies, who is appointed by the Department Chair for a term of 3 years. The committee will generally have between 6-8 members in addition to the committee Chair, with each member serving for up to 3 years. In steady state, 1/3 of the members are new each year, replacing members that have completed their membership term. Members are recommended by the committee Chair to the Department Chair in the Summer term, and appointed by the Department Chair before the beginning of Fall term.

Ex officio members: Department Chair
Staff Liaison: Undergraduate Program Coordinator

Objectives: Specific long-term goals of the USC include

- increasing the academic quality of the student body by accepting high-caliber students;
- recruiting these high-caliber students proactively, including by strategic use of the Kettering Foundation funds as undergraduate scholarships;
- ensuring ongoing compliance with ABET accreditation guidelines for the undergraduate program;
- organizing and, as needed, updating the BME major and minor curriculum requirements (in conjunction with the Curriculum subcommittee);
- participating in recruitment of potential students and promoting faculty and student involvement in campus visits and other recruiting functions;
• monitoring the progress of individual students, providing mentoring services and advice for undergraduate research and job placement.

Meetings:
   The Undergraduate Studies Committee meets approximately monthly, with the potential for greater frequency for reasons such as admissions or Scholarship deadlines.

Reports:
   The Undergraduate Studies Committee reports to the faculty with a written and oral report a summary of actions taken that modify the undergraduate program and any issues that require broader discussion and/or faculty participation.

Rules:
   All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a vote a simple majority of those present. At least 50% of the voting members of the Undergraduate Studies Committee shall constitute a quorum. Voting by proxy shall not be permitted.

   The Undergraduate Studies Committee may recommend additional rules and bylaws as it deems necessary to conduct its affairs.

Amendments:
   The Charter, rules, and bylaws may be amended at any regular BME faculty meeting by a vote of the majority of the entire membership. If 7 days previous notice has been given in writing to all members stating the nature of the amendment, the Charter, rules and bylaws may be amended by a two-thirds vote of those voting, a quorum being present. Amendments will become effective immediately after approval by the Chair of the Department.

Charter approved on: November 15, 2007
Faculty members that have split appointments with less than 50% salary in BME are called “joint faculty” (except the four founding members, noted above.)

The Department of Biomedical Engineering has a regular clinical track. Regular clinical track faculty titles are assistant professor of practice, associate professor of practice, and professor of practice. Regular clinical track faculty can comprise no more than 49% of the total RTT faculty. Regular clinical track faculty that have their primary duties in the Department of Biomedical Engineering may vote in all matters of department governance except as specified in the department’s Appointments, Promotion and Tenure document.

The Department of Biomedical Engineering has a regular research track. Regular research track faculty titles are research assistant professor of BME, research associate professor of BME, and research professor of BME. Regular research track faculty can comprise no more than 20% of the tenure track faculty. Regular research track faculty may not vote except as specified in the department’s Appointments, Promotion and Tenure document.

Other faculty members classified as regular tenure-track or regular clinical-track departmental faculty members -- including those with joint appointments – who have teaching and service responsibilities in BME will be invited to regular faculty meetings, with voting rights. However, in accordance with Faculty Rule 3335-7-04(a), clinical faculty members may not participate in promotion and tenure reviews of tenure-track faculty. In accordance with Faculty Rule 3335-7-37, research faculty will not generally be invited to regular faculty meetings. In cases when they are invited, they will be invited to join discussions, but will not have voting privileges.

At the time of appointment to regular ranks of departmental faculty, and for the duration of their permanence therein, the Biomedical Engineering Graduate Studies Committee (GSC) will automatically make appropriate graduate faculty status recommendations to the Graduate School for new departmental faculty members following the policies of the Graduate School, III.3.4:

“The Graduate Studies Committee appoints Category M Graduate Faculty members and notifies the Graduate School of its actions. The Graduate Studies Committee submits nominations for Category P membership on the Graduate Faculty to the Policy and Standards Committee of the Council on Research and Graduate Studies and certifies by appropriate documentation that those nominated meet published university-wide criteria. Graduate programs may establish additional local criteria. The Policy and Standards Committee acts on the nomination. The Dean of the Graduate School makes the final appointment.”

Adjunct and clinical BME faculty may apply for graduate faculty status in BME, as may be done by regular faculty in other departments of The Ohio State University.

Approval of an application for graduate faculty status will be voted upon by the BME Graduate Studies Committee (GSC), with the approval requiring a 75% majority.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the Appointments, Promotion and Tenure Document.

V Organization of Department Services and Staff
BME presently has staff members to provide fiscal and human resources functions with appropriate segregation of duties and internal controls. The fiscal and human resource manager (lead Administrative