

1 **Pattern of Administration**
2 **for**
3 **The Ohio State University**
4 **Department of Biomedical**
5 **Engineering**

6 Approved by the Faculty: 11/21/25

7
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9 Affairs: 12/1/2025

Department of Biomedical Engineering: Pattern of Administration (PoA)

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I Introduction

This document provides a brief description of the Department of Biomedical Engineering as well as a description of its guidelines 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.

II Department Mission

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.

BME Values:

In addition to the University and College of Engineering statements about shared values, we amplify and add emphasis with the following list of shared values in Biomedical Engineering:

- Collaboration, collegiality, and respect
- Discoveries and Innovations that improve human health
- Integrity and ethical behavior
- Lifelong learning

III Academic Rights and Responsibilities

In April 2006, the university issued a [reaffirmation](#) of academic rights, responsibilities, and processes for addressing concerns.

IV Faculty and Voting Rights

Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department includes tenure-track, professional practice, and research faculty with compensated FTEs of at least 20% in Biomedical Engineering, and associated faculty.

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1 The Department of Biomedical Engineering makes tenure-track appointments with titles of instructor,
2 assistant professor, associate professor, or professor. Tenure-track faculty may vote in all matters of
3 departmental governance.
4

5 The Department of Biomedical Engineering makes professional practice appointments. Professional
6 practice faculty titles are professional practice assistant professor, professional practice associate
7 professor, and professional practice professor. The appointment cap on professional practice faculty in
8 relation to the total of tenure-track, professional practice, and research faculty is established in the [college](#)
9 [pattern of administration](#). Professional practice faculty may vote in all matters of department governance
10 except tenure-track re-appointment, promotion and tenure decisions and research faculty promotion
11 decisions. Professional Practice faculty can vote on initial tenure-track, professional practice and research
12 faculty hiring recommendations to the chair.
13

14 The Department of Biomedical Engineering makes research appointments. Research faculty titles are
15 research assistant professor, research associate professor, and research professor. Research faculty can
16 comprise no more than 20% of the tenure-track faculty. Research faculty may vote in all matters of
17 department governance except tenure-track appointment, reappointment, promotion, and tenure decisions
18 and professional practice appointment, reappointment, and promotion decisions. Research faculty can
19 only vote on research faculty hiring recommendations to the chair.
20

21 The Department of Biomedical Engineering makes associated faculty appointments. Associated faculty
22 titles include tenure-track faculty on less than a 50% appointment, adjunct titles, lecturer titles, and
23 visiting titles. With the exception of visiting faculty, associated faculty may vote in all matters of
24 department governance except tenure-track appointment, re-appointment, promotion, and tenure decisions
25 and professional practice and research appointment, reappointment, and promotion decisions.
26

27 Emeritus faculty in this department are invited to participate in discussions on non-personnel matters, but
28 may not participate in personnel matters, including promotion and tenure reviews, and may not vote on
29 any matter.
30

31 Detailed information about the appointment criteria and procedures for the various types of faculty
32 appointments made in this department is provided in the [Appointments, Promotion and Tenure](#)
33 [Document](#).
34

35 At the time of appointment to faculty tenure-track or research appointment, and for the duration of their
36 permanence therein, the Biomedical Engineering Graduate Studies Committee (GSC) will automatically
37 make appropriate graduate faculty status recommendations to the Graduate School for new departmental
38 faculty members following the policies of the [Graduate School Handbook](#), Section 12.3:
39

40 “The Graduate Studies Committee appoints Category M Graduate Faculty members and notifies the
41 Graduate School of its actions. The Graduate Studies Committee submits nominations for Category
42 P membership on the Graduate Faculty to the Graduate School and certifies by appropriate
43 documentation that those nominated meet published Graduate School criteria as detailed in Section
44 12.4 of this Handbook. Graduate programs may establish additional local criteria..”
45

46 Professional practice BME faculty may apply for graduate faculty status in BME, as may be done by
47 faculty in other departments of The Ohio State University.
48

49 Approval of an application for graduate faculty status will be voted upon by the BME Graduate Studies
50 Committee (GSC), with the approval requiring a 75% majority.
51

V Organization of Department Services and Staff

BME has staff members to support both general department administration, undergraduate services, graduate services and research services. Note all positions have well-defined roles and responsibilities as outlined in the [BME Staff Roles and Responsibilities](#) document, which includes a flow chart of reporting structures. Any changes to these roles/responsibilities require approval of the staff member's supervisor as well as the chair. For general department administration, the Finance Manager provides high level fiscal analysis to the Chair and reports to the Chief Financial Officer of the college with a dotted line reporting to the Chair. The Fiscal Associate provides day-to-day operational and business needs and reports to the Finance Manager. The HR Consultant reports to the director of HR at the college. The Administrative Associate and Administrative Assistant report to the Associate Chair who reports to the Chair. For undergraduate services, the Undergraduate Senior Academic Advisor and Undergraduate Academic Program Services Specialist report to the Undergraduate Advising Manager, and the Undergraduate Advising Manager as well as the Instructional Lab Supervisor report to the Director of Undergraduate Studies who reports to the Chair. The department may also appoint an Associate Director of Undergraduate Studies (Faculty) who also reports to the Chair. For graduate services, the Graduate Program Coordinator reports to the Director of Graduate Studies who reports to the Chair. The department may also appoint an Associate Director of Graduate Studies (Faculty) who reports to the Chair. Finally, for research services, the Grant Coordinator and Sponsored Program Officer report to the director of Sponsored Programs at the college. Faculty requesting services from staff are required to consult the BME Staff Roles and Responsibilities document and cc the staff member's supervisor on any requests.

VI Overview of Department 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 determines how it is addressed. Department governance proceeds 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](#). 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](#), 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 assign workload according to the department's workload guidelines (see Section IX) and faculty appointment type (and rank).

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- 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.
- After consultation with the eligible faculty 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 Rules [3335-6](#) and [3336-7](#) 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 maintain a curriculum vitae for all personnel teaching a course in the BME curriculum.
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- To prepare, after consultation with the faculty, annual budget recommendations for the consideration of the dean of the college.
- To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the dean of the college and the Office of Academic Affairs.

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.

Leadership Planning

This section serves to complement the Faculty Rule description of Department Chair responsibilities and selection process defined by Faculty Rule [3335-3-35](#) and will serve as guide to the processes to be used during transitions of Department Chair leadership. Two scenarios are addressed: unexpected changes (emergency planning) and planned transitions.

Planned Leadership Transition:

As described in Faculty Rule [3335-3-35](#), Department Chair terms are for 4 years, and the formal appointment is based on nomination by the President of the University or their designee and appointment by the Board of Trustees. In selecting a chair, the president or their designee will confer with the dean, who, in turn, will consult with the department faculty as well as “other appropriate university officials.”

The 4-year Chair terms are renewable. In a process managed by the Dean’s office, in the last year of the term, the Dean or Associate Dean will inquire with the current Chair to determine if s/he is interested in serving another term. If so, the Dean/Associate Dean is expected to consult with

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BME departmental faculty and staff via group or individual meetings to receive feedback. The Dean will make the ultimate decision on reappointment and inform the current Chair before the current term ends. If a transition is needed -- because the Chair does not wish to serve another term or if the Dean determines that a transition is needed, a search process will be conducted by the Dean's office that may be external or internal in nature. The search committee and selection process will be established by the Dean and although this search will not be led by the department, it is expected that the search committee will contain adequate BME faculty representation.

Unexpected Leadership Transition:

In the event of an unexpected need for a new department chair, if the current chair becomes unable to continue in his/her role due to unexpected medical conditions, resignation or other unforeseen circumstances, the Dean will appoint an interim chair prior to initiating the processes described above in planned transition. Although the Associate Chair will normally be expected to serve as interim chair, the Dean may select another senior, tenured faculty member if desired. Selection of a faculty member in BME is expected but the Dean may choose a senior faculty member from outside the department.

B Other Administrators

In addition to the Chair, the Department of Biomedical Engineering has an Associate Chair, a Director of Undergraduate Studies, who serves as Chair of the Undergraduate Studies Committee and a Director of Graduate Studies, who serves as Chair of the Graduate Studies Committee. As needed, the Department Chair can also appoint an Associate Director for Undergraduate Studies and an Associate Director of Graduate Studies.

The Directors of Undergraduate and Graduate Studies are appointed by the department chair and serve a 3-year renewable term as outlined in the respective committee charters (Appendix A). The primary duties of these directors are to ensure that the objectives of the committee are being fulfilled. In addition, these directors are responsible for sitting on the appropriate College level committees and providing reports at faculty meetings on Undergraduate and Graduate issues. The directors are also expected to work with the faculty in developing novel educational programs and to seek programmatic funding to support such activities. Associate Directors of Undergraduate and Graduate Studies will be assigned duties from the Directors. At the end of the 3-year term, the Department Chair will inquire if the Directors are interested in serving another term and reappointment is at the sole discretion of the Department Chair.

The Associate Chair will serve a two-year renewable term and will be appointed by the chair. The primary duty of the associate chair is to provide administrative support to the chair and facilitate long range planning and larger scale research/teaching endeavors. Specifically, the Associate Chair will a) attend executive meetings and other events when the chair is unavailable, b) assist in the annual review of tenured faculty members, c) help develop departmental policies and procedures, d) assist with administrative tasks (i.e. IRB/IACUC reviews), e) lead efforts that seek to increase department visibility both on campus and nationally/internationally, f) lead efforts that seek to develop larger multi-departmental and multi-college efforts in Biomedical Engineering and g) other duties as assigned by the Chair.

C 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 Appointments, Promotion and Tenure Committee.

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The standing committees in the Department of Biomedical Engineering are described below. Each standing committee has a charter, included in the appendix. In general, committee Chairs are appointed by the Department Chair, and committee members are appointed by the Department Chair based on previous service, faculty interest, and Committee Chair suggestions:

- **Executive Committee (Exec Comm):** The Executive Committee membership includes the Department Chair, the Fiscal Manager, the Associate Chair, the Director of Undergraduate Studies, the Director of Graduate Studies, chairs of the BERC, ACE and SFC committees and 1 faculty member at-large. The faculty member at-large is elected by the departmental faculty to serve a two-year term. The Exec Comm meets as needed but generally several days prior to departmental faculty meetings to discuss meeting agenda items and other items of importance to the Chair, the faculty, the staff, or students.
- **Appointments, Promotion and Tenure Committee (AP&T):** This committee and its function are described in detail in a separate departmental Appointments, Promotion and Tenure document.
- **Undergraduate Studies Committee (USC):** 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 is responsible for ensuring on-going compliance with ABET accreditation for the undergraduate program, in concert with activities at the College level. Via subcommittees, USC will also review course concurrence requests from other departments and coordinate recommendations for additions and deletions from the undergraduate course offerings.
- **Graduate Studies Committee (GSC):** 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. Via subcommittees, GSC will also review course concurrence requests from other departments and coordinate recommendations for additions and deletions from the graduate course offerings.
- **Space and Facilities Committee (SFC):** 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 SFC committee will also make recommendations to the Chair on laboratory equipment and computer hardware and software purchases for educational objectives, and on the associated access and maintenance issues.
- **BME Culture and Care Committee (C3):** The C3 committee promotes the well-being and development of a positive culture for students, post-docs, staff and faculty in the BME department by proactively identifying needs within the department and leading initiatives to address these needs, including but not limited to wellness programs, community-building events, professional development opportunities, and cultural improvement projects.
- **Alumni, Communications and External Relations Committee (ACE):** The ACE committee coordinates and improves the advertisement and dissemination of departmental activities and engages with alumni and donors to facilitate department growth. In addition to maintaining current information on the website and planning/writing features for the newsletter, ACE will have primary responsibility for developing new methods to engage constituents including alumni, donors, faculty colleagues at other institutions and the general public.
- **Biomedical Engineering Research Committee (BERC).** The BERC committee is tasked with developing programming that will facilitate increased research activities within the department. The scope of activities to build and publicize research activities in the department will need discussion and consultation with all faculty. Normally, the chair of BERC will also serve as the seminar coordinator and assist with selecting and hosting seminar speakers.

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- 1 • **Budget Advisory Committee (BAC):** BME has a budget advisory committee to provide input and
2 recommendations to the Chair on department fiscal matters. The committee membership will be
3 chosen by the Department Chair and will at a minimum include the Finance Manager and Associate
4 Chair. Committee membership should not exceed 2 additional tenure-track and/or professional
5 practice faculty members. This committee is advisory only and all budget and fiscal decisions will be
6 made by the chair in accordance with the Chair responsibilities as described in sections VII.A and XI.
- 7 • **Ad-Hoc committees**, such as those listed below, may be formed at the discretion of the Chair,
8 generally in consultation with the BME faculty.
 - 9 ○ **Honors and Awards Committee (HAC):** The HAC is an ad-hoc committee which examines
10 opportunities to honor faculty, staff, and students for honors, awards, and recognition.
 - 11 ○ **Faculty Search Committees (FSC):** BME has a Faculty Search Committee that is appointed
12 on an ad-hoc basis to work with the Department Chair for each faculty opening. The
13 committee membership will be chosen by the Department Chair to represent diverse interests
14 of the faculty as well as to specifically include expertise relevant to the position's focus. The
15 search committee works with the Chair and the committee's primary functions are to develop
16 job ads and identify and personally solicit applications; screen applicants to recommend
17 candidates for campus visit/interviews, ensure that the visiting candidates are well-informed
18 and attended to, and that the candidate meets with non-BME faculty members at OSU, if
19 relevant.

20
21 Importantly, all committees are required to appoint one of their members as policy liaison (see [SHIFT](#)
22 faculty recruitment framework) to ensure that practices of excellence are adequately incorporated in all
23 committee meetings and that no member engages in disruptive activities.

24 25 **VIII Faculty Meetings**

26
27 The chair will provide to the faculty a schedule of department faculty meetings at the beginning of each
28 academic term. The schedule will provide for at least one meeting per semester and normally will provide
29 for meetings approximately every 3-4 weeks. An agenda will be made available to faculty via a shared
30 repository (Microsoft Teams) before a scheduled meeting. Reasonable efforts will be made to
31 distribute/upload the agenda two to three business days before the meeting. A meeting of the department
32 faculty will also be scheduled on written request of 25% of the department faculty. The chair will make
33 reasonable efforts to have the meeting take place within one week of receipt of the request. The chair will
34 distribute/upload notes/minutes of faculty meetings prior to the next scheduled faculty meeting. These
35 minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were
36 present at the meeting covered by the minutes.

37
38 Special policies pertain to voting on personnel matters, and these are set forth in the department's
39 Appointments, Promotion and Tenure Document.

40
41 For purposes of discussing department business other than personnel matters, and for making decisions
42 where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple
43 majority of all faculty members eligible to vote and present at the meeting.

44
45 Either the chair or one-third of all faculty members eligible to vote and present at the meeting may
46 determine that a formal vote conducted by written ballot is necessary on matters of special importance.
47 For purposes of a formal vote, a matter will be considered decided when a particular position is supported
48 by at least a majority of all faculty members eligible to vote and present at the meeting. In certain
49 circumstances (including inadequate faculty representation at the meeting), the department chair may
50 determine that balloting by e-mail is necessary. When conducting a ballot by email, faculty members will
51 be given up to one week to respond, or less if a majority outcome is reached earlier.

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.

IX Distribution of Faculty Duties and Responsibilities, and Workload

Faculty assignments are described in the initial letter of offer. Assignments and expectations for the upcoming year are addressed as part of the annual performance and merit review by the department chair based on departmental needs as well as faculty productivity and career development.

During on-duty periods, faculty members are expected to be available for interaction with students, including establishing and maintaining regular office hours, research, and departmental meetings and events even if they have no formal course assignment. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XII) or on approved travel.

Telework exception: Faculty members with responsibilities requiring in-person interaction are to work at a university worksite to perform those responsibilities. Telework and the use of remote, virtual meetings are allowed at the discretion of the department chair if such work can be performed effectively, and faculty members are able to fulfill their responsibilities. Telework will be encouraged under certain circumstances if it serves the needs of the department, college, university, and/or community. The department chair has the discretion to require faculty to work on campus if there are concerns that responsibilities are not being fulfilled through telework.

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the department and the individual circumstances of faculty members may warrant temporary deviations from these guidelines as discussed with and approved by the chair.

A full-time faculty member's primary professional commitment is to Ohio State University and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must disclose and discuss these with the chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the university's [Policy on Outside Activities and Conflicts](#).

In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers (natural disasters, for example), faculty duties, responsibilities, and workload may be adjusted by the department chair to take into account the impact over time of the crisis. These adjustments may include modifying research expectations in order to maintain teaching obligations. These assignment changes must be considered in annual reviews.

A Tenure-track Faculty

Tenure-track faculty members are expected to contribute to the university's mission via teaching, scholarship, and service. When a faculty member's contributions decrease in one of these three areas, additional activity in one or both of the other areas is expected.

Teaching

All tenure-track faculty are expected to contribute to the department's teaching, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. The standard teaching assignment for full-time tenure-track faculty members is two courses per academic year (with 15% annual release time (ART)). Faculty members are also expected to advise undergraduate and graduate students and supervise independent studies and thesis and dissertation work.

Adjustments to the standard teaching assignment may be made to account for teaching a new class, the size of the class, whether the class is taught on-line or team-taught, and other factors that may affect the preparation and delivery time involved in teaching the course.

The standard teaching assignment may vary for individual faculty members based on their research and/or service activity. Faculty members who are especially active in research can be assigned an enhanced research status that includes a reduced teaching assignment. Likewise, faculty members who are relatively inactive in research can be assigned an enhanced teaching status that includes an increased teaching assignment. Faculty members who are engaged in extraordinary service activities (to the department, college, university, and in special circumstances professional organizations within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment.

The chair is responsible for making teaching assignments on an annual basis, and may decline to approve requests for adjustments when approval of such requests is not judged to be in the best interests of the department. All faculty members must do some formal instruction and advising over the course of the academic year.

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. 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 extramurally supported research funding that provides salary release 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 who have 15% salary support from extramural research grants will teach 2 "regular" or "didactic" 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. Faculty will receive fractional credit for team taught courses as determined by the chair in consultation with the lead instructor. In addition to didactic classroom and lab teaching (described above), all established faculty members are expected to provide projects, support, and mentoring for two or more graduate students (preferably BME students).

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department's [Appointments, Promotion, and Tenure Document](#). Over a four-year rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters of similar quality and length as articles. Faculty engaged in basic or applied research are expected to attract extramural funding that supports at least 15% annual release time (ART) and that supports at least two graduate students per year. Faculty members are also expected to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research.

- **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., machine, device, or software).

Service

Faculty members are expected to be engaged in service and outreach to the department, university, profession and community. Typically this will include service on two committees within the department and one outside of the department. This pattern can be adjusted depending on the nature of the assignment (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university).

All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other department events.

- **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; DEIJ activities 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.

Department of Biomedical Engineering: Pattern of Administration (PoA)

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.

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

- Teaching: shadowing or teaching of 1 course during the first year, teaching 1 or 2 courses 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 tenure-track faculty should be aggressively involved in the preparation of grant proposals for extramural funding and manuscript submissions. For new faculty that are in their 1st tenure-track appointment, any salary release time generated during the 1st 3 years of their appointment may be returned to them in a discretionary account with approval of the Chair.
- 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 tenure-track 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 may be increased up to five courses during the academic year.

Release Time Policy & Teaching Buyout:

All tenure-track faculty are expected to provide 15% of their 9 month academic salary as annual release time (ART) to the department. This ART allows the department to maintain a low nominal teaching load of 2 courses per faculty member per year. Therefore, faculty not providing 15% ART may be asked to take on additional teaching loads to ensure balanced workload across the department. These additional teaching loads will be determined by the Department Chair. In addition, faculty not providing 15% ART will not be permitted to pay for off-duty (summer) salary from grants. For faculty members who are generating up to 30% ART, the 2nd 15% (15.1%-30%) will be split between the faculty and the department, with 50% of the salary returned to the faculty professional development account. Any ART generated above 30% will be returned to the faculty's professional development account untaxed.

Faculty may also apply for course release (one course buyout) by providing 30% ART as opposed to the standard 15% ART. Faculty may also buyout of two courses by providing 45% ART as opposed to the standard 15% ART. Fractional teaching buyouts are also permitted. Any ART generated above the 30% or 45% levels will be treated per the policies above starting at the "2nd 15% level."

Examples:

Faculty A: Brings in 35% ART and wishes to buyout of 1 course. The first 30% ART goes to the department and then the amount over 30% (5%) is split with 2.5% going to department and 2.5% to faculty account.

Faculty B: Brings in 35% ART and does not wish to buyout. The first 15% goes to the department. The 2nd 15% is split with 7.5% going to department and 7.5% to faculty account. The amount over 30% (5%) goes to faculty account untaxed.

Department of Biomedical Engineering: Pattern of Administration (PoA)

Faculty C: Brings in 40% ART and wishes to buy out of ½ course. The first 22.5% goes to the department. The next 15% is split with 7.5% going to department and 7.5% to faculty account. Then the remaining 2.5% goes to the faculty account untaxed.

Faculty A: Brings in 50% ART and wishes to buyout of 2 courses. The first 45% goes to the department. The remaining 5% is split with 2.5% going to department and 2.5% to the faculty account.

All requests for course release must be made and approved by December of the previous year. If funds become available mid-year, the faculty must wait for release until the following academic year. No mid-academic year adjustments will be made to provide continuity in academic offerings from the department. 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). In addition, faculty will not be release from an undergraduate course unless adequate coverage can be made by the December deadline.

The Professional Development Funds generated from release time 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, research equipment, research supplies, student salary/tuition support, etc. Caveat: rules for generation of these funds may change as the College and Department budget policies change.

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.
- For faculty with major administrative responsibilities, the teaching load and release-time policies described above may be adjusted with approval of the BME chair.
- For 9-month appointments, the expectation of extramurally funded 15% AY release time (ART) must be satisfied prior to taking off-duty salary. Exceptions may be made by the department chair under special circumstances such as obtaining major research awards (e.g. NSF Career Awards) that only provide summer support and specifically exclude academic year support.
- The Department chair has discretion to relieve tenure-track faculty of release time requirements for new hires or administrative appointments with two possible scenarios:
 - First 15% of ART is split 50-50% with faculty and department, and additional ART is returned 100% to faculty professional development accounts
 - All ART is returned 100% of salary to faculty professional development accounts

i. Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](#). The information provided below supplements this policy.

Untenured faculty will normally be provided an SA for research for one semester during their probationary period. Reasonable efforts will be made to award SA opportunities to all other faculty members 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 AP&T committee 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.

B Professional Practice Faculty

Professional practice faculty members are expected to contribute to the university's mission via teaching and service, and to a lesser extent scholarship. Service expectations are similar to those for the tenure-track.

All professional practice faculty are expected to contribute to the department's teaching in courses or instructional situations involving live patients or live clients, courses or instructional situations involving the simulation of live patients or live clients, or courses or instructional situations involving professional skills. The standard teaching assignment for full-time professional practice faculty members will be aligned with the university workload guideline (~6-7 courses/9 months academic year) and will be determined by the BME Chair. Typical teaching activities may include lab sections, advising capstone teams and teaching standard didactic courses.

There is no expectation of release time for professional practice faculty and professional practice faculty in general are not eligible to buy out of courses as teaching is their primary job duty. All release time brought in by professional practice faculty is split with the department with 75% to faculty professional development accounts and 25% to the department.

C Research Faculty

Research faculty members are expected to contribute to the university's mission via research.

In accord with Faculty Rule [3335-7-34](#),

a research faculty member may, but is not required to, participate in limited educational activities in the area of his or her expertise. However, teaching opportunities for each research track faculty member must be approved by a majority vote of the TIU's tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.

Research expectations are similar to those for the tenure-track, albeit proportionally greater since 100% of effort for faculty members on the research is devoted to research. Specific expectations are spelled out in the letter of offer.

Since research faculty have no guaranteed salary, all of the salary brought in on research grants goes to covering their salary and therefore there is no possibility of release time.

D Associated Faculty

Compensated associated faculty members are expected to contribute to the university's mission via teaching or research depending on the terms of their individual appointments.

Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations based on their appointment level.

Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.

The standard teaching assignment for full-time lecturers is eight courses per academic year.

E Modification of Duties

The Department of Biomedical Engineering strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to the College of Engineering's guidelines on modification of duties to provide its faculty and staff members flexibility in meeting work responsibilities within the first year of childbirth/adoption/fostering, or care for an immediate family member who has a serious health condition, or a qualifying exigency arising out of the fact that the employee's immediate family member is on covered active duty in a foreign country or call to covered active duty status. See the [college pattern of administration](#) for details. In addition, faculty should note that in some cases the college will provide up to 50% of a faculty's salary to the department to support teaching replacements during Modification of Duties. See also the OHR [Parental Care Guidebook](#) and the Parental Leave Policy in Section XII.

The faculty or staff member requesting the modification of duties and the department chair should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in a [form](#) that is approved by the dean.

F Flexible Work Arrangements

Faculty may, in consultation and with the approval of the Department Chair, arrange for flexible work arrangements. Details about current policies can be found [here](#).

X Course Offerings, Teaching Schedule, and Grade Assignments

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 and in formats, including on-line instruction, 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. The department chair along with the director of USC and GSC will formulate a long-range teaching plan that seeks to avoid repeated teaching of consistently under-enrolled courses (<15). Although a scheduled course that does not attract the minimum number of students required by Faculty Rule [3335-8-16](#) will normally be cancelled, if sufficient resources (i.e. faculty to teach other required courses) and programmatic justification exists (i.e. need for highly specialized content), the course may be offered with the Department Chair's approval. If the course is cancelled, the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. 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 semesters of offering to assure that instructional expertise is always available for such courses.

If an instructor of record is unable to assign grades due to an unexpected situation (i.e. health or travel), or if they have not submitted grades before the university deadline and are unreachable by all available routes of communication, then the department chair may determine an appropriate course of action, including assigning a faculty member to evaluate student materials and assign grades for that class. The University Registrar will be made aware of this issue as soon as it is known and will be provided a timeline for grade submission.

XI 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. The chair will receive advice from the Budget Advisory Committee. However, final decisions on budgetary matters rest with the chair.

Undergraduate and Graduate scholarships / fellowships are managed by the USC Chair, GSC Chair, UG and Grad staff who select recipients based on written criteria in consultation with the college scholarship office. The department Chair will give approval for all fellowships/scholarships as outlined by this group.

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 BME department has developed an approved space allocation guideline and faculty are referred to that document for both the overarching principles governing the management of space and the metrics and structure of space allocation or re-allocation. Briefly, the BME space and facilities committee will conduct annual assessments of research activities (funding, personnel, etc.) and provide these quantitative metrics to the department Chair. The Chair will then use this information as well as other factors in determining if reallocation of space is required.

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

XII 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](#) and Office of Human Resources [Policies and Forms website](#).

A Discretionary Absence

Faculty are expected to complete a travel request or a [request for absence 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 semester is substantial. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (See Faculty Rule [3335-5-08](#)).

B Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty and staff are expected complete a [request for absence form](#) as early as possible. When such absences are unexpected, the faculty or staff member, or someone speaking for the employee, should let the direct supervisor, administrative manager or Department Chair know promptly so that instructional and other commitments can be managed. Faculty and staff 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](#).

C Unpaid Leaves of Absence

The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in OHR [Policy 6.45](#).

D Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leave](#). The information provided below supplements this policy.

The department's AP&T 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 AP&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.

E Parental Leave

The university, the college, and this department recognize the importance of parental leave to faculty members. Details are provided in the OHR [Parental Care Guidebook](#), Paid Time Off [Policy 6.27](#), and the [Family and Medical Leave Policy 6.05](#).

XIII Additional Compensation and Outside Activities

Information on additional compensation is presented in the OAA [Policy on Faculty Compensation](#). Information on paid external consulting is presented in the university's [Policy on Outside Activities and Conflicts](#). 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 additional compensation must be approved 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 supplementally compensated activities and external consulting combined.

Faculty with an administrative position (for example, chair, associate/assistant dean, center director) remain subject to the [Policy on Outside Activities and Conflicts](#) and with appropriate approval, are permitted to engage in paid external work activities. However, faculty members with administrative positions are not permitted to accept compensation/honoraria for services that relate to or are the result of their administrative duties and responsibilities.

Should a faculty member wish to use a textbook or other material that is authored by the faculty member and the sale of which results in a royalty being paid to him or her, such textbook or material may be required for a course by the faculty member only if (1) the department chair and dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate committee of the department or college reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

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.

XIV Financial Conflicts of Interest

Information on faculty financial conflicts of interest is presented in the university's [Policy on Outside Activities and Conflicts](#). 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 with external funding or otherwise required by university policy 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.

In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise in relation to consulting or other work done for external entities. Further information about conflicts of commitment is included in section IX above.

XV 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](#)).

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact [Employee and Labor Relations](#) in the Office of Human Resources.

B Faculty and Staff Misconduct

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Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule [3335-5-04](#).

Any student, faculty, or staff member may report complaints against staff to the department chair. The [Office of Employee and Labor Relations](#) in the Office of Human Resources can provide assistance with questions, conflicts, and issues that arise in the workplace.

C Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](#).

D Harassment, Discrimination, and Sexual Misconduct

The [Civil Rights Compliance Office](#) exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination, and sexual misconduct. All policies managed by the office can be found [here](#).

E Violations of Laws, Rules, Regulations, or Policies

Concerns about violations of laws, rules, regulations, or policies affecting the university community should be referred to the [Office of University Compliance and Integrity](#). Concerns may also be registered anonymously through the [Anonymous Reporting Line](#).

F Complaints by and about Students

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. See Faculty Rule [3335-8-23](#).

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.

G Academic Misconduct

Faculty members will report any instances of academic misconduct to the [Committee on Academic Misconduct](#) in accordance with the [Code of Student Conduct](#). See also [Board of Trustees Rule 3335-23-05](#).

Appendix A: Committee Charters

Executive Committee (Exec Comm)

Purpose: The Biomedical Engineering Executive Committee provides a forum for a small group of faculty and staff to discuss items of importance to the Chair, the faculty, the staff and the students.

Role and Objectives: The committee can serve as a confidential sounding board for the Chair, can provide input for formulation or implementation of departmental procedures and/or policies, can provide input into agenda items for faculty and staff meetings, and may focus on other matters as needed.

Membership: The committee membership includes the Department Chair, the Business Manager, the Director of Undergraduate Studies, the Director of Graduate Studies, the Associate Chair and 2 faculty members elected by the departmental faculty to serve a two-year term. These two terms are staggered, with one faculty member elected by the departmental faculty each year during the annual retreat in August.

Meetings: The Exec Comm will generally meet on an as needed basis to work on faculty meeting agendas and to focus on issues of key importance for full faculty discussion.

Reports: Exec Comm recommendations may, in some cases, lead directly to Department Chair decisions and in other cases will be provided as part of background or discussion items during departmental faculty meetings.

Rules:

All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a majority of those present. All members of the committee are considered voting members. At least 60% of the voting members of the Exec Comm shall constitute a quorum. Voting by proxy shall not be permitted. The Exec Comm 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: March 27, 2015

Revised Charter approved on: August 23, 2019

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, reviewing/approving recommendations for additions/deletions from the undergraduate program and reviewing/approving course concurrence requests from other departments
- 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;
- 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;
- 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 and will serve a 3-year renewable term. The committee will generally have between 6-8 members, including the Undergraduate Program Coordinator and an academic advisor, in addition to the committee Chair. Membership is reviewed and updated annually by the Department chair, and should include the representatives to the following college committees: CCAA, ASAP, Core, and Outcomes & Assessment. An undergraduate student, recommended by OSUBMES, can attend all meetings as a non-voting member. The student will be asked to leave for issues of admission to major or other discussions about named individuals.

Ex officio members: Department Chair

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;

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- monitoring general student issues, including the progress of individual students, mentoring services and helpful and timely 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 of 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. 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

Revised Charter approved on: December 5, 2014

Revised Charter approved on: August 23, 2019

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 graduate program activities (e.g. recruitment, admission, etc.).

Role: The committee achieves its purpose by:

- participating in recruitment of potential students and promoting faculty and student involvement in campus visits and other recruiting functions
- 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, reviewing/approving recommendations for additions/deletions from the graduate program and reviewing/approving course concurrence requests from other departments
- reviewing and approving each student's candidacy examination and final examination committee
- working with students so they can secure financial support including but not limited to GTA, GRA and fellowship positions.
- 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 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, including the Graduate Studies Coordinator, in addition to the Chair. The members of the committee typically serve for up to 3 years but may serve longer at the discretion of the department chair. One graduate student is selected to sit on the committee, in a non-voting capacity, for a one-year term. Nominees are suggested by graduate students.

Ex officio members: Department Chair

Objectives: Specific long-term goals of the GSC include

- increasing the academic quality of the graduate student body by accepting high-caliber students
- recruiting and retaining these high-caliber students
- helping graduate students identify and secure funding support and high quality research experiences
- 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.

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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

Revised Charter approved on: December 5, 2014

Revised Charter approved on: August 23, 2019

Alumni, Communications and External Relations Committee (ACE)

Purpose: The purpose of the External Relations Committee (ACE) is to coordinate and improve the advertisement and dissemination of departmental activities and engage with alumni and donors to facilitate department growth. In addition to maintaining current information on the website and planning/writing features for the newsletter, ACE will have primary responsibility for developing new methods to engage constituents including alumni, donors, faculty colleagues at other institutions and the general public.

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

- Organize and evaluate the effectiveness of the departmental newsletters.
- Organize and evaluate the effectiveness of the departmental website. This includes developing 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)
- Implement policies to ensure the timely and effective communication of news-worthy items (e.g. awards) obtained by BME students, staff, faculty or alumni via social media or other means.
- 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
- Work closely with the department's development officer to maximize opportunities for engaging alumni and other individuals for the procurement of development funds to departmental accounts.
- Manage events that focus on engaging external constituents including alumni, potential students/parents and the community at-large.

Membership: The committee consists of the department development officer, 3-7 faculty members and one staff member. The faculty members of the committee serve for 3 years and terms are renewable. The Department Chair appoints the Chair of ACE at will. Faculty members are recommended by the Committee Chair and appointed by the Department Chair. The staff member on this committee will be the Marketing and Communications Specialist.

Ex officio members: Department Chair

Meetings: The ACE meets 2-3 times per semester, or more frequently if required, with additional communications and discussions via email.

Reports: The committee reports to the faculty with a written or oral report (as scheduled) that describe the current state of BME's external relation activities. Reports will summarize actions and will also provide the faculty with an opportunity to comment on development/outreach 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 voting members of the committee shall constitute a quorum. Voting by proxy shall not be permitted and staff members have full voting rights.

The ACE 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.

BME Culture and Care Committee (C3)

Purpose: The purpose of the BME Culture and Care Committee (C3) is to promote the well-being and a positive culture for students, post-docs, staff and faculty in the BME department. The C3 is positioned as a support committee coordinating with existing committees, department administration, and all members of the department (e.g. students, staff, post-docs, faculty). Additionally, the committee will proactively identify needs within the department and lead initiatives to address these needs, including but not limited to wellness programs, community-building events, professional development opportunities, and cultural improvement projects.

Role: The committee operates as a catalyst and guide rather than an implementing body. Its primary function is to provide support, offer guidance, identify needs, and advocate for change regarding items/initiatives to support a culture of care within our BME community. The C3 aims to empower department members to take ownership of initiatives while providing necessary resources and accountability.

Membership: The committee will be comprised of at least three faculty members, one staff member (appointed by the department chair), one graduate student, one undergraduate student, and one post-doc. The students and post-doc are appointed by the C3 chair. All members of the C3 are voting members.

Faculty and staff members of the committee serve for 3 years. Students and post-docs serve for 1 year with the potential for renewed membership at the end of the academic year. The C3 Chair is appointed by the BME Chair for a term of 3 years.

Objective: The objective of the C3 is to advise and support the department chair and administration with:

- *Retention and Recruitment:* Develops and recommends evidence-based approaches to attract talent and create conditions that encourage long-term engagement with the department.
- *Education and Scholarship:* In collaboration with USC and GSC, C3 supports finding and sharing evidence-based resources that support teaching innovation and student success in all contexts.
- *Culture, Climate and Community:* Fosters a supportive environment by promoting meaningful interactions, celebrating achievements, addressing concerns, and creating opportunities for community building across all department constituencies.

Meetings: The C3 meets once per month per semester, and on an *ad hoc* basis as needed.

Reports: The committee reports to the BME chair and faculty via faculty meetings describing new initiatives, resources, and updates on community and culture events.

Rules: The C3 by default waives running the meetings under Robert's Rule of Order Revised by relying on a simple majority being present. At least 50% of the voting members of the Culture and Care Committee shall constitute a quorum. The Culture and Care Committee may recommend additional rules and bylaws as it deems necessary to conduct its affairs.

Given the nature of the Culture and Care Committee's work, it may occasionally deal with sensitive information and/or situations involving 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 faculty and staff as needed.

Amendments: The Charter, rules, and bylaws may be amended at any BME full faculty meeting by a vote of the majority of eligible faculty. 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-

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- 1 thirds vote of those voting, a quorum being present. Amendments will become effective immediately after
- 2 approval by the Chair of the Department.
- 3

Space and Facilities Committee (SFC)

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 quantitative assessment data on research activity as per the department's approved space policy.
- 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;
- provide representation and work with the college of engineering's technology office to
 - Assess and implement strategies for computer and network security
 - Inventory and assess current hardware and determine need for replacement
 - Develop strategies for protecting critical data through backup scheduling
 - Work 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
 - Allocate computer and software resources according to departmental priorities
- ongoing strategic planning for capital campaigns that influence BME faculty.

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

Membership:

The committee will generally have between 4-6 members, including the Business Manager and the committee Chair. Membership is reviewed and updated annually by the Department chair. Faculty and staff members are voting members.

Ex officio members: Department Chair

Objectives: Specific long-term goals of the SFC include

- managing the space policy of the department and assisting the department chair in providing optimal space usage for faculty and students;
- responding to infrastructure needs (lab space, equipment) as they arise in a timely and efficient manner.
- provide representation and work with the college of engineering's technology office to
 - provide all basic computing needs to the students, faculty, and staff of BME
 - provide advanced computing capabilities as possible
 - Collect continuous feedback from the computing users to accomplish objectives

Meetings:

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1 The committee generally meets once each term, more frequently if needed to handle its responsibilities.
2 Some issues may be handled electronically to expedite the process.
3

4 **Reports:**

5 The Space and Facilities Committee reports to the faculty with a written and oral report a summary of
6 actions taken that propose changes, additions or modifications to any BME space and any issues that
7 require broader discussion and/or faculty participation.
8

9 **Rules:**

10 All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a vote a simple
11 majority of those present. At least 50% of the voting members of the Space and Facilities Committee
12 shall constitute a quorum. Voting by proxy shall not be permitted.
13

14 The Space and Facilities Committee may recommend additional rules and bylaws as it deems necessary to
15 conduct its affairs.
16

17 **Amendments:**

18 The Charter, rules, and bylaws may be amended at any regular BME faculty meeting by a vote of the
19 majority of the entire membership. If 7 days previous notice has been given in writing to all members
20 stating the nature of the amendment, the Charter, rules and bylaws may be amended by a two-thirds vote
21 of those voting, a quorum being present. Amendments will become effective immediately after approval
22 by the Chair of the Department.
23

24 Charter approved on: January 11, 2008

25 Revised Charter approved on: December 5, 2014

26 Revised Charter approved on: August 23, 2019
27

Biomedical Engineering Research Committee (BERC)

Purpose: The purpose of the Biomedical Engineering Research Committee is to share and promote research interests and activities for BME faculty, to coordinate research collaborations, and to facilitate collaborative proposal submissions.

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

- To advocate research as a top priority for BME department faculty
- To invite research funding managers, industrial researchers and key OSU researchers to share funding opportunities and future research interests and trends
- To work with department faculty, staff and students to facilitate research collaborations and share research resources
- To organize efforts to submit collaborative and large research proposals
- To share experience for faculty to transfer research results for commercialization.

Membership: The committee consists of 3-5 faculty members. The Department Chair appoints the Chair and faculty members. The members of the committee typically serve for up to two years, but may serve longer at the discretion of the department chair. Other guest members may be added *ad hoc* to provide input on critical departmental research efforts and investment.

Ex officio members: - Department Chair

Objectives: The objectives of the BERC are:

- To identify topic and help to initialize BME-lead research centers
- To help identify speakers for the department seminar series and coordinate the seminar schedule
- To identify upcoming funding opportunities for BME faculty
- To have regular department level research-oriented activities.

Meetings: The BERC meets twice per semester or more frequently if required, with additional communications and discussions via emails.

Reports: The committee reports to the faculty with a written and oral report (as scheduled) that describe the current state of BME's research activities and potential areas of improvement.

Rules:

All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a majority of those present. At least 60% of the voting members of the RC shall constitute a quorum. Voting by proxy shall be permitted. The BERC 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: March 27, 2015

Revised Charter approved on: August 23, 2019

Budget Advisory Committee (BAC)

Purpose: The purpose of the Budget Advisory Committee is to analyze the departmental budget and effects of programmatic changes and make recommendations to the department chair so that resources can be allocated to best serve students, faculty, and staff in the Department of Biomedical Engineering.

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

- Maintain a model of the BME budget based on various input parameters and understanding of the university and college budgets
- Present budget model as requested to faculty and staff
- Analyze proposed changes to departmental budget considerations
- Based on budget model, propose and modify a faculty incentive process based on a philosophical basis for encouraging faculty productivity and community
- Provide insight to the Chair and others about potential budgetary effects of decisions and processes proposed
- Work with the chair, college, and other outside entities to ensure proper management of departmental financial resources

Membership: The committee consists of up to three tenure-track faculty members, the departmental business manager, an additional staff member, and can include a non-tenure track faculty member, one student, and/or one postdoctoral or research staff member. The Department Chair appoints the BAC Chair and faculty members. Staff members and student members are appointed by the Department Chair. Other guest members may be added *ad hoc* to provide input on departmental budget resources and/or the impact of budget decisions on other department strategic goals (e.g. effects of budgetary decisions on the undergraduate and/or graduate educational mission).

Objectives: The objectives of the BAC are:

- To provide an up-to-date model of the department's budget and finances;
- To analyze any proposed changes of department, college, and/or university policies or plans on the budget forecast for the department;
- To recommend modifications to department policies to maintain a stable budgetary situation; and
- To act as a conduit with the college and university for budget-related issues.

Meetings: The BAC meets twice per semester, or more frequently as required, with additional communications and discussions via email.

Reports: The committee reports to the department chair with a written and oral report (as scheduled) that describes the current state of BME's budget resources and the effects of proposed strategic initiatives. An annual report will present the department's current financial situation, plans for financial aspects of departmental plans (e.g. hiring), and review the faculty incentive plan using the budget model to guide the committee's recommendation of any changes. In addition, the reports will recommend methods of implementing college and university financial requests.

Rules:

All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a vote a simple majority of those present. Voting members include all faculty and administrative staff. At least 60% of the voting members of the BA Committee shall constitute a quorum.

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1 The Budget Advisory Committee may recommend additional rules and bylaws as it deems necessary to
2 conduct its affairs.

3
4 **Amendments:**

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

10
11 Charter approved on: 8/18/2022

12 Charter revised on:
13
14