

1	<b>Pattern of Administration</b>	
2	<b>Department of Biomedical Engineering</b>	
3	<b>Revised: 3/27/2015</b>	
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## 1 Pattern of Administration

## **Department of Biomedical Engineering**

## I Introduction

This document provides a brief description of the Department of Biomedical Engineering as well as a description of its 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. This statement can be found on the Office of Academic Affairs website, <http://oaa.osu.edu/rightsandresponsibilities.html>.

IV Faculty

Faculty Rule 3335-5-19 (<http://trustees.osu.edu>) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For

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1 purposes of governance, the faculty of this department includes tenure-track, clinical, and research faculty  
2 with full or partial appointments in Biomedical Engineering.

3  
4 The Department of Biomedical Engineering makes clinical appointments. Clinical faculty titles are  
5 assistant professor of practice, associate professor of practice, and professor of practice. The appointment  
6 cap on clinical faculty in relation to the total of tenure-track, clinical and research faculty is established in  
7 the college pattern of administration (see <http://oaa.osu.edu/governance>). Clinical faculty may vote in all  
8 matters of department governance except tenure-track appointment, promotion and tenure decisions.  
9

10 The Department of Biomedical Engineering makes research appointments. Research faculty titles are  
11 research assistant professor, research associate professor, and research professor. Research faculty can  
12 comprise no more than 20% of the tenure-track faculty. Research faculty may vote in all matters of  
13 department governance except tenure-track appointment, promotion and tenure decisions and clinical  
14 appointment and promotion decisions.  
15

16 Associated faculty may vote in all matters of department governance except tenure-track appointment,  
17 promotion and tenure decisions and clinical and research appointment and promotion decisions.  
18

19 Emeritus faculty in this department are invited to participate in discussions on nonpersonnel matters, but  
20 may not participate in personnel matters, including promotion and tenure reviews, and may not vote on  
21 any matter.  
22

23 Detailed information about the appointment criteria and procedures for the various types of faculty  
24 appointments made in this department is provided in the Appointments, Promotion and Tenure Document  
25 (see <http://oaa.osu.edu/governance>).  
26

27 At the time of appointment to faculty tenure-track or research appointment, and for the duration of their  
28 permanence therein, the Biomedical Engineering Graduate Studies Committee (GSC) will automatically  
29 make appropriate graduate faculty status recommendations to the Graduate School for new departmental  
30 faculty members following the policies of the Graduate School, III.3.4:  
31

32       “The Graduate Studies Committee appoints Category M Graduate Faculty members and notifies the  
33 Graduate School of its actions. The Graduate Studies Committee submits nominations for Category  
34 P membership on the Graduate Faculty to the Policy and Standards Committee of the Council on  
35 Research and Graduate Studies and certifies by appropriate documentation that those nominated  
36 meet published university-wide criteria. Graduate programs may establish additional local criteria.  
37 The Policy and Standards Committee acts on the nomination. The Dean of the Graduate School  
38 makes the final appointment.”  
39

40 Clinical BME faculty may apply for graduate faculty status in BME, as may be done by faculty in other  
41 departments of The Ohio State University.  
42

43 Approval of an application for graduate faculty status will be voted upon by the BME Graduate Studies  
44 Committee (GSC), with the approval requiring a 75% majority.  
45

46 Detailed information about the appointment criteria and procedures for the various types of faculty  
47 appointments made in this department is provided in the Appointments, Promotion and Tenure  
48 Document.  
49

1 Detailed information about the appointment criteria and procedures for the various types of faculty  
2 appointments made in this department is provided in the Appointments, Promotion and Tenure Document  
3 (see <http://oaa.osu.edu/governance>).  
4

5 **V Organization of Department Services and Staff**

6 BME presently has staff members to provide fiscal and human resources functions with appropriate  
7 segregation of duties and internal controls. The fiscal and human resource manager (lead Administrative  
8 Manager, also titles the Business Manager) reports to the Chairperson directly, with a dotted line to the  
9 College of Engineering Senior Fiscal Officer and through the Chair to the faculty. Current BME staff is  
10 further comprised of an academic graduate program coordinator, an academic undergraduate program  
11 coordinator, an undergraduate academic advisor, a technology systems manager, a laboratory supervisor,  
12 and a department coordinator. All support staff have a dotted or solid line to the lead Administrative  
13 Manager for administrative matters. The technology systems developer reports directly to the Chair on  
14 technical and scientific matters. The academic undergraduate advisor, coordinator, and lab supervisor  
15 reports to the Director of BME Undergraduate Studies on all undergraduate academic matters and the  
16 graduate program coordinator reports to the Director of BME Graduate Studies on all graduate academic  
17 matters. Department coordinator reports directly to the Administrative Manager.  
18

19 **VI Overview of Department Administration and Decision-Making**

20 Policy and program decisions are made in a number of ways: by the department faculty as a whole, by  
21 standing or special committees of the department, or by the chair. The nature and importance of any  
22 individual matter determine how it is addressed. Department governance proceeds on the general  
23 principle that the more important the matter to be decided, the more inclusive participation in decision  
24 making needs to be. Open discussions, both formal and informal, constitute the primary means of  
25 reaching decisions of central importance.  
26

27 **VII Department Administration**

28 **A Chair**

29 The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35, <http://trustees.osu.edu>.  
30 This rule requires the chair to develop, in consultation with the faculty, a Pattern of Administration with  
31 specified minimum content. The rule, along with Faculty Rule 3335-6, <http://trustees.osu.edu>, also  
32 requires the chair to prepare, in consultation with the faculty, a document setting forth policies and  
33 procedures pertinent to promotion and tenure.  
34

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

- 37 • To have general administrative responsibility for department programs, subject to the approval of  
38 the dean of the college, and to conduct the business of the department efficiently. This broad  
39 responsibility includes the acquisition and management of funds and the hiring and supervision of  
40 faculty and staff.
- 41 • To plan with the members of the faculty and the dean of the college a progressive program; to  
42 encourage research and educational investigations.
- 43 • To evaluate and improve instructional and administrative processes on an ongoing basis; to  
44 promote improvement of instruction by providing for the evaluation of each course when offered,  
45 including written evaluation by students of the course and instructors, and periodic course review  
46 by the faculty.
- 47 • To evaluate faculty members annually in accordance with both university and department  
48 established criteria; to inform faculty members when they receive their annual review of their  
49 50

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- right to review their primary personnel file maintained by their department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 (<http://trustees.osu.edu>) and this department's Appointments, Promotion and Tenure Document.
  - To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.
  - To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.

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

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

### **Leadership Planning**

This section, adopted as a Biomedical Engineering Department Policy on September 12, 2012, serves to complement the Faculty Rule description of Department Chair responsibilities and selection process defined by Faculty Rule 3335-3-35 (<http://trustees.osu.edu>) and will serve as the template for the departmental processes to be used during transitions of Department Chair leadership. Two scenarios are addressed: unexpected changes (emergency planning) and planned transitions.

#### **Emergency Transition Plan:**

This portion of the plan is to prepare for an emergency transition in departmental leadership. The nature of the emergency may be health related, personal reasons, an unscheduled resignation or dismissal, etc.

In order to have the department and the Dean's office prepared for such an event, the Dean has asked that a BME faculty member be designated to step in with little advance notice to assume the Chair duties on a short term basis until a "permanent" Chair can be appointed. This person should be a tenured faculty member with their TIU in the Department, have some academic leadership experience, some familiarity with departmental processes, and a willingness to accept the role on an interim basis.

Similar to the processes used for the appointment of the Director of BME Undergraduate Studies and the Director of BME Graduate Studies, the Department Chair will discuss the role with one or more faculty members, make a nomination, seek endorsement from the AP&T committee, and then notify the BME faculty, staff, and Dean.

This designation will be reviewed annually by the Chair and AP&T to account for sabbaticals, other duties, preferences, etc. of the designated faculty member.

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1   **Planned Leadership Transition Plan:**

2       As described in Faculty Rule 3335-3-35, Department Chair terms are for 4 years, and the formal  
3       appointment is based on nomination by the President of the University and appointment by the  
4       Board of Trustees. Prior to that formal appointment process, the Dean selects the person to serve  
5       as Department Chair in consultation with the department faculty and “other appropriate university  
6       officials.”

7  
8       The 4-year Chair terms are renewable. In BME, sometime during the third year of the term, the  
9       current Chair will let members of the AP&T committee know if s/he is interested in serving  
10      another term. If so, during the third year, the AP&T committee will consult with all BME  
11      Departmental Faculty and staff, as appropriate, and then inform the current Chair if there is  
12      departmental support for another term. In that way, prior to the beginning of the 4<sup>th</sup> year, the Dean  
13      will have appropriate input about current departmental preferences.

14  
15      If a transition is needed -- because the Chair does not wish to serve another term, lack of  
16      departmental support for another term, or lack of support from the Dean for another term – a  
17      search process will be planned to ensure a smooth leadership transition. Depending on  
18      departmental circumstances, preferences, and needs, the search for a new Chair may be local or  
19      national. The needs and goals for the search will be discussed by the Dean and Faculty and Staff,  
20      and the search committee and process will be established by the Dean.

21   **B Other Administrators**

22      In addition to the Chair, the Department of Biomedical Engineering has a Director of Undergraduate  
23      Studies, who serves as Chair of the Undergraduate Studies Committee and a Director of Graduate Studies,  
24      who serves as Chair of the Graduate Studies Committee.

25   **C Committees**

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

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

- 34      • **Executive Committee (Exec Comm):** The Executive Committee membership includes the  
35      Department Chair, the Administrative Manager, the Director of Undergraduate Studies, the Director  
36      of Graduate Studies, and 2 faculty members elected by the departmental faculty to serve a two-year  
37      term. The Exec Comm meets as needed but generally several days prior to departmental faculty  
38      meetings to discuss meeting agenda items and other items of importance to the Chair, the faculty, the  
39      staff, or students.
- 40      • **Promotion and Tenure Committee (P&TC):** This committee and its function is described in detail in  
41      a separate departmental Appointments, Promotion and Tenure document.
- 42      • **Undergraduate Studies Committee (USC):** The USC recommends strategies for improving the BME  
43      undergraduate major and minor, in terms of curricular issues, and the overall undergraduate  
44      experience in BME. The USC is responsible for ensuring on-going compliance with ABET  
45      accreditation for the undergraduate program, in concert with activities at the College level. The USC  
46      further selects candidates for fellowship and scholarship, and prepares the relevant nomination  
47  
48  
49  
50

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1 materials. The USC develops and implements optimal strategies for use of the Kettering Foundation  
2 and other internal BME funds in support of undergraduate education, including making  
3 recommendations for scholarship awardees to the Chair.

- 4 • ***Graduate Studies Committee (GSC):*** The GSC recommends graduate faculty status for approval by  
5 the Graduate School, develops and implements protocols for graduate student selection and  
6 recommendation for admission, selects fellowship candidates and prepares their nominations,  
7 monitors the progress of graduate students, assigns new students to faculty mentors, hears and decides  
8 on all student petitions concerning graduate education, recommends strategies for improvement of the  
9 graduate curriculum and overall graduate experience in BME.
- 10 • ***Curriculum Subcommittee (CSC):*** The CSC subcommittee is chaired by the BME representative to  
11 the College Committee on Academic Affairs (who must be a member of either the GSC or USC). The  
12 curriculum subcommittee is generally a subset of members from the GSC and USC committees. The  
13 committee will review course concurrence requests from other departments, as well as coordinate  
14 recommendations for additions and deletions from the undergraduate and graduate course offerings.
- 15 • ***Space and Facilities Committee (SFC):*** The SFC committee initiates and coordinates  
16 recommendations for policies governing the use of space in the Department, and the addition and  
17 improvement of space and facilities in the Department.
- 18 • ***Computer Services Committee (CSC):*** The CSC committee makes recommendations to the Chair on  
19 hardware and software purchases for educational objectives, and on the associated access and  
20 maintenance issues.
- 21 • ***Diversity Affairs Committee (DAC):*** The DAC committee addresses issues of concern to minority  
22 representation, participation, and successes for students, staff, and faculty in BME.
- 23 • ***Honors and Awards Committee (HAC):*** The HAC committee examines opportunities to honor  
24 faculty, staff, and students for honors, awards, and recognition.
- 25 • ***Publications and Web Committee (PWC):*** The PWC committee is responsible for maintaining  
26 current information on the web, planning and writing features for the newsletter, preparing and  
27 sending the annual graduate recruiting poster, and helping with annual reports.
- 28 • ***Biomedical Engineering Research Committee (BERC):*** As a new committee (Fall 2014), the first  
29 charge is to develop the purpose and charter for the committee. The scope of activities to build and  
30 publicize research activities in the department will need discussion and consultation with all faculty.  
31 One specific task will be to work with the seminar coordinator and assist with selecting and hosting  
32 seminar speakers.
- 33 • ***Faculty Search Committees (FSC):*** A unique Faculty Search Committee is appointed to work with  
34 the Department Chair for each faculty opening. The committee membership will be chosen by the  
35 Department Chair to represent diverse interests of the faculty as well as to specifically include  
36 expertise relevant to the position's focus. The search committee works with the Chair and the  
37 committee's primary functions are to serve as:  
38     ○ an advertising committee to help identify and personally solicit applications;  
39     ○ a screening committee to ensure that the visiting candidates are well-informed and attended  
40         to, and that the candidate meets with non-BME faculty members at OSU, if relevant;  
41     ○ an advocacy committee to ensure that diverse candidates from underrepresented groups  
42         receive full consideration.
- 43 • ***Ad-Hoc committees*** may be formed at the discretion of the Chair, generally in consultation with the  
44 BME faculty.

45 **VIII Faculty Meetings**

46 The chair will provide to the faculty a schedule of department faculty meetings at the beginning of each  
47 academic term. The schedule will provide for at least one meeting per semester and normally will provide  
48 for meetings approximately every 3 weeks. A call for agenda items and completed agenda will be  
49 delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for  
50

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1 agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least **two**  
2 business days before the meeting. A meeting of the department faculty will also be scheduled on written  
3 request of 25% of the department faculty. The chair will make reasonable efforts to have the meeting take  
4 place within one week of receipt of the request. The chair will distribute notes/minutes of faculty  
5 meetings to faculty by e-mail—within seven days of the meeting. These minutes may be amended at the  
6 next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by  
7 the minutes.

8  
9 Special policies pertain to voting on personnel matters, and these are set forth in the department's  
10 Appointments, Promotion and Tenure Document.

11  
12 For purposes of discussing department business other than personnel matters, and for making decisions  
13 where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple  
14 majority of all faculty members eligible to vote.

15  
16 Either the chair or one-third of all faculty members eligible to vote may determine that a formal vote  
17 conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote,  
18 a matter will be considered decided when a particular position is supported by at least a majority of all  
19 faculty members eligible to vote. Balloting may also be conducted by mail or e-mail when necessary.  
20 When conducting a ballot by mail or email, faculty members will be given up to one week to respond, or  
21 less if a majority outcome is reached earlier.

22  
23 When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be  
24 achieved on behalf of any position, the chair will necessarily make the final decision.

25  
26 The department accepts the fundamental importance of full and free discussion but also recognizes that  
27 such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally  
28 department meetings will be conducted with no more formality than is needed to attain the goals of full  
29 and free discussion and the orderly conduct of business. However, Robert's Rules of Order will be  
30 invoked when more formality is needed to serve these goals.

31  
**IX Distribution of Faculty Duties and Responsibilities**

32  
33 The Office of Academic Affairs requires departments to have guidelines on the distribution of faculty  
34 duties and responsibilities (See the OAA Policies and Procedures Handbook, Volume 1, Chapter 2,  
35 Section 1.4.5, <http://oaa.osu.edu/handbook.html>).

36  
37 During on-duty periods, faculty members are expected to be available for interaction with students,  
38 research, and departmental meetings and events even if they have no formal course assignment. On-duty  
39 faculty members should not be away from campus for extended periods of time unless on an approved  
40 leave (see section XIII) or on approved travel.

41  
42 The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and  
43 resources of the department and the individual circumstances of faculty members may warrant temporary  
44 deviations from these guidelines. Assignments and expectations for the upcoming year are addressed as  
45 part of the annual review by the department chair.

46  
47  
48 A full-time faculty member's primary professional commitment is to Ohio State University and the  
49 guidelines below are based on that commitment. Faculty who have professional commitments outside of  
50 Ohio State during on-duty periods (including teaching at another institution; conducting research for an

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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 OAA Faculty Conflict of Commitment policy (<http://oaa.osu.edu/assets/files/documents/conflictofcommitment.pdf>).

### 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 four courses per academic year. 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 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 research funding and the following mix of responsibilities:

- **Teaching:** Broadly defined to include the imparting of knowledge to, and the education of, people and is a key element of the Mission and Vision statements for the Department of Biomedical Engineering. Teaching activities include: undergraduate, graduate, and professional courses taught; involvement in graduate exams, theses and dissertations; extension and continuing

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education; curriculum development; evaluation and direction of student scholarships; academic advising; publishing on education in the candidate's field; advising of student groups and organizations; participation in student affairs programs and student services. Acknowledging these varied teaching activities, the expectation is that established faculty will:

- Teach 2 "regular courses" (e.g., a 3- or 4-credit lecture course) during the 9-month academic year (2 semesters), with a mix of undergraduate and graduate courses over time.

In addition to didactic classroom and lab teaching (described above), all established faculty members are expected to:

- Provide projects, support, and mentoring for two or more graduate students (preferably BME students).

The teaching load may be adjusted\* to account for funded research activity, with each incremental 15% of AY release time funding needed to reduce the number of regular courses by one. The needed 15% increment may be accumulated over time, generally 3 years or less (e.g., 7.5% per year for 2 years or 5% per year for 3 years) with course release possible after "banking" 15% AY release salary.

### Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department's Appointments, Promotion, and Tenure Document (<http://oaa.osu.edu/governance.html>). 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% AY release time 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). Expected levels of research activity over a rolling 4-year period for tenured faculty include a minimum of:

- 8 peer-reviewed journal publications,
- extramural funding that supports at least 15% AY release time,
- extramural funding that supports at least two graduate students per year,
- graduation of two doctoral students.

### Service

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

7  
8 All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and  
9 other department events.

- 10
- 11 • **Service:** Broadly defined to include administrative service to the University, professional service  
12 to the faculty member's discipline, and the provision of professional expertise to entities outside  
13 the University. The Vision statement for the Department of Biomedical Engineering states that it  
14 will be nationally ranked and internationally recognized not only for collaborative research with  
15 global impact on improving human health but also for service to the field of biomedical  
16 engineering and the community. Evidence of administrative service to the University can include:  
17 appointment or election to departmental, College, and/or University committees; administrative  
18 positions held; affirmative action and mentoring activities. Evidence of professional service to the  
19 faculty member's discipline can include: editorship or service as a reviewer for journals; offices  
20 held and other service to professional societies; and organization of, and service to, conferences  
21 and symposia. Evidence of the provision of professional expertise to public and private entities  
22 beyond the University includes: reviewer of proposals; external examiner; service on panels and  
23 commissions; professional consultation to industry, government, and education.

24  
25 Faculty are urged to take a major role in the decision-making process whenever possible in their  
26 college and university committee assignments. Active participation in professional societies  
27 enhances visibility amongst one's colleagues. Faculty are expected to:

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

32  
33 **For new faculty** (untenured) who are ramping to capacity in research and teaching, the expectation is for:

- 34 • Teaching: 1 course during the first year, 1 or 2 during each of their 2<sup>nd</sup> and 3<sup>rd</sup> years, and the  
35 normal load during the 4<sup>th</sup> year and subsequent years (e.g., expectation of extramural support of  
36 AY salary). They will also be expected to mentor BME graduate students.
- 37 • Scholarship: new faculty should be aggressively involved in the preparation of grant proposals for  
38 extramural funding and manuscript submissions.
- 39 • Service: Participate in service activities; limited at first and increasing toward the goal of  
40 departmental, college, university, and national contributions by the time of tenure review.

41  
42 Starting faculty must balance responsibilities and accomplishments such that they will meet or  
43 surpass expectations for funded tenured faculty members (see above) by the time they are considered  
44 for tenure.

45  
46 **Unfunded faculty members** who have been at OSU for more than 3 years and who are not meeting the  
47 scholarship expectations should aggressively seek to build their record of accomplishment by submitting  
48 at least 3 manuscripts for peer review and at least 3 grant proposals (that could support students and salary  
49 at the levels expected) per year. For these established faculty members (at OSU for more than 3 years)

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1 who are not funded and who are not submitting grant proposals of the appropriate size or rate, the  
2 teaching expectation would be up to five courses during the academic year.

3  
4 Faculty members who are generating more than 15% of their academic salary may choose to request to  
5 reduce their teaching load\* (as described above) and/or to use the additional salary funds for their  
6 professional development \*\*:

- 7     • Funds for professional development\*\* will be divided with the department and the investigator:  
8         one part to the investigator and one part to the department (50-50 split). This option may be  
9         shared in combination with a reduction in teaching load (15% per course) if there is sufficient  
10       extramural salary support.

### 11 Important Notes:

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

### 22 Footnotes:

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

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

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

### 33     i. Special Assignments

34     Information on special assignments (SAs) is presented in the Office of Academic Affairs Special  
35       Assignment Policy (<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>). The information  
36       provided below supplements these policies.

37     Reasonable efforts will be made to award SA opportunities to all other faculty members subject to the  
38       quality of faculty proposals, including their potential benefit to the department or university, and the need  
39       to assure that sufficient faculty are always present to carry out department work. The department's AP&T  
40       committee will evaluate all SA proposals and make recommendations to the chair. The chair's  
41       recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its  
42       potential benefit to the department or university and to the faculty member as well as the ability of the  
43       department to accommodate the SA at the time requested.

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1  
2     **B Clinical Faculty**  
3

4     Clinical faculty members are expected to contribute to the university's mission via teaching and service,  
5     and to a lesser extent scholarship. Service expectations are similar to those for the tenure-track.  
6

7     All clinical faculty are expected to contribute to the department's teaching in courses or instructional  
8     situations involving live patients or live clients, courses or instructional situations involving the  
9     simulation of live patients or live clients, or courses or instructional situations involving professional  
10    skills. The standard teaching assignment for full-time clinical faculty members is seven courses per  
11    academic year.  
12

13     **C Research Faculty**  
14

15     Research faculty members are expected to contribute to the university's mission via research.  
16

17     In accord with Faculty Rule 3335-7-34,  
18

19         *a research faculty member may, but is not required to, participate in limited educational  
20         activities in the area of his or her expertise. However, teaching opportunities for each research  
21         track faculty member must be approved by a majority vote of the TIU's tenure-track faculty.  
22         Under no circumstances may a member of the research faculty be continuously engaged over an  
23         extended period of time in the same instructional activities as tenure-track faculty.*  
24

25     Research expectations are similar to those for the tenure-track, albeit proportionally greater since 100% of  
26     effort for faculty members on the research is devoted to research. Specific expectations are spelled out in  
27     the letter of offer.  
28

29     **D Associated Faculty**  
30

31     Compensated associated faculty members are expected to contribute to the university's mission via  
32     teaching or research depending on the terms of their individual appointments.  
33

34     Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations  
35     based on their appointment level.  
36

37     Expectations for compensated visiting faculty members will be based on the terms of their appointment  
38     and are comparable to that of tenure-track faculty members except that service is not required.  
39

40     The standard teaching assignment for full-time lecturers is eight courses per academic year.  
41

42     **E Parental Modification of Duties**  
43

44     The Department of Biomedical Engineering strives to be a family-friendly unit in its efforts to recruit and  
45     retain high quality faculty members. To this end, the department is committed to adhering to the College  
46     of Engineering's guidelines on parental modification of duties to provide its faculty members flexibility in  
47     meeting work responsibilities within the first year of childbirth/adoption. See the college pattern of  
48     administration at (<http://oaa.osu.edu/governance.html>) for details.  
49

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1 The faculty member requesting the modification of duties for childbirth/adoption and the department  
2 chair should be creative and flexible in developing a solution that is fair to both the individual and the unit  
3 while addressing the needs of the university. Expectations must be spelled out in an MOU that is  
4 approved by the dean.  
5

6 **X Course Offerings and Teaching Schedule**  
7

8 The department chair will annually develop a schedule of course offerings and teaching schedules in  
9 consultation with the faculty, both collectively and individually. While every effort will be made to  
10 accommodate the individual preferences of faculty, the department's first obligation is to offer the courses  
11 needed by students at times and in formats, including on-line instruction, most likely to meet student  
12 needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings  
13 across the day and week. To meet student needs, reasonable efforts must be made to assure that course  
14 offerings match student demand and that timing conflicts with other courses students are known to take in  
15 tandem are avoided. A scheduled course that does not attract the minimum number of students required  
16 by Faculty Rule 3335-8-17 (<http://trustees.osu.edu>) will normally be cancelled and the faculty member  
17 scheduled to teach that course will be assigned to another course for that or a subsequent semester.  
18 Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand  
19 will be taught by at least two faculty members across semesters of offering to assure that instructional  
20 expertise is always available for such courses.  
21

22 **XI Allocation of Department Resources**  
23

24 The chair is responsible for the fiscal and academic health of the department and for assuring that all  
25 resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of  
26 department goals.  
27

28 The chair will discuss the department budget at least annually with the faculty and attempt to achieve  
29 consensus regarding the use of funds across general categories. However, final decisions on budgetary  
30 matters rest with the chair.  
31

32 Research space shall be allocated on the basis of research productivity including external funding and will  
33 be reallocated periodically as these faculty-specific variables change.  
34

35 The allocation of office space will include considerations such as achieving proximity of faculty in  
36 subdisciplines and productivity and grouping staff functions to maximize efficiency.  
37

38 The allocation of salary funds is discussed in the Appointments, Promotion and Tenure Document.  
39

40 The overarching principles governing the management of space in Bevis Hall are that:  
41

- Normally, all laboratory and student space is considered to be shared. This principle reflects the desire to minimize unnecessary duplication of facilities and equipment, and the recognition that an environment where space and facilities are shared frequently leads to the interdisciplinary breakthroughs that often characterize true excellence in academe in general, and in biomedical engineering in particular.
- All efforts will be made to involve undergraduate students in research as early as possible. Consistent with this, undergraduate researchers will also be provided with desk space when possible, managed per the criteria set forth for graduate researchers.

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- Obviously, there are special equipment and laboratory functions that require independent and isolated settings under the control of a single faculty member. Whenever such circumstances arise, appropriate arrangements will be made, at the discretion of the Chair.
- Individual faculty research space, whenever justified, is assigned on a competitive basis, with the assignment of space being linked to funding state and prospects of the proposed projects and activities to be discharged in said space.
- When new faculty office space becomes available, it will generally be offered sequentially to interested departmental faculty, in an order of need (e.g., time spent in Bevis vs. time in other facilities) and reflective of rank and seniority within the rank.

## **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 (<http://oaa.osu.edu/handbook.html>) and Office of Human Resources Policies and Procedures website, [www.hr.osu.edu/policy/policyhome.htm](http://www.hr.osu.edu/policy/policyhome.htm).

### **A Discretionary Absence**

Faculty are expected to complete a leave request in the eleave system (<https://leave.osu.edu>) 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) and must be requested at <https://leave.osu.edu/>.

### **B Absence for Medical Reasons**

When absences for medical reasons are anticipated, faculty and staff are expected to enter their leave into the eleave system (<https://leave.osu.edu>) 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, [www.hr.osu.edu/policy/index.aspx](http://www.hr.osu.edu/policy/index.aspx).

### **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, [www.hr.osu.edu/policy/index.aspx](http://www.hr.osu.edu/policy/index.aspx).

### **D Faculty Professional Leave**

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

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1 The department's AP&T committee will review all requests for faculty professional leave and make a  
2 recommendation to the department chair based on the quality of the proposal and its potential benefit to  
3 the department and to the faculty member as well as the ability of the department to accommodate the  
4 leave at the time requested.

5  
6 The chair's recommendation to the dean regarding an FPL proposal will in turn be based factors that  
7 include the recommendation from the P&T committee and the chair's judgment regarding the quality of  
8 the proposal and its potential benefit to the department and to the faculty member as well as the ability of  
9 the department to accommodate the leave at the time requested.

10  
11 **XIII Supplemental Compensation and Paid External Consulting**  
12

13 Information on faculty supplemental compensation is presented in the OAA Policy on Faculty  
14 Compensation (<http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>). Information on paid  
15 external consulting is presented in the university's Policy on Faculty Paid External Consulting  
16 (<http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>). The information provided below  
17 supplements these policies.

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

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

30  
31 **XIV Financial Conflicts of Interest**  
32

33 Information on faculty financial conflicts of interest is presented in the university's Policy on Faculty  
34 Financial Conflict of Interest (<http://orc.osu.edu/files/2013/02/Policy-on-Faculty-Financial-Conflict-of-Interest.pdf>). A conflict of interest exists if financial interests or other opportunities for tangible personal  
35 benefit may exert a substantial and improper influence upon a faculty member or administrator's  
36 professional judgment in exercising any university duty or responsibility, including designing, conducting  
37 or reporting research.

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

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

1  
2   **XV Grievance Procedures**  
3

4   Members of the department with grievances should discuss them with the chair who will review the  
5   matter as appropriate and either seek resolution or explain why resolution is not possible. Content below  
6   describes procedures for the review of specific types of complaints and grievances  
7

8   **A Salary Grievances**  
9

10   A faculty or staff member who believes that his or her salary is inappropriately low should discuss the  
11   matter with the chair. The faculty or staff member should provide documentation to support the  
12   complaint.  
13

14   Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to  
15   pursue the matter may be eligible to file a more formal salary appeal (the Office of Academic Affairs  
16   Policies and Procedures Handbook, <http://oaa.osu.edu/handbook.html>).  
17

18   Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue  
19   the matter should contact Consulting Services in the Office of Human Resources ([www.hr.osu.edu](http://www.hr.osu.edu)).  
20

21   **B Faculty Misconduct**  
22

23   Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in  
24   Faculty Rule 3335-5-04, <http://trustees.osu.edu>.  
25

26   **C Faculty Promotion and Tenure Appeals**  
27

28   Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05, <http://trustees.osu.edu>.  
29

30   **D Sexual Harassment**  
31

32   The university's policy and procedures related to sexual harassment are set forth in OHR Policy  
33   1.15, [www.hr.osu.edu/policy/index.aspx](http://www.hr.osu.edu/policy/index.aspx).  
34

35   **E Student Complaints**  
36

37   Normally student complaints about courses, grades, and related matters are brought to the attention of  
38   individual faculty members. In receiving such complaints, faculty should treat students with respect  
39   regardless of the apparent merit of the complaint and provide a considered response. When students bring  
40   complaints about courses and instructors to the department chair, the chair will first ascertain whether or  
41   not the students require confidentiality. If confidentiality is not required, the chair will investigate the  
42   matter as fully and fairly as possible and provide a response to both the students and any affected faculty.  
43   If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in  
44   such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the  
45   complaint is valid or not.  
46

47   Faculty complaints regarding students must always be handled strictly in accordance with university rules  
48   and policies. Faculty should seek the advice and assistance of the chair and others with appropriate  
49   knowledge of policies and procedures when problematic situations arise. In particular, evidence of

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1 academic misconduct must be brought to the attention of the Committee on Academic Misconduct  
2 (see [www.oaa.osu.edu/coam/home.html](http://www.oaa.osu.edu/coam/home.html) and <http://senate.osu.edu/committees/COAM/COAM.html>).  
3

4 **F Code of Student Conduct**  
5

6 In accordance with the Code of Student Conduct (<http://trustees.osu.edu/rules/code-of-student-contact.html>), faculty members will report any instances of academic misconduct to the Committee of  
7 Academic Misconduct.  
8

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## **Appendix A: Committee Charters**

**Charter for the Biomedical Engineering  
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, 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 the Monday prior to Friday faculty meetings to work on the agenda and to focus on issues of key importance for full faculty discussion. The committee may meet for other matters as needed.

**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

1 Charter for the Biomedical Engineering  
2 Undergraduate Studies Committee (USC)

3 **Purpose:**

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

6 **Role:**

7 The activities of the committee include:

- 8
- 9 • serving as the admissions committee for the department's undergraduate program;
  - 10 • considering course additions, deletions, and modifications, in conjunction with the Curriculum
  - 11 Subcommittee;
  - 12 • providing guidance and oversight in any issues concerning probations and dismissals;
  - 13 • monitoring the effective advisement of undergraduate students, with the BME undergrad staff
  - 14 serving as the primary advisory source;
  - 15 • administering the Kettering Foundation Scholarships;
  - 16 • developing and implementing optimal strategies for use of the Kettering Foundation and other
  - 17 internal/external BME funds in support of undergraduate education ;
  - 18 • managing ABET issues, including regular review of course syllabi, course objectives, and course
  - 19 content;
  - 20 • reviewing annually the curriculum, especially domain courses and labs (the "distinctive" BME
  - 21 courses), to ensure that the students are receiving an excellent, integrated biomedical engineering
  - 22 education;
  - 23 • participating in recruitment of potential students and promoting faculty and student involvement
  - 24 in campus visits and other recruiting functions.

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

27 **Membership:**

28 The committee will be chaired by the BME Director of Undergraduate Studies, who is appointed by  
29 the Department Chair. The committee will generally have between 6-8 members, including the  
30 Undergraduate Program Coordinator and an academic advisor, in addition to the committee Chair.  
31 Membership is reviewed and updated annually by the Department chair, and should include the  
32 representatives to the following college committees: CCAA, ASAP, Core, and Outcomes & Assessment.  
33 An undergraduate student, recommended by OSUBMES, can attend all meetings as a non-voting  
34 member. The student will be asked to leave for issues of admission to major or other discussions about  
35 named individuals.

36 *Ex officio* members: Department Chair

37 **Objectives:** Specific long-term goals of the USC include

- 38
- 39 • increasing the academic quality of the student body by accepting high-caliber students;
  - 40 • recruiting these high-caliber students proactively, including by strategic use of the Kettering
  - 41 Foundation funds as undergraduate scholarships;
  - 42 • ensuring ongoing compliance with ABET accreditation guidelines for the undergraduate program;
  - 43 • organizing and, as needed, updating the BME major and minor curriculum requirements (in
  - 44 conjunction with the Curriculum subcommittee);
  - 45 • participating in recruitment of potential students and promoting faculty and student involvement
  - 46 in campus visits and other recruiting functions;

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- 1     • monitoring general student issues, including the progress of individual students, mentoring  
2       services and helpful and timely advice for undergraduate research and job placement.

### 4     **Meetings:**

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

### 8     **Reports:**

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

### 13    **Rules:**

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

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

### 21    **Amendments:**

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

27      Charter approved on: November 15, 2007

28      Revised Charter approved on: December 5, 2014

29

30

31

Charter of the Biomedical Engineering  
**Graduate Studies Committee (GSC)**

**Purpose:** The primary purpose of the Graduate Studies Committee is to set standards and policies for the BME graduate program and to manage 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 (in conjunction with the Curriculum subcommittee)
  - 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

**Department of Biomedical Engineering: Pattern of Administration (PoA)**  
*Approved by BME Faculty: March 27, 2015*

1 placement advice.  
2

3 **Meetings:** The Graduate Studies Committee meets approximately monthly, with increased frequency  
4 as required to consider applications and fellowship nominations.  
5

6 **Reports:** The Graduate Studies Committee reports to the faculty with a written and oral report that  
7 summarizes actions taken that modify the graduate program or require broader discussion and/or  
8 faculty participation.  
9

10 **Rules:** All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a  
11 majority of those present. At least 50% of the voting members of the GSC shall constitute a quorum.  
12 Voting by proxy shall be permitted. The GSC may recommend additional rules and bylaws as it deems  
13 necessary to conduct its affairs.  
14

15 **Amendments:** Rules and bylaws of the Graduate Studies Committee may be amended at any regular  
16 Committee meeting by a vote of the majority of the members present. With 5 days previous written  
17 notice to all faculty members stating the nature of the amendment, this Charter may be amended by a  
18 two- thirds vote of those voting at a faculty meeting. Amendments will become effective immediately  
19 after notification of the Department Chair.  
20

21 Charter approved on: November 9, 2007  
22 Revised Charter approved on: December 5, 2014  
23  
24  
25

1 Charter for the Department of Biomedical Engineering  
2 **Publications and Web Committee (PWC)**

3  
4 **Purpose:** The purpose of the Publications and Web committee is to coordinate and improve the electronic  
5 and paper publications describing recent activities, awards, resources and other news-worthy items related  
6 to the Department of Biomedical Engineering at Ohio State.  
7

8 **Role:** The committee will perform its role by performing the following duties:  
9

- 10 • Organize and evaluate the effectiveness of the departmental newsletter
- 11 • Organize and evaluate the effectiveness of the departmental website
- 12 • Implement policies to ensure the timely and effective communication of news-worthy items (e.g.  
13 awards) obtained by BME students, staff, faculty or alumni
- 14 • Coordinate with other committees to publicize opportunities (i.e. GRAs or REUs) in the BME  
15 department
- 16 • Develop a communication plan to provide BME faculty, undergraduate and graduate students  
17 with information about funding opportunities at the college, university and national levels
- 18 • Develop a fiscally sound plan for the advertisement of departmental activities and opportunities  
19 to the national and international communities
- 20 • Develop a feasible plan for the continual update of the departmental website with a recent  
21 news/activities section and a plan for the continual update of faculty webpages (not personal  
22 webpages)

23 **Membership:** The committee consists of four faculty members and one staff member. The faculty  
24 members of the committee serve for 3 years, so in steady state, 1 member is new each year (replacing  
25 members that have completed their membership term). The Department Chair appoints the Chair for a  
26 term of 3 years. Faculty members are recommended by the Committee Chair, and appointed by the  
27 Department Chair. The staff member on this committee will be the Department Coordinator.  
28

29 *Ex officio* members: Department Chair  
30

31 **Objectives:** The objectives of the PWC are:  
32

- 33 • To provide effective and timely communication of departmental activities
- 34 • To provide effective and timely communication of significant accomplishments by BME  
35 students, faculty, and staff.
- 36 • To provide a continually updated website that effectively communicates departmental activities  
37 and resources.
- 38 • To provide a forum for highlighting alumni accomplishments
- 39 • To provide publications that advance recognition of the BME department at the college,  
40 university and national level.

41 **Meetings:** The PWC meets once per semester, or more frequently if required, with additional  
42 communications and discussions via email.  
43

44 **Reports:** The committee reports to the faculty with a written and oral report (as scheduled) that describe  
45 the current state of BME's publications and website as well as potential areas of improvement. Reports  
46 will summarize actions and will also provide the faculty with an opportunity to comment on  
47 publication/web efforts.  
48

49 **Rules:**  
50

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*Approved by BME Faculty: March 27, 2015*

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

4  
5 The PW Committee may recommend additional rules and bylaws as it deems necessary to conduct its  
6 affairs.

7  
8 **Amendments:**

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

14  
15 Charter approved on: December 4, 2009  
16 Revised Charter approved on: December 5, 2014

17  
18  
19  
20

Charter for the Department of Biomedical Engineering  
**Computer Services Committee (CSC)**

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

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

- Assess and implement strategies for computer and network security
  - Inventory and 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

**Membership:** The committee consists of three faculty members, one staff member, and one student member. The Department Chair appoints the Chair and faculty members. Student members are appointed annually by the student body group (BMES), and the staff member is the head of computer services for BME. Other guest members may be added *ad hoc* to provide input on critical departmental computer resources (e.g. to address lab computer questions).

*Ex officio* members: - Department Chair

**Objectives:** The objectives of the CSC are:

- To provide all basic computing needs to the students, faculty, and staff of BME
  - To provide advanced computing capabilities as possible
  - Constant review of the computing environment in BME
  - Direct interaction with the computing staff in BME and the College and University
  - Collect continuous feedback from the computing users to accomplish objectives

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

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

## Rules:

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

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

Department of Biomedical Engineering: Pattern of Administration (PoA)  
*Approved by BME Faculty: March 27, 2015*

1   **Amendments:**

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

7

8   Charter approved on: November 19, 2007

9   Charter revised on: December 5, 2014

10

11

12

13

Department of Biomedical Engineering: Pattern of Administration (PoA)  
*Approved by BME Faculty: March 27, 2015*

Charter for the Biomedical Engineering  
**Curriculum Subcommittee (CSC)**

**Purpose:** The purposes of the Curriculum subcommittee are to:

1. review requests for new courses, course changes, withdrawal of courses
  2. review recommendations for additions/deletions from the undergraduate program
  3. review recommendations for additions/deletions from the graduate program
  4. review course concurrence requests from other departments
  5. assist in ABET issues, as requested by the Undergraduate Studies Committee (USC)

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

**Membership:** The committee chair should be a BME representative to a major College committee (CCAA, Outcomes, Core, ASAP), and should be a member of either the Graduate Studies Committee (GSC) or Undergraduate Studies Committee (USC), or both. The committee will consist of at least 5 members, including the Undergraduate Studies Coordinator and Graduate Studies Coordinator, and the committee chair. Membership is reviewed and updated annually by the Department chair. The BMES may also select one student to sit on the committee, in a non-voting capacity, for a one-year term.

*Ex officio* members: - Department Chair

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

**Meetings:** The subcommittee generally meets once each term, more frequently if needed to handle its responsibilities. Some issues, such as course concurrence, may be handled electronically to expedite the process.

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

**Rules:** All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a vote a majority of those present. At least 50% of the voting members of the CSC shall constitute a quorum. Voting by proxy shall not be permitted. Staff members on the committee will have full voting privileges.

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

Charter approved on: February 1, 2008

Revised Charter approved on: December 5, 2014

**Department of Biomedical Engineering: Pattern of Administration (PoA)**  
*Approved by BME Faculty: March 27, 2015*

1                   Charter for the Biomedical Engineering  
2                   **BME Diversity Committee (DAC)**

3  
4                   **Purpose:** The purpose of the BME Diversity Committee (DAC) is to maximize the diversity of students,  
5                   staff and faculty recruited into and retained in the BME Department. Another goal of the DAC is to  
6                   disseminate diversity-related educational and enrichment opportunities to BME personnel. The BME  
7                   Diversity Committee also acts as liaison to college- and university-wide Diversity Committees. Via its  
8                   liaison function, the BME Diversity Committee will coordinate its activity with diversity efforts at higher  
9                   organizational levels. The liaison function also allows the committee to refer BME diversity issues to  
10                  higher levels in the University as needed. Concomitant with these effector functions, the BME Diversity  
11                  committee is an information repository of BME diversity efforts.

12  
13                  **Role:** This committee devises strategies and policies to increase diversity in BME recruitment and  
14                  retention. It serves an advisory role to the BME chair in on tactical approaches that embody the  
15                  formulated strategies and policies Diversity Committee has devised. It will proactively collect and  
16                  disseminate information and opportunities for members of underrepresented groups (e.g., minority  
17                  supplements for federal grants).

18  
19                  **Membership:** There are at least three faculty members in the Diversity Committee. In addition there is  
20                  one staff member of Diversity Committee, who is recommended by the Committee Chair, and appointed  
21                  by the Department Chair. All members of the DAC are voting members.

22  
23                  The members of the committee serve for 3 years, so in steady state, 1/3 of the members are new each year  
24                  (replacing members that have completed their membership term.) The Diversity Committee Chair is  
25                  appointed by the BME Chair for a term of 3 years. The chair of the BME Diversity Committee shall also  
26                  be the BME representative to the COE Diversity Excellence Committee.

27  
28                  .  
29                  **Objective:** The objective of the Diversity Committee is to maintain the already relatively high diversity  
30                  of the BME Department and to produce statistically significant enhancement of under-represented  
31                  minority applications to the aggregate BME student, staff and faculty population. It will maintain  
32                  diversity enhancing recruiting practices until the aggregate BME student, staff and faculty population  
33                  approximates that of the Ohio population as a whole. Diversity committee will also develop policies  
34                  favoring retention of under-represented minorities in BME.

35  
36                  **Meetings:** The Diversity Committee meets once per semester, and on an *ad hoc* basis as needed.

37  
38                  **Reports:** The committee reports to the BME faculty with a written report (as scheduled) that describes  
39                  status of BME diversity enhancement efforts, describes new initiatives and reports on outcomes of  
40                  initiatives.

41  
42                  **Rules:**

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

46  
47                  Given the nature of the Diversity Committee's work, it may occasionally deal with diversity-relevant  
48                  information (ethnicity, gender, *etc.*) for specific individual students, staff or faculty. Discussions of such  
49                  data within the committee will be bound by confidentiality, with the proviso that any committee business  
50                  can be discussed with the BME Chair and faculty and staff as needed.

Department of Biomedical Engineering: Pattern of Administration (PoA)  
*Approved by BME Faculty: March 27, 2015*

1  
2 **Amendments:**  
3 The Charter, rules, and bylaws may be amended at any regular BME faculty meeting by a vote of the  
4 majority of the entire membership. If 10 days previous notice has been given in writing to all members  
5 stating the nature of the amendment, the Charter, rules and bylaws may be amended by a two-thirds vote  
6 of those voting, a quorum being present. Amendments will become effective immediately after approval  
7 by the Chair of the Department.  
8

9 Charter approved on: February 1, 2008  
10 Revised Charter approved on: October 10, 2014  
11  
12  
13

1 Charter for the Biomedical Engineering  
2 **Space and Facilities Committee (SFC)**

3 **Purpose:**

4 The primary purpose of the Space and Facilities committee is to manage and utilize BME space and  
5 infrastructural resources for the optimal function of the Department.

6 **Role:**

7 The activities of the committee include:

- 8
- 9 • managing the current BME space in Bevis Hall for optimal usage by Administration, Faculty,  
10 Staff and students;
  - 11 • providing guidance and oversight in any issues concerning upgrades for labs, classrooms and  
12 office space, as needed, which are then brought to the full Faculty for discussion;
  - 13 • continued monitoring of lab space, equipment, computer labs and classrooms to ensure student  
14 productivity and safety;
  - 15 • participating in all renovation projects, including developing and implementing optimal strategies  
16 for room plans and involvement in contractor meetings;
  - 17 • ongoing strategic planning for relocation to central campus.

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

19 **Membership:**

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

23 *Ex officio* members: Department Chair

24 **Objectives:** Specific long-term goals of the SFC include

- 25
- 26 • maintaining an optimal space usage plan that incorporates both the graduate and undergraduate  
27 programs;
  - 28 • responding to infrastructure needs (lab space, equipment) as they arise in a timely and efficient  
29 manner.

30 **Meetings:**

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

33 **Reports:**

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

37 **Rules:**

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

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

Department of Biomedical Engineering: Pattern of Administration (PoA)  
*Approved by BME Faculty: March 27, 2015*

1  
2

3 **Amendments:**

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

9

10 Charter approved on: January 11, 2008  
11 Revised Charter approved on: December 5, 2014

12

13

14

1 Charter for the Biomedical Engineering  
2 **Biomedical Engineering Research Committee (BERC)**

3  
4 **Purpose:** The purpose of the Biomedical Engineering Research Committee is to share and promote  
5 research interests and activities for BME faculty, to coordinate research collaborations, and to facilitate  
6 collaborative proposal submissions.

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

- 8
- 9 • To advocate research as a top priority for BME department faculty
  - 10 • To invite research funding managers, industrial researchers and key OSU researchers to  
11 share funding opportunities and future research interests and trends
  - 12 • To work with department faculty, staff and students to facilitate research collaborations and share  
13 research resources
  - 14 • To organize efforts to submit collaborative and large research proposals
  - 15 • To share experience for faculty to transfer research results for commercialization.

16  
17 **Membership:** The committee consists of 3-5 faculty members. The Department Chair appoints the Chair  
18 and faculty members. The members of the committee typically serve for up to two years, but may  
19 serve longer at the discretion of the department chair. Other guest members may be added *ad hoc* to  
20 provide input on critical departmental research efforts and investment.

21  
22 *Ex officio* members: - Department Chair

23  
24 **Objectives:** The objectives of the BERC are:

- 25
- 26 • To identify topic and help to initialize BME-lead research centers
  - 27 • To help identify external speakers to be funded by the department for the department seminar  
series
  - 28 • To identify upcoming funding opportunities for BME faculty
  - 29 • To have regular department level research-oriented activities.

30  
31 **Meetings:** The BERC meets twice per semester or more frequently if required, with additional  
32 communications and discussions via emails.

33  
34 **Reports:** The committee reports to the faculty with a written and oral report (as scheduled) that describe  
35 the current state of BME's research activities and potential areas of improvement.

36  
37 **Rules:**

38 All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a majority  
39 of those present. At least 60% of the voting members of the RC shall constitute a quorum. Voting by  
40 proxy shall be permitted. The BERC may recommend additional rules and bylaws as it deems  
41 necessary to conduct its affairs.

42  
43 **Amendments:**

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

49  
50 Charter approved on: March 27, 2015