

**Department of Biomedical Engineering: Pattern of Administration (PoA)**  
*Approved by BME Faculty: August 22<sup>nd</sup>, 2019; OAA February 3, 2020*

**Pattern of Administration**  
**Department of Biomedical Engineering**

**Revised: 1/29/2020**

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13			

1 **Pattern of Administration**

2 **Department of Biomedical Engineering**

3

4 **I Introduction**

5

6 This document provides a brief description of the Department of Biomedical Engineering as well as a  
7 description of its guidelines and procedures. It supplements the [Rules of the University Faculty](#), and other  
8 policies and procedures of the university to which the department and its faculty are subject. The latter  
9 rules, policies and procedures, and changes in them, take precedence over statements in this document.

10

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

15

16 **II Department Mission**

17

18 **Mission**

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

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23 **Vision:**

24 The department of Biomedical Engineering at The Ohio State University will be nationally ranked and  
25 internationally recognized for:

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32 **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

40 **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>.

46 **IV Faculty**

Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University  
and the rights and restrictions associated with each type of appointment. For purposes of governance, the

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

3  
4 The Department of Biomedical Engineering makes practice appointments. Practice faculty titles are  
5 assistant professor of practice in biomedical engineering, associate professor of practice in biomedical  
6 engineering, and professor of practice in biomedical engineering. The appointment cap on practice faculty  
7 in relation to the total of tenure-track, practice and research faculty is established in the college pattern of  
8 administration (see <http://oaa.osu.edu/governance>). Practice faculty may vote in all matters of department  
9 governance except tenure-track re-appointment, promotion and tenure decisions. Practice faculty can vote  
10 on tenure-track, practice and research faculty hiring recommendations to the chair. For an appointment  
11 (hiring or appointment change from another faculty type) review of a practice assistant professor, the  
12 eligible faculty consists of all tenure-track faculty and all practice faculty in the department.

13  
14  
15 The Department of Biomedical Engineering makes research appointments. Research faculty titles are  
16 research assistant professor of biomedical engineering, research associate professor of biomedical  
17 engineering, and research professor of biomedical engineering. Research faculty can comprise no more than  
18 20% of the tenure-track faculty. Research faculty may vote in all matters of department governance except  
19 tenure-track re-appointment, promotion and tenure decisions and practice appointment and promotion  
20 decisions. Research faculty cannot vote on tenure-track, practice and research faculty hiring  
21 recommendations to the chair.

22  
23 Associated faculty may vote in all matters of department governance except tenure-track re-appointment,  
24 promotion and tenure decisions and practice and research appointment and promotion decisions. Associated  
25 faculty cannot vote on tenure-track, practice and research faculty hiring recommendations to the chair.

26  
27 Emeritus faculty in this department are invited to participate in discussions on non-personnel matters, but  
28 may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any  
29 matter.

30  
31 Detailed information about the appointment criteria and procedures for the various types of faculty  
32 appointments made in this department is provided in the Appointments, Promotion and Tenure Document  
33 (see <http://oaa.osu.edu/governance>).

34  
35 At the time of appointment to faculty tenure-track or research appointment, and for the duration of their  
36 permanence therein, the Biomedical Engineering Graduate Studies Committee (GSC) will automatically  
37 make appropriate graduate faculty status recommendations to the Graduate School for new departmental  
38 faculty members following the policies of the Graduate School, III.3.4:

39  
40 “The Graduate Studies Committee appoints Category M Graduate Faculty members and notifies the  
41 Graduate School of its actions. The Graduate Studies Committee submits nominations for Category  
42 P membership on the Graduate Faculty to the Policy and Standards Committee of the Council on  
43 Research and Graduate Studies and certifies by appropriate documentation that those nominated meet  
44 published university-wide criteria. Graduate programs may establish additional local criteria. The  
45 Policy and Standards Committee acts on the nomination. The Dean of the Graduate School makes  
46 the final appointment.”

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

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

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

7  
8 **V Organization of Department Services and Staff**

9 BME presently has staff members to provide fiscal and human resources functions with appropriate  
10 segregation of duties and internal controls. The fiscal and human resource manager (lead Administrative  
11 Manager and Business Manager) reports to the Chairperson directly, with a dotted line to the College of  
12 Engineering Executive Director of Finance and Business and through the Chair to the faculty. Current BME  
13 staff is further comprised of an academic graduate program coordinator, an academic undergraduate  
14 program manager, an undergraduate academic coordinator, an office associate, a laboratory supervisor, and  
15 a department coordinator. All support staff have a dotted or solid line to the lead Administrative Manager  
16 for administrative matters. The academic undergraduate manager, undergraduate academic coordinator,  
17 academic graduate program coordinator, and lab supervisor report to the Director of BME Undergraduate  
18 Studies on all undergraduate academic matters and the graduate program coordinator reports to the Director  
19 of BME Graduate Studies on all graduate academic matters. Department coordinator and office associate  
20 report directly to the Administrative Manager.

21  
22 **VI Overview of Department Administration and Decision-Making**

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

29  
30 **VII Department Administration**

31  
32 **A Chair**

33 The primary responsibilities of the chair are set forth in Faculty Rule [3335-3-35](#). This rule requires the chair  
34 to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content.  
35 The rule, along with Faculty Rule [3335-6](#), also requires the chair to prepare, in consultation with the faculty,  
36 a document setting forth policies and procedures pertinent to promotion and tenure.

37  
38 Other responsibilities of the chair, not specifically noted elsewhere in this Pattern of Administration, are  
39 paraphrased and summarized below.

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

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- 1 • To evaluate faculty members annually in accordance with both university and department  
2 established criteria; to inform faculty members when they receive their annual review of their right  
3 to review their primary personnel file maintained by their department and to place in that file a  
4 response to any evaluation, comment, or other material contained in the file.
- 5 • To recommend appointments, promotions, dismissals, and matters affecting the tenure of members  
6 of the department faculty to the dean of the college, in accordance with procedures set forth in  
7 Faculty Rule [3335-6](#) and this department's Appointments, Promotion and Tenure Document.
- 8 • To see that all faculty members, regardless of their assigned location, are offered the departmental  
9 privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high  
10 level of morale.
- 11 • To maintain a curriculum vitae for all personnel teaching a course in the BME curriculum.
- 12 • To see that adequate supervision and training are given to those members of the faculty and staff  
13 who may profit by such assistance.
- 14 • To prepare, after consultation with the faculty, annual budget recommendations for the  
15 consideration of the dean of the college.

16  
17 Day-to-day responsibility for specific matters may be delegated to others, but the chair retains final  
18 responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of  
19 the dean, Office of Academic Affairs, and Board of Trustees.

20  
21 Operational efficiency requires that the chair exercise a degree of autonomy in establishing and managing  
22 administrative processes. The articulation and achievement of department academic goals, however, is most  
23 successful when all faculty members participate in discussing and deciding matters of importance. The  
24 chair will therefore consult with the faculty on all educational and academic policy issues and will respect  
25 the principle of majority rule. When a departure from majority rule is judged to be necessary, the chair will  
26 explain to the faculty the reasons for the departure, ideally before action is taken.

27  
28 **Leadership Planning**

29 This section, adopted as a Biomedical Engineering Department Policy on September 12, 2012, serves to  
30 complement the Faculty Rule description of Department Chair responsibilities and selection process  
31 defined by Faculty Rule [3335-3-35](#) and will serve as the template for the departmental processes to be used  
32 during transitions of Department Chair leadership. Two scenarios are addressed: unexpected changes  
33 (emergency planning) and planned transitions.

34  
35  
36  
37 **Planned Leadership Transition Plan:**

38 As described in Faculty Rule [3335-3-35](#), Department Chair terms are for 4 years, and the formal  
39 appointment is based on nomination by the President of the University and appointment by the  
40 Board of Trustees. Prior to that formal appointment process, the Dean selects the person to serve  
41 as Department Chair in consultation with the department faculty and "other appropriate university  
42 officials."

43  
44 The 4-year Chair terms are renewable. In BME, during the third year of the term, the current Chair  
45 will let members of the AP&T committee know if s/he is interested in serving another term. If so,  
46 during the third year, the AP&T committee will consult with all BME Departmental Faculty and  
47 staff, as appropriate, and then inform the current Chair if there is departmental support for another  
48 term. In that way, prior to the beginning of the 4<sup>th</sup> year, the Dean will have appropriate input about  
49 current departmental preferences.

50

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1 If a transition is needed -- because the Chair does not wish to serve another term, lack of  
2 departmental support for another term, or lack of support from the Dean for another term – a search  
3 process will be planned to ensure a smooth leadership transition. Depending on departmental  
4 circumstances, preferences, and needs, the search for a new Chair may be local or national. The  
5 needs and goals for the search will be discussed by the Dean with BME Faculty and Staff and the  
6 search committee and selection process will be established by the Dean.

### 7 8 **B Other Administrators**

9 In addition to the Chair, the Department of Biomedical Engineering has an Associate Chair, a Director of  
10 Undergraduate Studies, who serves as Chair of the Undergraduate Studies Committee and a Director of  
11 Graduate Studies, who serves as Chair of the Graduate Studies Committee.

12  
13 The Directors of Undergraduate and Graduate Studies are appointed by the department chair and serve a 3-  
14 year renewable term as outlined in the respective committee charters (Appendix A). The primary duties of  
15 these directors are to ensure that the objectives of the committee are being fulfilled. In addition, these  
16 directors are responsible for sitting on the appropriate College level committees and providing reports at  
17 faculty meetings on Undergraduate and Graduate issues. The directors are also expected to work with the  
18 faculty in developing novel educational programs and to seek programmatic funding to support such  
19 activities.

20  
21 The Associate Chair will serve a two-year renewable term and will be appointed by the chair. The primary  
22 duty of the associate chair is to provide administrative support to the chair and facilitate long range planning  
23 and larger scale research/teaching endeavors. Specifically, the Associate Chair will a) attend executive  
24 meetings and other events when the chair is unavailable, b) assist in the annual review of tenured faculty  
25 members, c) help develop departmental policies and procedures, d) assist with administrative tasks (i.e.  
26 IRB/IACUC reviews), e) lead efforts that seek to increase department visibility both on campus and  
27 nationally/internationally, f) lead efforts that seek to develop larger multi-departmental and multi-college  
28 efforts in Biomedical Engineering and g) other duties as assigned by the Chair.

### 29 30 **C Committees**

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

35  
36 The Department of Biomedical Engineering committees are described below. Each standing committee has  
37 a charter, included in the appendix. In general, committee Chairs are appointed by the Department Chair,  
38 and committee members are appointed by the Department Chair based on previous service, faculty interest,  
39 and Committee Chair suggestions:

- 40
- 41 • **Executive Committee (Exec Comm):** The Executive Committee membership includes the Department  
42 Chair, the Administrative Manager, the Associate Chair, the Director of Undergraduate Studies, the  
43 Director of Graduate Studies, and 2 faculty members (at least one of whom is a non-tenured tenure-  
44 track or practice faculty member). The 2 faculty members are elected by the departmental faculty to  
45 serve a two-year term. The Exec Comm meets as needed but generally several days prior to  
46 departmental faculty meetings to discuss meeting agenda items and other items of importance to the  
47 Chair, the faculty, the staff, or students.
  - 48 • **Appointments, Promotion and Tenure Committee (AP&T):** This committee and its function are  
49 described in detail in a separate departmental Appointments, Promotion and Tenure document.



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- 1 • **Undergraduate Studies Committee (USC):** The USC recommends strategies for improving the BME  
2 undergraduate major and minor, in terms of curricular issues, and the overall undergraduate experience  
3 in BME. The USC is responsible for ensuring on-going compliance with ABET accreditation for the  
4 undergraduate program, in concert with activities at the College level. The USC further selects  
5 candidates for fellowship and scholarship, and prepares the relevant nomination materials. The USC  
6 develops and implements optimal strategies for use of the Kettering Foundation and other internal BME  
7 funds in support of undergraduate education, including making recommendations for scholarship  
8 awardees to the Chair. Via subcommittees, USC will also review course concurrence requests from  
9 other departments and coordinate recommendations for additions and deletions from the undergraduate  
10 course offerings.
- 11 • **Graduate Studies Committee (GSC):** The GSC recommends graduate faculty status for approval by  
12 the Graduate School, develops and implements protocols for graduate student selection and  
13 recommendation for admission, selects fellowship candidates and prepares their nominations, monitors  
14 the progress of graduate students, assigns new students to faculty mentors, hears and decides on all  
15 student petitions concerning graduate education, recommends strategies for improvement of the  
16 graduate curriculum and overall graduate experience in BME. Via subcommittees, GSC will also  
17 review course concurrence requests from other departments and coordinate recommendations for  
18 additions and deletions from the graduate course offerings.
- 19 • **Space and Facilities Committee (SFC):** The SFC committee initiates and coordinates  
20 recommendations for policies governing the use of space in the Department, and the addition and  
21 improvement of space and facilities in the Department. The SFC committee will also make  
22 recommendations to the Chair on laboratory equipment and computer hardware and software purchases  
23 for educational objectives, and on the associated access and maintenance issues.
- 24 • **Diversity Affairs Committee (DAC):** The DAC committee addresses issues of concern to minority  
25 representation, participation, and successes for students, staff, and faculty in BME.
- 26 • **Honors and Awards Committee (HAC):** The HAC committee examines opportunities to honor faculty,  
27 staff, and students for honors, awards, and recognition.
- 28 • **Development and Outreach Committee (DOC):** The DOC committee is responsible for working with  
29 the departments' development officer to both advertise/disseminate departmental activities and engage  
30 with alumni and donors to facilitate department growth. In addition to maintaining current information  
31 on the web and planning/writing features for the newsletter, the DOC will have primary responsibility  
32 for developing new methods to engage constituents including alumni, donors, faculty colleagues at  
33 other institutions and the general public.
- 34 • **Biomedical Engineering Research Committee (BERC).** The BERC committee is tasked with  
35 developing programing that will facilitate increased research activities within the department. The  
36 scope of activities to build and publicize research activities in the department will need discussion and  
37 consultation with all faculty. One specific task will be to work with the seminar coordinator and assist  
38 with selecting and hosting seminar speakers.
- 39 • **Faculty Search Committees (FSC):** A unique Faculty Search Committee is appointed to work with the  
40 Department Chair for each faculty opening. The committee membership will be chosen by the  
41 Department Chair to represent diverse interests of the faculty as well as to specifically include expertise  
42 relevant to the position's focus. The search committee works with the Chair and the committee's  
43 primary functions are to serve as:
- 44 ○ an advertising committee to help identify and personally solicit applications;  
45 ○ a screening committee to ensure that the visiting candidates are well-informed and attended to,  
46 and that the candidate meets with non-BME faculty members at OSU, if relevant;  
47 ○ an advocacy committee to ensure that diverse candidates from underrepresented groups receive  
48 full consideration.
- 49 • **Ad-Hoc committees** may be formed at the discretion of the Chair, generally in consultation with the  
50 BME faculty.



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### **VIII Faculty Meetings**

The chair will provide to the faculty a schedule of department faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per semester and normally will provide for meetings approximately every 3 weeks. A call for agenda items and completed agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail two to three business days before the meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the department faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The chair will distribute notes/minutes of faculty meetings to faculty by e-mail prior to the next scheduled faculty meeting. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

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

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

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

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

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

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

The Office of Academic Affairs requires departments to have guidelines on the distribution of faculty duties and responsibilities (See the OAA [Policies and Procedures Handbook](https://oaa.osu.edu/policies-and-procedures-handbook), Volume 1, Chapter 2, Section 1.4.3, <https://oaa.osu.edu/policies-and-procedures-handbook>).

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

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the department and the individual circumstances of faculty members may warrant temporary

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1 deviations from these guidelines. Assignments and expectations for the upcoming year are addressed as  
2 part of the annual review by the department chair.

3  
4 A full-time faculty member's primary professional commitment is to Ohio State University and the  
5 guidelines below are based on that commitment. Faculty who have professional commitments outside of  
6 Ohio State during on-duty periods (including teaching at another institution; conducting research for an  
7 entity outside of Ohio State; external consulting) must disclose and discuss these with the chair in order to  
8 ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented  
9 in the OAA Faculty Conflict of Commitment policy  
10 (<http://oaa.osu.edu/assets/files/documents/conflictofcommitment.pdf>).

11  
12 **A Tenure-track Faculty**

13  
14 Tenure-track faculty members are expected to contribute to the university's mission via teaching,  
15 scholarship, and service. When a faculty member's contributions decrease in one of these three areas,  
16 additional activity in one or both of the other areas is expected.

17  
18 **Teaching**

19  
20 All tenure-track faculty are expected to contribute to the department's teaching, including large enrollment  
21 and specialized courses in both the undergraduate and graduate curriculums. The standard teaching  
22 assignment for full-time tenure-track faculty members is two courses per academic year (with 15% ART).  
23 Faculty members are also expected to advise undergraduate and graduate students and supervise  
24 independent studies and thesis and dissertation work.

25  
26 Adjustments to the standard teaching assignment may be made to account for teaching a new class, the size  
27 of the class, whether the class is taught on-line or team-taught, and other factors that may affect the  
28 preparation and delivery time involved in teaching the course.

29  
30 The standard teaching assignment may vary for individual faculty members based on their research and/or  
31 service activity. Faculty members who are especially active in research can be assigned an enhanced  
32 research status that includes a reduced teaching assignment. Likewise, faculty members who are relatively  
33 inactive in research can be assigned an enhanced teaching status that includes an increased teaching  
34 assignment. Faculty members who are engaged in extraordinary service activities (to the department,  
35 college, university, and in special circumstances professional organizations within the discipline) can be  
36 assigned an enhanced service assignment that includes a reduced teaching assignment.

37  
38 The chair is responsible for making teaching assignments on an annual basis, and may decline to approve  
39 requests for adjustments when approval of such requests is not judged to be in the best interests of the  
40 department. All faculty members must do some formal instruction and advising over the course of the  
41 academic year.

42  
43 The duties and responsibilities for a faculty member include a balance of teaching, scholarship, and service.  
44 Nominal expectations are that faculty members spend approximately 45% of their effort on teaching  
45 activities, 45% of their effort on scholarship activities, and 10% of their effort on service activities. All  
46 faculty members are expected to generate extramural salary support on research grants. Increased salary  
47 support from extramural grants will reduce the teaching and service expectations; likewise, decreased  
48 extramural salary support will increase the teaching and service expectations.

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1 The specific expectations about the nominal capacity for “established” faculty members (at OSU for more  
2 than three years) are that they have extramurally supported research funding that provides salary release  
3 and the following mix of responsibilities:  
4

5 **Teaching:** Broadly defined to include the imparting of knowledge to, and the education of, people and  
6 is a key element of the Mission and Vision statements for the Department of Biomedical Engineering.  
7 Teaching activities include: undergraduate, graduate, and professional courses taught; involvement in  
8 graduate exams, theses and dissertations; extension and continuing education; curriculum development;  
9 evaluation and direction of student scholarships; academic advising; publishing on education in the  
10 candidate’s field; advising of student groups and organizations; participation in student affairs programs  
11 and student services. Acknowledging these varied teaching activities, the expectation is that established  
12 faculty who have 15% salary support from extramural research grants will teach 2 “regular” or  
13 “didactic” courses (e.g., a 3- or 4-credit lecture course) during the 9-month academic year (2 semesters),  
14 with a mix of undergraduate and graduate courses over time. Faculty will receive fractional credit for  
15 team taught courses as determined by the chair in consultation with the lead instructor. In addition to  
16 didactic classroom and lab teaching (described above), all established faculty members are expected to  
17 provide projects, support, and mentoring for two or more graduate students (preferably BME students).  
18

19 The teaching load may be adjusted to account for funded research activity. For each incremental  
20 15% of annual release time (ART) funding above the standard/expected 15% ART, faculty may  
21 request a reduction in the number of regular courses by one. (Example: 30% total ART could be  
22 used to buyout of 1 course). The needed 15% increment may be accumulated over time but only if  
23 the standard/expected 15% ART is provided every year. Example: 22.5% ART in year 1, and  
24 22.5% in year 2 could be used to buyout of 1 course). Fractional teaching credit can also be  
25 applied (i.e. 22.5% ART, 7.5% ART above the standard/expected 15%) can be used to buy out of  
26 0.5 course credit. For faculty generating more than 30% ART, 100% of the ART funds above 30%  
27 will be returned to the faculty member’s discretionary account for professional development.  
28 Faculty that do not bring in the standard/expected 15% ART may be required to teach more than 2  
29 courses per year. Timing: Note that teaching release will be applied during annual reviews in the  
30 Spring semester and thus ART paid in a given academic year will be applied to the subsequent  
31 year’s teaching load. No mid-academic year adjustments will be made to provide continuity in  
32 academic offerings from the department. Teaching load reductions will be granted only in cases  
33 where the undergraduate and graduate curricula will not have substantial negative impact (e.g.,  
34 required courses must still be offered).  
35

### 36 **Scholarship**

37 All tenure-track faculty members are expected to be engaged in scholarship as defined in the department’s  
38 Appointments, Promotion, and Tenure Document (<http://oaa.osu.edu/governance.html>). Over a four-year  
39 rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly  
40 in high quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters  
41 of similar quality and length as articles. Faculty engaged in basic or applied research are expected to attract  
42 extramural funding that supports at least 15% annual release time (ART) and that supports at least two  
43 graduate students per year. Faculty members are also expected to seek appropriate opportunities to obtain  
44 patents and engage in other commercial activities stemming from their research.  
45

- 46
- 47 • **Scholarship:** Broadly defined to include the possession, application, and advancement of a body  
48 of knowledge gained through research, study, and learning, and is also a key element of the Mission  
49 and Vision statements for the Department of Biomedical Engineering. Scholarly activities include:  
50 writing scholarly works such as books and monographs, edited books, chapters in edited books,

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1 bulletins and technical reports, peer reviewed journal articles, editor reviewed journal articles,  
2 reviews and abstracts, papers in proceedings; presenting lectures at universities, symposia, and  
3 conferences; submitting proposals, conducting and directing original research or other creative  
4 activities; editing collections of research works; submitting patents; developing software;  
5 developing and presenting creative works to juried competitions and exhibits; designing and/or  
6 supervising the constructions of a creative product (e.g., machine, device, or software). Expected  
7 levels of research activity over a rolling 4-year period for tenured faculty include a minimum of:

- 8 ○ 8 peer-reviewed journal publications as first/senior author.
- 9 ○ extramural funding that supports at least 15% AY release time (ART),
- 10 ○ extramural funding that supports at least two graduate students per year,
- 11 ○ graduation of two doctoral students.

### 12 13 **Service**

14  
15 Faculty members are expected to be engaged in service and outreach to the department, university,  
16 profession and community. Typically this will include service on two committees within the department  
17 and one outside of the department. This pattern can be adjusted depending on the nature of the assignment  
18 (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a  
19 professional conference, leadership in an educational outreach activity, service in an administrative position  
20 within the department, college, or university).

21  
22 All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and  
23 other department events.

- 24  
25 • **Service:** Broadly defined to include administrative service to the University, professional service  
26 to the faculty member's discipline, and the provision of professional expertise to entities outside  
27 the University. The Vision statement for the Department of Biomedical Engineering states that it  
28 will be nationally ranked and internationally recognized not only for collaborative research with  
29 global impact on improving human health but also for service to the field of biomedical engineering  
30 and the community. Evidence of administrative service to the University can include: appointment  
31 or election to departmental, College, and/or University committees; administrative positions held;  
32 affirmative action and mentoring activities. Evidence of professional service to the faculty  
33 member's discipline can include: editorship or service as a reviewer for journals; offices held and  
34 other service to professional societies; and organization of, and service to, conferences and  
35 symposia. Evidence of the provision of professional expertise to public and private entities beyond  
36 the University includes: reviewer of proposals; external examiner; service on panels and  
37 commissions; professional consultation to industry, government, and education.

38  
39 Faculty are urged to take a major role in the decision-making process whenever possible in their  
40 college and university committee assignments. Active participation in professional societies  
41 enhances visibility amongst one's colleagues. Faculty are expected to:

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

46  
47 **For new untenured faculty** who are ramping to capacity in research and teaching, the expectation is for:

- 48 • Teaching: shadowing or teaching of 1 course during the first year, teaching 1 or 2 courses during  
49 each of their 2<sup>nd</sup> and 3<sup>rd</sup> years, and the normal load during the 4<sup>th</sup> year and subsequent years (e.g.,

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1 expectation of extramural support of AY salary). They will also be expected to mentor BME  
2 graduate students.

- 3 • Scholarship: new faculty should be aggressively involved in the preparation of grant proposals for  
4 extramural funding and manuscript submissions. For new faculty that are in their 1<sup>st</sup> tenure-track  
5 appointment, any salary release time generated during the 1<sup>st</sup> 3 years of their appointment may be  
6 returned to them in a discretionary account with approval of the Chair.
- 7 • Service: Participate in service activities; limited at first and increasing toward the goal of  
8 departmental, college, university, and national contributions by the time of tenure review.

9  
10 Starting faculty must balance responsibilities and accomplishments such that they will meet or surpass  
11 expectations for funded tenured faculty members (see above) by the time they are considered for tenure.

12  
13 **Unfunded faculty members** who have been at OSU for more than 3 years and who are not meeting the  
14 scholarship expectations should aggressively seek to build their record of accomplishment by submitting at  
15 least 3 manuscripts for peer review and at least 3 grant proposals (that could support students and salary at  
16 the levels expected) per year. For these established faculty members (at OSU for more than 3 years) who  
17 are not funded and who are not submitting grant proposals of the appropriate size or rate, the teaching  
18 expectation may be increased up to five courses during the academic year.

19  
20 Faculty members who are generating more than 15% of their academic salary may choose to request to  
21 reduce their teaching load (see Section IX, A, Teaching, as described above) and/or to use the additional  
22 salary funds for their professional development:

- 23 • Professional Development Funds are to be used to further the academic careers of individual faculty  
24 members. Funds may be used, for example, to purchase software, books, subscriptions, professional  
25 society dues, short course fees, travel to professional meetings, support of student travel, research  
26 equipment, research supplies, student salary/tuition support, etc. Caveat: rules for generation of  
27 these funds may change as the College and Department budget policies change.
- 28 • Funds for professional development will be divided with the department and the investigator: one  
29 part to the investigator and one part to the department (50-50 split). This option may be shared in  
30 combination with a reduction in teaching load (15% per course) if there is enough extramural salary  
31 support.
- 32 • For faculty generating more than 30% ART, 100% of the ART funds above 30% will be returned  
33 to the faculty members discretionary account for professional development. If a faculty member  
34 elects to buy out of 2 courses (45% ART) then no funds will transferred to the faculty member's  
35 discretionary account.

36  
37 **Important Notes:**

- 38 • For faculty members with a part-time appointment, the normal workload and minimum teaching  
39 requirement are proportioned by the percentage of their BME salary.
- 40 • For faculty with major administrative responsibilities, the teaching load and release-time policies  
41 described above may be adjusted with approval of the BME chair.
- 42 • For faculty who carry more than the normal workload in any given academic year, they may  
43 negotiate with the Chair to carry forward “earned” release time to count towards their workload in  
44 the following year(s). Likewise, those who do not carry a normal workload will be expected to  
45 carry a “make-up” overload in the following year(s).
- 46 • For 9-month appointments, the expectation of extramurally funded 15% AY release time (ART)  
47 must be satisfied prior to taking off-duty salary. Exceptions may be made by the department chair  
48 under special circumstances such as obtaining major research awards (e.g. NSF Career Awards)  
49 that only provide summer support and specifically exclude academic year support.

50



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1 The above policy does not constitute a contractual obligation. Fluctuations in demands and resources in the  
2 Department (College, University) and the individual circumstances of faculty members may warrant  
3 temporary deviations from the policy as discussed with, and approved by the Chair.  
4

5 **i. Special Assignments**  
6

7 Information on special assignments (SAs) is presented in the Office of Academic Affairs Special  
8 Assignment Policy (<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>). The information  
9 provided below supplements these policies.  
10

11 Reasonable efforts will be made to award SA opportunities to all other faculty members subject to the  
12 quality of faculty proposals, including their potential benefit to the department or university, and the need  
13 to assure that sufficient faculty are always present to carry out department work. The department's AP&T  
14 committee on will evaluate all SA proposals and make recommendations to the chair. The chair's  
15 recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its  
16 potential benefit to the department or university and to the faculty member as well as the ability of the  
17 department to accommodate the SA at the time requested.  
18

19 **B Practice Faculty**  
20

21 Practice faculty members are expected to contribute to the university's mission via teaching and service,  
22 and to a lesser extent scholarship. Service expectations are similar to those for the tenure-track.  
23

24 All practice faculty are expected to contribute to the department's teaching in courses or instructional  
25 situations involving live patients or live clients, courses or instructional situations involving the simulation  
26 of live patients or live clients, or courses or instructional situations involving professional skills. The  
27 standard teaching assignment for full-time practice faculty members will vary and will be determined by  
28 the BME Chair. Typical teaching activities may include lab sections, advising capstone teams and teaching  
29 standard didactic courses.  
30

31 Practice faculty are not typically expected to provide salary release. A portion of salary release generated  
32 from external grants to practice faculty may returned to the faculty member's discretionary account with  
33 the approval of the Chair.  
34

35 **C Research Faculty**  
36

37 Research faculty members are expected to contribute to the university's mission via research.  
38

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

40  
41 *a research faculty member may, but is not required to, participate in limited educational activities*  
42 *in the area of his or her expertise. However, teaching opportunities for each research track faculty*  
43 *member must be approved by a majority vote of the TIU's tenure-track faculty. Under no*  
44 *circumstances may a member of the research faculty be continuously engaged over an extended*  
45 *period of time in the same instructional activities as tenure-track faculty.*  
46

47 Research expectations are similar to those for the tenure-track, albeit proportionally greater since 100% of  
48 effort for faculty members on the research is devoted to research. Specific expectations are spelled out in  
49 the letter of offer.  
50



1 **D Associated Faculty**

2  
3 Compensated associated faculty members are expected to contribute to the university's mission via teaching  
4 or research depending on the terms of their individual appointments.

5  
6 Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations based  
7 on their appointment level.

8  
9 Expectations for compensated visiting faculty members will be based on the terms of their appointment and  
10 are comparable to that of tenure-track faculty members except that service is not required.

11  
12 The standard teaching assignment for full-time lecturers is eight courses per academic year.

13  
14 **E Parental Modification of Duties**

15  
16 The Department of Biomedical Engineering strives to be a family-friendly unit in its efforts to recruit and  
17 retain high quality faculty members. To this end, the department is committed to adhering to the College of  
18 Engineering's guidelines on parental modification of duties to provide its faculty members flexibility in  
19 meeting work responsibilities within the first year of childbirth/adoption. See the college pattern of  
20 administration at (<http://oaa.osu.edu/governance.html>) for details.

21  
22 The faculty member requesting the modification of duties for childbirth/adoption and the department chair  
23 should be creative and flexible in developing a solution that is fair to both the individual and the unit while  
24 addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the  
25 dean.

26  
27 **X Course Offerings and Teaching Schedule**

28  
29 The department chair will annually develop a schedule of course offerings and teaching schedules in  
30 consultation with the faculty, both collectively and individually. While every effort will be made to  
31 accommodate the individual preferences of faculty, the department's first obligation is to offer the courses  
32 needed by students at times and in formats, including on-line instruction, most likely to meet student needs.  
33 To assure classroom availability, reasonable efforts must be made to distribute course offerings across the  
34 day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match  
35 student demand and that timing conflicts with other courses students are known to take in tandem are  
36 avoided. A scheduled course that does not attract the minimum number of students required by Faculty  
37 Rule [3335-8-17](#) will normally be cancelled and the faculty member scheduled to teach that course will be  
38 assigned to another course for that or a subsequent semester. Finally, to the extent possible, courses required  
39 in any curriculum or courses with routinely high demand will be taught by at least two faculty members  
40 across semesters of offering to assure that instructional expertise is always available for such courses.

41  
42 **XI Allocation of Department Resources**

43  
44 The chair is responsible for the fiscal and academic health of the department and for assuring that all  
45 resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of  
46 department goals.

47  
48 The chair will discuss the department budget at least annually with the faculty and attempt to achieve  
49 consensus regarding the use of funds across general categories. However, final decisions on budgetary  
50 matters rest with the chair.

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1  
2 Research space shall be allocated on the basis of research productivity including external funding and will  
3 be reallocated periodically as these faculty-specific variables change.

4  
5 The allocation of office space will include considerations such as achieving proximity of faculty in  
6 subdisciplines and productivity and grouping staff functions to maximize efficiency.

7  
8 The allocation of salary funds is discussed in the Appointments, Promotion and Tenure Document.

9  
10 The BME department has developed an approved space allocation guideline and faculty are referred to that  
11 document for both the overarching principles governing the management of space and the metrics and  
12 structure of space allocation or re-allocation. Briefly, the BME space and facilities committee will conduct  
13 annual assessments of research activities (funding, personnel, etc.) and provide these quantitative metrics  
14 to the department Chair. The Chair will then use this information as well as other factors in determining if  
15 reallocation of space is required.

## 16 17 **XII Leaves and Absences**

18  
19 The university's policies and procedures with respect to leaves and absences are set forth in the Office of  
20 Academic Affairs [Policies and Procedures Handbook](https://oaa.osu.edu/policies-and-procedures-handbook) ([https://oaa.osu.edu/policies-and-procedures-](https://oaa.osu.edu/policies-and-procedures-handbook)  
21 [handbook](https://oaa.osu.edu/policies-and-procedures-handbook)) and Office of Human Resources Policies and Forms website, <https://hr.osu.edu/policies-forms>.

### 22 23 **A Discretionary Absence**

24  
25 Faculty are expected to complete a leave request in the eleave system (<https://leave.osu.edu>) well in advance  
26 of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time  
27 for its consideration and approval and time to assure that instructional and other commitments are covered.  
28 Discretionary absence from duty is not a right and the chair retains the authority to disapprove a proposed  
29 absence when it will interfere with instructional or other comparable commitments. Such an occurrence is  
30 most likely when the number of absences in a particular semester is substantial. [Rules of the University](#)  
31 [Faculty](#) require that the Office of Academic Affairs approve any discretionary absence longer than 10  
32 consecutive business days (See Faculty Rule [3335-5-08](#)) and must be requested at <https://eleave.osu.edu/>.

### 33 34 **B Absence for Medical Reasons**

35  
36 When absences for medical reasons are anticipated, faculty and staff are expected to enter their leave into  
37 the eleave system (<https://eleave.osu.edu>) as early as possible. When such absences are unexpected, the  
38 faculty or staff member, or someone speaking for the employee, should let the direct supervisor,  
39 administrative manager or Department Chair know promptly so that instructional and other commitments  
40 can be managed. Faculty and staff members are always expected to use sick leave for any absence covered  
41 by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to  
42 be used—not banked. For additional details see OHR Policy 6.27, [https://hr.osu.edu/wp-](https://hr.osu.edu/wp-content/uploads/policy627.pdf)  
43 [content/uploads/policy627.pdf](https://hr.osu.edu/wp-content/uploads/policy627.pdf).

### 44 45 **C Unpaid Leaves of Absence**

46  
47 The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are  
48 set forth in OHR Policy 6.45, <https://hr.osu.edu/wp-content/uploads/policy645.pdf>.

### 49 50 **D Faculty Professional Leave**

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1  
2 Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leaves  
3 (<http://oaa.osu.edu/assets/files/documents/facultyprofessionalleaves.pdf>). The information provided below  
4 supplements these policies.

5  
6 The department's AP&T committee will review all requests for faculty professional leave and make a  
7 recommendation to the department chair based on the quality of the proposal and its potential benefit to the  
8 department and to the faculty member as well as the ability of the department to accommodate the leave at  
9 the time requested.

10  
11 The chair's recommendation to the dean regarding an FPL proposal will in turn be based factors that include  
12 the recommendation from the AP&T committee and the chair's judgment regarding the quality of the  
13 proposal and its potential benefit to the department and to the faculty member as well as the ability of the  
14 department to accommodate the leave at the time requested.

15  
16 **XIII Supplemental Compensation and Paid External Consulting**

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

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

33  
34 Faculty with an administrative position (for example, chair, associate/assistant dean, center director)  
35 remain subject to the Policy on Faculty Paid External Consulting and with appropriate approval, are  
36 permitted to engage in paid external work activities. However, faculty members with administrative  
37 positions are not permitted to accept compensation/honoraria for services that relate to or are the result of  
38 their administrative duties and responsibilities.

39  
40 Should a faculty member wish to use a textbook or other material that is authored by the faculty member  
41 and the sale of which results in a royalty being paid to him or her, such textbook or material may be  
42 required for a course by the faculty member only if (1) the department chair and dean or designee have  
43 approved the use of the textbook or material for the course taught by the faculty member, or (2) an  
44 appropriate committee of the department or college reviews and approves the use of the textbook or  
45 material for use in the course taught by the faculty member.

46  
47 Faculty who fail to adhere to the university's policies on these matters, including seeking approval for  
48 external consulting, will be subject to disciplinary action.

49  
50 **XIV Financial Conflicts of Interest**

1  
2 Information on faculty financial conflicts of interest is presented in the university's Policy on Faculty  
3 Financial Conflict of Interest ( <https://oaa.osu.edu/sites/default/files/uploads/policies/Faculty-Financial-Conflict-of-Interest.pdf>). A conflict of interest exists if financial interests or other opportunities for tangible  
4 personal benefit may exert a substantial and improper influence upon a faculty member or administrator's  
5 professional judgment in exercising any university duty or responsibility, including designing, conducting  
6 or reporting research.  
7

8  
9 Faculty members with external funding or otherwise required by university policy are required to file  
10 conflict of interest screening forms annually and more often if prospective new activities pose the possibility  
11 of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with university officials  
12 in the avoidance or management of potential conflicts will be subject to disciplinary action.  
13

14 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise in  
15 relation to consulting or other work done for external entities. Further information about conflicts of  
16 commitment is included in section IX above.  
17

## 18 **XV Grievance Procedures**

19  
20 Members of the department with grievances should discuss them with the chair who will review the matter  
21 as appropriate and either seek resolution or explain why resolution is not possible. Content below describes  
22 procedures for the review of specific types of complaints and grievances  
23

### 24 **A Salary Grievances**

25  
26 A faculty or staff member who believes that his or her salary is inappropriately low should discuss the  
27 matter with the chair. The faculty or staff member should provide documentation to support the complaint.  
28

29 Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue  
30 the matter may be eligible to file a more formal salary appeal (the Office of Academic Affairs Policies and  
31 Procedures Handbook, <https://oaa.osu.edu/policies-and-procedures-handbook>).  
32

33 Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue  
34 the matter should contact Employee and Labor Relations in the Office of Human Resources  
35 (<https://hr.osu.edu/services/elr/>).  
36

### 37 **B Faculty Misconduct**

38  
39 Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty  
40 Rule [3335-5-04](#).  
41

### 42 **C Faculty Promotion and Tenure Appeals**

43  
44 Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](#).  
45

### 46 **D Sexual Misconduct**

47  
48 The university's policy and procedures related to sexual harassment are set forth in OHR Policy  
49 1.15, [https://policies.osu.edu/assets/docs/policy\\_pdfs/SexualMisconduct\\_FINAL.pdf](https://policies.osu.edu/assets/docs/policy_pdfs/SexualMisconduct_FINAL.pdf).  
50

1   **E    Student Complaints**

2  
3   Normally student complaints about courses, grades, and related matters are brought to the attention of  
4   individual faculty members. In receiving such complaints, faculty should treat students with respect  
5   regardless of the apparent merit of the complaint and provide a considered response. When students bring  
6   complaints about courses and instructors to the department chair, the chair will first ascertain whether or  
7   not the students require confidentiality. If confidentiality is not required, the chair will investigate the matter  
8   as fully and fairly as possible and provide a response to both the students and any affected faculty. If  
9   confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in  
10  such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the  
11  complaint is valid or not.

12  
13  Faculty complaints regarding students must always be handled strictly in accordance with university rules  
14  and policies. Faculty should seek the advice and assistance of the chair and others with appropriate  
15  knowledge of policies and procedures when problematic situations arise. In particular, evidence of  
16  academic misconduct must be brought to the attention of the Committee on Academic Misconduct  
17  (see <https://oaa.osu.edu/academic-integrity-and-misconduct>   and   [https://trustees.osu.edu/code-](https://trustees.osu.edu/code-student-conduct/3335-23-05)  
18  [student-conduct/3335-23-05](https://trustees.osu.edu/code-student-conduct/3335-23-05)).

19  
20  **F    Code of Student Conduct**

21  
22  In accordance with the Code of Student Conduct ([https://trustees.osu.edu/code-student-conduct/3335-23-](https://trustees.osu.edu/code-student-conduct/3335-23-05)  
23  [05](https://trustees.osu.edu/code-student-conduct/3335-23-05)), faculty members will report any instances of academic misconduct to the Committee on Academic  
24  Misconduct.

1 **Appendix A: Committee Charters**  
2

3 Charter for the Biomedical Engineering

4 **Executive Committee (Exec Comm)**  
5

6 **Purpose:** The Biomedical Engineering Executive Committee provides a forum for a small group of faculty  
7 and staff to discuss items of importance to the Chair, the faculty, the staff and the students.  
8

9 **Role and Objectives:** The committee can serve as a confidential sounding board for the Chair, can provide  
10 input for formulation or implementation of departmental procedures and/or policies, can provide input into  
11 agenda items for faculty and staff meetings, and may focus on other matters as needed.  
12

13 **Membership:** The committee membership includes the Department Chair, the Business Manager, the  
14 Director of Undergraduate Studies, the Director of Graduate Studies, the Associate Chair and 2 faculty  
15 members elected by the departmental faculty to serve a two-year term. These two terms are staggered, with  
16 one faculty member elected by the departmental faculty each year during the annual retreat in August.  
17

18 **Meetings:** The Exec Comm will generally meet on an as needed basis to work on faculty meeting agendas  
19 and to focus on issues of key importance for full faculty discussion.  
20

21 **Reports:** Exec Comm recommendations may, in some cases, lead directly to Department Chair decisions  
22 and in other cases will be provided as part of background or discussion items during departmental faculty  
23 meetings.  
24

25 **Rules:**

26 All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a majority of  
27 those present. All members of the committee are considered voting members. At least  
28 60% of the voting members of the Exec Comm shall constitute a quorum. Voting by proxy shall not  
29 be permitted. The Exec Comm may recommend additional rules and bylaws as it deems necessary to  
30 conduct its affairs.  
31

32 **Amendments:**

33 The Charter, rules, and bylaws may be amended at any regular BME faculty meeting by a vote of the  
34 majority of the entire membership. If 10 days previous notice has been given in writing to all members  
35 stating the nature of the amendment, the Charter, rules and bylaws may be amended by a two-thirds vote  
36 of those voting, a quorum being present. Amendments will become effective immediately after approval  
37 by the Chair of the Department.  
38

39 Charter approved on: March 27, 2015

40 Revised Charter approved on: August 23, 2019  
41  
42  
43



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Charter for the Biomedical Engineering  
**Undergraduate Studies Committee (USC)**

**Purpose:**

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

**Role:**

The activities of the committee include:

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

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

**Membership:**

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

*Ex officio* members: Department Chair

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

- increasing the academic quality of the student body by accepting high-caliber students;
- recruiting these high-caliber students proactively, including by strategic use of the Kettering Foundation funds as undergraduate scholarships;
- ensuring ongoing compliance with ABET accreditation guidelines for the undergraduate program;
- organizing and, as needed, updating the BME major and minor curriculum requirements (in conjunction with the Curriculum subcommittee);

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- participating in recruitment of potential students and promoting faculty and student involvement in campus visits and other recruiting functions;
- monitoring general student issues, including the progress of individual students, mentoring services and helpful and timely advice for undergraduate research and job placement.

**Meetings:**

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

**Reports:**

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

**Rules:**

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

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

**Amendments:**

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

Charter approved on: November 15, 2007

Revised Charter approved on: December 5, 2014

Revised Charter approved on: August 23, 2019

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Approved by BME Faculty: August 22<sup>nd</sup>, 2019; OAA February 3, 2020

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, reviewing/approving recommendations for additions/deletions from the graduate program and reviewing/approving course concurrence requests from other departments
- reviewing and approving each student's candidacy examination and final examination committee
- working with students so they can secure financial support including but not limited to GTA, GRA and fellowship positions.
- monitoring the progress of individual students and, when necessary, terminating their enrollment in the program.

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

**Membership:** The Committee is chaired by the Director of Graduate Studies who is appointed by the chair of the department to a three-year term. Committee appointments are made by the Department Chair, following recommendations from the Director of Graduate Studies. Typically the Committee will consist of 5-8 members, including the Graduate Studies Coordinator, in addition to the Chair. The members of the committee typically serve for up to 3 years but may serve longer at the discretion of the department chair. One graduate student is selected to sit on the committee, in a non-voting capacity, for a one-year term. Nominees are suggested by graduate students.

*Ex officio* members: Department Chair

**Objectives:** Specific long-term goals of the GSC include

- increasing the academic quality of the graduate student body by accepting high-caliber students
- recruiting and retaining these high-caliber students
- helping graduate students identify and secure funding support and high quality research experiences
- organizing and, as needed, updating the graduation and course of study requirements (in conjunction with the Curriculum subcommittee)
- participating in recruitment of potential students and promoting faculty and student involvement in campus visits and other recruiting functions
- monitoring the progress of individual students, providing mentoring services and job

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1 placement advice.

2  
3 **Meetings:** The Graduate Studies Committee meets approximately monthly, with increased frequency as  
4 required to consider applications and fellowship nominations.

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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 faculty  
8 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.

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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 two-  
18 thirds vote of those voting at a faculty meeting. Amendments will become effective immediately after  
19 notification of the Department Chair.

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21 Charter approved on: November 9, 2007

22 Revised Charter approved on: December 5, 2014

23 Revised Charter approved on: August 23, 2019

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*Approved by BME Faculty: August 22<sup>nd</sup>, 2019; OAA February 3, 2020*

Charter for the Department of Biomedical Engineering  
**Development and Outreach (DOC)**

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

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

- Organize and evaluate the effectiveness of the departmental newsletter
- Organize and evaluate the effectiveness of the departmental website. This includes developing a feasible plan for the continual update of the departmental website with a recent news/activities section and a plan for the continual update of faculty webpages (not personal webpages)
- Implement policies to ensure the timely and effective communication of news-worthy items (e.g. awards) obtained by BME students, staff, faculty or alumni via social media or other means.
- Coordinate with other committees to publicize opportunities (i.e. GRAs or REUs) in the BME department
- Develop a communication plan to provide BME faculty, undergraduate and graduate students with information about funding opportunities at the college, university and national levels
- Work closely with the department's development office to maximize opportunities for engaging alumni and other individual's for the procurement of development funds to departmental accounts.

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

*Ex officio* members: Department Chair

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

**Reports:** The committee reports to the faculty with a written and oral report (as scheduled) that describe the current state of BME's development and outreach activities. Reports will summarize actions and will also provide the faculty with an opportunity to comment on development/outreach efforts.

**Rules:**

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

The DOC 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

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*Approved by BME Faculty: August 22<sup>nd</sup>, 2019; OAA February 3, 2020*

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

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4 Revised Charter approved on: August 23, 2019

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*Approved by BME Faculty: August 22<sup>nd</sup>, 2019; OAA February 3, 2020*

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

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

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

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

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

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

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

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

**Rules:**

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

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

**Amendments:**

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

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7 Charter approved on: February 1, 2008  
8 Revised Charter approved on: October 10, 2014  
9 Revised Charter approved on: August 23, 2019

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*Approved by BME Faculty: August 22<sup>nd</sup>, 2019; OAA February 3, 2020*

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

**Purpose:**

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

**Role:**

The activities of the committee include:

- managing the current BME space in Bevis Hall for optimal usage by Administration, Faculty, Staff and students;
- providing quantitative assessment data on research activity as per the department's approved space policy.
- providing guidance and oversight in any issues concerning upgrades for labs, classrooms and office space, as needed, which are then brought to the full Faculty for discussion;
- continued monitoring of lab space, equipment, computer labs and classrooms to ensure student productivity and safety;
- participating in all renovation projects, including developing and implementing optimal strategies for room plans and involvement in contractor meetings;
- provide representation and work with the college of engineering's technology office to
  - Assess and implement strategies for computer and network security
  - Inventory and assess current hardware and determine need for replacement
  - Develop strategies for protecting critical data through backup scheduling
  - Work with departmental faculty and students to provide appropriate software on departmental computers
  - Develop educational materials for new faculty and students or for newly installed features of the computing systems
  - Allocate computer and software resources according to departmental priorities
- ongoing strategic planning for capital campaigns that influence BME faculty.

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

**Membership:**

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

*Ex officio* members: Department Chair

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

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

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1 **Meetings:**

2 The committee generally meets once each term, more frequently if needed to handle its responsibilities.  
3 Some issues may be handled electronically to expedite the process.  
4

5 **Reports:**

6 The Space and Facilities Committee reports to the faculty with a written and oral report a summary of  
7 actions taken that propose changes, additions or modifications to any BME space and any issues that require  
8 broader discussion and/or faculty participation.  
9

10 **Rules:**

11 All meetings shall be conducted under Robert's Rules of Order Revised, unless waived by a vote a simple  
12 majority of those present. At least 50% of the voting members of the Space and Facilities Committee shall  
13 constitute a quorum. Voting by proxy shall not be permitted.  
14

15 The Space and Facilities Committee may recommend additional rules and bylaws as it deems necessary to  
16 conduct its affairs.  
17

18 **Amendments:**

19 The Charter, rules, and bylaws may be amended at any regular BME faculty meeting by a vote of the  
20 majority of the entire membership. If 7 days previous notice has been given in writing to all members  
21 stating the nature of the amendment, the Charter, rules and bylaws may be amended by a two-thirds vote  
22 of those voting, a quorum being present. Amendments will become effective immediately after approval  
23 by the Chair of the Department.  
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25 Charter approved on: January 11, 2008

26 Revised Charter approved on: December 5, 2014

27 Revised Charter approved on: August 23, 2019  
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Approved by BME Faculty: August 22<sup>nd</sup>, 2019; OAA February 3, 2020

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

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

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

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

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

*Ex officio* members: - Department Chair

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

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

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

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

**Rules:**

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

**Amendments:**

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

Charter approved on: March 27, 2015

Revised Charter approved on: August 23, 2019