

School of Biomedical Engineering (SBME) Code

As stated in the Colorado State University Academic Faculty and Administrative Professional Manual Section, C.2.4.2 Departmental Organization, ‘each academic department shall operate under a Departmental Code. The Departmental Code shall be consistent with the provisions of the University code relating to departmental matters, and the University Code shall take precedence in all instances’. This document contains the code for the School of Biomedical Engineering (SBME) at Colorado State University. The SBME is not a department but rather an interdisciplinary program. Consequently some terms in the University Academic Faculty and Administrative Professional Manual have been modified to reflect the status of the SBME.

Article I SBME Mission

The Colorado State University SBME combines Colorado State University’s strengths in veterinary medicine, engineering and the sciences to provide an interdisciplinary focus on improving health, fighting disease and aiding persons with disabilities.

Article II Program Organization

The organizational chart shown in Appendix A describes the structure of the SBME. Faculty from four Colleges: Health & Human Sciences, Engineering, Natural Sciences & Veterinary Medicine & Biomedical Sciences are eligible to become members of the SBME.

Article II.1 Designation and Titles of Administrative Officers

The administrative officers of the SBME are the Director, who is also the Director of the Graduate Degree programs, and the Associate Director, who is also the Director of the Undergraduate Program.

Article II.2 Executive Committee

The Executive Committee shall consist of the Deans or their appointed representative from the participating Colleges, the Dean of the Graduate School and the Director of the SBME. The SBME Director reports to the Executive Committee. The Director of the SBME shall be a full voting member of the Executive Committee except when the Committee is considering a candidate for Director of the SBME who has been elected by the Core Faculty.

- Upon written request of either the Chair of the home Department or the participating faculty member, the Director of the SBME will provide recommendations on Promotion and Tenure for participating faculty to their home Department. The Director of the SBME shall seek opinions and advice of other faculty, research staff and students of the Program before making their final recommendations. The Director will transmit the material through administrative channels as outlined in the CSU Academic Faculty and Administrative Professional Staff Manual.

Article II.3. SBME Director and Graduate Programs Director

The primary administrative officer of the SBME is the Director. This person is also the Director of all the graduate degree programs in SBME. Members of the SBME Core and Associate faculty are directly responsible to the director for SBME-related issues and activities. The Director will be elected by the SBME Core Faculty and approved by the Executive Committee (excluding the SBME director) for a five-year term. If the Executive Committee fails to approve the candidate elected by the Core Faculty, a new nomination process and election will be held by the Core Faculty. The Director reports to the SBME Executive Committee.

The duties of the Director include:

- To call meetings of the SBME Faculty (at least one per semester).
- To execute decisions of the Core Faculty.
- To coordinate the functions of the Graduate Affairs and *Ad Hoc* Committees.
- To manage the SBME staff in conjunction with the Associate Director.
- To work with Associate Director to manage all SBME activities, including strategic planning and development (fund raising).
- To organize the staffing of the various SBME graduate courses in consultation with the Core Faculty and Department Heads from participating departments.
- To act as spokesperson for the SBME in meetings with the Provost/Academic Vice President, the Deans of the participating Colleges and other administrative officers of the University.
- To appoint Ad Hoc and standing committees as needed.
- Assign graduate teaching assistantship awards in conjunction with Associate Director
- To oversee elections of members to the Core Faculty.
- To perform program evaluation and assessment as needed (see article IV) and to provide SBME program information (including budget information) to the Core Faculty, the Executive Committee, the Provost/Academic Vice President, the Dean of the Graduate School, the Deans of the participating Colleges, and other administrative officials as needed.
- The Director shall establish an External Advisory Board. This Board may consist of Colorado State University Alumni, representatives from Government, Industry, other universities and other external constituents and will meet at least once per year. If it is more convenient, teleconferences may be held in place of actual meetings. This board will provide advice and direction to both the SBME Director and Associate Director on both the graduate and undergraduate programs, respectively.

Article II.4 SBME Associate Director and Undergraduate Programs Director

The secondary administrative officer of the SBME is the Associate Director. This person is also the Director of all the undergraduate dual B.S. degree and interdisciplinary studies programs in SBME. The Associate Director will be selected by the Dean of the College of Engineering and

reports to the Dean of the College of Engineering in matters related to the undergraduate program and to the SBME Director for other matters. The Associate Director must be a COE faculty member and member of the SBME Core Faculty. The Director may request that the Associate Director serve as Acting Director during short absences.

The duties of the Associate Director include:

- To manage the SBME staff in conjunction with the Director.
- To manage all undergraduate program SBME activities (with Director as needed), including strategic planning and development (fund raising) and ABET accreditation).
- To work with the SBME External Advisory Board.
- Assign graduate teaching assistantship awards in conjunction with the Director.
- Members of the SBME Core faculty who are in the College of Engineering are directly responsible to the Associate Director for SBME undergraduate program- related issues and activities.

Article II.5 Graduate Affairs Committee

The Graduate Affairs Committee shall consist of one representative from each of the participating colleges (Health & Human Sciences, Engineering, Natural Sciences & Veterinary Medicine & Biomedical Sciences) and one SBME student. The duties of the members of the Graduate Affairs Committee will be assigned by the Director of the SBME and will include making admissions decisions for all the graduate degree programs. The Committee members will elect their chair. The members of this committee shall act as a short-term advisory committee for SBME graduate students without an assigned advisor (as necessary) and all Master of Engineering students.

Article II.6 Undergraduate Affairs Committee

The Undergraduate Affairs Committee shall consist of one representative from each College of Engineering department involved in the undergraduate curriculum. The duties of the members of the Undergraduate Affairs Committee will be assigned by the Associate Director of the SBME. The Committee members will elect their chair. The Director of SBME will serve as an ex officio member of this committee. The undergraduate dual degree resides specifically under the auspices of the College of Engineering. Undergraduate curriculum will originate with the BME Undergraduate Affairs Committee and proceed to the COE Curriculum Committee.

Article II.7 Graduate Curriculum Committee

The Graduate Curriculum Committee shall consist of at least one representative from three of the four participating colleges (Health & Human Sciences, Engineering, Natural Sciences & Veterinary Medicine & Biomedical Sciences) and one SBME graduate student. The duties of the members of the Graduate Curriculum Committee of the SBME and will include designing and updating the SBME graduate curriculum and provide input on all curricular issues. The Committee members will elect their chair. Curriculum changes from this SBME committee will be forwarded to the College of Engineering curriculum committee for approval prior to submission to the University Curriculum Committee.

Article II.8 Ad Hoc Committees

The Director shall appoint *ad hoc* committees as needed to review complex issues, seminars, etc.. The term and tasks of a given committee will be defined upon formation.

Article II.7 Core Faculty

Article II.7.1 Procedure for election of SBME Core Faculty

- An applicant must hold an appointment as a regular tenured or tenure track faculty member of Colorado State University, have an active research program in the Biomedical Engineering/Bioengineering that is appropriate for the training of graduate students, and/or have the expertise and willingness to contribute to the teaching of undergraduate and/or graduate courses of the SBME.
- An applicant must be nominated by a member of the Core Faculty and provide a nomination letter, current curriculum vitae and a statement of (1) his/her interests in SBME committee service and/or graduate student advisory committee service, (2) areas of expertise and willingness to teach SBME courses or elective courses that are appropriate for SBME students, (3) ideas for seminar speakers, and (4) other ideas for his/her functioning as a SBME Faculty member.
- The applicant's curriculum vitae and statement will be reviewed by the Director and/or Associate Director before forwarding to the Core Faculty for voting. Appointment requires a simple majority of a quorum of the Core Faculty.
- The Director of SBME shall be responsible for the execution of a Memorandum of Understanding (MOU) between the new faculty member and SBME. This MOU will be signed by the Director of SBME, the faculty member, the head of the faculty member's home department, and the dean of faculty member's college detailing the expected commitments to SBME, and the duration of these commitments

Article II.7.2 Review of SBME Membership:

Membership in the SBME Core Faculty is a privilege that carries certain responsibilities. Core faculty will be asked to submit a brief report every three years on their contributions to SBME. The Director will review faculty members who do not turn in the report or as needed by sending the member(s) a form asking him/her to review his/her participation in the SBME Program with particular reference to the following:

- Mentoring of SBME Graduate Students
- Graduate Committee service other than one's own student
- Developing and/or teaching undergraduate or graduate courses for SBME
- SBME Committee service
- Invitation and hosting of SBME seminar speakers
- Attendance at SBME seminars
- Participation in SBME meetings and activities. In case of no response, a reminder will be

sent after 3 weeks. If a review is triggered due to lack of reporting, a majority approval by the Core Faculty is required to renew membership in the SBME Program. If the form has not been returned to the Director after one month, the member will be formally notified by email that he/she is no longer a member of the SBME Faculty. If the Director is not informed that there has been a mistake, the person can be readmitted only through formal application. At any time, any faculty member may choose to withdraw from the faculty.

Article II.7.3 Functions of the SBME Core Faculty

- The SBME Faculty can act as a committee of the whole if a quorum consisting of one-half of the regular membership is present.
- The SBME Faculty acting as a committee of the whole can override decisions of the Director or the committees and change program policies with a two-thirds vote of the members in attendance. Unless otherwise stated in the code or voted by the faculty acting as a committee of the whole, other decisions that involve procedural matters require only a simple majority.

Article II.7.4 Responsibilities of Core Faculty

- To maintain and help enhance a productive research program that is conducive to training of graduate students.
- To teach SBME undergraduate and/or graduate courses
- To advise SBME graduate students, provide lab-rotations to SBME graduate students, provide research assistantships to SBME graduate student advisees when possible and to serve on SBME graduate students' committees.
- To sustain an active participation in SBME activities including attendance in seminars, faculty meetings and a willingness to accept assignments from the Director and Associate Director.
- To promote SBME by using the SBME affiliation (in addition to their home department affiliation) when making presentations, publishing papers, etc.)

Article II.7.5 Privileges of Core Faculty Membership

- Participation in SBME Faculty Meetings. Core Faculty have full voting rights.
- Full Access to all SBME resources and facilities.
- Full participation in the SBME seminar series including nomination of seminar speakers.
- Only Core Faculty may be elected as a member of the Graduate Committee and Director of the SBME.
- Core Faculty may use the title Assistant, Associate or Professor of Biomedical Engineering corresponding to his/her rank in his/her home department.

Article II.7.6 Associate Faculty

Any individual, who holds an appointment as a special, regular tenured or tenure track faculty member of Colorado State University, may be nominated for associate faculty status. All applicants must include a curriculum vitae and a statement of how the applicant intends to participate in the SBME. Core Faculty must vote in favor (by simple majority) for the applicant

being granted the status of Associate Faculty of the SBME.

The privileges of associate faculty status are:

- serve on graduate students' committees
- recommend seminar speakers
- participate in core faculty meetings as a non voting member
- eligible for appointment to *ad hoc* committees
- use the title of Associate Faculty Biomedical Engineering

Article II.7.6 Affiliate Faculty

Any individual, who possess training and experience useful to the SBME's teaching and research activities and who is not employed by Colorado State University may receive a faculty affiliate appointment. The appointment will be renewable every three years. All applicants must include a curriculum vitae and a statement of how the applicant intends to participate in the SBME. Applications will be reviewed by the Director and Associate Director who will determine if affiliate faculty status should be granted.

The privileges of affiliate faculty status are:

- serve on a students thesis committee
- recommend seminar speakers
- participate in core faculty meetings as a non voting member

Article III. Student Grievances and Procedures

All matters concerning student grievances will be in accordance to Section I.7 of the Colorado State University Academic Faculty and Administrative Professional 5 Manual. To start the appeal of a grading decision, the student shall submit a written request to the SBME Director. If required, in accordance with the Colorado State University Academic Faculty and Administrative Professional Manual a committee consisting of two members of the Core Faculty, two students from the SBME and, when possible, a committee member who is not a member of the SBME but is a member of the student's home department will be established by the Director. The committee will consider all student grievances. If there is a conflict of interest involving any member of the committee, the Director may appoint a replacement for the member concerned.

Article IV. Assessment and Evaluation of Program Operations

Every six years as described by CCHE or at the direction of the Deans of the participating Colleges, the Core Faculty of the SBME shall select an *ad hoc* committee to evaluate the SBME operations by the procedures outlined in the University Code and dictated by the Provost's Office. In the case of graduate program review, the Executive Committee and the External Advisory Board shall review the evaluation. In the case of undergraduate program review, the Dean of the College of Engineering and the External Advisory Board shall review the evaluation. The Associate Director will coordinate assessment and evaluation required for ABET accreditation. An Evaluation and Assessment of the Program may occur at anytime if approved by vote by 2/3 of the Core Faculty.

Article V. Changes to this Code

Proposed amendments to this code must be distributed to all Core Faculty for review and approval. Adoption of an amendment requires a majority endorsement of the members.

Effective Time Period of this Code This Code will take effect on _____.

SBME Executive Committee – Deans of Colleges of Applied Human Sciences, Engineering, Natural Sciences, Veterinary Medicine and Biomedical Sciences, VP's for Graduate Education and Research

Director, SBME & Director, Graduate Program

Associate Director, SBME & Director, Undergraduate Program

Graduate Advising Staff

Graduate Affairs Committee – One representative from each SBME College – Committee members elect chair.

Curriculum Committee – One representative from 3/4 SBME College – Committee members elect chair. Output to COE, then UCC.

Ad Hoc Committees – Members appointed by SBME Director as needed (e.g., to review complex issues, special topics, grievances, etc.).

External Advisory Board – Representatives of biomedical engineering industry and other external constituents appointed by SBME Director.

SBME Core and Associate Faculty