

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 diagram below describes the structure of the SBME. Four Colleges: Applied Human Sciences, Engineering, Natural Sciences & Veterinary Medicine & Biomedical Sciences are members of the SBME.

Article II.1 Designation and Titles of Administrative Officers

The administrative officers of the SBME are the Program Director and the members of the Program Committee who may serve as Interim Director during any absence of the Director.

Article II.2 Executive Committee

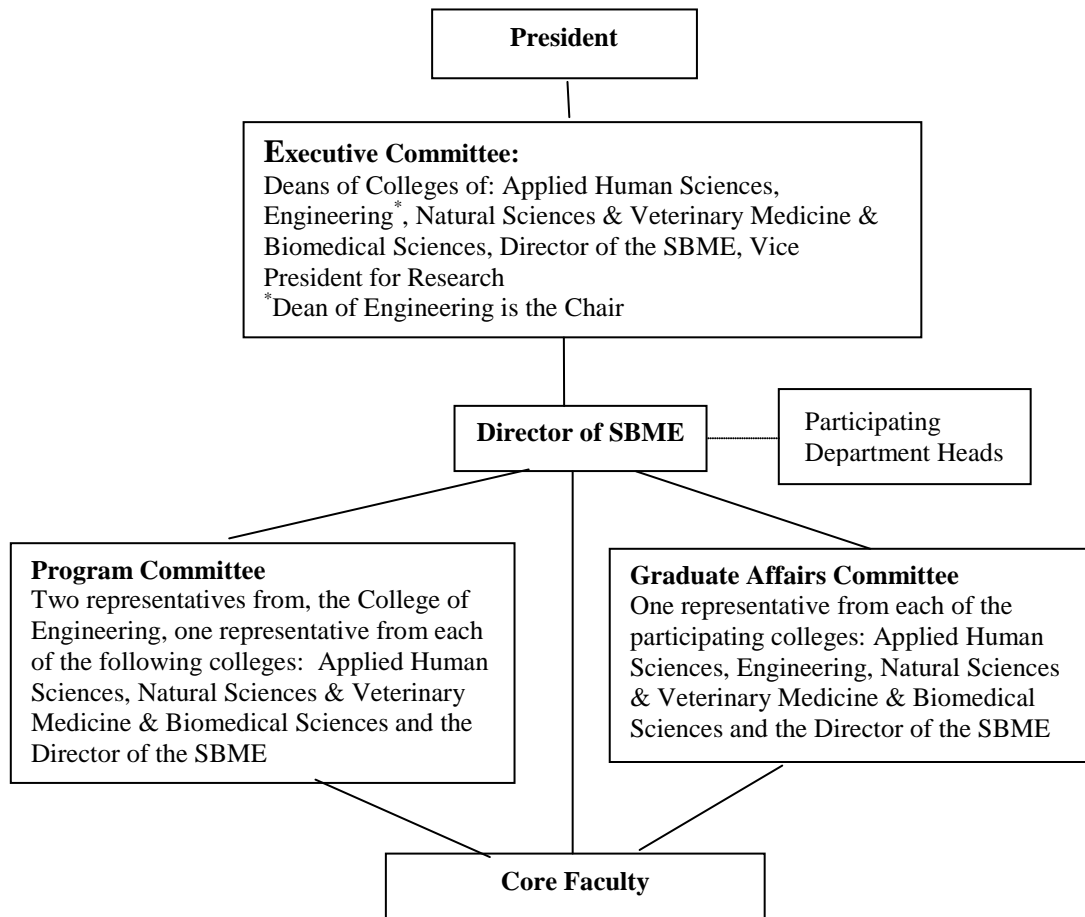
The Executive Committee shall consist of the Deans or their appointed representative from the participating Colleges as well as the Director of the SBME. The Director of the SBME shall be a full voting member of the Executive Committee except when the Committee is considering a candidate for Director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

Article II.3 Director

The administrative officer of the SBME is the Director. Members of the SBME are directly responsible to the Director. 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 duties of the Director include:

- To call meetings of the SBME Faculty (at least one per semester).
- To execute decisions of the Core Faculty.



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- To coordinate the functions of the Program and Graduate Committees.
 - To staff the various SBME 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 committees.
 - To oversee elections of members to the Core Faculty, Program and Graduate Committees.
 - To prepare and submit an annual budget and annual report to the Core Faculty, the Provost/Academic Vice President, the Dean of the Graduate School, the Deans of the participating Colleges, and other administrative officials.
 - The Director shall establish an External Advisory Board. This Board which may consist of Colorado State University Alumni, representatives from government, industry and other universities hold at least one meeting per year. If it is more convenient, teleconferences may be held in place of actual meetings.

Article II.4 Interim Directors

The Director may request that any one of the Program Committee members serve as acting Interim Director during a short absence.

Article II.5 Program Committee

The Program Committee shall consist of two representatives from, the College of Engineering, one representative from each of the following colleges: Applied Human Sciences, Natural Sciences & the College of Veterinary Medicine & Biomedical Sciences. The Director of the SBME is also a full member of the Program Committee. With the exception of the Director, members of the Program Committee will be elected by the Core Faculty for a period of three years. Committee members will have staggered terms.

The duties of the members of the Program Committee will be assigned by the Director of the SBME. These include all activities associated with running the SBME such as review of applicants for Core and Affiliate faculty status within the program, support development and review of program procedures and policies, etc.

Article II.6 Graduate Admissions Committee

The Graduate Affairs Committee shall consist of one representative from each of the participating colleges Applied Human Sciences, Engineering, Natural Sciences & Veterinary Medicine & Biomedical Sciences and the Director of the SBME. With the exception of the Director, members of the Graduate Admissions Committee will be elected by the Core Faculty for a period of three years.

The duties of the members of the Graduate Admissions Committee will be assigned by the Director of the SBME. These include, all aspects of graduate admissions including, review of applications, assignment of teaching assistantships, etc.

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 stream 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 graduate courses of the SBME.
- An applicant must provide a 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 graduate level 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.
- An applicant must give a seminar as part of the SBME Seminar Series. This is open to SBME faculty and the public at large and will take place prior to voting.
- The applicant's curriculum vitae and statement will be reviewed by the Program Committee. If the Program Committee approves the application, the Core Faculty will vote on appointment of the candidate.

Article II.7.2 Review of SBME Membership:

Membership in the SBME Core Faculty is a privilege that carries certain responsibilities to the program. Every third year the Administrative Assistant of the Program will send each member 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
- Participation in SBME and related graduate courses
- 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.

After reviewing this material, a three-fifths majority approval by the Program Committee is required to renew membership in the SBME Program. If the form has not been returned to the Administrative Assistant 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.

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. All decisions must be approved by a majority of the Executive Committee. The SBME Director will not take part in the Executive Committee vote if there is deemed to be a conflict of interest.

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 courses and advise graduate students
- To sustain an active participation in SBME activities including attendance in seminars, faculty meetings and a willingness to accept assignments from the Director, Program Committee and Graduate Admissions Committee.

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 Program and Graduate Admissions Committees 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 regular tenured or tenure stream faculty member of Colorado State University, may be nominated for associate faculty status. Such appointments will be for a period of three years. 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 and voted on by the Program Committee. The Program Committee 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 a student's thesis committee
- recommend seminar speakers
- participate in core faculty meetings as a nonvoting 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. The Director or Program Committee may grant the status of Affiliate Faculty of SBME.

The privileges of associate faculty status are:

- serve on a student's thesis committee
- recommend seminar speakers
- participate in core faculty meetings as a nonvoting 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 Manual. If required, in accordance with the Colorado State University Academic Faculty and Administrative Professional Manual a committee consisting of two members of the Graduate Committee, 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 Advisor's home department will be established. The committee will consider all student grievances. If there is a conflict of interest involving any member of the Graduate Committee, the Director may appoint a replacement for the member concerned.

Article IV. Curriculum

This process will be used for all BIOM program and course requests. If a BIOM course is joint-listed with another program, this process still applies for the BIOM course – separate paperwork for the joint listing will follow the normal process. Both versions of the joint-listed course will need to be sent to the UCC for further action.

Initial Actions (from the College of the Developer or Instructor)

1. Fill out appropriate paperwork as described in the current *Curricular Policy and Procedures Handbook*
2. If course, Instructor signs
3. If course, Department Head of instructor attaches a signed memorandum to the Chair of the College Curriculum Committee approving instructor release time from departmental responsibilities
4. Any signatures necessary if there are impacted departments or programs
5. Director of School of Biomedical Engineering signs as Department Head / Chairperson ensuring sufficient resources to support the class or program
6. Memo provided to all SBME College Curriculum Committee Chairs notifying them of curriculum items being proposed.

Subsequent Actions (in College of Engineering and affected Colleges)

7. Copies of all signed paperwork made and sent to the College of Engineering Curriculum Committee. If the BIOM course has overlapping content or is to be joint-listed (or already is joint-listed) in a department outside of the College of Engineering, an additional copy must be routed through the respective College Curriculum Committee.
8. For each college involved, signature of the College Curriculum Committee chair
9. For each college involved, signature of the Dean of the College approving the expenditure of resources (faculty release time and any other necessary resources)
10. All signed copies sent to the administrative staff support for the University Curriculum Committee

Article V. 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 a committee to evaluate the SBME operations by the procedures outlined in the University Code. The Executive Committee and the External Advisory Board shall review the evaluation. An Evaluation and Assessment of the Program may occur at anytime if approved by vote by 2/3 of the Core Faculty.

Article VI. 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 that return a ballot within two weeks after distribution of the proposed amendment.

Effective Time Period of this Code

This Code will take effect on 1 July 2007.

Updated 07/01/2009