

## Biomedical Engineering Ph.D. Committee Policy

### Requirements of Graduate College

- The committee must consist of a committee chair, a Graduate College Representative (Norman Campus), and at least two other members of the graduate faculty (4 total members minimum).
- A majority of the committee members must hold an RM3/M2 or RM4/M3 [graduate faculty appointment](#) through the student's academic unit. Faculty with special member (SM) status are not included in this majority.
- A student who wishes to include a faculty member with SM status or a faculty member from another academic unit in addition to the Graduate College representative may form a committee with 5 or more members.
- The Dean of the Graduate College must approve the committee membership.

### SBME Policy

- **Committee chair** (i.e., faculty advisor)
  - Must hold an RM4/M3 University of Oklahoma graduate faculty appointment or equivalent status (i.e., through SM with the privilege of chairing PhD committees) through the Stephenson School of Biomedical Engineering (SBME). This committee member will be responsible for all chair functions and will sign doctoral paperwork as the committee chair.
- Graduate College Representative from the University of Oklahoma - Norman
  - By Graduate College policy, must hold an RM3/M2 or RM4/M3 University of Oklahoma graduate faculty appointment outside the Stephenson School of Biomedical Engineering (i.e., does not hold graduate faculty status in SBME).
  - The Graduate College Representative is *recommended* to be from a College outside of the home College of the committee chair.
  - A Graduate College Representative's employment and all academic appointments (including graduate faculty appointments) must be independent of control by the committee chair and the student's academic unit.
  - The Graduate College Representative may not be an individual who may have a perceived conflict of interest in representing the student's interests, e.g., an established collaboration with the committee chair.
  - The student is advised to independently select the Graduate College Representative.
- At least one member of the committee must hold at least a 50% FTE appointment in SBME.
- **Clinician:** If the committee chair is RM4/M3 (i.e., *not* SM such as an OUHSC advisor), then it is *recommended* that a 5<sup>th</sup> member of the committee be a clinician, preferably from OUHSC.
- **Note:** For committee chairs with a SM status that does *not* count toward the SBME departmental majority on graduate committees (e.g., OUHSC advisors with SM status that includes chairing PhD committees but does not include counting toward departmental majority), a 5-member committee is required, with 3 *additional* SBME graduate faculty (including one with 50+% FTE appointment in SBME; and all three as RM3/M2 or RM4/M3, but not SM unless that SM appointment specifically includes counting toward departmental majority) must be on the committee in addition to the Graduate College Representative. Addition of an OUHSC clinician would require a 6<sup>th</sup> position, and would then violate the university policy that requires >50% of the committee to hold true RM3/M2 or RM4/M3 status in SBME (special membership does not count unless approved by the Graduate College); therefore, for OUHSC advisors whose SM status does not count toward departmental majority, the only way to add a clinician to the committee would be to also add a 7<sup>th</sup> member with a true RM3/M2 or RM4/M3 status in SBME so that 4 out of 7 committee members (>50%) hold SBME RM3/RM4/M2/M3 status.

You are advised to choose your chair and committee members for the contributions they will make to your dissertation work. Your Graduate College Representative may serve that purpose, but is formally on the committee to guarantee fairness and Graduate College standards.

When you have decided on a committee, please notify the Graduate Programs Coordinator.