

CRITERIA FOR GRADUATE FACULTY MEMBERSHIP

Stephenson School of Biomedical Engineering

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The following criteria are established to determine the eligibility, responsibilities, retention, reappointment, and rescission of graduate faculty membership in the Stephenson School of Biomedical Engineering (SBME), by the SBME Graduate Faculty Committee (GFC), which consists of graduate faculty members with primary regular faculty appointments (FTE \geq 0.5) in SBME.

A. Membership

A.1. Membership Type

SBME grants two types of graduate faculty membership:

1. Regular Membership with RM status (see Section A.2.1)
2. Special Membership

The Regular Membership (RM) is granted to OU-Norman faculty members, including OU-Norman faculty at the OU-Tulsa campus.

The Special Membership (SM) is granted to members in other academic or non-academic institutions, including the University of Oklahoma Health Sciences Center (OUHSC) and its Tulsa branch, outside OU-Norman.

A.2. Membership Status and Member Privileges / Duties

1. A Regular Member of the graduate faculty will have the following privileges determined by the level of their appointment:
 - RM0: can teach graduate courses
 - RM1: can have all the privileges of RM0 and serve on master's committees
 - RM2: can have all the privileges of RM1 and chair non-thesis master's committees
 - RM3: can have all the privileges of RM2 and direct master's theses and chair master's committees, as well as serve on doctoral committees
 - RM4: can have all the privileges of RM3 and direct doctoral dissertations and chair doctoral committees.
2. A Special Member of the graduate faculty shall be granted selected privileges and shall assume the appropriate duties listed in A.2.1 above, determined by the level of appointment.

A.3. Eligibility of Graduate Faculty Membership in SBME

To serve as a member of the SBME graduate faculty, an individual must satisfy one of the following criteria:

1. An earned PhD degree in bioengineering or biomedical engineering
2. An earned PhD degree in a relevant engineering field with track records of biomedical research, including, but not limited to:
 - Biological Engineering
 - Chemical Engineering
 - Civil Engineering
 - Electrical Engineering
 - Environmental Engineering
 - Industrial & Systems Engineering
 - Mechanical Engineering
3. An earned PhD degree in a non-engineering field with track records of biomedical/biomedical

engineering related research, including, by not limited to:

- Biology
- Biotechnology
- Chemistry
- Computer Science
- Mathematics
- Statistics
- Physics

4. A position with Tested Experience appropriate to the education and research mission of SBME in a professional field, in the United States or in SBME partner institutions outside of the United States, including, but not limited to:

- Academics
- Business
- Industry
- Healthcare

The “Tested experience” includes, but not limited to:

- Experience in clinical practice as a physician with a doctoral degree (e.g., D.D.S., M.D.).
- Experience of research in the field of biomedical engineering with appropriate track-record of publications, grant funding, and supervision of graduate students and/or postdoctoral fellows.
- Experience in business and entrepreneurship with appropriate track-record of creating business and commercializing products in the biomedical engineering field.
- Experience in designing, developing, and manufacturing biomedical engineering products with appropriate track-record.
- Experience in developing, marketing, and commercializing healthcare products and services with appropriate track-record.

A.4. Additional Criteria for Graduate Faculty in SBME with RM3 or RM4 status, or with SM status that includes the privilege of chairing master’s and/or doctoral committees, or with SM status that includes counting toward departmental majority.

In addition to the criteria in A.3, an individual must provide evidence of research and scholarly activities within the preceding five (5) years:

- a. Published two articles in refereed journals (no substitutions are allowed) in biomedical engineering or related fields, and
- b. Had at least two of the following achievements:
 1. At least two papers presented or accepted for presentation at national and international conferences.
 2. At least one scholarly book or monograph.
 3. At least one funded external grant or contract to support research activities.
 4. At least one patent issued.
 5. At least one additional article published (or accepted) in refereed journal paper.
- c. Substantive connection to SBME. Connections may include, but not limited to the following examples. Any one example alone may not be sufficient to constitute a substantive connection, whereas a combination of examples may provide a more compelling case.
 - Advising BME undergraduates in research.
 - Supporting BME capstone design projects.
 - Participating in SBME proposal writing group.
 - Attending SBME seminars or other SBME events.
 - Supporting SBME faculty recruiting.
 - Supporting PhD student recruiting.

- Participating on SBME service committees.
- Teaching BME courses or other courses that enroll BME students.

Specific examples must appear in the letter for the membership application (see B1 below).

A.5. Duration of Appointments

1. Regular Membership. Regular membership (RM0 through RM4) shall be for a maximum of 5 years. Appointments for durations shorter than a 5-year term may be recommended by the SBME GFC, and approved by the Director of the School. Membership may be renewed (Section C.1).
2. Special Membership. Special membership maximum duration is determined by Graduate College policy. Appointments for durations shorter than the maximum duration may be recommended by the SBME GFC and approved by the Director of the School. Membership may be renewed (Section C.1).

B. Application and Appointment of Graduate Faculty Membership

B.1. Membership Application

An individual who has the desire to serve as a SBME graduate faculty member shall apply for the membership at an appropriate type and status (Sections A.1.1 and A.1.2), following the procedures established by SBME. The following shall be submitted to the Director of SBME:

1. A letter on letterhead requesting graduate faculty status, including the reason(s) why graduate faculty status is being requested. For RM3 or RM4 status, or SM status with the privilege of chairing master's and/or doctoral committees, additional explanation shall be provided that demonstrates past/present/future substantive connections with SBME.
2. The individual's CV.

SBME faculty members shall be automatically considered for the membership at the time of their employment with an appropriate RM status.

B.2. Membership Appointment

1. The application for RM membership, as well as SM membership with the privilege of chairing master's and/or doctoral committees, shall be evaluated by the SBME GFC. If the criteria in Section A.3 and A.4 are met, the GFC shall make an appropriate recommendation to the Director of SBME. The graduate faculty membership shall be approved and offered by the Director of SBME, subject to approval by the Graduate College.

2. The application for SM membership without the privilege of chairing master's and/or doctoral committees, shall be evaluated by the Director. If the criteria in Section A.3 and A.4 are met, the graduate faculty membership shall be approved and offered by the Director of SBME, in consultation with the SBME Graduate Studies Committee (GSC), subject to approval by the Graduate College.

3. SBME GFC members may not vote on their own membership and status. GFC Committee members shall recuse themselves from voting on their membership and from voting on membership and status of other candidates if there is apparent or potential Conflict of Interest, as defined by the faculty handbook.

C. Retention, Reappointment, and Rescission of SBME Graduate Faculty Membership

C.1. Retention and Reappointment of the Membership

To continue to serve as a SBME graduate faculty and to be reappointed after the current membership is expired, the member must:

1. Satisfy the membership criteria specified in Sections A.3 and A.4.
2. Have demonstrated the following over the preceding five (5) years:
 - a. Performed duties corresponding to the member status, as specified in Section A.2.
 - b. Compliance with SBME and Graduate College policies and guidelines.

C.2. Evaluation of Special Member Status for Renewal

The Graduate College requires evaluation of graduate-level teaching and of thesis committee performance, with the evaluation provided to the Graduate College for renewal requests.

1. Evaluation of the graduate-level teaching above and beyond reviewing student evaluations of teaching:
 - a. SBME faculty: As part of the annual performance evaluation process, the SBME faculty visit each other's classrooms and follow the guidance of a rubric developed by the SBME Committee A with input from Undergraduate and Graduate Studies Committees. General performance shall be summarized from those visits for the Graduate College.
 - b. Faculty with primary appointments outside of SBME who teach BME graduate-level courses: Either the home unit for the faculty member may provide a summary of their own evaluation of the instructor's graduate-level teaching performance to SBME, or SBME will identify an alternative means to evaluate teaching that is acceptable to the Graduate College.
 - c. If a faculty member has not taught graduate courses in BME, SBME will report the evaluation here as "N/A" to the Graduate College.
2. Evaluation of service on graduate committees. Evaluations of mentorship may include but are not limited to:
 - a. Exit interviews of graduating students (after signatures received from final thesis submission)
 - b. Anonymous advisory board interviews of BME graduate students, with a question specifically on graduate committee members

3. Evaluation of mentorship

The basic academic responsibility stated in Section 3.2.2 of OU Faculty Handbook is expected of all graduate faculty members.

Specifically, the expectations of quality mentorship include but are not limited to

- a. Meeting with students at least annually.
- b. Providing timely feedback of written materials.
- c. Placing an emphasis on the professional development and career plans of the student.

C.3. Rescission of the Membership

When reasons are brought to the attention of the Director that question an individual's Graduate Faculty status during that individual's current term, the Director will investigate the matter in a timely manner. Based on the nature of those reasons, the Director will determine whether (additional) attempts to work with the individual to correct their mentorship are warranted and can be resolved by mutual consent, or whether the conduct may warrant rescission of Graduate Faculty status. Reasons may be presented to the Director from a variety of sources including but not limited to the Graduate Studies Committee, the Graduate Liaison, the Dean of Engineering, the Office of the Provost, the Institutional Equity Office, the Graduate College, graduate students, and/or SBME graduate faculty.

If the Director determines that the conduct may warrant rescission of Graduate Faculty status, the Director shall convey the matter and a recommendation to the Graduate Dean as required by the "(B) Initial Administrative Review" guidelines as established in the [Rescission Procedure of Graduate Faculty Status Policy](#) (as approved by the Graduate Council of The University of Oklahoma-Norman Campus).

D. Status Changes of SBME Graduate Faculty

1. An upgrade in status, e.g., from RM3 to RM4, can be made at any time, as long as the member satisfies the criteria of the new status, and recommended by the SBME GFC and approved by the Director of SBME and the Dean of the Graduate College.
2. If a member is to be lowered in status, e.g., from RM4 to RM3, that member may be given a one-year probationary extension in their current status (extension time period may not extend beyond

the originally approved term), at the discretion of the Director of SBME. A member may waive the probationary extension if they so desire.