

FACULTY GOVERNANCE

DEPARTMENT OF MEDICAL ENGINEERING

JOINT DEPARTMENT OF THE COLLEGES OF ENGINEERING AND MEDICINE

University of South Florida

PREAMBLE

This Department of Medical Engineering is not currently a multi-campus unit. If future faculty or staff are hired at branch campuses, we will modify our Faculty Governance documents to ensure that those faculty are included in matters of Governance and Tenure & Promotion, to ensure they have a voice in Departmental and promotion issues. We recognize the principles of equity of assignment, resources and opportunities of faculty and staff across a multi-campus university.

This document shall not be construed in any manner so as to conflict with the Laws of the State of Florida, the policies of the Board of Governors, the rules, regulations, and policies of the University of South Florida or the regulations and policies of the Colleges of Engineering or Medicine.

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1. FACULTY

The Joint Department of Medical Engineering can confer one of the following classes of appointments on faculty colleagues who wish to participate in the Department's activities.

1.1 PRIMARY APPOINTMENTS

Academic Faculty include all Tenured/Tenure Track and Instructional faculty with primary, full-time appointments in the Department. All primary appointments require approval by the majority of Academic faculty in the Department who are at that rank or above. Appointments last for the duration of employment in the Department.

1.1.1 TENURED/TENURE-TRACK

Tenured/Tenure-Track (TTT) Faculty shall consist of faculty who are employed full time by the College of Engineering and/or Medicine and who are specified by the University as tenured or tenure earning in the Department (Assistant, Associate, or Full Professor). Such individuals are assigned academic, research, and service duties for the Department and have a Ph.D. in Biomedical Engineering or other relevant engineering or biomedical disciplines, or an M.D.

1.1.2 INSTRUCTIONAL

Commensurate with the strategic goals and mission of the Department, faculty status is accorded to individuals who are employed full time by the College of Engineering and assigned academic duties in the Department (Instructor I-III). The duties can include teaching undergraduate courses and/or serving on department committees. Academic Faculty have a Ph.D. in an engineering discipline, or an M.D., and theoretical or practical expertise in biomedical engineering. Academic Faculty appointments do not qualify for tenure in the Department.

1.1.3 RESEARCH

Commensurate with the strategic goals and mission of the Department, faculty status is accorded to individuals who are assigned research duties in the Department (Assistant, Associate, or Full Research Professor). The duties can include serving on thesis committees or mentoring graduate students. Research Faculty have an M.D. or Ph. D. in any discipline of relevance to biomedical engineering. Research Faculty appointments do not qualify for tenure in the Department.

1.1.4 CLINICAL

Commensurate with the strategic goals and mission of the Department, faculty status is accorded to individuals who are employed (full or part-time) by the College of Medicine and who are assigned clinical duties in the Department. The duties can include clinical practice or instruction or research collaboration. Clinical Faculty have a M.D. degree and/or Ph.D. degree in a biomedical field. Clinical Faculty appointments do not qualify for tenure in the Department.

1.1.5 EMERITUS

Individuals who are retired from the department may be appointed as Emeritus Faculty by the President upon recommendation of the Chair and the College Dean.

1.1.6 VOTING

All Academic Faculty in the Department are eligible to participate in faculty meetings and have voting privileges in departmental voting. Joint Faculty with at least 50% of their salary administered by the Department have voting rights as well. Faculty on leave in the Department shall retain voting privileges.

1.2 SECONDARY APPOINTMENTS

1.2.1 JOINT AND AFFILIATE

Commensurate with the strategic goals and mission of the Department, faculty who hold primary appointments in any department on any campus of USF can be granted a joint appointment of the same rank in the Department of Medical Engineering, if a portion of their base pay is covered. An affiliate appointment does not involve coverage of base pay. All joint or affiliate appointments require approval by the majority of Academic Faculty in the Department of the appointee rank or higher. Approval will depend on factors such as teaching ability, research relevancy, mentorship history, and collaborative activity with faculty in the Department. Joint or affiliate TTT and Joint Research Faculty may supervise and serve as Major Professor for BME graduate students and use Departmental facilities. Appointments will last 3 years and are renewable.

1.2.2 VISITING

Commensurate with the strategic goals and mission of the Department, faculty status can be accorded to visiting scholars who wish to conduct teaching and/or research in the Department (at the level of Assistant, Associate and Full Professor as appropriate given the appointee's scholarly record). Such appointments may last up to the duration of stay.

1.2.3 ADJUNCT

The Chair, as needed, may appoint qualified individuals as Adjunct Faculty to teach courses or perform other duties in the Department. Appointments will last for the duration of the course assignment.

1.2.4 COURTESY

The Chair may offer a courtesy appointment to qualified individuals outside of USF who have an active scholarly relationship with the Department. Such individuals are welcome to participate in

the department's intellectual life. Courtesy appointments do not carry professorial rank and may last up to 3 years.

1.4 RECRUITMENT

Recruitment of Academic Faculty will be conducted by a search or interview committee nominated by the Chair and approved by majority vote of primary faculty at that rank or higher. Tenured appointments may also be recruited directly by the Department in exceptional cases with approval by majority vote of tenured faculty of that appointed rank or higher, and are subject to USF hiring practices and must be approved through a Targeted Recruitment process approved by the Provost's office and the DIO office. These special hires are referred to as "Target of Opportunity Hires". All search and interview committees will conduct searches consistent with College and University guidelines. The search or interview committees will establish a procedure for candidate screening and selection. The committee will recommend 3 or more candidates to the Chair and a majority vote of approval by Academic Faculty of the candidate's rank or higher is required for the Chair to recommend an offer of appointment to the College Dean. Votes can be tendered either in person, during the faculty meeting called to discuss the offer, or a proxy presented prior to the faculty meeting. The Chair in consultation with the Dean of the College will conduct the final negotiations and negotiate formal offers as appropriate.

2. ADMINISTRATION

2.1 CHAIR

2.1.1 SELECTION

2.1.1.1 INTERNAL SEARCH

All senior tenured faculty in the Department (Associate Professor or above) are eligible to be appointed as Chair of the Department. The College Dean will appoint a search committee. The committee will accept nominations and evaluate the candidates and make recommendations to the College Dean who will then select and appoint the Chair.

2.1.1.2 EXTERNAL SEARCH

The College Dean will appoint a search committee after consultation with the faculty. The Search Committee will develop a list of candidates, manage the interviews and identify a roster to be recommended to the College Dean upon consultation with the faculty. The Provost, on the recommendation of the College Dean, appoints the Chair. Every effort should be made to find a permanent Chair within a year after the appointment of an Interim Chair, if such a Chair is appointed. The Chair must be a tenured member of the Department or meet all tenure criteria for the department.

2.1.1.3 UNSUCCESSFUL SEARCHES

If the College Dean decides not to select any of the candidates presented to him/her, from either the internal or the external search, he/she will appoint an Interim Chair in consultation with the faculty and reopen the search.

2.1.2 TERM OF OFFICE

The Chair will normally be appointed for a four-year term. The Chair serves at the pleasure of the College Dean.

If the Chair is temporarily unable to serve for an extended period (defined as 3 months or more), the College Dean shall appoint (in consultation with the Chair and the members of the Faculty), an Acting Chair for that period. The Acting Chair may serve for a maximum of six months.

If the Chair position becomes vacant, the College Dean shall appoint an Interim Chair. The College Dean will also appoint a search committee after consultation with the Faculty.

2.1.3 RESPONSIBILITIES

The Chair is the Executive Officer of the department and has the nominal powers and responsibilities as delegated by the President, Provost and Dean of the College. The Chair will provide leadership and direct administration of the Department. The Chair advocates the Department's needs and promotes policies that would advance the College/Department.

The Chair will present to the faculty for discussion, on an annual basis, an overall budget report on the financial health of the department and major expenditures that occur from time to time.

In addition to the general administration of department affairs, the Chair has the following specific duties:

1. schedule courses and assign faculty teaching and service responsibilities
2. discuss assigned duties and perform annual reviews of faculty and department staff;
3. make recommendations to the College Dean on faculty salary increases after considering annual faculty evaluations by the Faculty Advisory Committee (FAC: see article 4.1.5 below) and discuss individual recommendations with respective faculty members;
4. negotiate salaries and terms for new faculty members and hire staff;
5. obtain commitments from the colleges and the Division of Sponsored Research for new faculty;
6. transmit to the faculty members University and College guidelines, procedures and policies as soon as possible upon receipt of such information by the Department;
7. prepare and transmit departmental recommendations on promotion and tenure;
8. allocate all departmental funds, space and staff services;

9. coordinate external reviews of the Department;
10. appoint an Associate Chair to assist with departmental affairs, as needed;
11. make appointments to Departmental Committees in consultation with the FAC, where the Chair shall seek broad representation of the interests and experiences of the faculty, consistent with the purpose for which the Committees are established;
12. nominate *ad hoc* committees in consultation with the FAC or the faculty;
13. foster the development of each faculty member's academic talents and interests;
14. foster good teaching in the Department;
15. propose Department goals and coordinate strategic planning in the Department;
16. promote and publicize the academic mission and programs of the Department.
17. execute other duties as assigned by the Deans of the Colleges of Engineering and Medicine

The Chair shall seek the advice of the Associate Chair, FAC, members of the Department, and departmental committees as appropriate. The Chair shall solicit the opinions and advice of faculty in major decisions affecting the instructional, financial and material resources of the Department.

2.1.4 EVALUATION

In accordance with the By Laws of the College, the College Governance Committee shall oversee an evaluation of the Chair by Faculty every spring. The evaluation will consist of votes of approval/disapproval and written comments. The results of the evaluation shall be forwarded to the Chair and the College Dean by the representative member of the College Governance Committee.

2.1.5 REMOVAL

The Department may recommend to the College Dean the removal of the Chair by a two-thirds vote of the Academic Faculty.

2.2 ASSOCIATE CHAIR

2.2.1 SELECTION

The Chair may be assisted by one or more Associate or Assistant Chairpersons. The Associate Chair shall be a tenured faculty member of the Department. All Academic Faculty are eligible to be Assistant Chair. The Chair may solicit nominations (including self-nominations) from eligible faculty. Candidates shall meet with the Chair who will outline overall responsibilities of the position and negotiate any additional duties for the upcoming year. After agreement is reached a faculty meeting will be held; at which time, the Associate or Assistant Chair's duties, the names of nominated faculty, and the Chair's recommended candidate will be provided. The Chair's

recommendation must be approved by two-thirds majority vote (by secret ballot) of the Academic Faculty.

2.2.2 TERM OF OFFICE

The Associate or Assistant Chair serves at the pleasure of the Chair. They will normally be appointed for a four-year term. The Chair may terminate the position or appoint a new faculty member to the position at the start of an academic year. The Chair may appoint a new Associate or Assistant Chair immediately if the position is vacated.

2.2.3 RESPONSIBILITIES

The Associate Chair assists and advises the Chair on the general administration of departmental affairs. The Associate Chair shall, in the Chair's absence, provide administrative continuity on a short-term (< 2 weeks) basis by representing the Chair in department, college, and university meetings, in the management of Department resources, in the signing of Department forms, and in the service of other Department needs. In addition, the Associate Chair has the following responsibilities:

1. work with the Chair to maximize undergraduate program quality and activities in support of ABET and SACS accreditation;
2. work with the Chair to maximize graduate program quality and activities in support of SACS accreditation;
3. convey updates concerning the undergraduate and graduate programs (enrollments, course changes, etc.) to faculty and advisory boards
4. participate and help with recruiting, visitation, and orientation activities
5. oversee mentorship program for tenure-track faculty
6. assist with Department fund raising and strategic planning
7. manage Department governance documents and assist with annual reporting
8. perform responsibilities in a professional manner, keeping appropriate matters confidential
9. execute other duties as assigned by the Chair

The responsibilities of an Assistant Chair will be negotiated with the Chair, in consultation with other members of the Department, based upon Department administrative needs.

2.2.4 EVALUATION

The Associate Chair shall participate in a leadership and administration mentorship program with the Chair. The Chair will meet with the Associate Chair prior to the end of the academic year to evaluate performance and negotiate any additional new duties for the following year.

2.3 UNDERGRADUATE PROGRAM DIRECTOR

The Chair may be assisted by an Undergraduate Program Director. Normal term of appointment will be 4 years for this position. The Undergraduate Program Director shall be a senior member of the faculty (Associate Professor, Full Professor, or Instructor III, with a proven track record of student success at the undergraduate level). The Chair may solicit nominations (including self-nominations) from eligible faculty. Candidates shall meet with the Chair who will outline the overall responsibilities of the position. After agreement is reached a faculty meeting will be held; at which time, the Undergraduate Program Director's duties, the names of nominated faculty, and the Chair's recommended candidate will be provided. The Chair's recommendation must be approved by two-thirds majority vote (by secret ballot) of the Academic Faculty. The Undergraduate Program Director shall not be a member of the Faculty Advisory Committee during the year of service.

2.4 GRADUATE PROGRAM DIRECTOR

The Chair may be assisted by a Graduate Program Director. Normal term of appointment will be 4 years for this position. The Graduate Program Director shall be a senior member of the TTT Faculty (Associate or Full Professor). The Chair may solicit nominations (including self-nominations) from eligible faculty. Candidates shall meet with the Chair who will outline the overall responsibilities of the position. After agreement is reached a faculty meeting will be held; at which time, the Graduate Program Director's duties, the names of nominated faculty, and the Chair's recommended candidate will be provided. The Chair's recommendation must be approved by two-thirds majority vote (by secret ballot) of TTT Faculty. The Graduate Program Director shall not be a member of the Faculty Advisory Committee during the year of service.

3. FACULTY MEETINGS

1. A quorum is defined as the presence of a majority of the voting faculty in residence for the semester during which the meeting is called. Faculty on sabbatical or on leave of absence are not considered to be in residence but retain their voting rights.
2. The Chair will convene the faculty at least once each semester. Other meetings may be called by the Chair as needed. Meetings may also be called by a petition signed by 25 percent of the faculty in residence. Meetings will be scheduled so as to maximize the number of faculty who can attend. All meetings will be announced via email at least 48 hours prior to the meeting. The faculty serving on college and university committees shall report on such activity as needed and appropriate.
3. In the case of regular meetings and for special meetings not of such an emergency character that pressure of time prevents, the Chair shall announce the meeting. An agenda shall be sent by email at least 24 hours before the meeting. Agenda items may be added by majority vote of the faculty.
4. Ordinarily the Chair will chair the faculty meeting. The Chair may make proposals and suggestions, participate actively, and lead discussions. The Chair is a voting member of the department and his/her right to vote is not confined to the case of breaking a tie. However,

the chair will refrain from participating in voting as a faculty in tenure and promotion cases since the chair holds a separate vote on the matter.

5. Maximum informality is desired in the conduct of the faculty meetings; however, in case of unresolved disagreements as to procedure, Robert's Rules of Order shall apply except as otherwise specified in these By Laws.
6. A secret ballot will be taken if a personnel issue is involved, if the Chair believes the issue demands one, or if any faculty member requests a secret ballot either before or during the meeting.
7. Minutes of all meetings will be distributed to the faculty and kept as a permanent record in the department. The actions taken regarding students, faculty, faculty recruiting, or other personal matters will be confidential and will not be included in the general minutes. Records of such matters will be retained by the Chair who shall make them available to the participating faculty member on request.
8. The representative from the Department in the College Governance Council will be elected by the faculty and appointed by the Chair.
9. The department will hold elections whenever the MedE Dept. Faculty Senate seat is vacant; the result will be forwarded to the Faculty Senate Office.

4. COMMITTEES

4.1 STANDING COMMITTEES

Standing committees provide a workgroup of faculty and staff that address ongoing activities of the Department. They can recommend use of physical resources, implement adoption of policies and practices, oversee departmental assessments, or serve other functions. The Chair will determine committee compositions at the beginning of the academic year based on faculty interests to the maximum extent possible. Unless stated otherwise, all members of a committee have voting rights within that committee.

4.1.1 UNDERGRADUATE AFFAIRS COMMITTEE

The Undergraduate Affairs Committee (UAC) shall consist of the Undergraduate Program Director, the Undergraduate Advisor, the ABET Coordinator, and 2 to 3 Academic Faculty members, with a commitment to undergraduate teaching, as well as appropriate departmental staff members. The Undergraduate Program Director will serve as the UAC Chair. The duties of this committee include:

1. review undergraduate curriculum (including textbook selection) and recommend revisions on a periodic and timely basis. All recommendations shall be
2. presented to the faculty for discussion and majority approval;
3. receive, review and present to the faculty all undergraduate course proposals and course revisions;

4. develop and implement undergraduate recruitment procedures;
5. select upper-level students for continuation in the limited-access undergraduate program;
6. make recommendations on university and college awards and fellowships;
7. communicate with the graduate committee, especially in matters pertaining to the BS/MS programs;
8. hear and act on all grievances filed by undergraduate students on academic matters other than academic dishonesty issues, which should be handled by the Chair according to university policies; on significant actions to be taken, present a solution to the entire Dept. for their inputs

4.1.2 GRADUATE AFFAIRS COMMITTEE

The Graduate Affairs Committee (GAC) shall consist of the Graduate Program Director, the Graduate Advisor, 3 TTT Faculty, and up to 2 Joint TTT Faculty, as well as appropriate departmental staff members. The Graduate Program Director will serve as the GAC Chair. The duties of this committee include:

1. review graduate curriculum and programs and recommend revisions on a periodic and timely basis;
2. receive, review, and present to the faculty all graduate course proposals and course revisions;
3. develop and implement activities to promote the graduate programs and graduate student recruitment;
4. evaluate applications and recommend candidates for admission to the graduate programs;
5. oversee recruitment, advising, and degree progression of graduate students;
6. make recommendations on university and college awards and fellowships;
7. communicate with the undergraduate committee, especially in matters pertaining to the BS/MS program.
8. hear and act on all grievances filed by graduate students on academic matters other than academic dishonesty issues which should be handled by the Chair according to university policies. On major issues, seek inputs from the whole Dept.

4.1.3 PROGRAM ASSESSMENT COMMITTEE

The Program Assessment Committee (PAC) shall consist of the Associate Chair, the Undergraduate Program Director, the Graduate Program Director, the ABET Coordinator, and 2-3 additional Academic Faculty, as well as appropriate departmental staff members. Student representatives, alumni, and representatives from other academic units may be invited to participate in the

committee as non-voting members. The Associate Chair will serve as the PAC Chair. The duties of this committee include:

1. define and revisit departmental mission statements (MSs), program educational objectives (PEOs) and student learning outcomes (SLOs) of the undergraduate and graduate programs
2. present any revisions to MSs, PEOs, and SLOs to the Department for faculty approval
3. develop tools and mechanisms for undergraduate program assessment and improvement;
4. develop tools and mechanisms for graduate program assessment and improvement;
5. distribute, collect, and analyze undergraduate and graduate course assessment data;
6. gather alumni assessments and maintain databases of alumni status and achievements;
7. report assessment results to the Department, Department Advisory Board, ABET, SACS, or review body
8. prepare the faculty for program accreditation visits

4.1.4 TENURE AND PROMOTION COMMITTEE

The Tenure committee shall consist of all tenured faculty in the Department. The Promotion committee shall consist of all Academic faculty of rank greater than the candidate under consideration. For example, only Full Professors vote for promotion to Full Professor; only tenured faculty vote on tenure; and all full-time faculty vote on Instructor promotions. The Chair of these committees shall be elected by the committee at their first meeting of the academic year which will be called by the Chair of the department. The Chair of the department will not be a member of the committee.

A Conflict of Interest – COI – may occur regarding voting. A COI will always occur for family members and for a Major Professor/Mentor relationship within the past 3 years. A COI will very likely be present when the faculty member voting has a very close personal or professional relationship with the candidate; such as being co-owners in a business or startup company. Other situations that could be construed as a COI, should be considered when determining voting eligibility.

4.1.5 FACULTY ADVISORY COMMITTEE

4.1.5.1 COMPOSITION

The Department Faculty Advisory Committee (FAC) is established according to the directives of the university. The Advisory Committee is composed of at least three members elected by secret written ballot. Majority of the committee must be tenured professors in the Department, but membership is open to all Academic Faculty in the Department.

4.1.5.2 ELECTION

The FAC chairperson shall poll eligible Academic Faculty based on the composition of the advisory committee at that time to determine who wishes to have their names placed on the ballot. The

faculty then vote by written ballot. A run-off election shall be held if a single faculty member does not receive a majority vote.

4.1.5.3 TERMS

Members are elected for two-year terms. Terms shall coincide with the academic year and be staggered so that no more than three members are elected in any given year. Faculty members will not be permitted to serve consecutive terms on the Advisory Committee.

4.1.5.4 DUTIES

1. Annual Evaluation and Review of Faculty Members: The Advisory Committee shall conduct the annual evaluation review of faculty in consultation with the department chairperson and make recommendations for annual salary increases as required by university procedures. If a faculty member objects to being evaluated by the entire committee, he/she may request to the department chairperson in writing which committee member(s) he/she desires be excused from his/her evaluation. The Annual Evaluations will be conducted following the guidelines of the UFF Collective Bargaining Agreement (CBA), Article 10. For example, the annual performance evaluation shall be based upon assigned duties, and shall carefully consider the nature of the assignments, and so on in accordance with the CBA.
2. Advisory to Chair and Faculty: In general, the Advisory Committee shall counsel the chairperson regarding implementation of department policy and make recommendations on any matters of department governance it wishes to bring to the attention of the department chairperson and/or faculty.

4.2 AD-HOC COMMITTEES

The Chair of the Department may appoint *ad hoc* committees on an as needed basis in consultation with the faculty. The Chairs of Standing Committees may form *ad hoc* subcommittees on an as needed basis in consultation with the Department Chair and committee members. *Ad hoc* committees and subcommittees shall address department issues of a more immediate and temporary nature.

5. CENTERS AND INSTITUTES

Institutes and centers that are composed wholly or in part of tenured/tenure track faculty and that involve a substantial proportion of the faculty's efforts or departmental resources shall require approval of and report to the department chairperson. The faculty shall be advised of the establishment and the annual operation of these centers and institutes. Such institutes and centers must conform to university policies and procedures.

6. FACULTY CONCERNS

Nothing in this document shall be construed as preventing a tenured/tenure track faculty, non-tenure earning or adjunct faculty member or group of faculty members from approaching the

department chairperson or the chairperson of a committee with concerns or matters requiring consideration.

7. AMENDMENTS

7.1 PROPOSAL AND APPROVAL

Any primary faculty member may propose amendments to these By Laws. A proposed amendment must be submitted in writing to the Chair who will circulate it for comments and discussion via email. This review must be done within 6 weeks of the original submission of the amendment. Upon conclusion of this review period, the amendment, accompanied by the comments will be placed in the agenda of the next faculty meeting for discussion. A vote will be taken at the next faculty meeting at least one week later with opportunity for discussion prior to the vote. The vote must be by secret ballot. A 2/3 vote of all Academic faculty is necessary to pass such amendments. Faculty not in residence may submit their votes via mail. Changes will then be submitted to the Dean's office for final approval.

7.2 DOCUMENTATION OF REVISIONS

DATE	DESCRIPTION
May 11, 2020	First version of the document was created.
July 17, 2020	Second version
July 23, 2020	Third version- Approved by USF Administration