

BYLAWS
Department of Biomedical Engineering
Florida International University
March 10, 2020

BYLAWS OF THE DEPARTMENT OF BIOMEDICAL ENGINEERING

I. Faculty Roles, Responsibilities, and Governance

A. Membership

- a. Regular tenured and tenure-track Full Professors, Associate Professors, and Assistant Professors, with the Department of Biomedical Engineering as their primary unit for tenure;
- b. Research Full Professors, Research Associate Professors, and Research Assistant Professors, all with at least a 75% appointment in the Department of Biomedical Engineering;
- c. Instructors, Senior Instructors, University Instructors and Teaching Professors, all with more than two years of service, at least a 50% appointment in the Department of Biomedical Engineering;
- d. Other faculty including those with Joint, Adjunct, Courtesy, Emeritus and Dissertation Advisory Status, and Visiting faculty appointments.
- e. Faculty in a, b and c above constitute the voting faculty of the Department, with limitations as listed below.
- f. Faculty in a, b and c on an officially approved leave (e.g. sabbatical, sick) except those on mandatory administrative leave are considered to be in residence and eligible to vote.

B. Roles and Responsibilities

a. Voting Procedures

1. Each member of the voting faculty has one vote.
2. Formal decisions require a simple majority of the number of votes cast, as long as the quorum requirement is met, except where specifically noted in these Bylaws.
 - a. A quorum requires yes or no votes to be cast by a minimum of three-fourths of the faculty eligible to vote in the matter.
3. The results of a secret ballot vote are reported by email to all faculty eligible to vote on that issue.

b. Voting Powers

1. Per the Tenure & Promotion guidelines qualified faculty of the Tenure & Promotion Committee recommend, by secret ballot (in-person or electronic), for or against promotion, and/or tenure of a faculty colleague in the tenure track.

- a. Qualified faculty members must have already reached the status for which the faculty colleague is being considered. Only tenured faculty may vote on decisions relating to tenure.
 2. Qualified faculty recommend, by secret ballot (in-person or electronic), promotion for faculty in the instructor and research tracks.
 - a. Qualified faculty members must have already reached the level of promotion for which the faculty colleague is being considered.
 - b. Voting faculty authorize changes to the required curriculum, and to admission and graduation requirements (in-person or electronic).
 - c. Voting faculty revise and amend these Bylaws as described in Section IV.
- C. Department Meetings
- a. Faculty and staff meet at least twice per semester during the academic year in a Department meeting, which is chaired by the Department Chair or her/his appointed representative. Faculty may attend the meeting via remote electronic connection when approved by the Chair.
 - b. Meeting minutes are taken by Department staff and distributed to all faculty and staff once approved by the Chair or her/his designee. The distribution may consist of posting to a shared portal.
 - c. Special Faculty Meetings
 1. Special faculty meetings without staff in attendance may be called as necessary to address matters that are specifically within the purview of the voting faculty.
 - a. Special faculty meetings may be called by the:
 - b. Department Chair, her/his appointed representative,
 - c. Faculty representing a third of the voting faculty of the Department.
- D. Special faculty meetings will be called by email with at least five days' notice to all faculty eligible to vote on any matter(s) to be discussed. Courtesy Appointments
- a. Any faculty member may nominate an individual for courtesy appointment.
 - b. The courtesy appointment shall be subject to the criteria described in the courtesy appointment form.

II. Officers

A. Chair of the Department

- a. The Chair must be a regular, full-time, tenured member of the faculty.
- b. The term of office will follow the University and College guidelines.

B. Appointment of an Acting/Interim Chair:

- a. When the Chair will be inaccessible for more than one week but less than three (3) months the Department Chair shall appoint an Acting Chair.

- b. If the Department Chair will be absent for a period greater than three (3) months but less than one year, an Interim Chair Nominee is selected in accordance with University guidelines.

C. Roles and Responsibilities of the Chair:

- a. The Department Chair serves as Department leader and executive officer, with faculty concurrence and in accordance with the rules and policies of the College and University.
 - 1. The Chair calls and chairs Department meetings;
 - 2. Appoints committee chairs and makes other faculty service assignments;
 - 3. Establishes Department and ad hoc committees in collaboration with appropriate standing committees.
- b. The Chair administratively reports to the Dean of the College.
- c. The Chair represents the Department to individuals and organizations inside and outside the University.
- d. The Chair leads Department advancement efforts.
- e. The Chair oversees faculty personnel matters including:
 - 1. Recruitment of new faculty and negotiation of offer letters;
 - 2. Promotion and tenure cases;
 - 3. Post tenure review;
 - 4. Submission of annual faculty evaluations to the Dean of the College;
 - 5. Recommendations of merit raises/bonus and faculty salary adjustments to the Dean of the College;
 - 6. Informing Faculty of ratings for evaluations and salary adjustments by the Chair;
 - 7. Approval/disapproval of sabbatical and other faculty leave requests by the Chair;
 - 8. Approval/disapproval of reductions in teaching loads from buydowns or special assignments or situations; and
 - 9. Honors and award nominations.
- f. The Chair oversees staff personnel matters, including:
 - 1. Hiring new staff; and
 - 2. Supervision of Department staff, including annual performance evaluations and professional development.
- g. The Chair is responsible for overseeing delivery of academic programs, including review and approval of course schedules and making teaching assignments.
- h. The Chair is responsible for the equitable assignment and proper utilization of Department space and equipment.
- i. The Chair is responsible for the financial integrity of the Department, including:
 - 1. Planning, securing and monitoring Department general fund budgets; and

2. Preparing a fiscal year Department budget for presentation to the faculty in fall semester.

D. Standing Committee Chairs

- a. Committee chairs are appointed by the Chair of the Department. The Chair may seek nominations or votes for the different committees.
- b. The term for a committee chair is one year, July 1 through June 30, and is renewable.
- c. Committee chairs represent the Department in matters pertinent to their office, to individuals and organizations both inside and outside the University.
- d. Committee chairs call and chair committee meetings.
- e. Committee chairs manage the conduct of committee responsibilities as specified in the committee charter and oversee delegation of committee responsibilities to members.
- f. Committee chairs maintain and communicate procedures established by the committee to the Department.
- g. Committee chairs propose new policies and initiatives recommended by the committee for action by the Chair and bring relevant matters to Department faculty when necessary for a vote.
- i. Committee chairs oversee Department staff assigned to the committee in their work related to their committee, including professional development and offering the Chair input on annual performance evaluations.
- j. Committee chairs supervise the creation, updating and dissemination of Department program materials relevant to their committee.
- k. Appeals by faculty and staff of committee chair actions are heard by the Department Chair.

E. Curricular Program Committee Directors

- a. Undergraduate Program Director is appointed by the Chair of the Department. The Chair may seek nominations or votes for the position.
- b. Graduate Program Director is appointed by the Chair of the Department. The Chair may seek nominations or votes for the position.
- c. Self-supporting Graduate Program Directors are appointed by the Chair. The Chair may seek nominations or votes for the position.
- d. The Program Directors serve for 2 years, with option to renew for three additional terms.
- e. The Undergraduate Program Director in consultation with the Chair, is responsible for overseeing the ABET and other accreditation, undergraduate curriculum

development, revisions and approvals, collection of data related to undergraduate student success and program compliance.

- f. The Undergraduate Program Director will evaluate the need for teaching and learning assistants for the different courses and submit the recommendations to the Chair.
- g. The Graduate Program Director in consultation with the Chair, is responsible for overseeing the program evaluation and accreditation (e.g. SACS), graduate curriculum development, revisions and approvals, collection of data related to graduate student success and program compliance.
- h. Additional Graduate Program Directors may be appointed by the Chair for managing self-supporting graduate programs.
- i. Graduate program directors for self-supporting programs in conjunction with the overall BME graduate program and in consultation with the Chair, are responsible for data collection related to accreditation, curriculum development, revisions and approvals, budget development and management, collection of data
- j. The Graduate program directors for doctoral program and master's programs shall review graduate student applications in conjunction with the graduate program committee, and make admission decision, and support recommendations for financial support to the Chair

III. Committees

A. Committee assignments and general responsibilities:

- a. The department will have the following standing committees the Undergraduate Program Committee, the Graduate Program Committee, and the Tenure & Promotion Committee.
- b. Additional adhoc committees will be formed as necessary e.g. Outreach committee, Industry partnership program committee.
- c. Members are appointed by the Chair of the Department before the end of the first month of the Fall Semester, except for the Tenue & Promotion Committee whose membership and appointment are guided by the procedures for Tenure & Promotion.
- d. Term of membership is one academic year and is renewable.
- e. Summary minutes of Committee meetings are made available to all voting faculty and relevant staff via email or posting on-line or shared portal.
- f. Although a committee handles routine matters on its own, it must secure approval of the voting faculty before implementing significant changes to curriculum, admissions, or graduation requirements.

B. Executive Committee

- a. The Executive Committee consists of the Department Chair and the Chairs of the Graduate, Undergraduate, Tenure & Promotion, and other standing Committees;
- b. The Committee advises the Department Chair on policy and planning; budget and space; staff; operations; and other matters as needed.
- c. Administrative policies and procedures are established by the Department Chair and Executive Committee, in conformance with college and university requirements.

C. Tenure & Promotion Committee (TPC):

- a. The TPC Personnel Committee consists of members of the Tenure & Promotion committee and the Department Chair.
- b. Election of Members
 1. Members are selected based on the Tenure & Promotion committee criteria.
 2. The Chair of the Department selects the Personnel Committee chair from among the elected members.
- c. The TPC oversees the following matters.
 1. Faculty reappointment, promotion and tenure cases:
 - i. Independent of the Chair, the Committee makes a recommendation to the qualified Department faculty on each reappointment, promotion and tenure case.
 - ii. The Committee advises the Chair on the timing of non-mandatory Faculty promotions (e.g. Promotion from Associate Professor to Full Professor, Assistant Research Professor to Associate Research Professor).
 2. Annual faculty evaluations:

The Committee offers to meet annually with each untenured faculty member to review their performance evaluation and advise her/him on career progress
 3. Faculty post tenure reviews:

For faculty who are up for post-tenure review, the Committee:

 - i. Reviews the candidates file and provides an assessment of the Candidate's past performance to the Department Chair as well as a recommendation on the acceptability of the future plan.

4. The Committee oversees the Department's mentoring program for untenured Faculty.

d. Committee decisions on confidential personnel matters are not circulated to the faculty.

IV. Revision and Suspension of these Bylaws

A. Bylaws shall be reviewed and, if necessary, revised at least every two years. The Chair of the Department or a member of the Executive Committee can request that the bylaws be reviewed and/or revised.

a. Review shall be led by the Department Chair and the members of the Executive Committee;

b. Revisions shall be presented to the Department faculty at least two weeks prior to the secret ballot.

1. Approval of revisions or suspension to the Bylaws requires a vote from three/quarter of the voting eligible faculty