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BYLAWS
Biomedical Engineering Department¹
University of Delaware

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Passed by Faculty Vote: August 15, 2018; Approved by Provost: Feb., 2019

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Preamble

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We, the members of the Faculty of the Biomedical Engineering Department in the College of Engineering at the University of Delaware, concerned with continual improvement of academic standards and dedicated to the achievement of academic excellence, are convinced that those directly involved in instructional and research activities also must play an active role in administrative and academic affairs relating to the Biomedical Engineering Department (hereinafter, “the Department”). Therefore, being aware that a regular authorized and representative agency of the Department must serve this function if academic excellence is to be achieved, maintained and improved, we hereby formalize these Bylaws to establish and constitute the official channel of faculty opinion in all matters which bear upon the academic program.

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Article I

Mission

These Bylaws of the Department and the powers of the faculty shall be consistent with, and subordinate to, the policies of and authority delegated by: the University Charter, the Trustee Bylaws, the University Faculty Senate Bylaws and Regulations, the Constitution of the Faculty of the University of Delaware, the Constitution and Bylaws of the College of Engineering, and the Collective Bargaining Agreement between the University of Delaware and the American Association of University Professors.

These Bylaws exist to better fulfill our mission of cultivating both learning and the advancement of knowledge in the engineering sciences by providing all of our students with outstanding undergraduate and graduate education programs so that they will know how to reason critically and independently yet cooperate productively.

- A. All matters relating to the educational and administrative affairs of the Department are committed to the Department’s Faculty for the purposes of governing the Department.
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- 45 B. The Department's Faculty exercises control over all Biomedical Engineering degree
46 programs and curricula. The Faculty shall:
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48 1. Provide recommendations for the establishment and deletion of curricula and
49 courses.
50 2. Formulate educational and academic standards.
51 3. Recommend to the College for appropriate action the educational and academic
52 policies relating to the administration of university services (e.g., university
53 library, computing center, etc.) as they pertain to the Department.
54 4. Adopt regulations governing procedures.
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56 C. The Department Faculty is responsible for the nature and the quality of the
57 Department's instructional, research, and service programs.
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60 Article II

61 **Membership of Faculty**

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64 A. **Faculty.** The Department Faculty shall consist of the Full Professors,
65 Associate Professors, and Assistant Professors (Tenured, Tenure Track, and
66 Continuing Track); full-time Instructors in the Department; Faculty with Joint,
67 Secondary, or Affiliated Appointments; Visiting Faculty; and Emeritus Faculty. A
68 faculty member on temporary leave shall retain faculty status. The letter of
69 appointment will establish the classification of each faculty member.
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71 B. **Voting Faculty.** Voting membership is restricted to Full Professors,
72 Associate Professors, Assistant Professors whose appointments are primarily in the
73 Department (Tenured, Tenure Track, and Continuing Track). Voting rights for joint
74 faculty with greater than 5% appointments are decided at the time of appointment (or
75 reappointment) by a majority vote of faculty, and if voting rights are granted, this is
76 reflected in the appointment letter.
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78 C. **Joint, Secondary, and Affiliated Appointments.** Joint, Secondary, and Affiliated,
79 appointments are appointments made in a spirit of mutual benefit and to formalize a
80 connection between the appointee and the Department with the purposes of
81 1) Encouraging scholarly collaboration, and/or 2) Exchanging educational experiences.
82 The categories of appointment are defined by the Faculty Handbook and included
83 below for clarity. Unless otherwise stated below, appointments are for a fixed period
84 of three years and are renewable, although they are not automatically renewed. A
85 Voting Faculty member of the Department must nominate any appointee. Criteria for
86 making a nomination would include: 1) Teaching, 2) Research, and/or 3) Service. The
87 level of appointment (Assistant, Associate, or Full) will be commensurate with the
88 individual's curriculum vitae and promotion and tenure guidelines. Appointments are
89 confirmed as a normal item of business at a regular faculty meeting.
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1. Joint Appointments - refers to an academic appointment made to someone with a primary academic appointment in another unit. This joint appointment may be split funded between units or funding might reside entirely in the home (primary) unit. When a joint faculty appointment involves joint funding or workload, a Memorandum of Understanding (MOU) must be created among the units and deans involved. Faculty who hold Joint appointments in the Department of Biomedical Engineering may serve as primary research advisors and chair thesis committees.
 2. Secondary Appointments - refers to an academic appointment made to a professional (in the same or another department at UD) where the person does not have a core faculty appointment (that is, they are a professional and do not have a faculty appointment to "return to"). Faculty who hold Secondary appointments may not serve as primary advisors to graduate students but are encouraged to serve on committees and collaborative research projects.
 3. Affiliated Appointments – are individuals from outside the University who are actively involved in the teaching and/or research program of the University. Faculty who hold Affiliated appointments may not serve as primary advisors to graduate students but are encouraged to serve on committees and collaborative research projects.
- D. **Visiting Faculty.** Visiting Faculty are appointed by the Chair upon recommendation of a Voting Faculty member of the Department. These appointments are made on a semester basis.
- E. **The duties of a member of the faculty of the Department include the following:**
1. The teaching of assigned courses within the faculty member's general competence.
 2. Conducting research and/or other scholarly pursuits related to the field of appointment and satisfying the conditions that the work can be conducted openly and has a reasonable chance of leading to results publishable in professional media.
 3. Advising, encouraging, and challenging undergraduate and graduate students.
 4. Participating in the duties of Department, college, and university committees.
 5. Actively participating at professional meetings, symposia, and seminars; keeping the Department Chair informed of these activities.
 6. Seeking sponsorship for research and/or other scholarly pursuits.
 7. Improving personal knowledge and capabilities in the chosen professional area of specialty.
 8. Pursuing all activities in a manner that aids the other faculty and students in their progress toward reasonable goals.

Article III

Membership of Professional Staff

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A. **Professional Staff.**

1. The **Business Administrator** of the Department shall provide general administrative assistance to the Chair on all matters relating to the instructional program as well as the research activities of the Department; including, but not limited to, scheduling of classes, facility and facility operations, and proposal preparation/submittal including interactions with the University Research Office.
2. The **Facilities Coordinator** of the Department shall report to the Chair and provide for responsible operation of Department facilities and safe and proper utilization of the physical plant used by the Department.

Article IV

Meetings

- A. **Presider.** The Chair of the Department shall preside over Department Faculty meetings.
- B. **Meetings.** The Department Faculty shall meet at least once a semester at times determined by the Chair. Under normal circumstances, the Department Faculty shall meet monthly during the Fall and Spring Semesters. Special meetings of the Faculty may be called by the Chair, or by written petition of 15 percent of the voting membership of the Department Faculty presented to the Chair, or by a majority vote at a regular or special faculty meeting. The Chair shall establish dates for regular meetings and distribute the list to faculty members within three weeks after the start of the academic year. Written notice of special faculty meetings shall be given to the Faculty at least forty-eight (48) hours (not including Saturdays, Sundays or official University holidays) in advance of such meetings, preferably with one week's notice.
- C. **Agenda.** The agenda for the faculty meeting shall be established by the Chair with input from voting membership of the Department Faculty. Other items can be added by a written petition to the Chair of 15% of the voting membership of the Department Faculty. The agenda for each faculty meeting must be distributed to the Faculty at least forty-eight (48) hours (not including Saturdays, Sundays or official University holidays) before the meeting, but preferably one week in advance. Under new business, resolutions introduced from the floor shall be entertained. Any resolution that is introduced from the floor and is not part of an agenda item will be placed on the agenda of the next meeting, at which time action can be taken. The Chair shall decide the items of business that are to be discussed only among the Voting Faculty members of the Department.
- D. **Minutes of Meetings.** Under the direction of the Chair, a record of each faculty meeting shall be prepared and distributed to each faculty member within two weeks of the meeting reported. Any prior pertinent actions will be reported to the Faculty prior

183 to a subsequent meeting. A permanent record of faculty minutes shall be filed in the
184 Chair's Office.

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- 186 E. **Quorum.** 50% of the Voting Faculty members of the Department not on leave shall
187 constitute a quorum. The Faculty shall abide by its own rules of procedure, but in cases
188 where it has adopted no explicit rules, or where applicability or interpretation of rules
189 is in doubt, Robert's Rules of Order – Newly Revised shall govern. A Parliamentarian
190 may be appointed by the Chair to assure conformity.
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- 192 F. **Order of Business.** The first part of the agenda will consist of old business, which
193 will be disposed by majority vote of those present. Any resolution received by the
194 Faculty at least one week prior to the meeting will be considered old business.
195 The second part of the agenda will consist of new business. New business included in
196 the agenda will require a two-thirds vote of those present for discussion.
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- 198 G. **Items Requiring a Vote of the Faculty.** The following items must be discussed in a
199 regular or special faculty meeting, and brought to a vote by the entire Department
200 faculty: creation or elimination of specific programs, changes in names of the
201 Department or any of its degree programs, and resolutions or motions which have effect
202 upon the University, Colleges, or Departments of the University other than the College
203 of Engineering or its Departments.

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205 The proposed action will be considered to have been recommended by the faculty if it
206 has the support of a majority of the voting members of the Department. The tally
207 should be noted clearly in any related proposals going from the Department to the
208 College.

209 Article V

210 Officers

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- 215 A. **Chair of the Department.**
- 216 1. The Chair of the Department shall have general administrative authority over
217 Department affairs, exercise leadership in the formulation of policies, introduce
218 educational ideas and proposals, and stimulate discussions leading to
219 improvement of the educational and research programs of the BME
220 Department. Responsibilities shall include both strengthening the BME
221 Department and its programs plus interpreting and defending those programs to
222 the College and to the University community.
- 223 2. The Chair shall have the authority to make budgetary recommendations to the
224 Dean of the College of Engineering.
- 225 3. The Chair may appoint a committee to advise on any matters of concern to the
226 Department.
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- 228 B. **The Department Chair is responsible for the following:**

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1. Recommendations for new appointments, reappointments, and promotions within the Department to the Dean of Engineering, after consultation with faculty members in the Department.
 2. An awareness of the professional and scholarly activities of faculty members in the Department.
 3. General supervision of the work of staff and students employed by the Department.
 4. Formulation, control of quality and improvement of educational programs. The faculty should be consulted concerning these tasks and should assist with these tasks.
 5. Review of performance of faculty and staff, assignment of workloads consistent with the CBA and the Faculty Handbook.
 6. Preparation of Department budgets, and supervision of the expenditure of Department funds in cooperation with other members of the Department.
 7. The formulation and execution of Department policies in cooperation with the other members of the Department and the execution of the policies of the University and the College of Engineering insofar as they affect the Department.
 8. Supervision and performance review on a continuing basis of directors of research centers and any administrative assistants or associates in the Department.

251 C. **In Addition to those duties from the College of Engineering Bylaws, the Chair is**
252 **also responsible for:**

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1. Initiating and actively participating in fund-raising activities inside and outside of the University that benefit the Department and are in alignment with University and College development plans.
 2. Providing special attention to identify collaborative and/or interdisciplinary research opportunities.
 3. Promoting the Department by publicizing Department achievements.

260 **Article VI**

261 **Standing Committees**

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- A. **General Function.** The functions of the Faculty Committees are to investigate, advise and recommend in those areas assigned and delineated below.
- B. **Standing Committees.**
1. **Formation or Deletion.** Standing committees can be formed or deleted by majority vote of the Department Faculty.
 2. **Eligibility.** Each member of the Voting Faculty and Joint Faculty shall be eligible for membership on standing committees. The Chair is an ex-officio non-voting member of all committees except the Promotion and Tenure Committee. Members are appointed by the Chair.

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3. **Presider.** Presiders of the standing committees shall be appointed by the Chair. If the committee has been in existence for more than one academic year, the presider is usually appointed from those who have served on the committee for at least one academic year.
4. **Terms of Office.** The terms of office of members of standing committees shall be for the academic year, except when a vacancy arises, and are appointed annually.
5. **Filling of Vacancies.** The Chair will make appointments to fill unexpired terms when vacancies arise.
6. **Procedures of Standing Committees.**
 - a. Informal procedures shall govern all committee meetings, but a written record of any major actions and a brief summary of any pertinent deliberations shall be submitted to the Chair by the appointed presider.
 - b. Each committee shall meet at least once in the fall semester and once in the spring semester and make a report of its activities to the Chair at least once each year.

C. **Composition and Function of Faculty Standing Committees.**

1. **Undergraduate Education Committee.**
 - a. **Composition:** At least four faculty members, with faculty representing a cross-section of BME research areas (e.g., cell & molecular engineering, biomaterials & tissue engineering, biomechanics, biodevices, and rehabilitation engineering).
 - b. **Presider:** The committee chair is appointed by the Department Chair and this individual serves as the Director of Undergraduate Studies, and serves as the Department's representative on the College Educational Activities Committee, and is responsible for making transfer admission decisions following the guideline that the student is in good academic standing.
 - c. **Function:**
 1. Reviews additions or deletions of courses and changes in undergraduate course descriptions appearing in any University Catalog prior to submittal to the College.
 2. Reviews all changes in the undergraduate curriculum involving the number, composition or prerequisites of required courses, or any changes that alter the total hours for graduation. The committee recommends approval or rejection of each of the changes to the Department Faculty prior to submittal to the College.
 3. Reviews effectiveness of Department courses and programs for accreditation purposes.
 4. Recommend new or revised educational Programs.
 5. Contacts Department faculty to determine course transfer and/or allowable substitutions for Program requirements including courses appropriate for the technical elective requirement.
 6. Coordinates the Department's undergraduate advising activities.

- 319 7. Coordinates with the College on all undergraduate recruitment
320 events.
321 8. Coordinates with the College on all undergraduate honors and
322 awards.
323 9. Oversees the continued accreditation of the undergraduate Program.
324 d. **Actions:** Actions taken under the authority delegated to the committee
325 by items c.1-9 shall be decided by the majority vote of committee
326 members. Votes may be handled by electronic communication.
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328 2. **Graduate Education Committee.**
329 a. **Composition:** At least four faculty members, with faculty representing
330 a cross-section of BME research areas (e.g., cell & molecular
331 engineering, biomaterials & tissue engineering, biomechanics,
332 biodevices, and rehabilitation engineering).
333 b. **President:** Chosen by the Chair this individual serves as the Director of
334 Graduate Studies.
335 c. **Function:**
336 1. Recruitment and admissions
337 • Coordinate all graduate recruitment activities and events
338 including student visits and offers
339 • Review applications
340 • Recommend invitations for student visits
341 • Recommend admission offers based on committed faculty
342 advisors
343 • Temporary advising before advisor match
344 • Match student & advisor
345 2. Curriculum
346 • Review additions or deletions of courses and changes in
347 graduate course descriptions appearing in any University catalog
348 prior to submittal to the College
349 • Reviews all changes in the graduate curriculum involving the
350 number, composition or pre-requisites of required courses, or
351 any changes that alter the total hours for graduation.
352 Recommends each change to the Department Faculty prior to
353 submittal to the college
354 • Deal with petitions for course substitutions
355 3. Student Mentoring and Progress
356 • Coordinates graduate mentoring activities, including Annual
357 student progress review
358 • Coordinate qualification exam, including exam committee
359 assignments, exam implementation, review results, and exam
360 assessment
361 • Review and approve dissertation committee
362 • Deal with petitions for extension of candidacy and dissertation
363 defense
364 • Coordinate with the College on graduate honors and awards

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- d. **Actions:** Actions taken under the authority delegated to the committee by items c.1-3 shall be decided by the majority vote of committee members. Votes may be handled by electronic communication.
- 3. **Promotion and Tenure Committee**
 - a. Refer to the Biomedical Engineering Department Promotion and Tenure Policy.
- 4. **Facilities & Safety Committee.**
 - a. **Composition:** The BME Facilities and Safety Committee consists of the Department Facilities Coordinator, two faculty members, graduate students (typically one from each research group), and a BME staff member.
 - b. **President:** Chosen by the Chair, this individual serves as the faculty liaison between the Department and the University Safety and Facilities groups.
 - c. **Function:** Reviews labs and the facilities under the guidance of the University Safety and Facilities groups to guarantee a safe learning environment and to address other facility-related concerns.

Article VII

Special Committees

- A. **Ad Hoc Committees.** Ad Hoc Committees of the Faculty may be created by the Chair's initiative or following the majority vote of the Voting Faculty at a duly constituted meeting. Presiders of such committees shall be responsible for providing a written report to the Faculty no later than June 1 of each year, or if the Ad Hoc Committee is terminated within the academic year, a terminal report shall be distributed within thirty (30) days of the committee's termination.

Article VIII

Amendments and Effective Date

- A. These Bylaws can be changed only by a two-thirds vote of the total voting membership of the Department Faculty. Petitions for such changes must be presented for discussion at a faculty meeting preceding the balloting by two weeks or more.