

**School of Biomedical Engineering
Standing Committee Terms of Reference**



**Approved by faculty: December 2018, rev. curriculum committee terms
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1.0 STANDING COMMITTEES

1.1 The School of Biomedical Engineering will establish standing committees to support the work of the school. Chairs of committees, or their delegates, will be required to present committee work at Department meetings as required.

1.2 Terms of Reference: The Terms of Reference for all Standing Committees, and any amendments, will require approval of Faculty at the department meeting where they are presented.

1.3 Membership: All members of standing committees will be faculty appointed to the school, students, or staff members.

1.4 Terms of service: Members of faculty will be appointed for three-year staggered terms. Members who are students shall be appointed for one year terms. No elected member may serve for more than two terms consecutively unless an extension is necessary to permit the Chair of the Standing Committee to complete his or her term as Chair.

1.5 Vacancies / Absences: Standing Committee members who are unable to carry out their duties or whose attendance is unsatisfactory will be given the opportunity to resign and will be replaced for the balance of the academic year. The new member will be eligible to be re-appointed to the Standing Committee at the end of the academic year.

1.6 Accountability: All academic policies, regulations, procedures and guidelines developed by standing committees must be approved by the Department (and where appropriate, Senate) prior to their implementation. Notwithstanding the foregoing, minor changes of policy or procedure may be implemented without prior approval.

1.7 Annual reports: Each standing committee will report at a minimum annually to the School and additionally as required.

1.8 Conflicts of interest: Conflict of interest means that a member's interests, whether personal or business, pecuniary or otherwise conflict with her/his committee responsibilities. The Committee will be guided by the Dalhousie University Conflict of Interest Policy at: https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/policy-repository/ConflictInterestPolicy.pdf

2.0 APPOINTMENTS COMMITTEE

2.1 ROLE

The role of the Appointments Committee is to review requests for appointment to the School of Biomedical Engineering and make recommendations to the School for acceptance / denial.

2.2 MEMBERSHIP

2.2.1 Voting Members: A minimum of three faculty members

2.3 RESPONSIBILITIES

- 2.3.1 The appointments committee will meet each year, in person or online, in March to review requests for re-appointment and as needed to review new appointment requests.
- 2.3.2 The Chair of the committee, or their delegate, will report at the faculty meeting in April each year to make recommendations for re-appointment.
- 2.3.3 The committee will meet / report to faculty at other times through the year as required for new appointments / other business.

2.4 PROCEDURES

- 2.4.1 In February of each year, the Director will write to all cross and adjunct faculty who are in the last year of their appointment, requesting a curriculum vitae and a letter highlighting the extent of their past and expected future involvement in the school's teaching and research programs.
- 2.4.2 The Appointments Committee will consider these applications for re-appointment and make a recommendation at the department meeting in April.
- 2.4.3 Faculty members with a track record of student support, funding and engagement with BME will typically be appointed for a 5-year term.
- 2.4.4 Faculty with new partnerships with BME will typically be appointed for a 3-year term.
- 2.4.5 Appointment requests can be considered at any time throughout the year.

2.5 SPECIAL PROCEDURES

- 2.5.1 In the case of a conflict of interest, the Director or her/his delegate will act as a voting member(s) for the application under consideration.

2.6 REPORTING

- 2.6.1 The Appointments Committee shall report annually to the Department in April and additionally as required.

3.0 CURRICULUM COMMITTEE

3.1 ROLE

The role of the Curriculum Committee is to review the curriculum of the School and make recommendations for change.

3.2 MEMBERSHIP

Voting members: A minimum of five faculty members.

3.3 RESPONSIBILITIES

- 3.3.1 To use best practices in curriculum review when engaging in committee work.
- 3.3.2 Review the curriculum requirements and delivery for the program and make recommendations for change as required.
- 3.3.3 Conduct periodic jurisdictional reviews of other biomedical engineering programs to determine trends.

3.4 PROCEDURES

- 3.4.1 The Curriculum Committee meets regularly as required to review the program and make recommendations for changes as appropriate.
- 3.4.2 Changes to the program are brought to the Department for approval, then to Faculty Council of the reporting Faculty and then to Senate / FGS.
- 3.4.3 A majority (50% +1) of members need to agree on a change in order for it to come forward to the department.

3.5 REPORTING

The Curriculum Committee will report at a minimum, annually, to the School and additionally as required.

4.0 GRADUATE STUDIES, SCHOLARSHIPS & PRIZES COMMITTEE

4.1 ROLE

The role of the Graduate Studies, Scholarships & Prizes Committee is to review and make decisions on applications for funding.

4.2 MEMBERSHIP

4.2.1 Voting members: A minimum of 3 members

4.2.2 Ex-officio non-voting member: Graduate Coordinator.

4.3 RESPONSIBILITIES

4.3.1 Review and make decisions on applications for funding.

4.4 PROCEDURES

4.4.1 For external scholarships, the committee reviews and ranks applications for submission to FGS.

4.4.2 For departmental awards the committee makes the decision.

4.5 SPECIAL PROCEDURES

4.5.1 In the case of a conflict of interest for a voting member, the member must abstain from voting. The Graduate Coordinator can become a voting member or a new member can be appointed by the Graduate Coordinator for the purpose of that round of reviews.

4.6 REPORTING

The Graduate Studies, Scholarships and Prizes Committee will report at least annually to the Department and additionally as needed. The committee has authority to make decisions on scholarships and prizes and only reports to the faculty meeting for information and discussion purposes.

5.0 BIOMEDIC SCIENTIFIC COMMITTEE

5.1 ROLE

The role of the Biomedic Scientific Committee is to coordinate the Biomedic Certificate program.

5.2 MEMBERSHIP

5.2.1 Four faculty members

5.3 RESPONSIBILITIES

5.3.1 To recommend / review / and approve changes to program requirements

5.3.2 To review and approve applications to the certificate program

5.3.3 In the case where the program has funding, to manage funds

5.4 PROCEDURES

5.5 REPORTING

The Biomedic Scientific Committee will report to the School as required either by the committee or by request from a member of the School.

6.0 RECRUITING & OUTREACH COMMITTEE

6.1 ROLE

The role of the recruiting & outreach committee is to coordinate recruitment activities.

6.2 MEMBERSHIP

- 6.2.1 Faculty members: A minimum of two.
- 6.2.2 Student members: a minimum of one.
- 6.2.3 Ex-officio member: SBME Administrator

6.3 RESPONSIBILITIES

- 6.3.1 To identify opportunities to showcase SBME
- 6.3.2 To attend events to represent SBME
- 6.3.3 To provide input into recruitment materials as needed

6.4 PROCEDURES

6.5 REPORTING

The outreach committee will report at a minimum annually to the School and additionally as required.