

OVERVIEW – AFFILIATE FACULTY

The BME Department should be expansive and welcoming of Affiliate Faculty. The rationale begins with the need to communicate and collaborate across disciplines and departments with faculty who are engaged in biomedical engineering work. It continues with the need to communicate to the outside world the broad range of BME activity. Most important is the furtherance of collaborative research and engagement in pedagogical activity, such as graduate mentorship and teaching.

BME implies having both engineering and biomedical intellectual content, not simply one or the other. The biomedical component is not strictly medical, but includes appropriate basic biological science activity that is contributory to the larger biomedical enterprise. There should be a threshold of accountability and, as such, appointments are reevaluated/renewed on a timely basis.

Appointments to Affiliate status in BME can be at two levels:

- a. Affiliate without BME Graduate Faculty Status, and
- b. Affiliate with BME Graduate Faculty Status.

To serve as the Chair of a BME Graduate student or to be counted as a BME Member of a graduate student's committee, the Affiliate must have BME Graduate Faculty status. As affiliation for purposes of graduate advisement is another level of responsibility, appointments to BME Graduate Faculty are restricted to those who have demonstrated the ability to advise on both the engineering and biomedical sides to a thesis and their intersection. Faculty without this status do have options for co-advisement with BME faculty and serving on committees of BME students, so long as they are a member of the Graduate faculty in another department.

BENEFITS AND RESPONSIBILITIES OF BME AFFILIATE FACULTY

The BME department strives to generate a collaborative and mutually beneficial relationship for our Affiliate Faculty. Thus, there are benefits and responsibilities associated with joining our department.

1. General responsibilities:

- a. Agreement to give a department seminar and/or guest lecture on a primary BME course (undergraduate or graduate) at an appropriate date
- b. Maintenance of a current web page for linking with the BME homepage
- c. Periodic submission of CV to the BME Department
- d. Informing the BME Department of all BME-related topic courses the faculty member is teaching in their home department
- e. Submission of an Affiliate Activity Summary every two years before renewal.
- f. Involvement in clinical immersion and clinical correlations courses, as appropriate

2. Graduate Committee Membership: Per UF Graduate School guidelines, faculty that have Graduate Faculty Status in any department at UF may serve as a counted member on a

they can no longer serve as an *External member* and may only be counted as a general member of the committee. Of note, faculty with Graduate Faculty status in another department do not need to obtain BME Graduate Faculty status to serve as a general member on a BME graduate student committee.

3. **Chair of Graduate Committees** Affiliate BME Faculty without BME Graduate Status (but who have Graduate Status from another department) may not serve as the Chair of a BME committee (doctoral or MS), per UF Graduate School guidelines. They may serve as Co-Chair, with a member of the Primary BME faculty serving as the official Chair. These faculty must also provide funding/sponsorship directly to a BME student. Affiliate BME Faculty with BME Graduate Status may serve as the direct Chair of a BME committee (doctoral or MS) [www.bme.ufl.edu/academics/graduate/guidelines].
4. **BME Internal Affairs** Affiliate faculty do not have voting rights in the department, however, they may attend the general business portions of BME faculty meetings. They may use the Affiliate title on correspondence and CVs.

APPOINTMENT PROCEDURES

1. **Requirements:** To apply for Affiliate Status in BME, the following requirements must be met:
 - a. **Faculty Status at the University of Florida:** Individuals who are not classified as faculty at the University of Florida are not eligible for Affiliate status in any department in the University of Florida. They can, however, apply for Courtesy appointment. To apply, they should follow the same procedure (outlined below) but must request a Courtesy appointment.
 - b. **Demonstration of Significant Activity in the field of Biomedical Engineering:** Examples of this include:
 - Publication in BME journals
 - Significant research activity in the area of BME
 - Guest lecturing in courses within the current BME curriculum.
 - Collaboration with BME Primary Faculty
 - Co-advising a BME graduate student
 - Advising a non-BME student whose work is within the realm of BME, particularly that resulting in BME conference or journal publications
 - Service on BME department committee or national committees of BME organizations*Note: Having both engineering and biomedical content in the work is required.*
 - c. **A Sponsor who is a Primary member of the BME Faculty:** To apply for appointment, the candidate must have an official sponsor from among the line faculty. This sponsor will serve to submit the paperwork to the Executive Committee, discuss the application package with the committee, serve as the affiliated faculty member's champion during the general faculty vote, be the contact/liaison for renewals, and be held accountable by his or her peers.

- d. Election of Appointment to BME Graduate Faculty Status: Election to the BME Graduate Faculty Status is distinct from Affiliate status. As such, it will be granted only if there is special need from BME in order to serve on student committees. Further, the candidate should demonstrate strong involvement in graduate student supervision (e.g. serving on committees). Finally, new Affiliates will not be appointed to Graduate Faculty Status, unless there is a significant need and a strong case to support the appointment. As such, new candidates should elect appointment to Affiliate Status initially to develop a record of involvement with the department. Of note, some medical/clinical faculty will not have graduate status in any department, posing the more difficult issue as to whether or not they have the appropriate BME combination for advisement or supervision of a BME graduate student. In these cases, it is recommended that the candidate serve as a Special Member on BME committees to develop a record of BME student mentorship.

2. **Application** To apply for Affiliate Status, the candidate must submit an application. The applicant should submit this to their BME Sponsor for review. The application must include the following:

- a. Designation of Status level: Affiliate without BME Graduate Faculty Status and Affiliate with BME Graduate Faculty Status. Note that the latter is more restrictive, as outlined above and applicants are strongly encouraged to apply initially for Affiliate Faculty Status only. Note this is also where non-UF affiliated candidates or non-faculty should designate the request for a Courtesy Appointment.
- b. Outline of Scholarly Activity: Applicants should submit a CV that demonstrates significant activity in the field of biomedical engineering. This activity may be evidenced by, for example, publications in BME journals, research collaborations with BME colleagues, co-advising of BME graduate students (either at UF or previous institutions), and/or BME industry experience. In addition to research activity, involvement in teaching and graduate advisement should be clearly presented within the CV.
- c. Summary of Motivation and Future Involvement: A brief summary outlining the motivation for seeking this appointment, as well as plans for future involvement in the department if/once this appointment is approved. These plans may include specific information on planned research collaborations with primary BME faculty, student co-supervision, and/or proposed contributions to lectures within the current BME curriculum, including participation in the clinical immersion and/or clinical correlations courses.
- d. Current and Future Involvement in BME Graduate Students: For candidates seeking to also be appointed to BME Graduate Faculty Status, they should also include a brief summary of their involvement with BME Graduate Students to date, as well as their future planned involvement.

3. **Review Procedure**: Following the submission of the application to the BME Primary Faculty Sponsor, the Sponsor will then forward this to the Executive Committee. General Affiliate appointments will be reviewed by the Executive Committee and a recommendation will be put to the faculty for or against renewal, who will then vote on renewal. The BME faculty sponsor will have the opportunity to present a case for the candidate before a vote is taken.

Committee and a recommendation will be put to the faculty for or against renewal, who will then vote on renewal. General faculty votes must be > 80% (of those present at the meeting at which the candidate is proposed) in favor of the appointment to be approved. Votes on Affiliate Status and BME Graduate Faculty Status will be conducted separately.

4. **Vote Outcome:** Upon final approval by the BME Department Chair and the Dean of the College, the candidate will receive official, written notification from the BME Department Chair.
 - a. If the appointment is approved, the Sponsor will relay this approval and provide contact information of the appropriate staff to coordinate the final appointment. Within the first month of appointment, the Affiliate should contact the staff member to provide the appropriate information needed to complete the appointment (faculty synopsis, photo, and weblink for website) and arrange to give a seminar.
 - b. If the appointment is not approved, the candidate can reapply after 1 year.
5. **Terms:** Initial appointments are for one year, after which BME-related activity is reviewed prior to reappointment. Thereafter, review for renewal of appointments takes place every two years. The guideline for renewal is outlined below.

REVIEW AND REAPPOINTMENT

1. **Renewal of Affiliate Faculty Status:** After the initial application, reappointments will be based on review of the Affiliate Activity Summary (outlined below). General Affiliate appointments will be reviewed by the Executive Committee and a recommendation will be put to the faculty for or against renewal, who will then vote on renewal. BME Graduate Faculty status appointments will be reviewed by the Graduate Program Committee and a recommendation will be put to the faculty for or against renewal, who will then vote on renewal.
2. **Requirements for renewal:** Prior to renewal, the Affiliate faculty must submit a completed Affiliate Activity Electronic Summary Form. This summary form will highlight participation in BME-related activities of the previous two years, including:
 - Lecturing on courses within the BME curriculum
 - Serving on a BME student PhD committee as chair, co-chair, or member.
 - Supervision of a BME MSc student
 - Supervision of a BME undergraduate student
 - Collaboration with a BME core faculty member that has resulted in a peer-reviewed publication, conference presentation, or federal grant application
 - Presentation of a UF BME seminar
 - Participation in the clinical immersion and/or clinical correlations courses
- Failure to submit a report will result in the revocation of Affiliate status. The former affiliate will be able to re-apply after a one-year hiatus.