

BIOMEDICAL ENGINEERING (BME) PROGRAM FACULTY MEMBERSHIP CRITERIA & APPLICATION PROCESS

The Wallace H. Coulter Department of Biomedical Engineering Graduate Program (BME) is an interdisciplinary graduate program offering a joint Georgia Tech/Emory Biomedical Engineering Ph.D. Degree. The students in this program have quantitative life science or engineering backgrounds, and have research interests in a wide range of topics. In order to serve as the primary academic and research advisor of these students, a faculty member must be a member of the BME Graduate Program Faculty. The primary (full and joint) BME Faculty members are automatically part of the BME Graduate Program Faculty. Other faculty members with appointments through Georgia Tech and/or Emory may apply to join the BME Graduate Program Faculty.

Program Faculty Responsibilities

Each member of the BME Graduate Program Faculty is expected to be involved in the teaching and advising responsibilities of the Program. This requirement can be met through a combination of activities to include: 1) teaching or co-teaching a course or module in a course listed as BME core or approved electives including courses cross-listed with BME, 2) service on student qualifying and thesis examination committees, and 3) participation in recruitment efforts. It is expected that each member of the BME Graduate Program Faculty will have adequate external research funding to support the stipends and research expenses of students under his/her supervision.

Admission to Program Faculty

Any tenure-track faculty member at Georgia Tech and any full time faculty member at Emory University who has a significant research focus in biomedical engineering may submit a request for admission to the BME Graduate Program Faculty. It is required that an applicant have a current BME faculty member that can serve as a sponsor for the application.

The request should include:

- 1) A letter addressed to the Associate Chair for Graduate Studies, indicating the applicant's research area, his/her commitment to supporting students, and a statement as to how the applicant intends to satisfy the teaching requirement. The letter should include the contact information for the administrative support personnel who assist with various academic, financial, and other administrative concerns for this faculty member. The letter should include the name of the current BME Program Faculty member who will serve as a sponsor for this applicant.

Finally, this letter should include support from the chairperson of the department in which the applicant holds his/her primary appointment.

2) A full CV and a two-page CV in either NIH or NSF format.

Applications will be collected by the Graduate Program Coordinator two times per year (deadlines of June 1 and November 1) and the BME Graduate Committee, whose members are appointed by the BME leadership, will review all applications at one time during the fall term. Upon recommendation from the BME Graduate Committee, the final decision on membership will be made by a vote of the current BME Graduate Primary Faculty in time for new members to advertise to potentially hire new students in Fall or participate in student recruitment in Spring.

If admitted, the new members will be eligible to serve as primary advisors to BME students. Unless and until they are admitted, applicants may still fund students under a co-advisement relationship but an existing BME Program Faculty member must be the primary advisor of record.

If not already a GT faculty member, the department's Human Resources representative will contact the new member with institutional paperwork required for access and privileges at GT.

SUBMISSION OF REQUESTS

Items 1 & 2 as described above should be submitted to the BME Graduate Program Manager in electronic version to gradstudies@bme.gatech.edu.

Renewal of the Membership in the BME Graduate Program Faculty

Participation in the Program Faculty will be reviewed every three years. Involvement with recruitment, qualifying exams, teaching, and student advisement will be examined. After review by the BME Graduate Committee, formal approval for membership renewals will be made by a vote of the BME Graduate Program Faculty.

**SAMPLE LETTER FOR APPLICATION TO
BIOMEDICAL ENGINEERING PROGRAM FACULTY MEMBERSHIP**

(Please use home Academic Unit letterhead)

Date

Professor

Associate Chair for Graduate Studies
WHC Department of Biomedical Engineering
at Georgia Tech & Emory University

Dear **Professor** :

I am applying for **admission/renewal** of membership to the Biomedical Engineering (BME) Program Faculty. My research activities related to biomedical engineering focus on **specific research area**. As a member of the BME Program Faculty, I will routinely participate in activities important to the Program. These activities may include (i) service in qualifying exam committees, (ii) participation in M.S. and Ph.D. thesis committees, (iii) development and teaching of BME courses, (iv) service in standing and ad-hoc BME committees, and (v) participation in Program assessment activities. **[For renewal applications, list service activities during last term].**

For administrative support purposes, the following person(s) should be included on future BME-related correspondence to assist with academic, financial, and other administrative concerns: **[Please list name, e-mail, and phone for each person.]**

The current BME Program Faculty member who will serve as my sponsor is **name**.

Sincerely,

Applicant
Home Department

Endorsed by:

Chairperson of **Applicant's Home Department**

Date