Biomedical Engineering Ph.D. Committee Policy

Requirements of Graduate College

- The committee must consist of a committee chair, an outside member (Norman Campus), and at least three other members of the graduate faculty (5 total members minimum).
- A majority of the committee members must hold an M2 or M3 graduate faculty appointment through the student’s academic unit. The majority of the faculty members must be from Norman Campus. Faculty with special member (SM) status are not included in this majority.
- The Dean of the Graduate College must approve the committee membership.

SBME Policy

- **Committee chair** (i.e., faculty advisor)
  - Must hold an M3 University of Oklahoma graduate faculty appointment or equivalent status (through SM with the privilege of chairing PhD committees) through the Stephenson School of Biomedical Engineering. This committee member will be responsible for all chair functions and will sign doctoral paperwork as the committee chair.

- **Outside member** from the University of Oklahoma - Norman
  - By Graduate College policy, must hold an M2 or M3 University of Oklahoma graduate faculty appointment outside the Stephenson School of Biomedical Engineering (i.e., does not hold M-status in SBME).
  - The outside member is *recommended* to be from a College outside of the home College of the committee chair.
  - An outside member’s employment and all academic appointments (including graduate faculty appointments) must be independent of control by the committee chair and the student’s academic unit.
  - The outside member may not be an individual who may have a perceived conflict of interest in representing the student’s interests, e.g., an established collaboration with the committee chair.
  - The student is advised to independently select the Outside Member.

- **Clinician**: It is *recommended* that one member of the committee be a clinician, preferably from OUHSC.

- **Note**: For non-Norman campus advisors (mainly OUHSC advisors through SM with the privilege of chairing PhD committees), 3 *additional* SBME faculty must be from the Norman campus to be consistent with above procedures, which then leaves room only for the outside member as the 5th member. Addition of an OUHSC clinician would require a 6th position, and would then violate the university policy that requires >50% of the committee to hold true M2 or M3 status in SBME (special membership does not count); therefore, for OUHSC advisors, the only way to add a clinician to the committee would be to also add a 7th member with a true M2 or M3 status in SBME so that 4 out of 7 committee members (>50%) hold SBME M2/M3 status.

A majority (i.e., >50%) of the committee members must hold an M2 or M3 graduate faculty appointment through the Stephenson School of Biomedical Engineering. The majority of the faculty members must be from the Norman Campus. Faculty members with special member (SM) status are not included in this majority.

You are advised to choose your chair and committee members for the contributions they will make to your dissertation work. Your outside member may serve that purpose, but is formally on the committee to guarantee fairness and Graduate College standards.

When you have decided on a committee, please notify the Graduate Programs Coordinator.