

## Guidelines for **Affiliate Membership**

Joint Department of Biomedical Engineering  
UNC-Chapel Hill and NC State University

1. **Eligibility:** *Affiliate members* can include faculty from other departments at NC State or UNC or faculty from other universities. Scientists and engineers from industry or nonprofit organizations are also eligible to be Affiliate Members of the joint BME department.
2. **Expectations:** Affiliate members are expected to be willing to perform service activities within the department.
3. **Procedures:**

Faculty liason: Candidates must identify a BME faculty liason who will communicate the candidate's application to the BME faculty. Faculty liasons will commit to convey opportunities available through affiliate membership to the candidate throughout the next three years if the candidate is approved. Examples include the department's seminar series, inclusion in the BME affiliate email lists, and invitation to other appropriate events.

Application: Candidate will submit a resume and a letter explaining the candidate's interest in affiliate membership and specifically describing how he/she intends to interact with the department. Appropriate activities could include—but are not limited to--collaborating on grant applications and research projects, mentoring undergraduate design teams, providing professional career advice to students or faculty, presenting seminar or guest lectures in courses, or teaching a course.

(Faculty members from other departments do not need to be Affiliates in order to supervise BME students doing graduate work or undergraduate research.)

Voting: The application will be reviewed and voted upon at the department's monthly meeting. The opinions of all faculty members will be respected. As per university policy, the votes of DVF members will be recorded for university records.

Invitation of approved candidate to be an affiliate member of BME is performed by a letter from the department chair. Affiliates from universities will be appointed at the rank they currently hold in their home department. The chair will decide upon equivalent rank for non-university faculty based on professional experience.
4. **Term of appointment:**

Appointments are for three years.
5. **Reappointment:**

Reappointment is based on continued meaningful involvement with the department. Applications for reappointment will again require a BME faculty liason and reevaluation by the faculty.

Applications for reappointment require an updated resume and a written summary of BME-related activities over the last three years to be evaluated at the department meeting. After discussion by the entire faculty, the reappointment is decided by faculty vote in the same manner as for the original offer of affiliate membership.

Approved- February 2021