

*Last updated: April 2021*

## Associate Membership Application

### OVERVIEW

Associate Membership in the School of Biomedical Engineering (SBME) is an unofficial position given to a faculty member outside of the School when there is a need to have a formal arrangement to participate in teaching, research and service. This is not a joint appointment. All matters relating to promotion, tenure and salary would be the responsibility of the department in which the individual holds their main academic appointment.

Responsibilities and privileges may include:

- Supervision of graduate students
- Supervision of undergraduate research projects
- Teaching in undergraduate and graduate programme (portion of course(s))
- Serving on graduate student supervisory committees and examination committees (e.g. MASc defense, PhD comprehensive exam, PhD University exam)
- Participation on SBME committees
- Organization and/or presentation at workshops
- Review of SBME-initiated grant applications
- Access to research facilities, funding and platforms (Normal cost-recovery charges will, when appropriate, be charged to the individual)

The term for membership will be for a **maximum of 3 years**. For renewal, a new application package must be submitted.

It is expected that each member participate in at least one teaching and/or service activity (i.e. serve on a SBME committee, other than graduate supervisory committees). This activity must be clearly outline in the letter of intent. For a list of current SBME committees please contact [associate.member@sbme.ubc.ca](mailto:associate.member@sbme.ubc.ca)

### APPLICATION PROCESS

The request for associate membership should be more than just a listing of an individual's research and scholarship, teaching and service contributions. In assembling the information for this application, individuals should be clear on the proposed contribution they plan to make to the SBME. Individuals should comment on the significance of their activities. To apply for membership please send the application package to [associate.member@sbme.ubc.ca](mailto:associate.member@sbme.ubc.ca). Each application will be reviewed by the School's leadership team and voted on.

Application package:

1. Curriculum Vitae (CV)— In either UBC, NSERC or CIHR CCV format.
2. Letter of intent on official letter head (max 2 pages), **signed by applicant and applicant's department head(s)**, including the following:
  - a. Outline of academic background, research and teaching interests and explaining how they relate to SBME. Specifically, how will your membership benefit the School and its community?

- b. Highlight of relevant previous academic contributions that you have made to the UBC Biomedical Engineering program, the SBME, other Biomedical Program(s) or other academic institutions in the areas of teaching, research and service.
- c. List specific contributions that you expect to make to SBME during the term of this membership in the areas of teaching, research and service (see above for examples).