

## Duties of the Chair's Representative on BME Ph.D. Committees

1. Represents the Graduate Program Director on all Ph.D. Committee meetings to ensure a consistent standard of performance across the program.
2. The Chair's Representative is assigned by the Graduate Program Director when the Ph.D. Supervisory Committee is formed.
3. Chairs all Ph.D. Committee meetings for an assigned student and ensures that all Departmental Regulations are enforced.
4. Reviews the student's file prior to each Committee meeting to make sure that all entrance requirements or recommendations from previous meetings have been met. Briefs the Committee members in the closed discussion before the student presentation.
5. Reminds the Supervisor that he/she is expected to keep minutes of the proceedings for later distribution to all parties, including the student.
6. Communicates the Committee's decision to the student at the end of each Committee meeting and summarizes the important points of its deliberations.
7. Completes the Meeting Report form at the end of each meeting, ensures that it is signed by all Committee members and the student, returns to the Graduate Program Coordinator. Note that by signing the form the student is confirming that he/she has been informed of the Committee's conclusions; it does not imply that the student agrees with the outcome. If for any reason the student refuses to sign the form, the Chair's Representative should add a note to the report indicating that this was the case and providing explanation.
8. Ensures that the Supervisor's minutes of the meetings are reviewed and approved by the Committee members prior to transmitting them to the student and the Graduate Program Coordinator. This should be completed within one week of the meeting.