

FACULTY GUIDELINES

1. Admission to the GDBBS Training Faculty

Training faculty must be full-time, Emory (or Emory-affiliated) faculty, should have demonstrated expertise in the fields of training and must have, or have the prospect of acquiring, sufficient extramural funding to ensure support of the students' research projects. Examples of documented expertise include doctoral and/or postdoctoral training in the field, publications in major peer reviewed journals of the areas represented by the Program, and membership in professional society(s).

Application for membership to the training faculty in a GDBBS Program should be made through the GDBBS Faculty Appointment Application Form on the GDBBS website. The following items constitute a complete application:

- a current curriculum vitae or NIH biosketch
- indication of current, past and pending grant support
- written statements by the candidate requesting admission and indicating his/her desire to become a training faculty member and willingness to participate in duties thereof
- details on how the candidate plans to contribute to program training, teaching, and other activities
- a description of the candidate's independence and adequate space for research activities
- information on past experience in training doctoral students or postdoctoral fellows
- a one-page description of the candidate's research (long research description)
- a one sentence summary of the candidate's major research efforts (short research description)
- the candidate's Net ID
- the candidate's Employee ID (EMPL ID)

After submission, applications will be routed immediately to Program leadership. After review of the application and an assessment of past or anticipated participation of the candidate in graduate training, the Executive Committee of the Program will decide to decline or approve admission of the applicant. Often such consideration includes the presentation by the applicant of a publicly advertised research seminar to the Program faculty and students and a vote of the Program faculty by secret ballot. If the application is approved by the Executive Committee, the Program leadership must inform the Program Administrator and have them route an agreement establishing the commitment and support of all parties involved.

According to Laney Graduate School guidelines, the application of new members must be forwarded to the Dean of the Laney Graduate School for final approval. New member appointments are not official or active until the final approval has been received.

2. Program Membership Limit

GDBBS faculty members are generally limited to membership in two Programs. Application for admission to a second Program requires only the approval of the Program Director and the Program Executive Committee, a statement by the faculty member detailing how they will contribute to the program, and an updated NIH Biosketch. In rare circumstances a Faculty Member may request appointment in more than two programs. Such a request requires the approval of all three Program Directors and persuasive evidence that the Faculty Member will contribute in a significant way to the mission of all programs involved.

3. Level of Faculty Appointments

The four types of GDBBS membership are Full, Affiliate, Adjunct, Emeritus Members. The definition of membership rights and responsibilities are as follows:

- **Full Graduate Faculty Member:** Full graduate faculty members have full rights and privileges, including the right to act as Dissertation Advisors, to serve on any GDBBS Committee, or in an administrative position. Full members must be faculty at Emory in good standing. They should be engaged in research, research funding, and peer reviewed publication in the biological and biomedical sciences. To assure a stable training environment, full members must have independent funding, or likelihood of obtaining funding in the near future, and sufficient research space.

Full members are reported as doctoral faculty for the purpose of institutional research and evaluation that is both internal and external to the University.

- **Affiliate Graduate Faculty Member:** Affiliate graduate faculty members should have at least a 50% appointment at Emory. Affiliate members have the privileges of Graduate Faculty except: (1) they may only serve as co-advisors; (2) they are not eligible to serve in LGS governance bodies; and (3) they are not eligible to serve on LGS competitive fellowship/funding committees. Their level of participation in curricular design and governance of the graduate program is subject to the program's discretion. Generally, this membership is for faculty who contribute to the mission of the graduate program but are not in a position to directly serve as an advisor for new students in their research group, or those who have been judged to be non-participatory during the annual program review of participation.

Affiliate members are not reported as Graduate Faculty for the purpose of institutional research and evaluation that is both internal and external to the University.

- **Adjunct Faculty Member:** Adjunct faculty members are faculty or staff of another research institution (e.g., Center for Disease Control, Georgia Tech) who have credentials similar to those of full members. They have all the rights and privileges of full members, except that they may only serve on University or GDBBS committees in an unofficial capacity and they may only serve as dissertation co-advisors. Adjunct members do not count toward the minimum number of required Emory dissertation committee members.

Adjunct members are not reported as graduate faculty for the purpose of institutional research and evaluation that is both internal and external to the University.

- **Emeritus Faculty Member:** In consideration of their emeritus status, faculty members retiring from Emory University who would like to remain involved with the program can choose to remain as emeritus faculty members as long as the Program EC approves of their affiliation and the faculty member stays engaged with program activities. They will be asked to confirm their status each year. Per LGS policy, faculty retiring from Emory can remain on dissertation committees for no more than five years, and for purposes of dissertation committee membership requirements, they will count as faculty members of the program(s) to which they belonged before retirement. Emeritus faculty cannot serve on LGS or GDBBS administrative committees and cannot serve as dissertation advisors or co-advisors.

Emeritus faculty members are not reported as graduate faculty for the purpose of institutional research and evaluation that is both internal and external to the University.

The application for membership will remain the same, except the rank of the proposed appointment must be specified in the letter from the Program Director. All listings of GDBBS faculty MUST contain the rank of appointment and a definition of these ranks. A Full Member must direct all Dissertations, even if the research is being done in the laboratory of an Affiliate or Adjunct member. Faculty need to re-apply if they have been a member of a program in the past and are now requesting to return as a member.

Once approved by the Dean of the Laney Graduate School, new faculty members wishing to advise students should complete mentorship training in line with the GDBBS policy found in the handbook within their first three years in their first program. In most cases, this is fulfilled by participating in the Atlanta Society of Mentors (ASOM) fall faculty learning series. See the [GDBBS Handbook](#) for policy details and check the [ASOM website](#) for more information on the ASOM training series.