



EMORY

LANEY
GRADUATE
SCHOOL

Graduate Division of Biological
and Biomedical Sciences

GDBBS Faculty Appointment Application for **Second Program**

Application Process (Condensed)

1. Initial Conversations
2. Application Submission
3. Program Leadership & GDBBS Simultaneously Review Application
4. Program Leadership Approves Application
5. DocuSign Form Sent and Signed by All Interested Parties

Application Process (Detailed)

1. Faculty candidate contacts Program leadership about applying for membership. Initial discussions confirm their interest and membership qualifications.
2. Faculty candidate reviews the [GDBBS Faculty Guidelines and Faculty Responsibilities](#).
3. Faculty candidate submits a [program membership application](#) to GDBBS with all necessary attachments and any additional documentation required by the Program.
4. Application materials are routed to the Program Director and/or Program Faculty Membership Chair for review and approval. Approval may be contingent on specific program requirements, such as presenting at a seminar and a vote by the full program faculty.
5. Once Program leadership approves the membership application, the Program Administrator initiates a DocuSign agreement form to affirm that 1) the candidate understands the requirements of Program and GDBBS membership and agrees to fulfill them and 2) Program Director and Division Director approve the membership appointment.

Required Basic Information

- Candidate's full name, title, and primary academic department
- Full name and email address of Department Chair

Required Attachments

- Curriculum Vitae or NIH biosketch (Word/PDF)
- If applicable, program-specific documents (e.g., [Neuroscience Membership Agreement](#))

Required Descriptions (for multi-line text fields)

- How your training and current research align with the program's fields of research, including any past, present, or anticipated collaborations with program faculty.
- How you will contribute to training, teaching, and mentoring the program's students.