

**Cancer Biology PhD Program  
Training Faculty Guidelines**

**Training Faculty Membership Criteria**

A. Admission Requirements .....	2
B. Membership Types .....	3
C. Faculty Responsibilities.....	4
D. Faculty Review.....	5
1. Teaching.....	5
2. Research Training.....	6
3. Administrative.....	7

## TRAINING FACULTY MEMBERSHIP CRITERIA

### A. Admission Requirements

The Cancer Biology graduate program welcomes training faculty members with research interests in fields of cancer biology or related biological and biomedical sciences.

Faculty applicants should have documented evidence of research and scholarship, including doctoral and/or postdoctoral training in the cancer field and publications in peer-reviewed journals relevant to areas represented by the program. Applicants should hold a full-time tenure-eligible position at Emory University and have sufficient grant and/or startup funding to ensure support of the students' research projects from the time when a student begins work in their laboratory until completion of the dissertation research.

An application for membership to the Cancer Biology training faculty requires the following items: (Current GDBBS faculty members are not required to submit items marked with \*)

- an updated Curriculum Vitae highlighting the Faculty activities and publications in cancer biology
- a NIH-style biosketch including recent and current research support.
- a one page description of the candidate's research, including a one sentence summary of his/her major research efforts suitable for use in a recruiting brochure and 5 key words including if relevant the main organ-type(s) of cancer studied
- a statement of relevance of the candidate's research to Cancer Biology
- a list of past, present, or anticipated collaborations with CB Program faculty
- a letter to the Director of the Graduate Division of Biological and Biomedical Sciences (GDBBS), if not already a GDBBS member \*
- a letter of support from the candidate's Departmental Chair, if not already a GDBBS member \*
- a description of past experience in training doctoral students or postdoctoral fellows, if not already a GDBBS member \*
- a statement describing the candidate's interest in teaching and service within the program, including examples of which subjects the candidate might teach and which committees the candidate would be willing to join.

The complete application packet should be sent to the Chairperson of the Faculty Membership Committee with copy to the CB Program Director. The Membership Committee will review the application and make recommendations to the CB Executive Committee. Recommended candidates will be invited to present a research seminar

open to the Emory community and specifically advertised to the Program faculty and students. The seminar has to occur within 6 months of the initial application, after which the application will be rescinded. If a candidate has given a seminar that was widely advertised and many CB faculty attended less than 3 months prior to submitting an application, the need for a seminar can be waived at the discretion of the CB Executive Committee. The CB faculty will be polled by anonymous ballot on the acceptability of admission based on the candidate's credentials, added value to the CB program, activity and relevance to cancer biology and acceptance of the research seminar. The ballot needs to have at least 50% participation and a simple majority decides upon the outcome. The Faculty Membership Committee will make the decision based on the results of the faculty ballots and a recommendation will be forwarded to the Program Director and the Executive Committee, who will render a final decision about whether to accept the candidate into the program. Upon reaching a favorable decision, the Chairperson of the Faculty Membership Committee will forward a letter of recommendation co-signed by the Program Director for acceptance to the Director of the GDBBS along with the candidate's dossier. According to the Laney Graduate School guidelines, the candidate's dossier will be forwarded to the Dean of the Laney Graduate School for final approval. Following Graduate School approval the applicant will receive an official letter of acceptance from the CB Program Director co-signed by the Chairperson of the Faculty Membership Committee.

GDBBS faculty members are limited to membership in two Programs. Application for admission to a second Program requires only a letter from the Program Director on behalf of the Program Executive Committee requesting such an appointment and a letter from the faculty member detailing how they will contribute to the program. In rare circumstances a Faculty Member may request appointment in more than two programs by submitting supporting letters from the Program Directors to the GDBBS Director and Laney Graduate School Dean. Such a request will only be approved if there is persuasive evidence that the Faculty Member will contribute in a significant way to the mission of all programs involved.

## **B. Membership Types**

The three types of GDBBS faculty membership are *Full*, *Associate*, and *Adjunct Members*. The definition of membership rights and responsibilities are as follows:

*Full Members* must be tenure eligible faculty at Emory University in good standing. They have full rights and privileges, including the right to serve on any GDBBS Committee or in an administrative position, and to act as Dissertation Advisors in Programs where they hold this rank.

*Associate Members* must be faculty at Emory University. These faculty members have the rights and

privileges of full members, except they may only serve as a Dissertation Co-Advisor. Generally, this

membership would be for Research Track faculty, for faculty who may not take a student because of indebtedness to the Stipend Reserve Fund or those who have been judged to be non-participatory during the annual Program Review of participation.

Adjunct Members must be faculty or staff of another institution and must have credentials similar to

those of our Full Members. They will have all the rights and privileges of full members, except that

they may only serve on the University or GDBBS committees ex officio and they may only serve as

Dissertation Co-Advisors.

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 Associate or Adjunct member.

### **C. Faculty Responsibilities**

The Cancer Biology training faculty members have full rights and privileges, including:

- serving on any GDBBS Committee or in an administrative position
- acting as dissertation Advisors
- voting on the admission of new faculty
- voting at program Faculty meetings
- presenting their candidature for election to the program Executive and other Committees
- proposing amendments to the program Bylaws
- proposing speakers for the Cancer Biology program seminar series
- presenting their own work at the Cancer Biology program seminar series
- proposing new graduate courses in cancer biology
- participating in the annual retreat and other social functions of the program
- presenting their work to the incoming class of graduate students at the annual Faculty presentations

Program members are expected to actively participate in Program functions, including:

- serving as dissertation advisors to graduate students in the Program. The dissertation advisor is financially and intellectually responsible for the development of that student and assumes the major oversight of the student's successful completion of the Ph.D. program.
- serving on dissertation committees
- serving on committees within the CB program (e.g. qualifying exam, recruitment, curriculum, DEI, etc.)
- directing laboratory rotations by first-year students
- teaching in graduate level courses that are part of the CB curriculum
- recruiting new graduate students for the CB graduate program or MD/PhD program
- contributing questions and grading of written qualifying exams
- participation on the oral qualifying exam panels
- attending research seminars offered by the program (which includes, but is not limited to, the student seminar series, those given by Program faculty, and those by invited outside guests that are sponsored by the program)
- participation in recruitment activities
- attending CB Program faculty meetings
- voting on admissibility of new faculty members

#### **D. Faculty Review**

The CB program training faculty members will be reviewed annually. Each year the members will be requested to submit a report detailing their program participation and activities to the Faculty Membership Committee who will determine sufficiency, and make a recommendation to the Executive Committee for membership renewal or for notification of deficiency. It is expected that faculty contributions will be spread in several possible categories, including lab talks, rotations, teaching, recruitment, serving on various committees including oral exams and participate in community building social events. Clearly, a major benefit of being a member of the program is the access to students and those faculty members who take on students are expected to significantly exceed the average contribution. The Chair of the Membership Committee will notify members who are found deficient in Program participation with suggestions for helping them regain a full level of participation. Members on probation become *de facto* Associate Members and may not accept new students and will have one year to demonstrate active participation to meet the requirements of the Program. Faculty members who fail to demonstrate satisfactory participation during this period will be removed from the Program. The removed members can appeal to the Executive Committee with a rebuttal statement to request reinstatement. If a faculty member being considered for removal from the Program as a result of lack of participation is the advisor of a Cancer Biology student, accommodations will be made to minimize disruptions to the student's progress, in consultation with the Program Director and DGS.

Satisfactory participation includes displaying adequacy in **at least two** of the following categories. Examples of each category are given.

### **1. Teaching:**

- Directing, co-directing or teaching at least 10 contact hours in course(s) within the last three years in a GDBBS graduate course relevant to the CB Program and taken by a significant number of CB students. Undergraduate, medical, and allied health courses are not considered CB-relevant unless they also carry a GDBBS listing and were taken by a significant number of CB students during the three-year period in question.
- Writing and grading Part 1 examination questions.
- Serving on Part 2 qualifying exam committees

### **2. Research Training:**

- Membership on dissertation committees of students in the Program.
- Attendance at a significant number (e.g., >10 / year) of student seminars and dissertation defenses
- Attendance at relevant faculty research seminars.

### **3. Administrative:**

- Holding any executive office in the Program including Director, Director of Graduate Studies, Executive Committee member, Recruiter, active participation in other graduate program student thesis committees, OR
- Holding an executive office in the GDBBS, OR Laney Graduate School (but not within the administrative structure of another program).
- Participation in recruitment efforts is required, including meals and interviews, during the annual recruitment period or individual field visits to recruit at academic institutions.