

Faculty Responsibilities

Program members are expected to participate actively in Program functions. This includes the honor and responsibility of 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 is the major overseer of the student's successful completion of the Ph.D. Program. Such agreements should not be entered into without considerable thought and consideration. 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 (<http://www.atlantamentors.org/p/home.html>) for more information on the ASOM training series.

Additional contributions should be made in the following areas including, but not limited to, program relevant graduate level teaching, student recruitment, directing laboratory rotations, Program administration, participation in the preparation and grading of qualifying exams, attendance at research seminars given by outside faculty, Program faculty, and Program students, attendance at Program faculty meetings, voting on admissibility of new faculty members, and service on dissertation committees.

Satisfactory participation includes displaying adequacy in at least two of the following categories.

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 Program and taken by a significant number of program students. Undergraduate, medical, and allied health courses are not considered program-relevant unless they also carry a GDBBS listing and were taken by a significant number of GDBBS students during the three-year period in question.

2. Research Training of Non-advisees

Active participation in research training of non-advisees involves:

- a. Membership on dissertation committees of students in the Program.
- b. Attendance at student seminars and dissertation defenses.
- c. Attendance at relevant faculty research seminars.
- d. Writing and grading qualifying examination questions.

3. Administrative

Holding any executive office of the Program including Director, Director of Graduate Studies, Executive Committee Member, Recruiter, active participation in other Program committees, OR

Holding an executive office in the Graduate Division of Biological & Biomedical Sciences, OR Laney Graduate School (but not within the administrative structure of another Program), OR as an administrator elsewhere at Emory University (e.g. Dept. Chair).

4. Recruiting

Participation is required in recruitment efforts, including meals and interviews during the annual recruitment period, or individual field visits to recruit at academic institutions.

Each faculty member also bears a responsibility to advertise our Programs and to make contact with potential students whenever possible. The GDBBS encourages all faculty members and students to visit predominantly undergraduate institutions and talk with prospective students. Upon approval from both the GDBBS and the faculty member's Program, certain types of recruitment travel can be reimbursed. Contact the GDBBS Director of Recruitment and Admissions to discuss such reimbursement before traveling.

(Revised: July 2020)