



## 3.2 FACULTY RESPONSIBILITIES

### 3.2.1 Mentorship Training

Effective September 2017, a faculty member new to the Division must participate in foundational mentorship training unless they have come to Emory having: 1) already taken equivalent mentor training or 2) with more than ten years of mentoring experience and leadership in mentoring of trainees or junior faculty (e.g., the faculty member has served as a Department Chair or in another role with substantial mentoring responsibilities). Faculty with such experience should request a mentor training waiver by submitting a letter to the Division Director detailing their experiences.

In most cases, mentorship training is accomplished by participation in the programming offered by the Atlanta Society of Mentors. Mandatory training consists of completion of at least five sessions of the ASOM foundational mentor training series within the first three years of the faculty appointment. Upon approval of the GDBBS Director, some or all of ASOM sessions can be replaced by participation in equivalent mentoring-focused training events. To request such a replacement, the faculty member should write a letter detailing the training experience and send it to the Division Director. The suggested training replacement should be at least one hour in duration (for each session to be replaced) and should have covered a foundational mentoring topic.

Failure to meet this requirement will lead to dismissal from the GDBBS. Training Grants may have more stringent requirements for their training grant faculty.

### 3.2.2 Faculty Responsibilities to the Program

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 PhD Program. Such agreements should not be entered into without thought and consideration. The advisor agrees to uphold the guidelines of the student's Program as well as those of the GDBBS and LGS.

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 students and faculty, 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:

### *3.2.2.1 Teaching*

Directing, co-directing or teaching at least 10 contact hours in course(s) within the last three years in a 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.

Course instructors are responsible for reviewing course rosters to ensure that the correct students are in your course. Instructors should use program resources (i.e., student directory) and OPUS rosters to check this.

Instructors must also enter grades in OPUS by stated deadline dates.

### *3.2.2.2 Research Training*

Active participation in research training involves:

- Membership on dissertation committees of students in the Program.
- Attendance at student seminars and dissertation defenses.
- Attendance at relevant faculty research seminars.
- Writing and grading Part I examination questions.

### *3.2.2.3 Administrative*

Holding any executive office of the Program including Director, Director of Graduate Studies, Executive Committee, 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., Department Chair).

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

### *3.2.2.4 Recruiting*

Each faculty member also bears a responsibility to advertise our Programs and to contact potential students whenever possible. The GDBBS encourages all faculty members and students to visit predominantly undergraduate institutions and talk with prospective students. When a faculty member is giving a seminar at a school, they may be able to give a talk to a group of students either at that school or a neighboring school, or they may be able to visit a school near a conference that they are attending. In such cases, the GDBBS or the program can approve funding to cover the additional costs associated with the school visit. All requests for travel funding must be made to the GDBBS Director of Program Director at least one month prior to travel.

Amounts up to \$500 are eligible for reimbursement if approved. The faculty member should discuss the GDBBS as well as their program.

### 3.2.3 Faculty Review Process

Faculty are required by the GDBBS or program to complete an annual survey of their participation in the program(s) with which they are affiliated. Failure to complete the survey may be grounds for removal from the Program roster.

Responses to the annual faculty participation survey form the basis of each Program's review of their faculty. Each Program must regularly review the participation of their faculty. Faculty participation must minimally be reviewed every other year by the Program Executive Committee. If it is determined at any point that a training member has become inactive in the Program, the Program Executive Committee will notify the member and suggest steps that would help them regain a full level of participation. The member has one year to demonstrate renewed commitment to the Program, and in the absence of increased participation, the member may be removed from the Program roster. The applicant can prepare a rebuttal statement and request reconsideration through an appeal to an *ad hoc* Review Committee. The *ad hoc* Review Committee will be chosen by the Division Director from GDBBS faculty. Decisions will be based on majority vote, with the Division Director serving as the tie breaker if necessary.

### 3.2.4 Faculty Professional Conduct

Faculty are expected to maintain appropriate standards of professional conduct and, to the best of their ability, provide a supportive, inclusive environment in which students can train effectively. To help ensure that our students are placed in a safe training environment, a faculty member may be temporarily restricted from taking rotations students or signing an advisor-advisee agreement if a grievance arises involving the faculty member's interaction with a trainee or other member of their lab. Such a restriction will be based on a recommendation from a panel of faculty, selected by the GDBBS Director. The panel will consist of current and/or former leadership of programs with which the faculty member is not affiliated. The panel will meet with the GDBBS Director to discuss the grievance and make a recommendation, based on a majority vote of the panel. The final decision will be that of the Division Director. A decision temporarily restricting the faculty member's participation in graduate training can be appealed to the GDBBS Executive Committee. This appeal will be heard by all Program Directors of programs to which the faculty member is not affiliated. A joint recommendation will then be provided to the Division Director and LGS Dean. Any restriction will remain in effect until the LGS, Title IX office or other University entity can complete an investigation, as appropriate. Upon completion of any inquiry process, consistent with the Graduate School's policy, the Division Director may submit a request for revocation or modification of the faculty member's graduate faculty membership to the Dean of the Laney Graduate School.

### 3.2.5 Responsibilities for Student Financial Support

Every Student must have an Advisor, a Full Member who will chair the Dissertation Committee and may or may not direct the student's research project. If a student has more than one member directing their research, the one who is furnishing the majority of financial support will be designated as the Advisor and the other(s) as Co-Advisor. Students training in the laboratories of Affiliates, Adjunct or Emeritus Members must designate a Full Member as Advisor; the other members will be designated as Co-Advisor. Note, both the Advisor and Co-Advisor must sign the GDBBS Advisor Agreement Form.

Stipend levels are determined annually by the Laney Graduate School. GDBBS students starting their PhD in Fall 2024 or earlier will receive their first 21 months of stipend support from the LGS. GDBBS PhD students entering Fall 2025 will receive approximately their first 16 months of stipend support from the LGS. GDBBS PhD students entering in Fall 2026 and after will receive their first 12 months of stipend support from the LGS. Other Schools (e.g., School of Medicine and Emory College of Arts and Sciences) may provide additional support. MD/PhD students will receive 9 months of support from LGS. In the absence of extramural resources, such as NSRA or T32 grants, the advisor is responsible for acquiring resources to cover the student's stipend and sponsored tuition starting after this institutional support period until the student graduates or is dismissed. An exception is that if a student has defended and is no longer working on their research in any way, the advisor should not pay the student for the time between the degree defense and graduation.

Students receive a stipend and are expected to be actively attending classes or conducting research and working toward the degree year-round, including the period between terms. The time between terms (along with Fall and Spring Break) is considered an active part of the training period. Students should discuss breaks with their DGS (if in the first year) or Dissertation Advisor (after advisor selection) and receive approval in advance. Breaks should typically be limited to two weeks per year. Unauthorized absences may result in an unsatisfactory research grade for the term (i.e., in fall, spring, or summer), and could thereby lead to probation.

A student's support cannot be unilaterally terminated. Unless dismissed, students are guaranteed a stipend until their PhD defense through year 7. Upon approval of a one-year dissertation extension by the program and LGS Dean, they will receive a stipend in Year 8.

Recommendations for dismissal are made by the Division Director to the LGS Dean for the following reasons:

- Two consecutive terms of probation or four terms of probation at any point in the student's graduate career.
- a grade of F in 597R, 599R, 699R, 799R or Directed Study, regardless of probation status.
- failure to pass the qualifying exam.
- after year 7, a one-year dissertation extension was not approved by the program and LGS Dean.
- not reaching degree completion by the end of year 8.

In rare circumstances, programs can submit a policy exemption requesting that the student not be dismissed to the Division Director.