

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 to the Executive Committee of the Program. After review of the application and an assessment of past or anticipated participation of the candidate in graduate training, the committee 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, a letter from the Program Director indicating the approval of the candidate by the Program is to be forwarded to the Division Director along with the rest of the application materials. The following items constitute a complete application:

- a current curriculum vitae
- an NIH Biosketch (see <https://grants.nih.gov/grants/how-to-apply-application-guide.html#biosketch>)
- indication of current, past and pending grant support
- a letter from the candidate requesting admission and indicating his/her desire to become a training faculty member and willingness to participate in duties thereof
- a letter of support from the Departmental Chairperson, including a description of the candidate's independence and the Departmental commitment of space
- information on past experience in training doctoral students or postdoctoral fellows (can be included in either the CV or the candidate's letter)
- 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)

The candidate should explicitly indicate in which graduate level courses he/she has taught and/or in which specific courses he/she would volunteer to participate and provide details on how he/she plans to contribute to the Program. According to Laney Graduate School guidelines, the application of new members must be forwarded to the Dean of the Laney Graduate School for approval.

2. Program Membership Limit

GDBBS faculty members are generally 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, and an updated NIH Biosketch. In rare circumstances a Faculty Member may request appointment in more than two programs by submitting an updated NIH Biosketch, a letter from the candidate detailing how they will contribute to the Program and why a third program is appropriate, with supporting letters from all three Program Directors to the GDBBS Director. 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.

3. Level of Faculty Appointments

The three types of GDBBS membership are Full, Associate, and Adjunct 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.

- **Associate 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.

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. 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.

After consideration by the Program Executive Committee, the Program Director should forward the request for appointment (with accompanying documentation) to the Division office with a recommendation for approval. If the request meets Division requirements, the Division Director will ask the Dean of the Laney Graduate School to appoint the candidate as a member of the graduate faculty in the Division of Biological and Biomedical Sciences, affiliated with the Program that has submitted the request.

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 (<http://www.atlantamentors.org/p/home.html>) for more information on the ASOM training series.

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