



EMORY  
UNIVERSITY

Graduate Division of  
Biological and Biomedical Sciences  
(GDBBS)

POLICY AND PROCEDURES

2023-2024

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*This document includes policies and procedures relevant to the organization and administration of the GDBBS and its associated programs, including faculty responsibilities. Division-level student policies are available in the GDBBS Student Handbook. Faculty are expected to be familiar with all policies set forth in the GDBBS Student Handbook and relevant Program Handbook(s).*

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# 1 THE GRADUATE DIVISION OF BIOLOGICAL AND BIOMEDICAL SCIENCES (GDBBS)

## 1.1 GDBBS MISSION STATEMENT

The Division oversees graduate education in the biological and biomedical sciences, including the recruitment, admission, support, and academic counseling of graduate students. The Division advises the academic Deans of the University on policies regarding graduate education in the biological and biomedical science, and on measures for further development of life sciences at Emory. The Division also assists the faculty in obtaining outside sources of support for graduate education. In these capacities, it functions as a special arm of the Laney Graduate School. With respect to other organizational units within the University, it is important to note that the Division is synergistic, not competitive, with its constituent departments, which retain their traditional prerogatives in all areas except graduate education, where their collective interests are represented by the Division.

## 1.2 GOVERNANCE AND OVERSIGHT OF THE GDBBS

Unless otherwise specified, the rules and guidelines governing the GDBBS are the same as those of the Laney Graduate School (LGS) as outlined in the current LGS Handbook available at (<http://gs.emory.edu/handbook/academic-affairs>). GDBBS-specific guidelines, rules and regulations are promulgated in consultation with three oversight committees, the GDBBS Executive Committee; the GDBBS Advisory Committee, and the LGS Executive Council. Matters of broad impact may be submitted to the full GDBBS faculty for a vote. The Director of the Division is selected by and reports to the Dean of the Laney Graduate School. The Division Director consults with the Dean of the School of Medicine, the Dean of the College of Arts and Sciences, the Dean of the School of Public Health, the Director of the Emory National Primate Research Center, and the Executive Director of the Winship Cancer Institute, who together form the Deans' Council - a body who evaluates progress within the Division.

### 1.2.1 The GDBBS Executive Committee

The major policy making body governing the GDBBS is the Executive Committee. It consists of the elected Directors of each GDBBS Program and the Director of the MD/PhD program. The GDBBS Director is the chair. The committee meets regularly to discuss issues that arise and to set policy and procedures for the Division. All Division policy changes that require approval by the LGS Executive Council, or that could have significant impact on program policy, must first be approved by vote of the GDBBS EC.

In policy, appeal and grievance matters requiring a vote, all the Program Directors (PDs), or a Director of Graduate Studies (DGS) or other member of program leadership standing in for the PD, vote, with the GDBBS Director serving as the tie breaker when necessary; the MD/PhD Director is a non-voting member. In the event of a conflict of interest related to an appeal or grievance (*e.g.*, vote involving a PD's own mentee or collaborator), the program DGS or other program EC member will vote as a representative of the program. All GDBBS votes require votes from a representative of a majority of the programs and are decided based on the majority of votes. Policy changes must be open for discussion, either electronically (*e.g.*, email) or at a synchronous meeting, before voting.

### 1.2.2 The GDBBS Advisory Committee

The GDBBS Advisory Committee is appointed by the Division Director, in consultation with the Dean of the Laney Graduate School. It usually consists of Chairpersons of some of the departments where a significant number of GDBBS faculty members hold their primary appointments. This committee is advisory but is consulted on major policy issues and changes to the composition or administrative structure of the Division.

## 2 GRADUATE TRAINING PROGRAMS

### 2.1 INTERDISCIPLINARY PROGRAMS

The Division is currently composed of eight interdisciplinary programs, each leading to the PhD degree. Each program concentrates on a major research area in contemporary biology or medicine. Training foci are based upon the realization that an interdisciplinary approach is essential not only for the solution of research problems, but also for successful competition in modern biological and biomedical research. Students may select a dissertation advisor from among any of the GDBBS faculty members.

As of 2015, there are eight GDBBS Interdisciplinary Programs:

- Biochemistry, Cell and Developmental Biology (BCDB)
- Cancer Biology (CB)
- Genetics and Molecular Biology (GMB)
- Immunology and Molecular Pathogenesis (IMP)
- Microbiology and Molecular Genetics (MMG)
- Molecular and Systems Pharmacology (MSP)
- Neuroscience (NS)
- Population Biology, Ecology and Evolution (PBEE)

Programs have autonomy to set their own policies and procedures related to faculty engagement and student training, as long as those policies are consistent with those of the Division and LGS. Some policy changes require approval by the LGS Executive Council. Typically, these include changes impacting curriculum and degree milestones.

### 2.2 APPOINTMENT OF PROGRAM LEADERSHIP

Nominees for Program Director or DGS should be concurrent or past members of the Program Executive Committee (EC) or should have exhibited other leadership within the Program. The Division Director must review and approve the appointment of any Program Director or DGS, and final approval comes from the Dean of the Laney Graduate School. For someone being newly appointed as PD or DGS, programs must submit a CV of the appointee to the Division Director for approval. If the program has an open vote for the position, the program should submit the candidates' CVs for approval to the Division Director prior to the vote. The Director and DGS are elected for 3-year terms, and programs should make every attempt to stagger elections

so that both the Director and DGS are not rotating off at the same time. Program Directors and DGSs are limited to two consecutive terms. Should a Program's EC wish for a Program Director or DGS to have a second term, they should reach out to the Division Director to approve the continuation.

The Division requires that an open election be held for at least one seat on each Program's EC at least once every two years. This allows for new faculty to join the EC and begin to learn about program leadership responsibilities. This also ensures that new voices and new ideas can be heard.

### 2.3 NEW PROGRAM APPLICATIONS

Applications can be made at any time to form a new graduate training program. New program applications should provide information sufficient to judge how well such a program can fulfill the requirements described below. Each of the following sections MUST be included. The GDBBS Advisory Council will review new program proposals and make recommendations to the Director, based on the capability of any proposed program to meet the criteria outlined below. After approval by the Division, a formal New Program Proposal must be submitted to the Dean of the Laney Graduate School following their guidelines.

#### 2.3.1 New Program Application: Description of Participating Faculty

An application must list all faculty who have agreed in writing to become part of the proposed training program. For each faculty member, indicate:

- which existing program that faculty would resign from, if necessary, to comply with the requirement that faculty be members of only two programs.
- whether the faculty member currently holds, or is eligible for, a Laney Graduate School appointment through the GDBBS or another academic unit of the University.
- their history of external, peer-reviewed research support for the past five years. Include dates and number of student slots each grant has or is supporting. Include predoctoral training grants with which the faculty member is associated, and any individual fellowships supervised.

An application should also include the written guidelines that will be used for evaluating faculty participation, and a clear statement of how non-participating faculty will be removed from the program. Each prospective faculty member should be furnished with a copy of this statement and agree to fulfill these minimum expectations.

#### 2.3.2 New Program Application: Description of Expected Applicant Pool

The application should describe the expected applicant pool. If the proposed program will compete with existing Emory Programs for the same applicant pool, this should be discussed. If the area of training is targeted at a new applicant pool, the size and qualifications of the applicant pools of comparable institutions should be described.

#### 2.3.3 New Program Application: Description of National Need for Training in the Program Area

An application should describe the need for training in this area. Questions to be addressed should include:

- Is there a national need for more PhDs in this area?

- Is Emory uniquely equipped or able to train such students?
- What other comparable institutions have training programs in this area, and how many students do they train in this area?
- Are there training grants available?

#### 2.3.4 New Program Application: Description of Course Curriculum

An application should define the required course curriculum, including a sufficient number of advanced courses to meet the training needs of students in the program. For existing courses, give the IBS numbers. For any new courses, complete the forms for new course proposals. An application should also discuss any overlap of curriculum with existing graduate programs.

An application should describe the required qualifying examination format, including when the qualifying exam will be taken, how it will be evaluated, and the procedures for retakes.

#### 2.3.5 New Program Application: Description of Program Administration

An application should describe the administrative structure of the program. For each major administrative position, the application should include the names of individuals who have agreed to serve the first term if the program is approved.

In addition, an application should describe the procedures to be used to:

- evaluate and interview applicants,
- advise first-year students,
- monitor outcomes of laboratory rotations,
- assist students in selecting PhD advisors.

## 2.4 EVALUATION OF EXISTING GDBBS PROGRAMS

### 2.4.1 Overview of Need for Program Evaluation

Implicit in the Division's structure is the assumption that, from time to time, it may be necessary to restructure the Graduate Programs to accommodate changing training needs. Programs that have lost their vigor or competitiveness need to be refocused. Likewise, it may become advantageous to form new graduate programs or expand existing ones. To respond to such needs and to assure optimal use of training funds and faculty, it is necessary to have uniform and realistic expectations for graduate programs. The performance of our program will be periodically reviewed for fulfillment of these expectations.

### 2.4.2 Review Mechanism

The Division Director, in consultation with the Graduate School Dean, will appoint a three- or four-member *Ad Hoc* Review Committee. All *Ad Hoc* Committees will specifically exclude current Program Directors and Departmental Chairs, although their views may be sought by the committee. At least two individuals from outside the University will be included in the *Ad Hoc* Review Committee. Each review committee will review individual programs when requested by the GDBBS Director, with the expectation that each program will be

reviewed every five years. In addition, the Division Director may request a review of a program at any time. The reports of each review committee will be forwarded to the Division Director and the GDBBS Advisory Committee. After formal acceptance of the report by the Advisory Committee, the report will be available for inspection by any interested faculty member or student.

Programs that fail to meet the minimal criteria (see below) will be placed on probation and required to correct any insufficiencies identified by the Review Committee within one year. The Division Director will recommend to the Deans of the Laney Graduate School and the Dean's Council that a program with a history of such problems be phased out. In this event, the program will cease to admit new students but will maintain active administrative functions until all enrolled students finish their degree requirements.

#### 2.4.3 Program Review Criteria

The following guidelines govern the evaluation GDBBS Program performance. Criteria are suggested that can be used to evaluate the adequacy and effectiveness in relation to training faculty, student pool, national need, course curriculum, and administration. It is expected that successful programs will meet all these criteria during each review. Specifically, Programs should:

- have an **adequate number of participating faculty**. Programs should have a minimum of 12 faculty who: 1) are eligible to serve as primary dissertation advisors according to Laney Graduate School regulations, and 2) have had peer-reviewed extramural support for a minimum of three of the last five years, or are in years one or two of a three year or longer term grant.
- have **written guidelines for evaluating faculty participation**, and a clearly documented mechanism for removal of non-participating faculty from the program. It is required that programs routinely review their faculty every other year, at a minimum.
- be able to **recruit, matriculate, and graduate diverse, qualified students**. For at least two of the previous three years, a program should have received a minimum of 20 applications from prospective students who meet NIH requirements for predoctoral fellowship trainees, and the program should receive applications from international students as well. A minimum of two-thirds of the students admitted should finish the PhD degree, and students should complete all requirements for the PhD degree within an average of 5.5 years.
- have **continued ability to have faculty fill the positions** of Program Director, DGS, Recruiter, and Executive Committee members.
- have a **defined core curriculum**. The Program should offer a number of advanced courses sufficient to fulfill the educational needs of its students. These should be specifically listed and may include courses taught by Division faculty from other Programs. Advanced courses in the curriculum should be distinct from those of other programs. Both core and advanced courses should be offered on a regular basis (preferably every year for core courses and at least every other year for advanced courses).
- be able to demonstrate **national need for training in the program area**. The following examples are among the ways in which programs can demonstrate a national need and market for the students that they train:



- Training Support. Program faculty should be associated with successful predoctoral training grants, or as sponsors of individual student fellowships. Association with a training grant by a particular faculty member would be counted in each program with which that faculty person is affiliated.
- Employment Prospects for Graduates. Evidence of employment opportunities for program graduates should be documented. This might include a summary of job advertisements in international journals, professional society announcements, requests for research proposals in the training area, availability of training grant funds, or industrial support of training in the program area.
- Employment History for Graduates. A large proportion of program graduates should be employed in scientific careers. Employment history of graduates should be collected by the Division office biannually and be made available to the *Ad Hoc* Committee to be included in the review.

## 2.5 PROGRAM AND COURSE BUDGETS

### 2.5.1 Program Administrative Budgets

Each program is allocated an administrative budget. Currently the allocation is \$325 per student enrolled in the program as of September 1st of each academic year. Students in year 7 and beyond do not count toward the per student calculation.

### 2.5.2 Program Recruitment Budgets

In addition to the core administrative budgets, each program receives a recruiting budget. Each program is allocated \$1,750 per slot (e.g., 5 slots allocated = \$8,750 recruitment budget).

### 2.5.3 Program Expenditures

Program funds should only be expended for activities that directly benefit and involve students.

When meals are to be charged to program funds, there must be participation by at least a subset of the program students. If it is important that only faculty be in attendance, then other sources of funding must be used. Allowable expenditures for meals charged to GDBBS Division and Program speedtypes are limited to \$60 per person attending the meal. University policy must also be followed.

### 2.5.4 Financial Support for Courses

A strength of the GDBBS is its capacity to provide innovative, interdisciplinary learning opportunities. While faculty will not receive financial compensation from the GDBBS for teaching or directing most courses, to facilitate the additional effort needed to develop and lead interdisciplinary courses that serve the Division training model, under a narrow set of circumstances, faculty may receive some financial compensation for teaching.

For faculty to receive GDBBS financial support for teaching:

1. The course must be available to all qualified GDBBS students.

2. The course must be broadly applicable to the training needs of many students and aligned with general skill building efforts. Examples may include courses that facilitate skill development in grant writing, statistics and data science.
3. For courses without graduate TA support, there should be at least 15 PhD or MD/PhD students registered for the course that are receiving a letter grade and are registered for at least 3 credit hours. For courses with graduate TA support, there should be at least 20 PhD or MD/PhD students registered for the course that are receiving a letter grade and are registered for at least 3 credit hours.
4. No more than 50% of the graduate students in the course can come from a single LGS program.
5. The course should have a substantial assessment component that requires feedback from the faculty member(s).

In such cases, the lead course director can request \$2,500 per credit hour per semester by contacting the GDBBS director outlining how the course fits these criteria. This request is preferably made at least a month before the start of the semester. Should the course be co-directed, the money can be split as the directors see fit. The course directors may choose to give some of these funds to others teaching in the course who are not directing the course. For grant writing courses that meet the above criteria, the course director will receive an additional \$2,000 in recognition of the time spent after the course in helping students revise proposals, contact funding agencies and interpreting grant panel feedback. If the grant writing course is co-directed, the \$2,000 can be split as the co-directors see fit.

The lead course director will be responsible for providing the distribution information by the end of the first month of the relevant semester. The money will be distributed as compensation, covering the appropriate percent effort for the given faculty member. Fringe will be paid on top.

## 2.6 GDBBS TRAINING GRANTS

Successful competition for training grants is an integral component that contributes to the success of the Programs. When a training grant pays the stipend of a student who would otherwise be the responsibility of the institution in the first 21 months, our philosophy is that it is only fair to repay the program where that student resides with additional funding for slot(s) in the following year(s). Training grants also provide funding for tuition and health insurance. These points are taken into consideration during the slot allocation process.

To assist Programs in preparing training grant applications, the GDBBS maintains comprehensive databases on GDBBS applicants, matriculated students, GDBBS graduates, and GDBBS faculty along with information about their research interests and experience in educating both predoctoral and postdoctoral trainees. The GDBBS Business Analyst will work closely with the Emory training grant office and training grant faculty leadership to provide needed data. The GDBBS needs sufficient time in advance to provide such information.

## 2.7 PHD STUDENT ADMISSIONS PROCEDURES

### 2.7.1 GDBBS Slot Allocation Procedure

The GDBBS slot allocation procedure considers the training grants and individual student fellowships that support students and help defray costs. When a training grant or student fellowship pays the stipend of a student who would otherwise be the responsibility of the LGS in the first 21 months, our philosophy is that it is only fair to repay the program where that student resides in the following year(s). This amount is calculated in phase I, and the stipend paid by the grant or fellowship is capped at the standard GDBBS stipend level for calculation purposes since this is the amount that relieved the LGS budget. The remaining slots are distributed in phase II based on the non-stipend training grant and fellowship money that supported students, the training grant eligible applications and the capacity of the faculty to train, all of which are equally weighted. All students are admitted as full-time students and occupy a slot.

#### *2.7.1.1 Phase I: Determining the Distribution of Slots for the GDBBS*

The final number of GDBBS student slots available (T) for the upcoming year is set in February after that year's budget is set. To calculate the total slots available for general distribution (A):

- T is reduced by Director's discretionary allocations. The criteria for allocation of Director's discretionary slots may vary from year to year. These positions are usually reserved for truly exceptional applicants or to accomplish specific goals outside the allocation procedure.
- MD/PhD trainees who are in their M2 year and will become G1 students in the upcoming fall semester are handled separately from the slot allocation procedure.
- The total slots available for general distribution (A) is further reduced by the number of training grant and fellowships that supported student stipends in the first 21 months that would otherwise be the responsibility of the GDBBS. The dollar amount for each program is totaled and the equivalent value of a slot is determined. Each program can redeem full slots, with any remainder carrying forward to the next year (e.g., 1.80 slots provides 1 slot for the current year calculation, with .80 carryover to the following year). These slots are removed from the total available slots up front in recognition that these sources relieved the GDBBS from paying the stipends in the first 21 months that otherwise would have been the responsibility of the GDBBS, and is listed as "grant repayment" on the spreadsheet.
- If a Program over-subscribes its slot allocation in any one year, it loses an equivalent number of slots from future slot allocations. If a Program under-subscribes its slot allocation it can carry the under-subscribed slots over to future years. The number of under-subscriptions must be added, or oversubscriptions subtracted, in calculating the number of allocable slots (A).

In summary, the total slots available for general distribution (A) is given by:

$A = T - \text{Directors discretionary} - \text{training grant/fellowship repayments in the first 21 months} +/\text{-}$   
under/oversubscriptions

#### *2.7.1.2 Phase II: Distribution of Slots to the Programs*

The remaining slots (A) are then distributed based on three criteria:

Fellowship and Training Grant Slots: all financial support provided by training grants and individual fellowships, outside of stipend support in the first 21 months, is totaled for each program. This includes tuition, fees, and health insurance.

Training Grant Eligible Applications. To assure that Programs emphasize recruitment of training grant eligible students, and because only an extremely small proportion of international students are interviewed, only training grant eligible applicants are counted.

Stipend Support Available: This number represents the ability of the faculty to support the stipends of new students, and could be determined by a direct survey of the faculty or from a survey conducted by each program Director.

These three criteria are weighted equally and are scaled to the number of slots remaining to be distributed (A). The total of these three categories are then added to give a total allocation for each program. The number of Director's slots, non-LGS funded slots, grant repayment slots and time to degree adjustment are then added back in to give the total slot allocation per program. MD/PhD students are added in to give the target enrollment for the year.

In some situations, funding is provided on a yearly basis (e.g., Winship Cancer Institute), with stipends provided for students who are currently in year one or two. In these situations, slots are awarded up front as a full slot based on the commitment from the funding source. In situations where year 2 funding is not provided, it is the responsibility of the program to provide a half slot to cover year 2 funding.

## 2.7.2 Slot Recovery

### 2.7.2.1 *A Student Leaving in the First Year*

If a student withdraws or is dismissed before the beginning of the second year, the Program receives a half slot rebate. In the case where a student goes on leave during their first year, the slot must be held until the student officially withdraws, after which the Program can receive a half slot rebate. No rebate will be given once a student has started their second year.

### 2.7.2.2 *A Student Switching Programs in the First Year*

If a student changes Programs in the first year, then the new Program will assume the cost of the slot.

## 2.7.3 Admission of Students Transferring with a Faculty Member Newly Hired by Emory

A new faculty mentor transferring to Emory is expected to pay the stipend and sponsor tuition of any student transferring with them from the onset, regardless of where the student is in the program. The LGS will work with the faculty member to sign a letter of agreement concerning this financial support. As long as the LGS and/or GDBBS does not need to provide financial support, the student will not impact the program's slot allocation.

The student is expected to submit a complete LGS application; program leadership will fully vet the student and only accept the student if the program leadership is confident that the student will succeed in the program. All students who transfer must pass the program's qualifying exam. The program leadership will

make final decisions as to what courses that student must take at Emory. The student can transfer a maximum of 18 credits, with approval of the Dean. Most students who transfer to a GDBBS program have not yet passed the qualifying exam at their current institution. Students who have already passed the qualifying exam at their current institution often elect to remain a student of that institution but work on their research at Emory to complete their degree.

#### 2.7.4 Offers of Admission after April 15

The Dean of the Laney Graduate School must approve any offers of admission that a Program wishes to make after April 15. The Program must submit a letter requesting late admission before an offer of admission can be made. This letter should outline the reasons the Program believes the applicant will succeed in graduate work and explain why the offer of admission is being made so late.

Letters requesting admissions after April 15 must be sent to the Director of the Division for prior review. If the Director approves the decision of the Program, they will forward the recommendation to the Dean of the Laney Graduate School.

#### 2.7.5 Summer Admission of Incoming Students

All students will begin in the Fall semester.

#### 2.7.6 English as a Second Language (ESL) Testing and Courses

All new students whose first language is not English must participate in English language assessments prior to registration. If results on the speaking and writing assessments indicate the need for English instruction, enrollment in one or more ESL classes will be required during the first academic year.

### 2.8 MD/PHD STUDENT ADMISSIONS PROCEDURES

Medical students pursuing the combined MD/PhD degree through the Medical Scientist Training Program (MSTP) may affiliate with any PhD program in the Emory University Laney Graduate School, the Emory/Georgia Institute of Technology Biomedical Engineering PhD program, or the Georgia Institute of Technology Bioengineering PhD Program. Following the third year of medical school (clinical rotations) and after passing Step 2 of the U.S. Medical Licensing Examination, MD/PhD students are admitted into a graduate training program where they begin working on the PhD under the direction of a dissertation advisor. Students in the graduate research years present cases and journal articles at the clinical research conference as well as satisfy all the academic requirements of their chosen program of graduate study.

The names of those MSTP students training in the GDBBS should be forwarded to the GDBBS by the MSTP program administration as soon as possible, but no later than January 15<sup>th</sup> of the students' third year. MD/PhD students receive nine months of stipend support from the LGS. After these nine months, the stipend will be derived from the advisor or other non-LGS or non-MD/PhD sources.

## 3 FACULTY GUIDELINES

### 3.1 FACULTY APPOINTMENT

#### 3.1.1 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 anonymous ballot. Interested faculty should contact the Program Director and follow the application instructions on the GDBBS website. According to Laney Graduate School guidelines, the application of new members must be forwarded to the Dean of the Laney Graduate School for approval.

The application must specify the rank of the proposed appointment (see section 3.1.2 below). A Full Member must direct all Dissertations, even if the research is being done in the laboratory of an Affiliate 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.

If a faculty member is requesting to change their membership status from Affiliate to Full Member, they need to submit an updated Biosketch that lists their grant funding. The Program Director will need to submit a letter requesting this change and the reason for the change. The GDBBS Director will review and approve the change.

If the faculty member is requesting to change from Full to Affiliate Member, the GDBBS office only written notification from the Program Director. GDBBS approval is not required.

#### 3.1.2 Level of Faculty Appointments

The four types of GDBBS membership are Full, Affiliate, and Adjunct Members. The definition of membership rights and responsibilities are as follows:

- **Full Graduate Faculty Membership:** 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.

- **Affiliate Graduate Faculty Membership.** 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 Membership.** 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, and the LGS Outside Reader process must be completed to be added to a dissertation committee. 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.
- **Emeritus Faculty Membership.** In consideration of their emeritus status, faculty members retiring from Emory University who would like to remain involved with the program can choose to remain as emeritus faculty members as long as the Program EC approves of their affiliation and the faculty member stays engaged with program activities. They will be asked to confirm their status each year. Per LGS policy, faculty retiring from Emory can remain on dissertation committees for no more than five years, and for purposes of dissertation committee membership requirements, they will count as faculty members of the program(s) to which they belonged before retirement. Emeritus faculty cannot serve on LGS or GDBBS administrative committees and cannot serve as dissertation advisors or co-advisors. Emeritus faculty members are not reported as graduate faculty for the purpose of institutional research and evaluation that is both internal and external to the University.

### 3.1.3 Revocation or Modification of Membership

The Dean of the Laney Graduate School, in consultation with school deans, the GDBBS director and program leadership, may revoke or modify faculty membership with reasonable cause at any time. Programs may recommend revocation or modification of graduate faculty membership. Reasonable cause for a revocation or alteration of graduate faculty membership may include the faculty member's loss of eligibility (see criteria, above), failure to fulfill their roles and responsibilities of membership, or failure to maintain appropriate standards of professional conduct.

A faculty member whose membership in the graduate faculty is involuntarily revoked or modified may request reconsideration of this decision. If a faculty member requests reconsideration, the LGS Executive Council will review the case and make a recommendation to the Dean of the Laney Graduate School. The Dean of the Laney Graduate School will make a final decision.

The full LGS policy can be found at [https://www.gs.emory.edu/includes/documents/graduate-faculty-membership-policy\\_final.pdf](https://www.gs.emory.edu/includes/documents/graduate-faculty-membership-policy_final.pdf).

### 3.1.4 Program Membership Limit

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 a written request to the Executive Committee of the Division. 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.

## 3.2 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 (ASOM; <http://www.atlantamentors.org/>). 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 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. The institution, via the LGS, provides the first 21 months of support for PhD students and the first 9 months of support for MD/PhD students. 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 in the student's 22<sup>nd</sup> month in the Program (10<sup>th</sup> month for MD-PhD students) and continuing until the student graduates or is dismissed. An exception is that if a student has defended and is no longer working on their research, the advisor should not pay the student for the time between the degree defense and graduation. Advisors may refer to the LGS ["Faculty Financial Responsibilities"](#) document for current sponsored tuition and stipend details. In addition to stipend and sponsored tuition, after the 21<sup>st</sup> month of a student's training, faculty are responsible for paying stipend supplements that students sometimes receive when they are awarded external fellowships.

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 policy exemption requesting that the student not be dismissed to the Division Director.

### 3.3 STIPEND RESERVE FUND

Until 2023, the GDBBS operated a Stipend Reserve Fund. Faculty could accumulate credits by supporting a student who would otherwise be the responsibility of the LGS or by transferring unrestricted funds to the Fund. If faculty were unable to pay for a student whose stipend was their responsibility, they could accumulate debt to the Fund in order to pay the stipend and/or sponsor tuition of a student. Debts were limited to a total dollar amount equivalent to 15 months of student stipend. In January 2023, the GDBBS began working on a mechanism to convert existing credit and debit balances that were not on the Emory - LGS accounting system. The following changes were implemented as of Fall 2023:

- No new debts can be accrued. The GDBBS, LGS and Schools will work together to find a mechanism to cover student stipends when the faculty advisor cannot pay. A formal process is not yet in place. Importantly, it is a faculty's responsibility to let the GDBBS know as soon as feasible if they anticipate a gap in their ability to cover the student's stipend and/or sponsor tuition.
- Faculty with credits under \$1000 as of June 2023 have until August 31, 2023 to spend the credits.
- Faculty with credits over \$1000 as of June 2023 will have the credits budgeted on the books. The budget will be deposited into an account that will be established in the LGS and associated with the LGS GDBBS PhD Program and tied to the faculty member's name. Unspent budgets in these projects will be carried forward year over year, similar to faculty discretionary accounts. The designated funds can be used for current or future LGS doctoral student support that would otherwise be the responsibility of the faculty member, including stipends, travel to scientific meetings and sponsor tuition for an LGS doctoral student. These funds cannot be used for faculty, staff, and post doc salary support, nor will assignments or transfer of balances to other faculty be allowed.
- No new credits can be accrued at this time.