



## GDBBS Advisor-Advisee Agreement Form

**Instructions:** GDBBS students and their prospective advisor(s) must complete this form by June 1 of the student's second year in the Ph.D. program. In most circumstances, students are required by their program to identify an advisor match by the end of their first year, and this form should be submitted as soon as that identification has been made. This form is required to formalize all advisor-advisee mentoring and research commitments.

### Completed by Student (Advisee)

Are you an MD/PhD student? YES  NO

Is this form a replacement for an earlier advisor commitment? YES  NO

I agree to follow all requirements and policies of the [Laney Graduate School, GDBBS, and my program.](#)

I agree to document and review items discussed in all advising meetings with my advisor(s), including but not limited to communication expectations, project ideas, timelines, professional conduct, lab reporting structure, and how my research grade will be assessed in future terms.

I understand my research grade will be based on fulfilling expectations regarding progress in my training and towards my thesis outlined for the term and meeting with my dissertation committee according to my program dissertation committee policies.

I agree to proactively seek clarity, when needed, around grading expectations and responsibilities for current and future terms.

I understand that my primary advisor will serve as the chair of my dissertation research committee and that my co-advisor, if applicable, will serve as the committee co-chair.

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Completed by Faculty (Primary Advisor)

I will actively engage in an advising relationship with the student listed above.

I agree to support this student in following all requirements and policies of the [Laney Graduate School, GDBBS, and the student's program.](#)

To the best of my ability, I will provide a supportive environment for the advisee to learn and develop as a researcher. I will discuss expectations for our advisor-advisee mentoring and research relationship. I will discuss how I will assess their research grade each term. Additionally, I will provide a written assessment of student performance to the program DGS when requested.

I agree to participate in discussions actively, provide written feedback on overall academic performance, and include the Program DGS, GDBBS, and LGS leadership when concerns arise.

I will report academic concerns to the program Director of Graduate Studies, Division Director, or Associate Director of Student Affairs. I will also report matters of misconduct or safety immediately to the program Director of

Graduate Studies, the GDBBS Division Director, and the Associate Director of Student Affairs. If the concern is life-threatening, I will call 911.

I understand that suspension, termination, or dismissal is only triggered if proper University, LGS, GDBBS, and Program procedures are followed. A student’s funding cannot be unilaterally suspended or terminated without following the proper LGS, GDBBS, and Program handbook protocols.

I understand that as an advisor and a faculty member of the GDBBS, I am responsible for financially supporting this student (stipend and sponsor tuition) after the initial support period from the Laney Graduate School (LGS) ends and for the duration of their program, unless the student has an external fellowship that covers these costs. GDBBS PhD students receive their first 21 months of stipend support from the Laney Graduate School. MD/PhD students receive nine months of support from the University. Current stipend and sponsor tuition rates can be found on the [LGS Faculty and Staff website](#) (click on the “Sponsor Tuition (For faculty) link within the Faculty and Program Resources box).

I understand that as this student’s advisor, I may need to serve as their supervisor for Research Appointments (RAs).

I have discussed my current and future funding plans with my Department Chair/Division Director. We agree that this should be a financially viable advising relationship.

If the student is to be co-advised, I have discussed our financial obligations with the co-advisor.

**If this student is to be co-advised, will the co-advisor be financially responsible, at least in part, for the student’s stipend and sponsor tuition? Yes \_\_\_ No \_\_\_ No Co-Advisor \_\_\_**

Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Completed by the Primary Advisor’s Department Chair or Division Director**

I approve of this advisor-advisee match. At this time, I have no concerns about this selected advisor's ability to provide a supportive environment in which to train a student. I will provide guidance toward a successful advising relationship as appropriate.

I have reviewed and discussed current and future funding plans with the faculty member and, where appropriate, with my Financial/Department Administrator. We agree that this should be a financially viable advising relationship.

We understand that the above faculty member is responsible for financially supporting this student (stipend and sponsor tuition) after the initial support period from the Laney Graduate School (LGS) ends and for the duration of their program. GDBBS PhD students receive their first 21 months of stipend support from the Laney Graduate School. MD/PhD students receive nine months of support from LGS. I understand that if this faculty member cannot fund this student, I, or the current chair at the time, will be responsible for working with my Department or Division’s financial administrators and my School’s financial team to determine the appropriate funding source.

I understand that suspension, termination, or dismissal is only triggered if proper LGS, GDBBS, and Program handbook protocols are followed, and the advisor has reported concerns and is in discussions with GDBBS and Program leadership.

Department Chair or  
Division Director Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Completed by Co-Advisor (if applicable)**

I will actively engage in an advising relationship with the student listed above.

I agree to support this student in following all requirements and policies of the [Laney Graduate School, GDBBS, and the student's program.](#)

To the best of my ability, I will provide a supportive environment for the advisee to learn and develop as a researcher. I will discuss expectations for our advisor-advisee mentoring and research relationship. I will discuss how I will assess their research grade each term. Additionally, I will provide a written assessment of student performance to the program DGS when requested.

I agree to participate in discussions actively, provide written feedback on overall academic performance, and include the Program DGS, GDBBS, and LGS leadership when concerns arise.

I will report academic concerns to the program Director of Graduate Studies, Division Director, or Associate Director of Student Affairs. I will also report matters of misconduct or safety immediately to the program Director of Graduate Studies, the GDBBS Division Director, and the Assistant Dean of Student Affairs. If the concern is life-threatening, I will call 911.

I understand that suspension, termination, or dismissal is only triggered if proper University, LGS, GDBBS, and Program procedures are followed. A student's funding cannot be unilaterally suspended or terminated without following the proper LGS, GDBBS, and Program handbook protocols.

I have read all the details above about financial responsibility.

If the advisor has identified me as partly financially responsible (see above), I have discussed my current and future funding plans with my Department Chair/Division Director. We agree that this should be a financially viable advising relationship.

Co-Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Completed by Co-Advisor's Department Chair or Division Director**

I approve of this advisor-advisee match. At this time, I have no concerns about this selected advisor's ability to provide a supportive environment in which to train a student. I will provide guidance toward a successful advising relationship as appropriate.

If this co-advisor has been identified as being financially responsible by the advisor (see above), I have reviewed and discussed current and future funding plans with the faculty member and, where appropriate, with my Financial/Department Administrator. We agree that this should be a financially viable advising relationship.

If this co-advisor has been identified as being financially responsible by the advisor (see above), I understand that the above faculty member is responsible, in combination with the advisor, for financially supporting this student (stipend and sponsor tuition) after the initial support period from the Laney Graduate School (LGS) ends and for the duration of their program. GDBBS PhD students receive their first 21 months of stipend support from the Laney Graduate School. MD/PhD students receive nine months of support from LGS. I understand that if this faculty member cannot fund this student, I, or the current chair/director, along with the advisor's chair/director, will be responsible for working with our Department or Division's financial administrators and our School's financial teams to determine the appropriate funding source.

I understand that suspension, termination, or dismissal is only triggered if proper LGS, GDBBS, and Program handbook protocols are followed, and the advisor has reported concerns and is in discussions with GDBBS and Program leadership.

Department Chair or  
Division Director Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Completed by Student's Program Director or Director of Graduate Studies**

The Program approves of this advisor-advisee match and will provide guidance toward a successful and mutually beneficial advising relationship.

PD or DGS Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Completed by Program Coordinator of Student Affairs**

Program Coordinator of Student Affairs Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

PREVIEW