

# CANCER BIOLOGY GRADUATE PROGRAM

## TRAINING FACULTY MEMBERSHIP CRITERIA

### A. Requirements of Faculty Admission

The training members of the Cancer Biology graduate program must be tenure track, full-time Emory Faculty, established experts in the fields of Cancer Biology or related biological and biomedical sciences, and should have sufficient extramural funding to ensure support of the students' research projects when students choose to work in their laboratories to complete dissertation research. Examples of documented expertise include doctoral and/or postdoctoral training in the field, and publications in major peer reviewed journals of the areas represented by the program.

An application for membership to the Cancer Biology training faculty requires the following items: (Current GDBBS faculty members who are also Winship Cancer Institute members are not required to submit items marked with \*)

- an updated curriculum vitae highlighting the Faculty activities and publications in cancer biology
- a NIH-style biosketch including "other support" information
- a one page description of the candidate's research, including a one sentence summary of his/her major research efforts suitable for use in a recruiting brochure and 5 key words including, if relevant, the main organ-type(s) of cancer studied
- a list of planned or anticipated collaborations with CB Program faculty
  
- a letter to the Director of the Graduate Division of Biological and Biomedical Sciences (GDBBS)\*
- a letter of support from the candidate's Departmental Chair\*
- a description of past experience in training doctoral students or postdoctoral fellows\*
- relevance of the candidate's research to Cancer Biology, if not already a Winship member\*

The complete application packet should be sent to the Chairperson of the Faculty Membership Committee (Dr. Jing Chen, [jchen@emory.edu](mailto:jchen@emory.edu)) with a copy to the Cancer Biology Program Director (Dr. Erwin Van Meir, [evanmei@emory.edu](mailto:evanmei@emory.edu)). The Faculty Membership Committee will review the application and make recommendations to the Cancer Biology Executive Committee. Recommended candidates will be invited to present a research seminar open to the Emory community and specifically advertised to the Program faculty and students. Current GDBBS faculty members who are also Winship Cancer Institute members are not required to present a research seminar if they submit their application prior to August 1, 2010. The Cancer Biology faculty will be polled by anonymous ballot on the acceptability of admission based on the candidate's credentials, activity in cancer biology and acceptance of research seminar. The Faculty Membership Committee will make the decision based on the results of the faculty ballots and a recommendation will be forwarded to the Executive Committee, who will render a final

decision about whether to accept the candidate into the Program. Upon reaching a favorable decision, the Program Director will forward a letter of acceptance to the applicant and copy the Director of the GDBBS (Dr. Keith Wilkinson) with the candidate's dossier. According to the Laney Graduate School guidelines, the candidate's dossier will be forwarded to the Dean of the Laney Graduate School for final approval. Please note that the current GDBBS guidelines restrict faculty membership to a maximum of two programs in the Division. A two-year waiver of this rule (expiring on August 1, 2012) will be granted to existing GDBBS members who decide to join the Cancer Biology Program as a 3<sup>rd</sup> program.

## **B. Faculty Rights and Responsibilities**

The Cancer Biology training faculty members have full rights and privileges, including:

- serving on any GDBBS Committee or in an administrative position
- acting as dissertation Advisors
- voting on the admission of new faculty
- voting at program Faculty meetings
- presenting their candidature for election to the program Executive Committee
- proposing amendments to the program Bylaws
- proposing speakers for the Cancer Biology program seminar series
- presenting their own work at the Cancer Biology program seminar series
- proposing new graduate courses in cancer biology
- participating in the annual retreat
- presenting their work to the incoming class of graduate students at the annual Faculty presentations

Program members are expected to actively participate in Program functions, including:

- 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.
- serving on dissertation committees
- directing laboratory rotations by first-year students
- teaching in graduate level courses relevant to Cancer Biology
- recruiting new graduate students for the Cancer Biology graduate program or MD/PhD program
- contributing questions and grading of qualifying exams
- attending research seminars offered by the program (the speakers could be outside faculty, Program faculty, or Program students)
- attending Program faculty meetings
- voting on admissibility of new faculty members
- presenting a seminar on currently ongoing work every 3 years in the Cancer Biology program seminar series

## **Faculty Annual Review**

The Cancer Biology training faculty members will be reviewed annually. Each year the members will be requested to submit a performance report to the Faculty Membership Committee. The Committee will determine whether the participation of the members in program activities is sufficient. The committee will forward a recommendation to the Executive Committee. The members who are found deficient in Program participation will receive a notice with suggestions for helping him/her regain a full level of participation. The member will have one year to demonstrate active participation to meet the requirement of the Program. The faculty members who fail to demonstrate satisfactory participation during this period will be removed from the Program. The removed members can appeal with a rebuttal statement to request immediate reinstatement to the Executive Committee. If a faculty member being considered for removal from the Program as a result of lack of participation is the mentor of a Cancer Biology student, accommodations may be made to minimize disruptions to the student's progress, with consultation of the Program Director and DGS.