



**GDBBS Faculty Appointment Application for First Program
Application Checklist**

Note that each Program may have additional application requirements. Submit all application materials to the Program Administrator (PA).

- Level of Appointment: Full Member | Associate Member | Adjunct Member (circle one)
- Emory Net ID: _____
- Emory Employee ID: _____
- NIH Biosketch – new format, see:
<http://grants.nih.gov/grants/funding/424/index.htm#biosketch>
- Curriculum Vitae
- Indication of current grant support (may be included in Biosketch or CV)
- Short research description (limit of 150 characters)
- Long research description (limit of one page)
- Letter from candidate indicating their desire to become a training faculty member within the Division. The letter should include their willingness to meet the teaching commitments of the Program and detail how they plan to contribute to the Program.
- Letter from candidate's department chairperson indicating their support of the appointment – include a description of the candidate's independence and the Departmental commitment of space
- Letter from Program Director indicating the support and approval of the appointment on behalf of the Program Executive Committee

Application Process

Program Approval → GDBBS Approval → LGS Approval

1. Faculty candidate should read Faculty Guidelines and Faculty Responsibilities.
2. Faculty candidate works with Program to apply for membership.
3. Faculty candidate submits all application materials to Program Administrator.
4. Program Administrator submits complete application to GDBBS Director's Assistant (Maureen Thomas) for Director's approval.
5. GDBBS Director's Assistant submits the approved application to LGS HR Manager/Deputy Title IX Coordinator (Donna Cunningham) for Dean's approval.

Please note, all new faculty members are required to complete mentor training within their first three years in the 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 the specific policy and check the ASOM website (<http://www.atlantamentors.org/p/home.html>) for more information on their training series.