

GDBBS POLICY AND PROCEDURES MANUAL

**POLICIES AND PROCEDURES AS DEVELOPED AND
APPROVED BY THE GDBBS EXECUTIVE COMMITTEE
AND ADVISORY COUNCIL**

2012-2013

Revised 6/14/2013

| | |
|---|-----------|
| I. THE GRADUATE DIVISION OF BIOLOGICAL AND BIOMEDICAL SCIENCES (GDBBS) | 4 |
| A. GDBBS MISSION STATEMENT | 4 |
| B. GOVERNANCE AND OVERSIGHT OF THE GDBBS | 4 |
| 1. The GDBBS Advisory Committee..... | 4 |
| 2. The GDBBS Executive Committee | 4 |
| C. GDBBS OFFICE STAFF RESPONSIBILITIES | 5 |
| 1. Cindy Meier - Database Coordinator..... | 5 |
| 2. Shenita Merriweather - Administrative Assistant | 5 |
| 3. Kathy Smith - Director of Recruitment and Admissions | 5 |
| 4. Monica Taylor - Director of Student Development..... | 6 |
| 5. Margie Varnado - Business Manager | 6 |
| D. GDBBS ACADEMIC CALENDAR | 7 |
| E. COURSE BUDGETS | 8 |
| II. GRADUATE TRAINING PROGRAMS | 9 |
| A. INTERDISCIPLINARY PROGRAMS | 9 |
| B. M.D./PH.D. PROGRAM (MSTP) | 9 |
| C. NEW PROGRAM APPLICATIONS | 10 |
| 1. Participating Faculty | 10 |
| 2. Student Pool..... | 10 |
| 3. National Need for Training in the Program Area | 10 |
| 4. Course Curriculum..... | 11 |
| 5. Administration..... | 11 |
| D. EVALUATION OF GDBBS PROGRAMS | 11 |
| 1. Introduction..... | 11 |
| 2. Review Mechanism..... | 11 |
| 3. Review Criteria..... | 12 |
| E. PROGRAM BUDGETS | 13 |
| 1. Program Administrative Budgets..... | 13 |
| 2. Program Recruitment Budgets..... | 13 |
| 3. Program Expenditures (Signature and Approval Process)..... | 13 |
| 4. Deficits in the Program Budget | 13 |
| 5. Surpluses in the Program Budget..... | 14 |
| F. GDBBS TRAINING GRANTS | 14 |
| G. STUDENT ADMISSIONS PROCEDURES | 14 |
| 1. GDBBS Slot Allocation Procedure..... | 14 |
| 2. Slot Recovery..... | 15 |
| 3. Admission of Students Not Receiving a GDBBS Stipend..... | 16 |
| 4. Dean's Review of Admissions | 16 |
| 5. Offers of Admission after April 15 | 17 |
| 6. Fellowships | 17 |
| 7. Summer Admission of Incoming Students | 18 |
| 8. Registration of Continuing Students | 19 |
| 9. English as a Second Language (ESL) Testing and Courses..... | 19 |
| III. FACULTY GUIDELINES | 20 |
| A. FACULTY RESPONSIBILITIES | 20 |
| 1. Admission to the GDBBS Training Faculty | 20 |

| | | |
|------------|---|-----------|
| 2. | Program Membership Limit | 20 |
| 3. | Level of Faculty Appointments | 20 |
| 4. | Dissertation Advisors | 21 |
| 5. | Faculty Review Process | 21 |
| 6. | Faculty Responsibilities..... | 22 |
| 7. | GDBBS Mentorship Award | 23 |
| B. | FACULTY STIPEND RESERVE FUND..... | 23 |
| 1. | Savings | 23 |
| 2. | Loans..... | 23 |
| 3. | Procedures | 24 |
| 4. | Reporting | 24 |
| 5. | Appeals..... | 24 |
| 6. | In Summary..... | 25 |
| C. | GDBBS STUDENT STIPEND SUPPORT | 25 |
| 1. | Stipend Support for Students | 25 |
| 2. | Outside Employment | 25 |
| 3. | Stipend Supplements | 25 |
| IV. | GDBBS STUDENT POLICIES AND PROCEDURES..... | 27 |
| A. | Teaching Assistant Training and Teaching Opportunity Program (TATTO) | 27 |
| 1. | Participation | 27 |
| 2. | Summer Teaching Workshop..... | 27 |
| 3. | Division Program Experience in "Teaching in the Biosciences" | 27 |
| 4. | Teaching Assistantship | 27 |
| 5. | Teaching Associateship..... | 28 |
| 6. | Assistant Instructorship/Dean's Teaching Fellows | 28 |
| 7. | Administration and Evaluation | 28 |
| 8. | TATTO Monitoring..... | 29 |
| 9. | Additional Student Teaching | 29 |
| 10. | GDBBS Teaching Award..... | 29 |
| B. | Student Guidelines | 29 |
| 1. | Open Rotation Policy | 29 |
| 2. | Students Rotating and Affiliating with Faculty who are not GDBBS Faculty..... | 30 |
| 3. | Choosing a Mentor | 30 |
| 4. | Thesis Committees..... | 30 |
| 5. | Minimum Standards for Academic Performance | 30 |
| 6. | Publication Requirements | 31 |
| 7. | Students in Academic Difficulty | 31 |
| 8. | Vacation Leave..... | 31 |
| 9. | Parental Leave | 31 |
| 10. | Leave of Absence..... | 31 |
| 11. | Part Time Appointments | 32 |
| 12. | Students Completing Their Degree Off Campus..... | 32 |
| 13. | Travel Funds | 32 |
| 14. | Acknowledgment of Program Affiliation..... | 33 |

I. THE GRADUATE DIVISION OF BIOLOGICAL AND BIOMEDICAL SCIENCES (GDBBS)

A. GDBBS MISSION STATEMENT

The major responsibility of the Division is the oversight of 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 biological/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. (Source: Blue Book; Proposal for Establishment of the GDBBS, January, 1988)

B. 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 and are outlined in the current LGS Handbook available on the Web at (http://www.emory.edu/GSOAS/current/student_handbook/). GDBBS-specific guidelines, rules and regulations are promulgated in consultation with two oversight committees, the Advisory Committee and the Executive Committee. Matters of particular import or broad impact may be submitted to the full GDBBS faculty for a vote. The Director of the Division reports to the Dean of the Laney Graduate School and consults with the Dean of the School of Medicine (SOM), the Dean of the College of Arts and Sciences, the Dean of the School of Public Health, and the Director of the Yerkes National Primate Center.

1. The GDBBS Advisory Committee

The GDBBS Advisory Committee is appointed by the Dean of the Laney Graduate School and usually consists of the Chairpersons of the Departments where a significant number of GDBBS faculty members hold their primary appointments. Current members include the Chairs of the SOM Basic Science Departments (except Biomedical Engineering), the Departments of Biology, Neurology, Medicine, Psychiatry and Behavioral Sciences, Dermatology, and Pathology and Laboratory Medicine, as well as the Director of the Yerkes National Primate Center. This committee is advisory, but is consulted on major policy issues and changes to the composition or administrative structure of the Division.

2. 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 M.D./Ph.D. program. The committee meets regularly to discuss issues that arise and to set policy and procedures for the Division.

C. GDBBS OFFICE STAFF RESPONSIBILITIES

1. Cindy Meier - Database Coordinator

Phone: 7-3215; email: cmeier@emory.edu

Maintain integrity of FileMaker databases (student, graduate, faculty, etc.). Add new people, update information as needed, periodically check for accuracy
Responsible for organizing, updating and preparing numerous tables and information for training grants
Provide reports for the Annual Report and assist with data analysis
Answer all incoming phone calls from the main line
Mail delivery, pickup and distribution
Maintains listservs and sends out seminar emails

2. Shenita Merriweather - Administrative Assistant

Phone: 7-2545; email: smerrri2@emory.edu

Assistant to the Division Director
Student Registrar; OPUS training
Handles all inquiries regarding Division Ph.D. programs; maintains Inquiry database
Coordinates the packaging and mailing of application material and maintains inventories
Assists with processing applications and scanning of all paper credentials
Maintains Director's calendar, arranges meetings and writes up minutes
Assists with IBS 555/556
Schedules and monitors the use of poster boards
Orders office supplies
Updates Directory

3. Kathy Smith - Director of Recruitment and Admissions

Phone: 7-2547; email: kathy.smith@emory.edu

Attends both out of town and local recruitment fairs
Advise and correspond with applicants; arrange campus visits
Process and maintain application files and the applicant database
Send decision letters to applicants
Analyze recruitment efforts using available data and surveys
Maintain listings with outside vendors
Coordinate recruitment mailings
Send Welcome Packets to the incoming students
Responsible for publications (Viewbook, Brochure, Poster, Facts to Remember, Annual Report, Handbook)
Responsible for the Division web site
Provides information for the Annual Report and Training Grants related to applications/enrollment
Contact for web site and server problems

4. Monica Taylor - Director of Student Development

Phone: 7-2678; email: mtay102@emory.edu

Identify and assist students who are having academic, personal, and other difficulties
Obtain committee reports for students in their 6th year and beyond
Inform students of grant opportunities; provide assistance during the application process
Maintain student records and organize orientation
Keep students informed of career opportunities in the sciences
Coordinates TATTO, DSAC and Career Development Committee
Compiles and submits course offerings for the Division
Handles class rosters and grade rolls
Develop and analyze exit interviews
Organize and distribute dissertations of graduating students

5. Margie Varnado - Business Manager

Phone: 7-2803; email: margie.varnado@emory.edu

Monitor Division administrative budgets and accounts
Handles all accounts payable/receivable
Process financial aid for students
Coordinate health insurance payment and compliance with GSAS policies.
Maintain HRAFs (stipends and payroll)

D. GDBBS ACADEMIC CALENDAR

September

Fiscal Year Start
Classes start
Drop/Add period
Fall Degree Applications due
First/initial monthly stipend paid
Spring Course Offerings due
TATTO paperwork due
Individual NIH training grant deadline
Unofficial transcripts sent to Program DGS
DSAC Graduate Student Research Symposium

October

Annual Report Due
GSAS Budget Presentation for next academic year
Program Budgets allocated
DSAC Annual Reception and Awards Presentations

November

Degree Clearance forms due
Ph.D. dissertations and Masters theses due
Pre-registration for spring semester
Process Applications

December

Classes end
Exam period
Grades due
Process Applications

January

Ethics Course, IBS 606, Values in Science
Special Standing/Cross Registration applications due
Course offerings for fall semester due
Registration
Classes start
Drop/Add period
Process Applications
Application deadline (January 3)
Individual NIH training grant deadline

Unofficial transcripts for GDBBS students to Program DGS
TATTO request letters to faculty
TATTO letter and course selection list to participating students (Year 2 and G1)
Preliminary list of TATTO students due
Program slot allocations done

February

EGDF finalists selected
Spring degree applications due
EGDF interviews
EGDF fellows selected
Woodruff Fellowship nominees due
Program recruitment budgets allocated
Program recruitment weekends
Course offerings for summer semester due
Program offers to prospective students
Action Sheets for applicants
Tuition Awards for accepted students processed

March

Program recruitment weekends
Woodruff Fellows selected
Program offers to prospective students
Action Sheets for applicants
Pre-registration for fall semester

April

Deadline for prospective students to accept Program offers (April 15)
Action Sheets for accepted students processed
Tuition Awards for accepted students processed
Degree Clearance forms due
Ph.D. dissertations and Masters theses due
Pre-registration for summer semester
Classes end
NAGAP (National Association for Graduate Admissions Professionals) annual meeting
Program offers to prospective students end April 15
Action Sheets for accepted students due

May

Exam period
Grades due
Names of summer Head Start students due in GDBBS office (final deadline)
Commencement
Registration for first summer session
Summer classes start
Drop/Add period
TATTO preliminary assignments made
Individual NIH training grant deadline
English as a Second Language (ESL) participant list due

June

TATTO assignments finalized
Faculty & Students notified of teaching assignments
Final TATTO list of participating students due
Classes end
Exam period
SOM fiscal year end
Welcome packets mailed to incoming students
Annual Report to Laney Graduate School

July

SOM fiscal year start
Preliminary Annual Report to the Provost
Preliminary Program administrative budgets

Registration for second summer semester
Classes start
Drop/Add period
Summer Degree Applications due
Destroy/shred applicant files from prior year of previous non-enrolled applicants

August

Special Standing/Cross Registration applications due
Orientation
GSAS Picnic
Health Insurance (waivers completed on OPUS)
New Student registration
Registration of continuing students
Student financial paperwork
Tuition Awards
Stipend Awards
Ethics Course, IBS 606, Values in Science
ESL Testing of incoming international students
New student files set up (from applicant files)
TATTO Workshop, Laney Graduate School
Degree clearance forms due
Ph.D. dissertations and Masters theses due
Summer classes end
Exam Period
Grades due
Fiscal Year End
Staff evaluations

NOTE: Specific dates for fellowship deadlines, classes, exams and holidays can be found at the Registrars office and on the web at: <http://www.gs.emory.edu/calendar/index.php>.

E. COURSE BUDGETS

The GDBBS supports academic courses that are broadly attended by students from more than one Program. The current policy is:

- Funds will only be awarded to courses with a history of registration by students from at least four GDBBS Programs and where no single program accounts for more than 50% of the students.
- Outside speakers will generally not be supported. Exceptions may be made if there is extensive student contact (outside of the lecture period) between the speaker and students from several Programs.
- Funding is renewable by annual application at least six weeks prior to start of the class. Send a memo to the Director of the GDBBS and include: the course number and name of the course director, a course syllabus, number of students registered (or projected) and their Programs, and a description of how the money will be used.

II. GRADUATE TRAINING PROGRAMS

A. INTERDISCIPLINARY PROGRAMS

The Division is currently composed of nine interdisciplinary Programs, each leading to the Ph.D. 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 medical research. Students may select a dissertation mentor from among any of the GDBBS faculty members.

As of September 2010 there are nine 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)
- Nutrition and Health Sciences (NHS)
- Population Biology, Ecology and Evolution (PBEE)

B. M.D./PH.D. PROGRAM (MSTP)

Medical students pursuing the combined M.D./Ph.D. degree may affiliate with any Ph.D. program in the Emory University Laney Graduate School, the Emory/Georgia Institute of Technology Biomedical Engineering Ph.D. program or the Georgia Institute of Technology Bioengineering Ph.D. Program. Following the second year of medical school and after passing Step 1 of the U.S. Medical Licensing Examination, M.D./Ph.D. students are admitted in advanced standing into a graduate training program where they begin working on the Ph.D. under the direction of a dissertation mentor. Students in the graduate 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 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 15th. Since MSTP students are admitted in advanced standing they will receive only one year of stipend from the GDBBS. Beginning in their second year of graduate studies (G2) the stipend will be derived from the mentor or other non-GDBBS sources.

C. NEW PROGRAM APPLICATIONS

Application 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. After approval by the Division a formal New Program Proposal must be submitted to the Dean of the Laney Graduate School following their guidelines.

1. Participating Faculty

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) in order to comply with the requirement that faculty be members of only two Programs.
- Indicate whether each faculty member currently holds, or is eligible for, a Laney Graduate School appointment through the GDBBS or another academic unit of the University.
- Indicate the history of external, peer-reviewed research support for the past 5 years. Include dates and number of student slots that grant has supported. Include predoctoral training grants with which the faculty member is associated, and any individual fellowships supervised.
- 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. Student Pool

The expected applicant pool should be described. 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 numbers and qualifications of the applicant pools of comparable institutions should be described.

3. National Need for Training in the Program Area

Describe the need for training in this area.

- Are there training grants available?
- Is there industrial sponsorship of such training?
- What other comparable institutions have training Programs in this area and how many students do they train in this area?
- Is there a national need for more Ph.D.s in this area?
- Is Emory uniquely equipped or able to train such students?

4. Course Curriculum

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 (*see appendix*).

Discuss any overlap of curriculum with existing graduate Programs.

Describe the required examinations and their format (i.e., Masters equivalency, qualifying, candidacy, etc.). When will they be taken and how are they evaluated?

Describe the expected performance of students on these examinations and the procedures governing retakes, appeals or dismissal if students fail to meet these expectations.

5. Administration

Describe the administrative structure of the Program. For each major administrative position, include the names of individuals who have agreed to serve the first term if the Program is approved.

Describe the procedures to be used to evaluate and interview applicants.

Describe the procedures for advising first-year students, for assigning laboratory rotations, and for selection of Ph.D. mentors.

D. EVALUATION OF GDBBS PROGRAMS

1. Introduction

Implicit in the Divisional structure is the assumption that from time to time it may be necessary to restructure Graduate Programs in order to accommodate changing local and national 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 Graduate Programs should be periodically reviewed for fulfillment of these expectations.

The following guidelines govern the evaluation of the performance of Programs within the GDBBS. Criteria are suggested that can be used to evaluate the adequacy and effectiveness of existing Programs with regard to Training Faculty, Student Pool, National Need, Course Curriculum, and Administration. It is expected that successful Programs will meet all of these criteria during each review. Generally, an application for a new training area would be expected to document how the proposed Program would meet or exceed the criteria used to evaluate existing Programs.

2. Review Mechanism

The Director of the Division 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 for evaluation of Programs. At least two individuals from outside the university will be included in the Ad Hoc Review Committees. 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 Director of the Division may request a review of a Program at any time. The reports of each Review Committee will be forwarded to the GDBBS 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.

Programs that fail to meet the minimal criteria 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 School of Medicine that Programs with a history of such problems will be phased out. In this event, the Program will cease to admit new students and will maintain active administrative functions only until all enrolled students finish their degree requirements.

The GDBBS Advisory Council will review new Program proposals and make recommendations to the Director, based on the capability of any proposed new Program to meet the criteria outlined below.

3. Review Criteria

a) Programs Should Have an Adequate Number of Participating Faculty

Faculty will be limited to membership in two Programs. Individual faculty can request an exception to this rule by submitting a written request to the Executive Committee of the Division. If approved, application may be made for membership to an additional Program.

Programs should have a minimum of 12 faculty who are eligible to serve as primary dissertation mentors according to Laney Graduate School regulations, and who have had peer-reviewed extramural support for a minimum of 3 of the last 5 years, or are in years 1 or 2 of a three year or longer term grant.

The Program must have written guidelines for evaluating faculty participation, and a clearly documented mechanism for removal of non-participating faculty from the Program.

b) Programs Should be Able to Recruit, Matriculate, and Graduate High Quality Students

Qualified Applicant Pool - For at least 2 of the previous 3 years a Program should have received a minimum of 20 applications from prospective students who meet both GDBBS minimum requirements and NIH requirements for predoctoral fellowship trainees.

Qualified Matriculating Pool – At least 90% of the students admitted to a Program should meet minimal GDBBS requirements.

Student Progress - A minimum of two-thirds and a maximum of 90% of the students admitted should finish the Ph.D. degree. Students should complete all requirements for the Ph.D. degree within an average of 5.5 years.

c) 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 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.

d) Curriculum

Core Curriculum - Programs should have a defined core curriculum. 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.

Advanced Courses - Programs 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.

e) Administration

Programs should show continued ability to provide faculty to fill the positions of Program Director, DGS, Recruiters, and Executive Committee members.

E. PROGRAM BUDGETS

1. Program Administrative Budgets

Each Program is allocated an administrative budget. Currently the allocation is \$250 per student enrolled in the Program.

2. Program Recruitment Budgets

In addition to the core administrative budgets each program receives a recruiting budget. Each Program is allocated \$1,250 per slot allocated (e.g., 5 slots allocated = \$6,250 recruitment budget). Slot allocations are not made until the official university budget is released each year, usually in mid-February.

3. Program Expenditures (Signature and Approval Process)

Payment Services requires that all payment requests be routed through the Division office for signature.

4. Deficits in the Program Budget

When a Program budget is overdrawn at the end of any academic year, the following year's budget is reduced by the amount of the overage.

5. Surpluses in the Program Budget

When a Program Budget has a balance greater than \$3,000 at the end of any academic year, the program may request that the surplus be carried over. A written request with a justification of how surplus funds will be expended must be submitted to the Director of the GDBBS for consideration. Any balance of \$3,000 or less will automatically be carried over to the next academic year.

F. GDBBS TRAINING GRANTS

Successful competition for training grants on the part of any Program is an integral component that contributes to the success of the Program. The Division and its Programs receive additional benefits from placing first, second or third year students (tuition paying students) on training grant support because portions of the training grant tuition paid to the GSAS are returned to the Division. As an incentive to Programs and training grant P.I.s to place first and second year students on training grant support, Programs are allocated an additional slot for every training grant stipend given to first or second year students when full allowable tuition and stipend is paid.

To assist Programs in preparing training grant applications, the GDBBS office staff 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. These databases are updated regularly and contain output layouts formatted to comply with the tabular formats that are required for NIH training grant applications. In consultation with training grant P.I.s, the GDBBS office staff prepares all of the tabular components of these applications and some of the text for the narrative sections, thereby saving the faculty members involved a significant amount of time and effort in the preparation of the application.

Because preparation of a training grant application is exceedingly time consuming, *the GDBBS office requires a six month lead time prior to the submission deadline* to be able to adequately meet all of the requirements necessary to prepare a competitive application. Accordingly, a log of renewal schedules for each training grant held by GDBBS Programs is maintained in the GDBBS office. The Program Administrator and the training grant P.I. are contacted six months prior to submission deadline for their respective grant application renewals to alert them to the pending deadline and begin the communication process between the GDBBS office staff and the Program faculty. This lead time is necessary to obtain updated information with which to populate the appropriate databases and to allow accurate completion of the required training tables.

G. STUDENT ADMISSIONS PROCEDURES

1. GDBBS Slot Allocation Procedure

a) Total Allocable Slots for the GDBBS

The total 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 allocable slots (A):

- T is reduced by 2 for Director's discretionary allocation and by one half for each M.D./Ph.D. trainee who is in their M2 year and will become G1 students in the upcoming fall semester.
- The total is further reduced by the number of training grant and fellowship slots to be rebated. Each program will be rebated one slot for each of their first or second year students supported to the maximal

allowable level (tuition and stipend) in the current year. If a third year student who has not reached tuition paid status is being supported in the current year by a training grant or fellowship, and full allowable tuition was recovered, a half slot is rebated.

- Note that if a Program over-subscribes its slot allocation in any one year, it loses an equivalent number of slots from the next year's allocation. If a Program under-subscribes its slot allocation in any one year it can carry up to two of the under-subscribed slots over to the subsequent year, with the remainder to be made available in future years. Thus, the number of undersubscriptions must be added, or oversubscriptions subtracted, in calculating the number of allocable slots (A).

In summary the total allocable slots (A) is given by:

$$A = T - \text{Directors discretionary} - 1/2 \text{ MD/PhDs entering} - \text{training grant/fellowship rebates} \pm \text{under/oversubscriptions}$$

b) Distribution of Slots to the Programs

The allocable slots are then distributed in proportion to the Program's share of the total pool of slot eligible applicants. To assure that Programs emphasize recruitment of training grant eligible students, domestic applicants are weighted more heavily than international applicants.

Each Program will receive a percentage of the allocable slots according to the following ratios:

Domestic slots = $0.75 * A * [\text{sum of slot eligible domestic applications to Program}] / [\text{sum of GDBBS slot eligible domestic applicants}]$. *See Screen I screening method in the Appendix.*

International slots = $0.25 * A * [\text{sum of slot eligible international applicants to program}] / [\text{sum of GDBBS slot eligible international applicants}]$. *See Screen II screening method in the Appendix.*

The number of training grant and fellowship rebates is then added and undersubscriptions from previous years are added (or subtracted in the case of oversubscriptions). This total (after rounding) will be the number of slots the program is authorized to fill (S) in the upcoming year.

In other words:

$$S = \text{domestic slots} + \text{international slots} + \text{training grant/fellowship rebates} \pm \text{under/oversubscriptions}$$

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.

2. Slot Recovery

a) 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. It is the responsibility of the Program Director to request the half slot rebate and provide the name of the student who left. In the case where a student goes on medical leave during their first year the slot must be held until the student officially withdraws, after which the Program Director can then request a half slot rebate. No rebate will be given once a student has started their second year.

b) 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.

3. Admission of Students Not Receiving a GDBBS Stipend

Occasionally students will matriculate with their own source of stipend and/or tuition support. This might be in the form of an external fellowship or arrangement with a faculty member to pay the first two years of stipend. Once these students arrive however, they become part of the GDBBS and deserve the same financial and intellectual commitment as students admitted under the normal mechanism. **Thus, every student who matriculates will occupy an allocable slot.** Programs that are confident of the source of support can admit the student as an oversubscription this year and have that oversubscription rebated in the following years if the funding is actually received. The following guidelines apply:

- For students admitted in Full Standing, stipends paid by outside sources in the first two years will result in a rebate of a half slot in the admission cycle following each year the support was provided. If at least 75% of the tuition is also paid by an outside source a full slot will be rebated in the admission cycle following each year the support was provided. Note that if these funds come from a fellowship or training grant, rebates will be calculated and awarded to the Program as described in the GDBBS Slot Allocation Procedure described above. If these funds come from an investigator, the investigator can choose to credit this support to the Program or to receive credit in their individual Stipend Reserve Fund account (see below).
- Students admitted in Advanced Standing (including M.D./Ph.D. students) will occupy a half slot and only be eligible for one year of GDBBS support. This recognizes that they have already completed a significant portion of their training and should be making progress in the laboratory sooner than students admitted in Full Standing. If they do not affiliate with a laboratory and start to be paid by their mentor by the beginning of the second year, the GDBBS will furnish the second year of support and a half slot will be subtracted from the Program's allocation in the next admissions cycle.
- If the source of a non-GDBBS stipend is a faculty member's funds, special precautions need to be enacted that assure the student is not pressured or coerced to choose that faculty member as a mentor. Of course such an arrangement would only be entered into if there were a strong likelihood that the student will affiliate with the funding faculty member, but the faculty member must realize that there is a finite chance that the student will change their mind. Prior to admission under such an arrangement the faculty member must submit a letter to the Director of the GDBBS (with copies to the student and the Program) stating that the student is free to choose rotations and a mentor in the same way as all other students.

4. Dean's Review of Admissions

The Dean of the Laney Graduate School will review the files of all applicants recommended for admission whose credentials fall into one of the following categories:

Two GRE scores below the 50th percentile

or

One GRE score below the 50th percentile and GPA of 3.0 or less.

A Program recommending admission of an applicant whose credentials fall into either category above should submit a letter explaining the decision to admit and describing the mentoring that will be in place to help ensure that the applicant succeeds in the Program. Letters requesting a Dean's Review must be sent to the Director of the Division for prior review. Only after the Director has approved admission can the Program extend an offer of admission to the applicant. If the applicant decides to enroll in the Program the GDBBS will then forward the letter to the Dean of the Laney Graduate School.

5. Offers of Admission after April 15

Additionally, 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. If a Program offers late admission to a Dean's Review candidate prior to receiving approval from the Dean, then the Program loses a slot in the following year if that student enrolls.

Letters requesting a Dean's Review of 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, he/she will forward the recommendation to the Dean of the Laney Graduate School.

6. Fellowships

a) GDBBS Division Scholars

The GDBBS provides a limited number of Division Scholarships to help attract the very best applicants. During the recruitment interview period each year, each Program can nominate students for the Division Scholarship, the Woodruff Fellowship or the Emory Graduate Diversity Fellowship. The number of Division Scholar and Woodruff nominations is limited to 50% of the Program's slot allocation. If the student to whom the Division Scholarship is offered enrolls, a \$2,000 supplement will be provided to that student for five years. If the student to whom the Division Scholarship is offered elects not to enroll, the position is not transferable and the Program that made the offer will not be able to make an additional Division Scholar offer. If a student is nominated for, but does not receive, a GSAS fellowship they will automatically be awarded a Division Scholarship.

b) Laney Graduate School Fellowship Competitions

(1) George W. Woodruff Fellowship

The George W. Woodruff Fellowship is open to degree applicants to the Laney Graduate School who plan to pursue programs of doctoral study and who have demonstrated outstanding academic achievement. Fellowships are awarded solely on the basis of merit. To be considered for a Woodruff Fellowship, complete applications for admission to the Laney Graduate School, including all transcripts, recommendations, required test scores, and the statement of purpose, must be received by the GDBBS by the published deadline.

The George W. Woodruff Fellowship provides all tuition and fees and a \$5,000 award. Awards are renewed annually for up to five years, contingent upon satisfactory academic performance. The Fellowship covers tuition and fees and will provide a \$5,000 stipend supplement for five years.

(2) The Emory Graduate Diversity Fellowship (EGDF)

The Emory Graduate Diversity Fellowship promotes the diversity of the graduate student body. As a community we recognize that students from groups not traditionally present in the university bring new perspectives that enrich the fields of graduate study and enhance the educational experience of all students. Many individuals have the potential to expand the methodologies, the topics of research, and applications of various disciplines because of their unique background. Eligible students may belong to a specific ethnic group, race, culture, socioeconomic group, or gender traditionally underrepresented in their proposed field of study, or possess other qualities that will enhance the diverse community of scholars in the Graduate School. The Laney Graduate School considers each applicant's promise of making a notable contribution to their incoming class by exhibiting particular strengths or characteristics, including a unique intellectual achievement, employment experience, nonacademic performance, or personal background. Only U.S. citizens and permanent residents are eligible for the Emory Graduate Diversity Fellowship.

The EGDF covers tuition and fees and provides a \$4,500 stipend supplement for five years.

c) Guidelines for Payment of the Supplement

The Division Scholar is awarded at the time of acceptance. This award provides a stipend supplement of \$2,000 per year for five years. If the additional \$2,000 per year is an economic hardship for the mentor, the faculty member should submit a letter to the Director with the details. If the Director determines that an economic hardship exists then the GDBBS will pay the \$2,000 supplement.

7. Summer Admission of Incoming Students

Programs can arrange to have entering students come to campus during the summer prior to their first enrollment in the formal course work curriculum required by the Program. They register as a student and receive health insurance from the Division during the time they are enrolled in the summer.

The Programs must submit the name(s) of any incoming students who will begin in the summer along with the name of the mentor, an account number and the start and end dates. The deadline to send this information is May 1st. This is a strict deadline. For any international students, whether in the country or overseas, you **MUST** submit their names by April 15 due to the time it takes to obtain a Visa. Students must come by the Division

office to complete paper work with the Business Manager during the first week of the month they are scheduled to begin working in the lab.

8. Registration of Continuing Students

Continuing students should consult with their DGS, their faculty mentor, and/or dissertation committee, as appropriate depending on their stage in training, and register online prior to the pre-registration deadline every semester including summer semester. The GDBBS office sends out reminders to all students well in advance of each pre-registration deadline. It is extremely important for all students to maintain continuous registration throughout their training programs. **Students who are not registered are not eligible to receive stipend support.**

9. 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.

The ESL curriculum consists of three speaking classes and two writing classes: Intermediate Pronunciation & Communications, Advanced Pronunciation & Communications, Laboratory in Advanced Speaking, Graduate English Writing, and Laboratory in Graduate English Writing. When indicated by the results of the ESL assessment, these courses are required for continuation in graduate school. They carry 2-4 hours credit and are graded S/U. Completion of these courses will appear on students' official transcripts, indicating improvement in written or spoken English.

Students needing two ESL courses in one term will be expected to reduce their discipline-specific loads to accommodate the academic requirements of English classes. Research indicates that time taken for improvement of English skills early in one's graduate program will be recovered as performance improves. Direct questions to the ESL Director, 727-2183.

III. FACULTY GUIDELINES

A. FACULTY RESPONSIBILITIES

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 PHS 398-style four page Biosketch, indication of current, past and pending funding, 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, information on past experience in training doctoral students or postdoctoral fellows, a list of planned or anticipated collaborative activities with Program faculty, a one page description of the candidate's research and a one sentence summary of his/her major research efforts suitable for use in the recruiting Viewbook, and the candidate's 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. *An application checklist is included in the appendix.* 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 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 supporting letters from the Program Directors to the GDBBS Director and Laney Graduate School Dean. 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 Members must be tenure track faculty at Emory University in good standing. They have full rights and privileges, including the right to serve on any GDBBS Committee or in an administrative position, and to act as Dissertation Advisors in Programs where they hold this rank.
- Associate Members must be faculty at Emory University. These faculty members have the rights and privileges of full members, except they may only serve as a Dissertation Co-Advisor. Generally, this membership would be for Research Track faculty, for faculty who may not take a student because of indebtedness to the Stipend Reserve Fund or those who have been judged to be non-participatory during the annual Program Review of participation.
- Adjunct Members must be faculty or staff of another institution and must have credentials similar to those of our Full Members. They will have all the rights and privileges of full members, except that they may only serve on the University or GDBBS committees ex officio and they may only serve as Dissertation Co-Advisors.

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.

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.

4. Dissertation Advisors

If a student chooses to train in the laboratory of an Associate or Adjunct Faculty Member, a Full Member must agree to serve as co-mentor. The co-mentor will be responsible for the scholarly content of the student dissertation. Financial responsibility for the student's support must be arranged with the Associate Faculty Member or the Adjunct Faculty Member's institution before such a training arrangement is approved.

5. Faculty Review Process

Each Program must regularly review the participation of their faculty. Faculty participation should be reviewed every three years 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 him/her 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 the ad hoc Review Committee. The ad hoc Review Committee will be chosen by the GDBBS Director from the tenured, Program faculty who have been in the Program for over 3 years. Re-appointment to training faculty status will be considered by the same mechanisms described above for de novo admission.

6. Faculty Responsibilities

Program members are expected to participate actively in Program functions. This includes the honor and responsibility of serving as dissertation mentors to graduate students in the Program. The dissertation mentor 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. Such agreements should not be entered into without considerable thought and consideration.

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 outside faculty, Program faculty, and Program students, 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.

a) Teaching

Directing, co-directing or teaching at least 10 contact hours in course(s) within the last three years in a GDBBS 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.

b) 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.

c) 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. Dept. 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.

d) Recruiting

Each faculty member also bears a responsibility to advertise our Programs and to make contact with potential students whenever possible. The GDBBS Recruiting Committee has formulated a list of activities that will assist in recruitment and *this list is included in the appendix*. The GDBBS encourages all faculty members and students to visit predominantly undergraduate institutions and talk with prospective students. Funds are available to defray some of the costs of travel for this purpose. Contact the Division Director to discuss such reimbursement before traveling.

7. GDBBS Mentorship Award

The GDBBS has established an Excellence in Mentoring Award that is presented annually. Faculty members who receive this award are chosen based on review of nomination letters submitted by present and former students, as well as present and former postdoctoral trainees.

B. FACULTY STIPEND RESERVE FUND

The GDBBS operates a Stipend Reserve Fund that provides flexibility in funding of graduate students. There are two types of accounts: savings and loans.

1. Savings

The investigator may want to deposit funds now to pay for a student in later years.

An individual can deposit in the Fund by supporting a student who would otherwise be the responsibility of the Division or by transferring unrestricted funds to the Fund.

A PI may withdraw previously deposited funds for the support of a graduate student who would otherwise be the responsibility of the PI (including travel to scientific meetings) or to pay the enrollment fee for a graduate student. Under extenuating circumstances funds may be used for an undergraduate student conducting honors thesis research, or a postdoctoral fellow (no more than two years post-degree).

2. Loans

To be eligible for loans from the Fund to pay a student stipend, the faculty must be a member of a Program that makes mentor selection before the beginning of the second year. Those that do not select mentors before the beginning of the second year have fewer ways to pay back the loan.

A faculty mentor may borrow money from the Fund to pay the stipend of a student that would otherwise be the mentors' responsibility. This should be considered a last resort and only requested when all other alternatives have been exhausted (see Procedures below). Loans from the Fund are limited to 18 months of student stipend.

A faculty member can pay back a loan by supporting a student who would otherwise be the responsibility of the Division or by transferring unrestricted funds to the bank.

A Program can pay the individual's loan by forfeiting part of their administrative budget or an allocated slot for a new student.

A Department can pay the individual's loan by transferring unrestricted money to the Fund.

3. Procedures

All savings transactions can be accomplished by emailing the GDBBS Business Manager with the student's name, dates of support, and smartkey.

All loan requests (which must contain the student's name and dates of support) should be emailed to the GDBBS Business Manager, who will then send a form by email for the mentor to obtain approval by the Program and the Chair of the Department where the mentor derives his/her primary appointment. Upon recommendation of the Program and the Chair the request will be approved and funds disbursed by the Division. If a faculty member needs additional support, a new request must be filed.

Any investigator with a debt to the Fund will be required to pay the stipend of any student(s) rotating in their laboratory. If the program involved fails to notify the GDBBS of such a rotation assignment the program will be responsible for any new debt incurred.

No faculty member with a debt to the Fund will be allowed to take a new student. An exception will be made if the investigator pays the second year stipend of that student and that payment retires the outstanding debt. Any payment in excess of the debt will be deposited to the Fund for the investigator's later use.

If the Program feels it is important for an assignment to be made to a mentor in debt, they must pay the debt by giving up a slot for the next recruiting season. The amount of stipend for this lost slot will be assigned to retire the debt so that this assignment can be made.

Once an assignment is made, the GDBBS will loan up to 18 months of stipend if the mentor cannot pay (this requires the recommendation of the Program and the Chair).

Subsequently, if the mentor needs additional funds, the Chairs will be responsible for debt in excess of 18 months. Since the Department may have to assume responsibility if reduced funding prevents the faculty member from paying their students, all mentor assignments must be approved by the Program and by the Chair of the Department where that mentor derives their primary appointment. *The form for reporting these assignments is attached in the Appendix.*

4. Reporting

All mentor assignments will be reported in a timely manner to the GDBBS to allow the updating of the GDBBS database and student files. The Program and the Chair of the Department where the prospective mentor derives their primary appointment will be required to approve the assignment. The attached form should be completed and forwarded to the GDBBS as soon as it is completed, but in no case later than June 1 of the student's second year (*see Appendix for reporting form*).

5. Appeals

Any appeals for exceptions to this policy must be submitted in writing to the Director of the Division and should be accompanied by a statement from the Chairman and Program involved. Appeals will be heard by the Executive Committee within 30 days of receipt in the GDBBS office.

6. In Summary

No new student assignments will be made to a faculty member in debt. The maximal amount of individual indebtedness to the Fund is limited to 18 months of stipend, an amount that most faculty members will be able to pay back when funding is regained.

The faculty member pays back their debt by supporting students who would otherwise be the responsibility of the GDBBS.

The Program pays if they do not report rotation assignments, or if they approve a mentor assignment, for a faculty member in debt to the Fund.

Once an assignment is made, the GDBBS will loan up to 18 months of stipend if the mentor cannot pay their students.

Subsequently, if the mentor needs additional funds, the Chairs will be responsible for debt in excess of 18 months.

C. GDBBS STUDENT STIPEND SUPPORT

1. Stipend Support for Students

Stipend levels are determined annually in February by the GDBBS Director in consultation with the Deans of the Laney Graduate School and Medical School. Students who continue in training beyond their fifth year will not receive a stipend increase unless they have a current satisfactory committee report. Seventh year students will receive no stipend support unless approved by special request. Student stipends are paid at the end of each month. For first year students this can become a burden. If students experience financial difficulty, short-term loans are available from the Laney Graduate School.

2. Outside Employment

The pursuit of a Ph.D. degree is a full-time commitment. Thus, other employment is not allowed. If a student feels they must work in addition to their University responsibilities they must petition the GDBBS to receive permission. All requests for exceptions must be approved by the Program, the Mentor, the Director of the GDBBS and the Dean of the Laney Graduate School.

3. Stipend Supplements

Any fellowship awarded as part of the offer of admission will continue to be paid as a supplement in addition to the student's regular stipend (independent of the source of the stipend).

a) Supplements for External Fellowships

The stipend of any student who obtains an individual fellowship from an external source (e.g. NIH NRSA, Hughes, NSF, etc.) will be supplemented by \$2,000 for the duration of the award if the award provides more than 75% of the current GDBBS stipend level (or \$1,000 if the award provides less than 75% and a minimum of 50%). The mentor is responsible for the difference between the award amount and the base stipend plus supplement. Appointment to Institutional Training Grants does not qualify a student for this supplement. The GDBBS is responsible for the supplements in years one and two.

b) Supplements for Fellowships Awarded at Matriculation

(1) Supplement Amounts

- Division Scholar - \$2,000 supplement for 5 years.
- Emory Graduate Diversity Fellowship (EGDF) - \$4,500 stipend supplement from the Laney Graduate School for five years.
- Woodruff Fellowship - \$5,000 supplement from the Laney Graduate School for five years.
- FACES Fellowship - \$2,000 supplement for years 1 and 2; \$3,000 for years 3 through 5.

(2) Guidelines for Payment of the Supplement

The Division Scholar is awarded at the time of acceptance. This award provides a stipend supplement of \$2,000 per year for five years. If the additional \$2,000 per year is an economic hardship for the mentor, the faculty member should submit a letter to the Director with the details. If the Director determines that an economic hardship exists then the GDBBS will pay the \$2,000 supplement.

IV. GDBBS STUDENT POLICIES AND PROCEDURES

A. Teaching Assistant Training and Teaching Opportunity Program (TATTO)

The Teaching Assistant Training and Teaching Opportunity Program (TATTO) is administered by the Emory University Laney Graduate School to provide teacher training and experience for doctoral students in the Graduate Division of Biological and Biomedical Sciences (GDBBS). All Emory graduate students must complete the TATTO program since participating in the TATTO program is a degree requirement.

1. Participation

Successful completion of the TATTO Program is a requirement for the doctoral degree. There are four stages of participation: 1) attending the summer teacher training workshop sponsored by the Laney Graduate School; 2) completing the Division Program requirements for training in bioscience teaching; 3) working as a Teaching Assistant for at least one semester; and 4) serving as a Teaching Associate, a requirement that can be met in a variety of ways.

2. Summer Teaching Workshop

The summer teaching workshop sponsored by the Laney Graduate School (usually scheduled one week immediately prior to the beginning of the fall semester) is the first stage of teacher training. No student may engage in any classroom related teaching activities in his/her training Program until completion of the summer workshop. Normally Ph.D. students will begin their TATTO participation in the summer following their first year of graduate study at Emory. However, this may be adjusted depending upon an individual student's previous training and academic Program. For international students the recommendations of the ESL instructors will be solicited and in some cases the teaching assistantship will be deferred to the third year.

3. Division Program Experience in "Teaching in the Biosciences"

Discipline-specific experience and training in teaching is being accomplished effectively by requiring all students to enroll and participate in the graduate seminar courses offered by each Program (PGM570r and 790r). Student participation in these seminars teaches them to: a) lecture, b) manage class discussion, c) evaluate student (peer) writing, d) use audio-visual equipment, e) communicate to undergraduate and graduate (including medical) students, f) prepare research seminars, g) communicate research data to peers, etc. Students in all Programs are required to enroll in the graduate seminar each semester during their first three years in training. Participation in these seminars reinforces material covered in the graduate school summer workshop and addresses subjects and problems particularly related to each specific Program discipline. The Division faculty is firmly committed to assuring that the graduate seminar courses provide each student with ample exposure to, and experience with discipline-specific teaching methods. Students will be evaluated on their classroom participation and by a variety of criteria that are based on specific activities expected of all students. In most Programs the graduate seminar is graded.

4. Teaching Assistantship

All students in the Division of Biological Sciences are currently required to serve as a Teaching Assistant for one semester during the academic year immediately following participation in the TATTO summer workshop. Teaching Assistant duties will usually consist of serving as a lecturer, laboratory instructor/assistant, and/or a

discussion section leader under the supervision of a faculty member. Teaching Assistants will also assist students with problems during scheduled office hours, help with the preparation of handout and/or laboratory materials, help administer and grade exams, etc. Students assigned to laboratory courses assist in setting up the laboratory exercises and help students with the theoretical and practical aspects of the exercise as it progresses.

The supervising faculty member will submit to the Director of Graduate Studies an evaluation of the performance of each Teaching Assistant at the end of the semester of service. Failure to do so will prevent the course director from receiving any more TA assignments.

5. Teaching Associateship

The fourth stage of TATTO, the Teaching Associateship, requires more substantial involvement in co-teaching a course. Because there are limited opportunities for co-teaching in medical school courses and Division Program graduate courses, it will be logistically impossible for most Division students to fulfill the Teaching Associate requirement by co-teaching. Accordingly, this phase of a Division student's teacher training will most often be accomplished through a number of alternative teaching opportunities within their respective curricula. *These opportunities are detailed in the Appendix.*

6. Assistant Instructorship/Dean's Teaching Fellows

If a student is eligible and can obtain permission from his/her faculty mentor and Program Executive Committee, that student could be considered for appointment as an Assistant Instructor. Assistant Instructors will be responsible for developing and teaching a full course. This course might be on the topic of their dissertations, could serve as a companion to another course at Emory, or teach some aspect(s) of bioscience to members of the broader Emory community.

To be eligible for such an appointment, the student must also have completed all other Laney Graduate School and Division Program requirements, except the dissertation, and must have been admitted officially to Ph.D. candidacy. Students will normally be considered for appointment as Assistant Instructors in the fifth year of residence.

Students who are selected to be Assistant Instructors/Dean's Teaching Fellows will receive a Dean's Teaching Fellowship from the Laney Graduate School in recognition of their accomplishment. The number of Assistant Instructorships and the level of financial support for them will depend on Laney Graduate School funds and cannot be considered guaranteed to any student. Selection procedures will be determined by the Laney Graduate School, usually by the student submitting a justification and outline for the proposed course, accompanied by supporting letters from the Director of Graduate Studies and other faculty and students.

7. Administration and Evaluation

Each of the Programmatic components of the Division TATTO plan falls under the jurisdiction of the Executive Committee within each Program, with the Director of Graduate Studies from that Program being the primary administrator of each Program's plan. Additional faculty members will participate in the various aspects of the Program as requested by the Director of Graduate Studies. Evaluation will take the form of course grades, as in the case of graduate seminars, and/or written evaluations by the faculty member primarily responsible for direct supervision of the activity being monitored. Records of completion of TATTO requirements will be entered on the appropriate forms and these will be retained in each student's file at the Program level. Copies will also be forwarded to the Division office, which will be responsible for verifying to the Laney Graduate School that each student has met all TATTO requirements prior to graduation.

8. TATTO Monitoring

The Division office will monitor students' completion of requirements 2 and 4 above; the Programs will monitor students' completion of requirements 3 and 5 above.

9. Additional Student Teaching

If a student wants an additional teaching experience beyond those required for TATTO, and he/she has the consent of his/her mentor and Program, permission may be granted to do additional teaching. Usually, the student will have already arranged with the director of an appropriate course in which to teach. However, if requested, the GDBBS will assist the student to find an appropriate course.

10. GDBBS Teaching Award

The GDBBS supports an annual Teaching Award for the student(s) who have displayed exemplary teaching skills in the performance of their TA responsibilities. The Award consists of a certificate and monetary award that are presented during the annual welcome reception each Fall semester. Ph.D. trainees in the GDBBS who have completed 2 years of graduate training at Emory are eligible for nomination. M.D./Ph.D. candidates should have completed their G1 year. Nominations will be solicited from TA supervisors by the GDBBS office immediately upon completion of the TA assignment (i.e., at the same time that the TA evaluations are solicited). The Student Teaching Assignment Committee will judge the nominees and choose the winner(s) of the award.

B. Student Guidelines

1. Open Rotation Policy

A founding principle of the GDBBS is that any institutional funds provided for student support follow the student. The GDBBS Programs are interdisciplinary training Programs intended to provide maximum flexibility to students when they are selecting a dissertation project and a mentor. To assure that students have this flexibility, the following policy was approved in 1996 and revised in 1999 by the GDBBS Executive Committee and Advisory Council, as well as by the Deans of the Laney Graduate School and the School of Medicine:

Students have the option of doing laboratory rotations with any GDBBS faculty member and selecting a dissertation mentor from outside their Program.

The student has the right to pursue up to three laboratory rotations before the end of their second year.

If a student elects to train in the laboratory of a GDBBS faculty member who is not a member of the Program in which the student originally enrolled, three options are available to accommodate the student's wishes.

- The student's mentor can apply to join the student's Program.
- If the student is in good academic standing, he/she can change Programs, provided both Programs agree and the student meets any requirements for the transfer set forth by the receiving Program.
- If a student cannot be accommodated under provisions 1 or 2, issues related to Program affiliation and Division status will be resolved on an individual basis at the Division level. In the latter case, a student wishing to change Programs should consult with the GDBBS Director to discuss his/her choice of

mentor and Program affiliation. Decisions will be based on what is best for the student; every attempt will be made to place the student in the environment that would be most beneficial to his/her training goals.

2. Students Rotating and Affiliating with Faculty who are not GDBBS Faculty

GDBBS students should only do rotations and affiliate with GDBBS faculty members as mentors for their Ph.D. dissertation research. If a rotation mentor is in debt to the Faculty Stipend Reserve Fund they must pay that student's stipend during the period of the rotation.

3. Choosing a Mentor

Programs must notify the GDBBS office when students affiliate with a mentor. Students must choose a lab in which to perform their dissertation research before the end of their second academic year. Note that the signature of the Advisor, the student, the Program and the Department chair must all be secured. *See the Appendix for forms to be used in selecting a mentor.*

4. Thesis Committees

a) Ph.D. Committees

The dissertation committee should be formed and meet as soon as possible after choosing a laboratory in which to train, but no later than the end of the third year. The committee consists of the dissertation mentor and at least three other qualified scientists; the advisor and at least two of whom are members of the GDBBS faculty. In the event a reader from outside the university is selected, the dissertation director will supply the credentials of the proposed reader and seek approval from the Dean of the Laney Graduate School. Three GDBBS faculty signatures are required on the degree clearance form in order to successfully complete the degree. Any committee member who does not sign or is in the minority regarding the committee's recommendation will be required to submit a written explanation to the GDBBS Executive Committee, which will prepare a recommendation to the Laney Graduate School Dean. Absences can be documented with a simple email to the GDBBS Director.

b) Terminal Masters

To receive a terminal Masters degree, all Division Programs require that a student must perform a research project and complete an acceptable Masters Thesis. Programs must notify the GDBBS office when they learn that a student will be leaving with a terminal Masters. The Masters dissertation committee consists of at least three faculty members. The signatures of the advisor and two GDBBS faculty members are required on the degree clearance form to successfully complete the degree.

5. Minimum Standards for Academic Performance

All GDBBS students must maintain a minimum GPA of 3.0 in each semester of graduate work. If a student's GPA is below 3.0 in any one semester of work, that student will be placed on academic probation and the student cannot receive a grade of less than B in any subsequent course. If a student's GPA falls below 3.0 in any two semesters of work, or if he/she receives one F or U grade in any course, that student will be dismissed from the Division. If a student who is dismissed believes there were extenuating circumstances that adversely affected his/her performance, he/she may submit to the Division Director a written appeal for consideration of

reinstatement. The appeal should clearly outline the extenuating circumstances and must be submitted within one month of grades being recorded by the Office of the Registrar. The Program shall also submit a recommendation as part of the appeal. All appeals will be reviewed by the GDBBS Executive Committee.

6. Publication Requirements

We expect all students to have accomplished an original, significant, and scholarly body of work before the defense of the thesis. The magnitude of this accomplishment is such that the work should result in multiple publications with the students as the first author. Each program may set its own standards for number and type of publications expected but it is unlikely that the dissertation defense will be approved in the absence of at least one significant original research paper accepted for publication by a credible professional journal.

7. Students in Academic Difficulty

Programs must inform the Division when students are not meeting required standards. This information should be provided to the Division Director and to the GDBBS Director of Student Development.

8. Vacation Leave

Graduate study is a full time endeavor. Students receive a stipend and are expected to be actively attending classes or conducting research and working toward the degree year round, whether classes are in session or not. Students are allowed two weeks of vacation time, in addition to official University holidays. They are New Year's Eve, New Year's Day, Martin Luther King Holiday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday following Thanksgiving, and Christmas (2 days). Fall Break, Spring Break and the break between semesters are not official holidays. Unauthorized absences may result in a proportional reduction in the student stipend and/or dismissal. If a student needs to take more time off they must discuss this with their Program's Director of Graduate Studies and their Dissertation Advisor. See also the policies on Leaves of Absence and Parental Leave described below.

9. Parental Leave

Students requesting parental leave for the birth or adoption of a child should submit a written request to the Dissertation advisor (or the Program DGS if the student hasn't chosen an advisor) with copies to the Program and the GDBBS offices. The term of the leave must be approved by the Dissertation advisor and the program DGS. The GDBBS must be notified of all proposed leaves. The GDBBS will notify the student of the duration and conditions of the approved leave and the student shall accept this leave by returning a signed copy of the letter. The suggested term of approved paid leave is six weeks. If more leave is required the student may request an unpaid leave of absence.

10. Leave of Absence

Requests for an unpaid Leave of Absence for any student must adhere to Laney Graduate School guidelines (LGS Handbook), must be approved by the Program Executive Committee of the student's Program, and then forwarded to the GDBBS office for the Director's approval. The Dean of the Laney Graduate School must give the final approval for any leave.

Students on unpaid leave are not considered registered students and will only receive health insurance until the end of the semester in which they go on leave (as long as they go on leave after the date of record for that semester). If the leave extends into the next semester the student is eligible to purchase health insurance coverage under COBRA guidelines. Students may only return from a leave at the beginning of a semester.

11. Part Time Appointments

All students are expected to be full time students. Any requests for part time enrollment must be approved by the Executive Committee of the GDBBS.

12. Students Completing Their Degree Off Campus

Contact the GDBBS office to work out the details of students completing their studies off campus. Details must be worked out for continuation of stipend, maintenance of active status with the University, health insurance, completion of requirements, and dissertation defense.

13. Travel Funds

Students should visit http://www.gs.emory.edu/professional_development/pds_funds/index.html for guidelines on how to apply for Professional Development Support (PDS) funds from the Laney Graduate School, view Leah Carswell's office hours for PDS issues that may arise, and the PDS calendar. In addition to the Laney Graduate School requirements, the Graduate Division requires that students apply for funds before their trip and present their work at the conference. Students should read all of the information so they understand the policies and procedures. Students may apply for additional funds through the Graduate Student Council website (<https://blogs.emory.edu/graduatestudentcouncil/funding-charters>).

Please bring the completed application and the required documents (including a copy of the abstract) to the Graduate Division Business Manager (located in the Dental Building, suite 314) before the 15th of each month for signature. Any application submitted after the 15th will not be reviewed until the following month. Students will be notified of receipt of their application by email within a few days and will be notified of approval/denial of funds via email within the first week of the following month. Please email Leah Carswell if you do not receive the email notifications accordingly. Once the application is approved the Graduate Division Business Manager will send the student an email with guidelines for submitting their reimbursement after they return from travel. Students must book airfare through Emory's travel site, which is on the Laney Graduate School site above. The Graduate Division strongly encourages all students to book their travel arrangements early. To facilitate timely reimbursement and cost center reporting in the proper period, receipts should be submitted in COMPASS within 30 days after completion of a trip. Expense reimbursement requests submitted beyond 90 days after completion of a trip will not be approved.

Please note the following so that the application for funding is not held up. There is a maximum dollar limit per year and per student career. The Laney Graduate School and GDBBS will keep up with the amount that has been awarded. The Graduate Division recommends that students keep up with their amount as well. The application will be updated occasionally so students should download a new application from the site each time they apply for funds.

In addition, students have a responsibility to advertise our Programs and to make contact with potential students whenever possible. The GDBBS encourages all faculty members and students to visit predominantly undergraduate institutions and talk with prospective students. This is particularly effective at your *alma mater*. Students visiting their alma maters to advertise our Programs and recruit students will be reimbursed for expenses up to a total of \$500, with 50% paid by the Division and 50% paid by the Program. The student must complete an Intent to Travel Form prior to travel. In order to qualify for reimbursement by the Division the student must represent all Division Programs, take appropriate Division publication material, and provide the Division with the trip information prior to beginning travel.

14. Acknowledgment of Program Affiliation

Published abstracts or papers on which students are listed as an author or co-author should indicate the student's affiliation with the "Graduate Program in (insert the name of the Program in which the student is enrolled) of the Graduate Division of Biological and Biomedical Sciences."