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.

1. 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.

2. Research Training

Active participation in research training involves:

   a. Membership on dissertation committees of students in the Program.

   b. Attendance at student seminars and dissertation defenses.

   c. Attendance at relevant faculty research seminars.

   d. Writing and grading Part I examination questions.

3. Administrative

Holding any executive office of the Program including Director, Director of Graduate Studies, Executive Committee, Recruiter, active participation in other Program committees, OR
Holding an executive office in the Graduate Division of Biological & Biomedical Sciences, OR Graduate School of Arts & Sciences (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.

4. 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 of the Handbook. 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 Director of GDBBS to discuss such reimbursement before traveling.