Guidelines for selecting faculty for membership in the Biological Chemistry Program

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The quality of program faculty members is central to success in graduate education. Expectations for acceptance include evidence of a strong independent research program and the ability and motivation to mentor thesis students, teach in program courses, and contribute to program activities. A record of significant publications and funding is a minimum requirement for program membership.

Applications are reviewed by the Departmental Representatives on the Steering Committee. The Program Director will make the final decision on acceptance based on the recommendation from the Departmental Representatives. Applicants denied admission to the Program receive a short explanation of the Department Representatives' evaluation and concerns.

The following criteria serve as guidelines for admission of faculty members into the program.

<u>For all faculty:</u>

1. Research in biological chemistry (broadly defined). The applicant submits a brief cover letter and current CV in support of this.
2. Willingness and ability to participate in the administrative and teaching duties of the program. The applicant needs to complete the attached Participation Form indicating interests.
3. Willingness and ability to participate in the scientific and intellectual community of biological chemists at the University of Utah.
4. A letter from the chair of the relevant participating department requesting membership in the Program. This letter should confirm that the department will provide graduate student funding in the event that the mentor cannot provide this support and should reflect endorsement of this faculty member by the department's current Program faculty.
5. New faculty must have sufficient institutional support from the home department (startup funds and independent space) to ensure that if a student joined a lab there would be a good chance of completion of a Ph.D. Faculty with clinical responsibilities must have written assurance from their primary department chair indicating adequate protected time for the training of graduate students. The research lab must also be in close proximity to other labs in the Program to ensure that students are not isolated from the rest of the community.

It is generally expected that all tenure-track faculty members from the seven participating departments will be accepted into the Program (School of Biological Sciences, Biochemistry, Chemistry, Medicinal Chemistry, Pharmaceutics & Pharmaceutical Chemistry, Oncological Sciences, and Pharmacology and Toxicology).

Faculty members of departments outside the seven participating departments have additional requirements:

1. Primary or adjunct status in one of the 11 participating departments for the Bioscience PhD Programs.
2. The faculty applicant will provide a description of the environment in which students will be trained. It is expected that the student will usually receive their degree in the participating department, or occasionally in a participating department of a closely associated graduate program (e.g. Molecular Biology). The training plan must include appropriate coursework, journal clubs, research-in-progress meetings, committee meetings, thesis defense and stipend guarantee.

Research-track (and other non-regular, affiliated) faculty members are distinct from those on tenure-track because they typically have only a one-year commitment from the University. This does not necessarily reflect a commitment or confidence that would be supportive of a role in graduate education. Accordingly, research-track faculty applicants have additional requirements to those listed above:

1. A letter from the primary department chair stating the nature of the appointment – space commitment, duration of appointment, criteria for reappointment, plans to move onto tenure track (if relevant), and any forms of financial support. The goal of this letter would be to indicate that this faculty member is pursuing an independent research program, has appropriate control of space, is well qualified to serve as a thesis mentor, and will be supported for a length of time that is consistent with graduate education.
2. A review of the applicant by the faculty of the participating department (excluding the department chair) who are members of the Biological Chemistry Program. This would include a closed meeting of the voting faculty and would be issued in the form of a short statement that would focus on the applicant's qualifications, perceived degree of support for this faculty member within the community, and the environment that their lab would provide for graduate education. This review is to be included in the documents provided to the Departmental Representatives.