

BIOMEDICAL SCIENCES GRADUATE PROGRAM POLICIES FOR GRADUATE FACULTY AND GRADUATE TEACHING FACULTY

I. Mission

The mission of the Biomedical Sciences Graduate Program is to train successful researchers in the area of biomedical sciences. The BSGP Faculty are required to have sufficient mentoring time and research funding to support these activities. Graduate Faculty Status in the Biomedical Sciences Graduate Program is for faculty with at least a 25% appointment in the College of Medicine who are independent regular or research faculty.

II. Expectations of the BSGP Graduate Faculty

It is fully expected that all Graduate Faculty will contribute in a substantive way to the program. Faculty members who do not make a substantive contribution to the program will have their Graduate Faculty status with the Biomedical Sciences Graduate Program revoked.

- 1) Mentor students and faculty in the Biomedical Sciences Graduate Program.
- 2) Teach in the core Biomedical Sciences Graduate Program curriculum or any other Biomedical Sciences Graduate Program course.
- 3) Serve the Biomedical Sciences Graduate Program through participation on student mentoring / development committees, lead core course modules, aid in graduate admissions and recruiting.

III. Requirements to Recruit and Mentor New Graduate Students

Faculty seeking to mentor BSGP graduate students must meet the following criteria:

- 1) Faculty must have P status in the BSGP program (See definition of M and P status below)
 - a) Regular tenure track faculty with extramural funding or sufficient startup funding who commit to meeting the expectations outlined above may be granted P-status by the Director(s) of the program.
 - b) Research track faculty may be eligible for P status but require a strong record of mentoring, scholarship and independent research support. Applications will require a full review and vote by the BSGP GSC.
- 2) Faculty must demonstrate a strong desire to be a good mentor. Evidence of active engagement in mentoring include:
 - a) A sustained track record of successful graduation and placement of students.
 - b) Completion of an OSU sponsored course on implicit bias.
 - c) Completion of the OSU UITL Teaching Practices Inventory survey.
 - d) Completion of BSGP required mentor training.
 - e) Honors and recognition by students for teaching and mentoring.
 - f) Junior faculty with limited experience will be required to have an experienced co-mentor appointed to the graduate student's mentoring committee.

- 3) Faculty member must have at a minimum of five years of independent funding available for student expenses at the time the student begins work in the lab. Faculty and their Department chair will be required to submit a signed MOU that funding is in place to support the student (See example at end of document).
- 4) Faculty member must have sufficient research space to support the research needs of the student. Faculty and their Department chair will be required to submit a signed MOU that space is assigned to the faculty member to support the student (See example at end of document).

IV. Appointments to the BSGP Graduate Faculty

Appointments to the BSGP graduate Faculty are made by the Director(s) of the Program and the Graduate Studies Committee. Appointments consist of a five-year term with renewal dependent upon Faculty's continued contribution to the BSGP program in the form of mentoring, teaching and service on committees. Faculty may apply for membership in the graduate program using the online form provided on the BSGP website. The Program Director(s) will review all applications and approve faculty applications that comply with the policy above. Exceptions to the policy or challenges to the Director(s) decision will be reviewed by the Graduate Studies Committee (GSC). The GSC has the ability to request further documentation and conduct interviews with Faculty applicants. The GSC will render a decision via majority vote to approve or deny the request. The Directors of the Biomedical Sciences Graduate Program will prepare the required forms for the Graduate School and inform the applicant of the decision.

V. Category P and Category M Membership

The Graduate School Handbook describes the criteria for appointment and responsibilities of graduate faculty with Category M or P status (see below). Briefly, Category P faculty advise PhD and MS students; category M faculty advise MS students only. Category M faculty may serve on dissertation exam and advisory committees of PhD students only upon the approval of the Graduate Studies Committee. Please see guidelines below, as described in Graduate School Handbook.

FROM THE GRADUATE STUDENT HANDBOOK

Qualifications, Rights and Responsibilities

SECTION 12.4

Minimum Category P Qualifications.

The faculty member:

- holds a tenure-track or research faculty appointment
- holds an earned PhD, DMA, or petitions the Graduate School for an equivalent degree
- is engaged and primarily directs an active program of research, scholarship, or creative activity, or demonstrates significant promise of establishing such a program

- has engaged and demonstrated experience in mentoring graduate students

Rights and Responsibilities of Category P Graduate Faculty.

- acts as the primary advisor for master's and doctoral students
- participates in the governance of graduate education at all levels within the university
- serves on doctoral examination committees
- serves as a GFR on second candidacy examinations and final oral examinations

Minimum Category M Qualifications.

The faculty member:

- holds a tenure-track or clinical faculty appointment
- holds a master's degree or higher, or equivalent

Rights and Responsibilities of Category M Graduate Faculty.

- acts as the primary advisor for master's students
- participates in the governance of graduate education at all levels within the university
- serves on doctoral examination committees at the discretion of the Graduate Studies Committee

**Memorandum of Understanding (MOU) Between
Dissertation Advisor and Biomedical Sciences Graduate Program**

This is to document the understanding that Dr. _____ agrees to be the Dissertation Advisor for _____ with an effective date of _____. In addition to fulfilling the commitments outlined in the Biomedical Sciences Graduate Program Student Handbook, this agreement carries with it the obligation to provide a stipend for this student for each year of study until the student graduates from the Biomedical Sciences Graduate Program. This will be the amount that is determined annually by the College of Medicine (COM), which is currently \$30,179 for FY2020. Should the source of the stipend come to an end, the Dissertation Advisor will make every effort to arrange another source for the stipend. If this cannot be done, the Dissertation Advisor will notify the Biomedical Sciences Graduate Program Directors *as soon as possible* (and no less than one semester before the end of funding), so that joint efforts by the Advisor, Department Chair, and Directors can be initiated to establish a funding source for the stipend, tuition & fees. This may involve reassigning the student to a new dissertation advisor.

Jeffrey Parvin, MD, PhD
Associate Dean, Graduate Studies
Co-Director, Biomedical Sciences Graduate Program
Michael Freitas, PhD
Co-Director, Biomedical Sciences Graduate Program

_____ Date _____ Dissertation Advisor

Departmental Chair
(Advisor's home department)

I hereby understand the investment being made by my advisor to foster my development as a research scientist. I also understand my responsibilities in this program as outlined in the Student Handbook.

_____ Student Signature

_____ Date