

Attachment A

**GUIDELINES FOR PROGRAM ADMINISTRATION BY THE FACULTY OF
CELLULAR AND STRUCTURAL BIOLOGY**

1. Criteria for membership on the Graduate Faculty. Faculty colleagues whose primary appointments are outside of the Department of Cellular and Structural Biology must meet the following requirements:
 - A. Ph.D., M.D., D.D.S. (or equivalent) degree
 - B. Evidence of an active research program
 - C. Record of active participation in Cellular and Structural Biology's Graduate courses, laboratory rotations, comprehensive and qualifying exams and dissertation committees
 - D. Acceptance by one of the tracks (Biology of Aging, Cancer Biology, Cell & Molecular Biology, or Genetics, Genomics & Development)
2. Several faculty members will oversee the administration of the Cellular and Structural Biology Graduate Program as members of COGS. The members of COGS and the term of each position are:

Chair of COGS - 3 yrs. Appointment by the Chair of the Department of Cellular & Structural Biology.

Full time faculty member of Cellular and Structural Biology. Will be the Departmental Graduate Faculty Council (GFC) Representative and serve as a liaison between the Department and the Graduate Council for the purpose of completing all business matters related to the Cellular and Structural Biology Graduate program. Will oversee the efficient execution of all activities of COGS so that the Graduate Program is carried out in an organized fashion. Will schedule COGS meetings. The outgoing Chair will assist the newly appointed Chair with August activities to facilitate the transition.

Leaders of CSB Tracks – Appointment by the Graduate Dean.

Full time faculty member. Will oversee the efficient execution of all activities of the track so that the Graduate Program is carried out in an organized fashion. Will schedule Track administration meetings and report Track activities to COGS.

Student Advisor - 3 yrs. Appointment by the Chair of Department.

Full time faculty member of Cellular and Structural Biology. Will advise students, carry out student evaluations, supervise student rotations, monitor course requirements, and assure that deadlines and committee appointments are met. The outgoing Student Advisor will assist the newly appointed Student Advisor with Orientation and other August activities to facilitate the transition.

Admissions Chair - 3 yrs. Appointment by the Chair of Department.

Full time faculty member of Cellular and Structural Biology. Will appoint and work with a committee chosen to reflect the various research areas of the faculty of Cellular and Structural Biology. Provisions will be made for staggering terms of Committee members. Will supervise the selection of qualified candidates for the Cellular and Structural Biology Graduate Program.

Seminar Program Chair - 2 yrs. Appointment by COGS.

Will supervise student research seminars and obtain faculty evaluations of the student presentations.

Qualifying Examination Chair - 2 yrs. Appointment by COGS.

Will supervise the writing and presentation of a grant application by second year students. Will have the authority to select faculty members to help grade the written and oral presentations.

Journal Club Chair - 2 yrs. Appointment by COGS.

Will organize and direct the departmental journal club where students and faculty will participate in discussing significant and recent publications.

Awards Committee Chair - 2 yrs. Appointment by COGS.

Will supervise the evaluation of students eligible for departmental, institutional, and other awards and will make recommendations to COGS on appropriate nominations for such awards.

Anatomy Liaison - 2 yrs. Appointment by COGS.

Will assist with all aspects of the graduate program involving students in the professional anatomy courses. This will include M.S. students with an emphasis on anatomical sciences, Ph.D. students who choose to take and/or teach in anatomy courses, and dual degree students. This individual will serve as the COGS liaison and ensure that any issues or special needs of these students are brought to the attention of COGS.

3. Appointments will announced no later than July 1 and responsibilities assumed August 1.