

# GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

## TEACHING REQUIREMENT

### Requirement for CMB

CMB students are required to teach as a graduate student instructor (GSI) for one term, and submit a teaching evaluation form (see [CMB Forms](#)) from the supervising instructor at the end of the semester.

Students can teach both undergraduate and graduate courses in a various of areas across campus, but *must have the course approved by CMB before accepting the appointment.*

### Timeline for Teaching

CMB requests that students *start searching for a teaching position at least 2 semesters in advance.* There are plenty of opportunities available, but they often fill up quickly and can be competitive, so it's important students start looking in their 2<sup>nd</sup> year (or G1 MSTP) – ideally to do their teaching in the 3<sup>rd</sup>/G2 or 4<sup>th</sup>/G3 year.

### Students on F31s/F30s or Training Grants

These types of appointments require that you teach no more than 10 hours per week (limits you to GSIs of 25% effort or less). If you are planning to apply for these, it is ideal to do your teaching before this if possible, to keep your teaching options open. Reminder – GSIs also provide funding for the semester.

### Finding a Position

Where to Look:

- Apply to the LSA Biology department [HERE](#)
- CDB 530 is a common GSI (several positions at 25% effort, email [cdb-info@umich.edu](mailto:cdb-info@umich.edu))
- Search the course catalog for future courses, and *contact instructors directly*
- Search [careers.umich.edu](http://careers.umich.edu) for open GSI positions (or other job titles similar to GSIs)
- CMB keeps a list of prior GSI positions held and contact information (see “[Program Guide](#)” on the website).
- Contact your mentor’s department for potential open positions, or instructors for courses you have taken (they sometimes require or prefer students who have already taken the course)

Tips for Applying:

- Some departments prioritize their own students – if an admin tells you CMB students are not eligible, try contacting individual instructors instead. They are more knowledgeable about their own course and who they are willing to accept. Often, they only require someone who is enthusiastic about the subject matter, or someone who has taken the course previously
- Don’t forget to tell them if you are on an F31 or training grant, as this limits you to a 25% effort appointment (10 hours/week)
- DO apply for several opportunities. DO NOT decline another offer until you are appointed to a position. Sometimes departments have opportunities that are dependent on approval or budget to hire you. If this falls through, it’s good to have another option.

# GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

## TEACHING REQUIREMENT (continued)

### Accepting a Teaching Position

Once a teaching position is arranged, the student should submit to the CMB office the following *before* formally accepting the position:

- Course number
- Department appointing the student
- Percent effort of the appointment (e.g. 25% or 10 hours/week)
- Name of course director/supervising instructor

*Students must let CMB know this information a minimum of 1-2 months before the intended start date.* This gives CMB time to coordinate the student's other funding with a teaching appointment.

The student should *not* accept a position until they have confirmed with CMB that the GSI works with their current funding. For example – students on F31s/training grants cannot take a GSI position at 50% effort (which applies to many GSI positions) – see the section above about this on the previous page.

### Expectations of GSIs

At a minimum, students are expected to attend lectures, prepare material to present in a formal class context (review session or lecture), and to participate in student evaluation (exams). The teaching requirement must be fulfilled prior to completion of the degree.

Institutional teaching awards recognize excellence in teaching, indicating the value placed on learning these skills.