EXPECTATIONS OF CMB FACULTY

As CMB is an interdisciplinary program with faculty in departments all over the university, the program aims to provide a collaborative environment in which faculty are highly involved in program activities. Involvement is critical not only to community, but also to exposing students to a broad range of research.

Expectations of Faculty Once Affiliated with CMB:

I. ATTENDANCE

- **Minimum annual attendance** – please attend at least 3 of these events per academic year:
  1. **Fall Retreat**  
     October
  2. **Holiday Party**  
     December
  3. **PIBS Interviews/CMB Recruitment Events**  
     Late Jan/Early Feb
     *This event is “all hands on deck” – please plan to attend if able*
  4. **Spring Symposium (poster session)**  
     May
     All CMB faculty labs should be represented at this event, either by the faculty member, their CMB student, or another lab representative
  5. **Welcome Picnic**  
     August

- **At least 1 Diversity, Equity & Inclusion (DEI) Event or Training Per Academic Year**
  Visit the DEI page on the CMB website or talk to CMB Leadership for more details

- **Attendance at CMB 850** *(faculty sign up for 1-2 seminars per Fall and Winter semester)*
  The discussion and Q&A at seminars is central to the training environment, so we expect that faculty will not only attend, but provide feedback and ask questions to stimulate conversation.

II. PROGRAM/COMMITTEE SERVICE

*It is expected that you agree to serve in these capacities when asked by a student or CMB Leadership.*

- **Prelim exam committees**
- **Dissertation committees**
- **Faculty leadership** – Please also volunteer where possible. This may include membership in a faculty committee, advising a student committee, or helping coordinate a CMB event or training session. These roles are outlined in detail in the CMB Faculty Handbook.

III. RESPONSIVENESS AND COMMUNICATION

- **Timely Submission of Information** *(i.e. within 3-5 days) when requested by CMB leadership/the CMB office (e.g. requests for information - training grant, funding, website profile, etc.)*

- **Communicate Updates to CMB** - e.g. if you are leaving the university or would like to unaffiliate with CMB, if your website information is no longer accurate, your job title has changed, etc.

**Indication of Acknowledgement:**

“I have read thoroughly the expectations above, clarified points of confusion, and am in agreement.”

__________________________                  ______________
Signature                                                                                     Date