



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