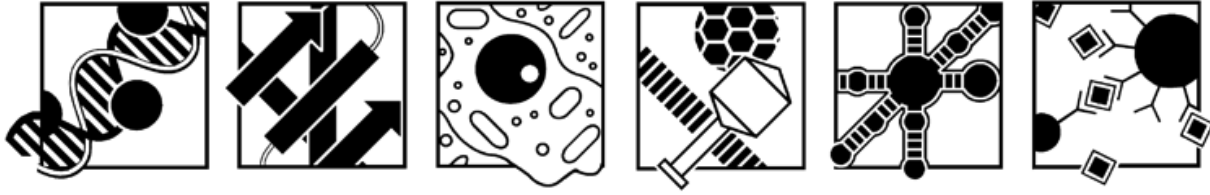


GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

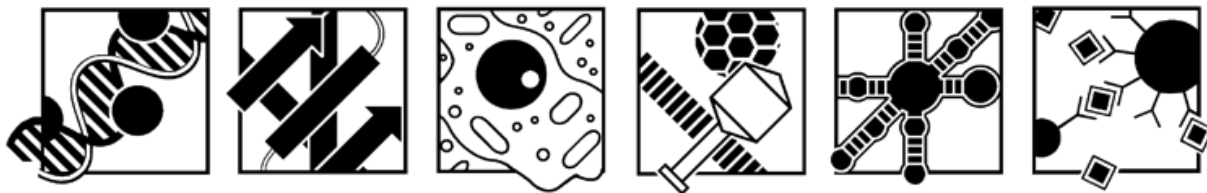


GRADUATE PROGRAM IN CELLULAR & MOLECULAR BIOLOGY

UNIVERSITY OF MICHIGAN

CMB FACULTY HANDBOOK

Last Updated April 29th, 2024



GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

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GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

CMB DIRECTORY

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cmbgrad@umich.edu](http://cmb.medicine.umich.edu/cmbgrad@umich.edu)

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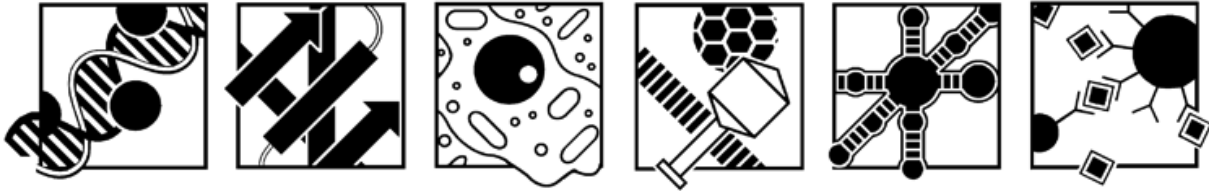
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PIBS Office

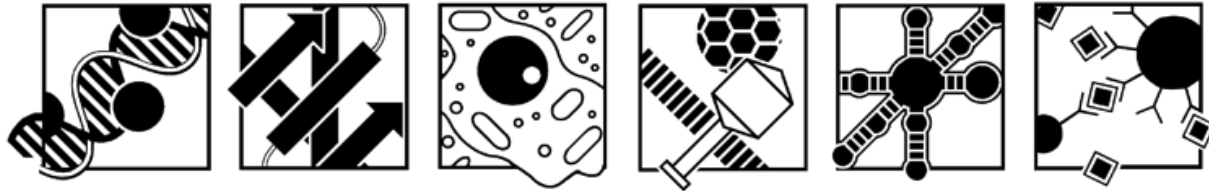
Program in Biomedical Sciences
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MSTP Office

Medical Scientist Training Program
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764-6176 office
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CMB NEW FACULTY INFORMATION



GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

APPLYING TO JOIN CMB

A goal of reviewing faculty for CMB membership is to ensure that faculty have appropriate resources, projects, and scientific training to provide a strong training environment for Ph.D. students.

Timeline

Faculty applications are reviewed every other month by the CMB Program Committee.

Considerations for CMB Affiliation:

- Active research program and peer-reviewed publications in cellular and molecular biology.
- Evidence that the applicant will provide outstanding mentorship to graduate students.
- Sufficient external funding to support a student and the student's research. For newly hired faculty, start-up funds may also be considered if there is a letter of support from the department chair pledging financial support for the student should there be a lapse in funding.

How to Apply

To apply for membership, please email the CMB office at cmbgrad@umich.edu, and you will be scheduled for a 45-minute appointment to discuss the program with the CMB program director. Additionally, please prepare the items listed in the next section, and send to cmbgrad@umich.edu, by the Friday before the next Program Committee meeting, in order to be voted on at that meeting.

CMB Faculty Application Materials:

The Program is described in detail on the [CMB website](#). Faculty applications are reviewed by the CMB Program Committee. The goal of the review is to ensure that faculty members have appropriate resources, projects, and scientific training to provide a strong training environment for Ph.D. students.

For the CMB Program Committee members to be able to evaluate your application properly, please **submit the following materials** to the CMB program staff, at cmbgrad@umich.edu.

1. **A cover letter** (less than 2 pages). *Please describe:*

- *How you plan to be involved in CMB, including at least 2 ways you would be interested in serving the program (see the [Faculty Involvement page](#) of the CMB website)*
- *What type of projects might currently be available for a Ph.D. student in your lab*
- *Students and postdoctoral fellows whom you have mentored or are currently mentoring, and where these students/postdocs are now (we appreciate that relatively junior faculty members might not have graduated students yet).*
- *How you plan to train students to develop necessary skills as a faculty trainer*

2. **CMB Faculty Expectations Agreement** – signed/initialed to indicate that you have read the document(s), understand the expectations and have clarified any questions.

3. **NIH Biosketch**, with a personal statement that includes a section on your efforts in graduate training.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

APPLYING TO JOIN CMB

(continued)

4. NIH "Other Support" document.

Please indicate all internal and external resources, including amounts, that you will have available to support a doctoral student and the student's research. If you do not have external support, indicate how you will budget your resources (including start-up funds) to reserve support of a student and the student's research.

5. NIH "Facilities" and "Equipment" documents describing the physical resources and equipment available to the faculty member.

6. Statement of Research Interests (brief, 3-5 sentences)

- include a "one-line" (1-2 phrases) description of your research area as a title.*
- this will be used in the NIH training grant, the CMB brochure, and the website.*

7. DEI Statement – about 3 paragraphs describing the following:

- 1) Your thoughts on the importance of diversity and the challenges in building a diverse, equitable, and inclusive environment in your department and in CMB,*
- 2) Examples of your past activities (e.g., mentoring, outreach, committees, research, recruitment, retention, or other) to increase DEI if any, and*
- 3) How you plan to contribute to DEI in the future and how your plans fit into [DEI efforts at CMB](#), UM, and in the national context.*

In addition, please arrange for the following:

8. Two Letters of Support from *current faculty members of CMB*. These letters are an important component of your application. Please arrange to have them sent to cmbgrad@umich.edu .

The letters should be detailed enough for the CMB Program Committee to assess your mentoring philosophy and background, funding and resources, collegiality, and fit in CMB. Current CMB faculty are listed on the CMB website.

9. Department Chair's Letter of Support – this letter should be separate/additional to your CMB letters of support, and primarily affirm interim support for students in case you have a gap in funding. This letter should be addressed to the CMB Director.

We realize these situations almost never arise, as you are well-funded, and you will work with your chair to ensure that you have adequate support before you accept CMB students. However, it is important to the program, and essential for the NIH training grant, that we guarantee support to students. Therefore, we require that these letters unambiguously state that the Department will provide interim support in case you have a gap in funding.

We ask that chairs include one of the statements below in their letter:

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

APPLYING TO JOIN CMB

(continued)

“Should [your name] have a CMB student in need of funding, [your department] will provide interim funding for the student until [your name] obtains funds to support the student”.

“I am writing to confirm that the Department of [your department] will provide CMB students from Dr. [your name]’s laboratory with interim support should there be a need of funding, until Dr. [your name] is able to obtain funds to support the student(s).”

“In the unexpected situation that Dr. [your name] has a CMB student in need of funding, the Department of [your department] will guarantee interim support for the student until Dr. [your name] obtain funds needed to support the student.”

The letters can be emailed/sent directly to the CMB office (cmbgrad@umich.edu), or included with the rest of your application package. If you have any questions about these application materials, please contact the CMB Program Director.

Co-Mentorship Requirement for New Junior Faculty

New CMB junior faculty (assistant professors) who have not previously mentored a CMB student will choose a CMB faculty member (associate or full professor) who has trained CMB students in the past to be a senior co-mentor.

These mentors will have a role both for rotation students and for those who join their lab.

1. *Rotation students*

- a. The senior co-mentor will meet with the new faculty member and discuss possible rotation projects and how to interact with a rotation student (this will of course be limited to "primary" CMB/PIBS rotation students).
- b. The co-mentor should meet with the student and mentor at least once during the rotation.

2. *Dissertation/lab students*

- a. Co-mentor will meet with student and mentor once per quarter to discuss progress until the student has advanced to candidacy. The co-mentor will be available to meet with the student or junior faculty member separately.
- b. The co-mentor can be on the prelim committee
- c. The co-mentor member should serve on the dissertation committee

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

EXPECTATIONS OF CMB FACULTY (OVERVIEW)

As CMB is an interdisciplinary program with faculty in departments all over the university, CMB aims to provide a collaborative environment in which faculty are highly involved in program activities. Involvement is critical not only to community, but 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* (typically Sept/Oct)
 2. *Holiday Party* (typically December)
 3. *PIBS Interviews/CMB Recruitment Events* (Late Jan/Early Feb)
 4. *Spring Symposium* (typically May) – especially faculty who do not have CMB students to represent their labs
 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** (1-2 seminars per Fall or Winter semester):
The discussion and Q&A part of seminars is central to the training environment, so it is expected that faculty will not only attend, but remain engaged 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 “Getting Involved” section of 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/unaffiliating with CMB, your website information is no longer accurate, your job title has changed, etc.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

REQUIRED ACTIVITIES FOR CMB FACULTY (DETAILED)

CMB Program Events and Activities:

All CMB faculty are expected to make an effort to attend CMB events throughout the year, **including at least 3 of the following**: Welcome Picnic (August), Fall Retreat (Sept/Oct); Holiday Party (December); PIBS interviews/CMB recruitment (January/February); and Annual Symposium and Poster Session (May). Additional activities throughout the year include CMB/Genetics short course seminars (Fall and Winter), new faculty-student lunches, career development workshops, summer journal club, training workshops, and various social activities.

CMB Recruiting Activities (“All Hands on Deck”)

Although offered as an option, CMB in particular wants to urge all faculty to participate in PIBS interviews and/or CMB program events during new student recruitment, as it is a very large event that requires a great deal of participation from CMB program faculty.

There are many ways for faculty to participate during this time. During PIBS recruitment (January/February), CMB faculty can interview applicants individually (followed by submitting written evaluations), attend a lunch or dinner reception to meet all PIBS/CMB applicants, and present a poster or chat with students at the Saturday poster session. Some events may allow faculty to make brief presentations, explain opportunities in CMB, and even connect for potential research rotations.

Diversity, Equity and Inclusion (DEI) Events:

Faculty should plan to attend at least one DEI-related event each year. This can be an event or training planned by the CMB DEI Task Force, the PIBS DEI Task Force, or any other resource on campus, such as ODEI, OHEI, Trotter Multicultural Center, LPD (Learning and Professional Development), etc. See CMB’s [DEI page](#) for more information about resources, trainings and upcoming events.

Attendance at CMB 850 – Student Seminar:

CMB 850 is the student seminar that meets each Monday from 12-1 pm, from September through May. Students in their 2nd/G1 and 4th/G3 years present their own research. Students in their 3rd/G2 year serve as student evaluators. A “**faculty evaluator**” is also assigned to assist the student in facilitating the seminar and rehearsal, moderating Q&A, and helping the presenter get set up for the presentation.

All CMB faculty are scheduled to attend 2-4 CMB student seminar presentations during the academic year, to ensure a faculty presence for every student seminar. **Faculty attendees** do not serve as the assigned faculty evaluator, but should participate in the discussion and complete an evaluation. They are not required to attend rehearsals; only the one assigned faculty evaluator. If a faculty “attendee” cannot attend on their assigned date, it is expected that they will attend on another more convenient date.

Guidelines for Mentors: Please attend the rehearsal and seminar for your student mentee. Help them prepare a critical review of their own research, choose a topic, and identify high-quality journal articles to help put their research into context.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

REQUIRED ACTIVITIES FOR CMB FACULTY (DETAILED) (continued)

Participation in CMB Faculty and Student Committees

Preliminary Exam Committees (4 faculty/committee):

All CMB faculty are expected to serve on CMB preliminary examination committees when asked, either by a student or by Prelim Coordinators. Prelim Exams are scheduled during mid- to late-February, or early March. Faculty on prelim committees are expected to provide constructive feedback to students within a week of receiving the student's abstract, and within a week of receiving the prelim proposal. Feedback can be communicated directly to student, or via the Prelim Exam Committee Chair appointed by the Prelim Exam Coordinator.

Dissertation Exam Committees (4-5 faculty/committee):

All CMB faculty are expected to serve on CMB dissertation committees when asked by students. The first dissertation committee meeting occurs within 6 months of a student being advanced to candidacy. Regular dissertation committee meetings then occur every 6 months, or more frequently when a committee so advises. Dissertation committee members receive the dissertation 10 days prior to the scheduled defense, and submit an evaluation to Rackham 3 days prior to the defense. The defense consists of a public seminar, followed by a private defense with members of the dissertation committee.

Faculty and Student Committees/Leadership Positions

We urge you to volunteer where possible, as CMB depends on its committees and faculty leaders and volunteers to function. These positions/opportunities are described in detail in the following section, "Getting Involved." This could include serving as a participant in a training session, advising a course or student committee, or joining a faculty committee such as the Admissions or Program Committee.

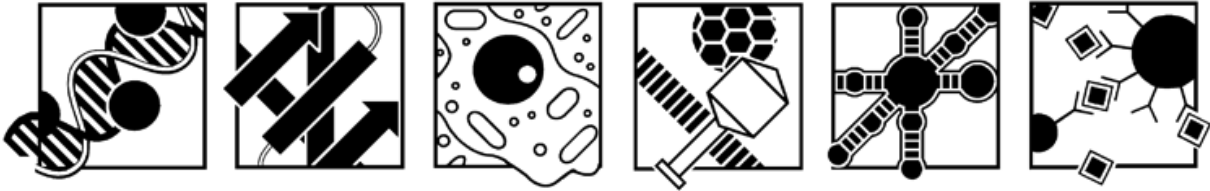
Timely Responses/Submission of Requested Information

The CMB Program often needs information for various purposes, such as faculty information for training grant applications and annual progress reports; funding information for CMB students that the faculty member mentors; or other information needed for events and the maintenance of program resources (e.g. website).

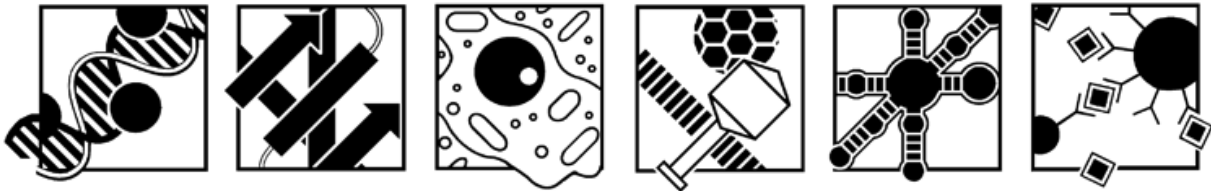
It is expected that when CMB requests information, faculty make every effort to respond to emails in a timely manner (e.g. no more than 3-5 days). Faculty who are frequently unresponsive or difficult to contact may be re-evaluated for CMB affiliation during the faculty review process. Faculty schedules tend to be very busy from week to week, but it is also important to the overall training environment that CMB-affiliated faculty are accessible.

Additionally, we request that CMB faculty update the program any time they have changes to any of the following: contact information (phone, email, lab/office location), professional titles (promotions, etc.), primary department affiliation, or affiliation with U of M/CMB.

For example, if a faculty member retires, leaves U of M, or no longer wants to be affiliated with CMB/included on CMB list serves and website, they should contact cmbgrad@umich.edu and let the program know the effective date of the change.



GETTING INVOLVED



GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

ADDITIONAL ACTIVITIES FOR CMB FACULTY (OVERVIEW)

(Descriptions on the Following Page)

In addition to required activities in the previous section, faculty are encouraged to be involved in many areas of the training program as they are able, in order to provide a collaborative environment between students and faculty, with representation from many research areas, departments, schools and labs.

General Program Policy and Training

Program Committee

Prelims – exam chairs, workshop presenter

Academic Advisors

Fellowship Appointments and Awards Committee

CMB Program Events

CMB Annual Symposium – Faculty Coordinators, Poster Judges, Poster Presenters

CMB Retreat – Faculty Coordinators, Seminar Presenters

Courses and Curriculum

PIBS Curriculum Committee Representative

CMB 850 (Student Seminar) – Course Coordinators, Evaluators

CMB 630 (Short Course) – Course Coordinator (Intro Seminar Presenter)

PIBS 503 – Research Responsibility Course Discussion Leader

Pharm 502 – Grant Writing Course Section Leader

Student Recruitment & DEI

CMB Admissions Committee – Chairs, members (application review)

PIBS and MSTP Preview/Open House Rep for CMB

Diversity Recruitment (SACNAS and ABRCMS)

Student Committee Advising

Rackham DEI Faculty Ally

Newsletter Committee Advisor

Short Course Committee Advisor

Career Development Committee Advisor

Faculty Affairs

New Faculty Lunches (attendee)

Faculty Review Committee

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

ADDITIONAL ACTIVITIES FOR CMB FACULTY (DESCRIPTIONS)

GENERAL POLICY & TRAINING

Program Committee (12-15 faculty)

The CMB Program Committee is the policy-making body of CMB and is comprised of approximately 12 faculty from departments represented among CMB faculty and students, and Directors of PIBS and MSTP. Students sign up directly to serve on this committee. The CMB Program Committee meets every other month to discuss student issues, faculty issues (including review of faculty applications), and program policies and procedures.

Preliminary Exams

- ***Prelim Coordinators (Director and Associate Directors)***

Coordinators ensure students complete prelim in a timely fashion, according to the deadlines put forth by program; they also approve the topic for the prelim exam and choose two committee members, including a committee chair. Prelim Coordinators work with 4-5 students.

- ***Prelim Committee Chairs***

Appointed by the prelim coordinator, the prelim chair coordinates the prelim process, including collection of evaluation forms from committee members, the overall committee summary, and the communication of results to CMB, the coordinator, and the student.

Academic Advisors (CMB Director/Associate Directors)

CMB faculty members familiar with course offerings meet with students prior to course registration (generally August and November), to advise them on course selections in the context of PIBS/MSTP and CMB. Additionally, CMB students are required to teach for one semester (generally in their 3rd or 4th year). The directors serve as advisors on teaching opportunities for students, and often serve as liaisons to departments that are seeking GSIs.

Fellowship Appointments and Awards Committee (CMB Director/Associate Directors)

CMB students have been recipients of national, university and Medical School awards. The Awards committee reviews nominations for awards several times during the year. Students selecting CMB for the Ph.D. program submit materials in conjunction with their mentors for consideration to be granted a Regents Fellowship or CMB T32 Training Grant slot. The call for nominations occurs in the Spring, and selections are made prior to the start of the training grant (July 1).

Other award include the OGPS Awards (March); national Harold Weintraub Award (November); and the ProQuest Dissertation Award (November); Rackham Predoctoral Fellowship (January); and Lipshutz, Ayers Host, and Olcott Award (January). The committee drafts nomination letters as needed.

PROGRAM EVENTS

CMB Spring Symposium

Coordinator/Host (1 faculty member) - A CMB faculty member invites a prominent scientist to present the Myron Levine Lecture at the Annual CMB Symposium during the Spring. Invitations are arranged around one year ahead. The CMB faculty member then hosts the Myron Levine lecturer during his/her visit. The CMB office arranges the speaker's schedule, including a lunch with students and meetings/dinner with faculty members.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

ADDITIONAL ACTIVITIES FOR CMB FACULTY (DESCRIPTIONS) (continued)

- **Poster Session Coordinators (2 faculty)** - The CMB Poster Session immediately follows the Myron Levine Lecture and is attended by all CMB students and faculty laboratories. The primary responsibilities of the Poster Session Coordinators take place during the month of May. The key responsibility for this position is organizing the judging of all of the student posters – including recruiting a panel of judges (usually around 8-10), determining the timing of student presentations, and assigning judges to posters. The coordinators assemble the rankings/score sheets and facilitate the poster awards ceremony.
- **Poster Judges/Evaluators (8-10 faculty)** - A team of faculty serve as judges of posters submitted by CMB students. The judges listen to students present their posters, and select the top three posters for awards provided by the Rackham Graduate School.

CMB Fall Retreat

- **Retreat Coordinator (1 associate director)** – The CMB Retreat facilitates interactions between students and faculty in an informal setting, generally during a weekend in September or October. The event features a prominent keynote speaker (the Jessica Schwartz Lecture), and can include other research activities such as science talks or a poster session. The coordinators work with students on the committee to develop a dynamic, educational and interactive agenda.
- **Seminar Presenters** – The Retreat sometimes includes 10-15 minute talks by various faculty, particularly new CMB faculty, who can introduce their work to CMB and PIBS students.

COURSES & CURRICULUM

CMB Representatives - PIBS Curriculum Committee

CMB students take an individualized program of didactic courses that are offered by Departments and Programs throughout the university. 1-2 faculty reps are designated by CMB to represent the program once or twice a year as needed, to discuss curricular issues for the 13 participating graduate programs.

CMB 850 – CMB Student Seminar

- **Course Directors** - 2 CMB faculty coordinate CMB 850 for the year, including setting and presenting course guidelines at the first introductory talk, recruiting evaluators, working with the CMB admins to develop a schedule, coordinating rehearsals and evaluations, and reviewing/approving grades/attendance/make-ups.
- **Faculty Evaluators** – 1 faculty member per week serves as an evaluator, including attending the rehearsal and seminar, providing feedback at both, completing a course evaluation sheet, and helping the student evaluator facilitate introductions and FAQ. This role is different than the “attendee” role for faculty in which faculty are simply assigned to **attend 2-4 seminars per year**.

CMB 630 – CMB/HumGen Short Course

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

ADDITIONAL ACTIVITIES FOR CMB FACULTY (DESCRIPTIONS) (continued)

- **Course Director/Advisor** – A faculty member serves as a director for the CMB short course, a mini-symposium on a topic selected by students. The Short Course Committee students invite speakers and organize the schedule, which takes place during the Fall term. The course director is selected by organizers to present guidance on the semester topic, to present an introduction seminar, and to serve as a course director (reviews/approves grades, attendance and make-ups). Coordinators often help host speakers, coordinate faculty meetings, and meet with the invited speakers for dinner. The course is taken together with Human Genetics – so the Genetics Training Program students will also take part in seminars (but not CMB lunches/discussions). Additionally, a CMB faculty director will serve as the course advisor in the Winter, when Human Genetics coordinates the course.

PIBS 503/Ethics Training Discussion Leaders (Responsible Conduct in Research)

The material is accompanied by a required set of small-group discussions. Faculty from all graduate programs, including CMB, participate in small-group discussions, arranged by the Course Director. The discussions are often scheduled as a cluster, and can happen as part of the PIBS course (PIBS 503 in Fall), or in summer/CMB 850 refresher trainings.

Pharm 502: Grant Writing – Small-Group Session Leader (1-2 faculty members)

The course takes place during Fall term and involves lectures and small-group sessions. Faculty from all graduate programs participate in conducting small-group discussions.

ADMISSIONS & RECRUITMENT

CMB Admissions Chairs – Admissions Chairs are responsible for representing CMB on the PIBS Admissions Committee, recruiting CMB faculty to the CMB Admissions Committee, communicating with committee members about evaluations and interviews, overseeing recruitment activities, and coordinating Admissions Committee meetings to determine rankings and candidate offers. These representatives are also tasked with reaching out to candidates to build rapport, such as before and after campus interviews, and to extend offers/encourage offer acceptance.

CMB Admissions Committee (20-25 faculty) – CMB Admissions Committee has a meeting for internal review of applicants a day or two before the PIBS meeting. The committee is composed of 20-25 faculty members, plus 4-5 students. This should result in at least 3 reviews per candidate. The CMB Admissions Committee meets once applications have been reviewed and evaluations have been submitted, to rank applicants for making offers.

PIBS/MSTP Preview & Open House – CMB Faculty Reps – Faculty can participate in these preview events for potential candidates who may be interested in either the PIBS or MSTP programs. They would help answer questions about PIBS and CMB, and talk to students about their lab work and other opportunities in CMB.

STUDENT COMMITTEE ADVISING

Rackham Faculty Diversity Ally – this faculty member oversees the CMB DEI Task Force. Additionally, they work with Rackham Graduate School on issues of student recruitment, admissions, and retention, and submit the Rackham Diversity Ally Grant and report on its usage of funds. Other responsibilities include attending meetings every 3 weeks for the CMB DEI Task Force, serving as a contact for CMB on

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

ADDITIONAL ACTIVITIES FOR CMB FACULTY (DESCRIPTIONS) (continued)

diversity issues and attending national diversity conferences as a recruitment representative. Please see [here](#) for more information.

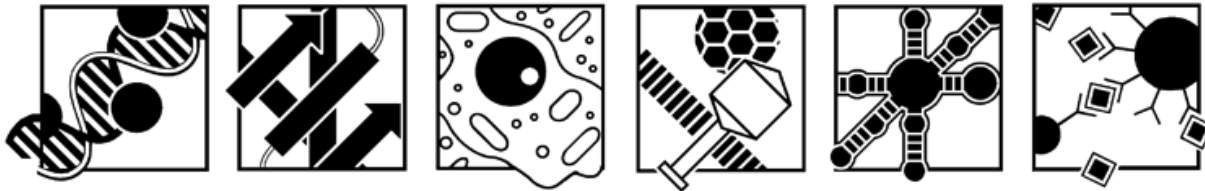
Career Development Coordinator – CMB presents workshops for students on topics pertinent to career development. This faculty member would provide advisement and oversight to the CMB Career Committee on planning and implementing career events. This person would also pay attention to PIBS and university career events, assisting the Career Committee in guiding students to existing career resources and events. This faculty member may also recruit faculty and alumni to participate in the presentations. Previous topics of these events include: giving scientific talks, NSF workshops, writing prelim proposals, conducting a job search, writing a CV, and panels on different career paths.

Newsletter Advisor – The CMB Newsletter is printed twice a year, generally at the end of the Fall term, and at the end of the Winter term. Student editors prepare and assemble the newsletter. The faculty coordinator works to keep the students on track and edit the newsletter before printing or distributing the publication, with additional oversight from CMB leadership.

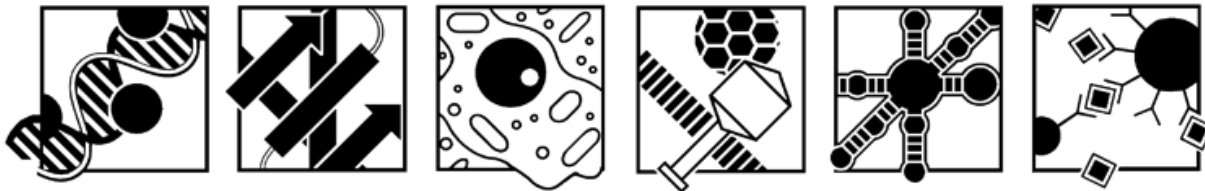
FACULTY AFFAIRS

New Faculty Lunches Coordinator – CMB coordinates lunches during the Fall term where new faculty in the program present their research to first-year PIBS students and MSTP students who are still arranging research rotations. One CMB faculty member coordinates the faculty presentations by contacting new faculty, assigning dates for presentation, and serving as Chair of the session when CMB faculty members make presentations.

Faculty Review (6 faculty) – Committee Members – CMB faculty members are reviewed every 5 years; new CMB faculty members are reviewed 3 years after their appointment. The Faculty Review is conducted by a committee of 6 faculty members who serve staggered 3-year terms. Each faculty member under review completes a form documenting participation in program activities, and provides an updated NIH biosketch, publications and grant support. The committee evaluates participation and resources to support students financially to determine eligibility for continued membership in CMB. The committee summarizes their evaluations and makes recommendations to the Program Committee.



EVALUATION OF CMB FACULTY



GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

CMB FACULTY REVIEW

Goals

The main goal of the CMB Faculty Review process is to ensure that CMB faculty are meeting expectations outlined in previous sections of this handbook, and that they are providing the resources, mentorship and participation necessary to contribute to a strong Ph.D. training environment.

Timeline and Process

The CMB Faculty Review Committee (FRC) reviews a subset of the CMB faculty each year. The FRC is composed of 6 faculty members appointed by the CMB Director, who serve staggered 3-year terms.

New CMB faculty members are reviewed 3 years after their appointment. Other faculty are reviewed every 5 years. Approximately one-fifth of the CMB faculty is reviewed each year. Faculty participation will be documented by faculty sign-in sheets/Zoom attendance reports. In addition, once per year, all CMB faculty will be asked to fill out a brief annual participation questionnaire which is designed to take only about a minute to complete. They also provide an updated NIH biosketch, current publications and grant support (“Other Support”).

Evaluation Criteria

The committee evaluates participation and resources to support students financially, to determine eligibility for continued membership in CMB.

Minimum Faculty Participation - See “Required Activities for All CMB Faculty”

Additional Opportunities for CMB Faculty Participation – See “Getting Involved”

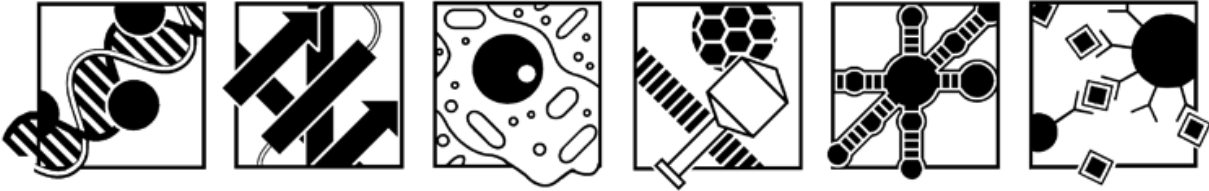
Documents Requested – At the time a faculty member is reviewed, she/he provides an updated NIH biosketch, “Other Support” document, and publications.

Outcomes

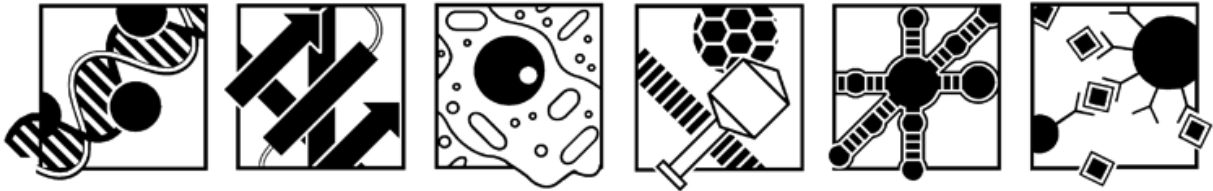
CMB initiates the review and active faculty members who fulfill the criteria will generally be renewed for 5 years. If the FRC determines that a faculty member no longer fits the criteria for CMB membership, a suggestion will be made to the Program Committee that membership not be renewed.

Loss of funding should not lead to dismissal from CMB unless this is for a prolonged period of time. A CMB faculty member without long-term funding adequate to support a student and the student’s research cannot accept new CMB graduate students into his/her lab.

The FRC and the Program Committee will evaluate the strengths and weaknesses of the actual review process on a regular basis, and make adjustments accordingly. Re-application to CMB is an option for any faculty member who would like to be re-considered for membership at a later date.



**FOR FACULTY
TAKING CMB
ROTATION
STUDENTS**



GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

GENERAL ROTATION INFORMATION

In PIBS, each student participates in research by completing at least 3 laboratory rotations. Rotations must be completed prior to the selection of a dissertation mentor. The duration of one laboratory rotation is generally 8 weeks, and can include summer rotations prior to and after the PIBS rotation year. PIBS students receive academic credit by enrolling in PIBS 600.

Students interested in CMB must complete at least one rotation under the supervision of a CMB faculty member, or a faculty member who is willing to apply and be accepted to CMB, and subsequently, take on all faculty responsibilities associated with CMB membership. The appropriateness of rotations with faculty outside of CMB will be reviewed by the CMB Program Committee.

PIBS is now coordinating all rotation information through the Salesforce/EdM system.

- Students can now view faculty rotation availability and research info through EdM
- Students can now submit rotation requests through the EdM system
- Students can also view PIBS faculty through the [PIBS Faculty Search](#) page, which is based on faculty EdM profile information
- Faculty can now submit rotation evaluations through the EdM system

Please remember to keep your profile and rotation information up-to-date, and contact PIBS if you have any questions about how to update your rotation information or EdM profile.

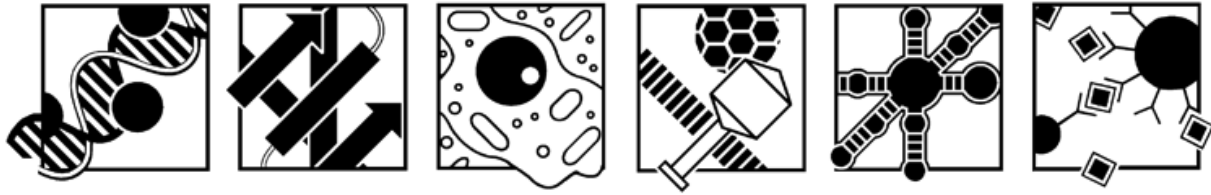
GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

RECRUITING ROTATION STUDENTS

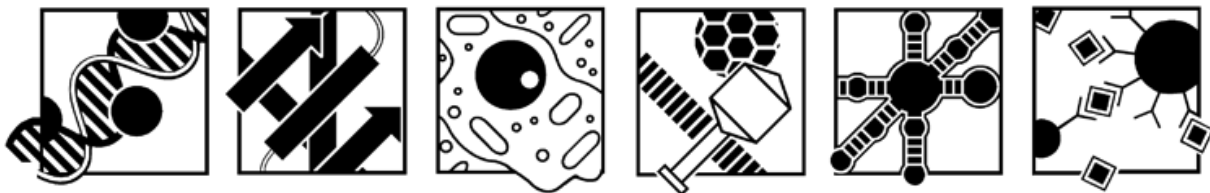
CMB and PIBS/MSTP have many opportunities for new students to meet faculty who are looking to take rotation students into their labs.

Below are a list of typical events and opportunities these faculty should take advantage of:

- **Summer Previews and Open Houses** (June)
 - Sign up to attend and chat with interested students who might apply to PIBS or MSTP
- **Welcome Week** (PIBS or MSTP – usually the last week of August) –
 - CMB typically has a *Welcome Picnic* during this week, which will include new PIBS and MSTP students looking to chat with faculty who might be willing to take them on as rotation students
 - PIBS typically has a faculty-student “*Matchathon*” this week to match students with faculty who have similar research interests
 - Check with us about any *other CMB welcome events* we may be having – in the past we have also had lunches and other events for new students specifically interested in CMB
- **CMB Fall Retreat** (Sept/Oct)
 - Socialize with new students
 - Sign up to give a brief seminar to talk about your work
- **CMB Holiday Party** (Dec), **Happy Hours and Other Social Events**
- **PIBS Interviews/CMB Recruitment Events** (Jan/Feb)
 - *PIBS faculty interviewer* – interview PIBS/CMB students and fill out an evaluation. Goal: have a say in the admissions process, and meet potential candidates who might be interested in rotating.
 - *CMB poster session representative* – chat with interested students in various PIBS programs looking at CMB as a potential option for their PhD. Goal: to explain CMB to students from all PIBS programs and demonstrate the breadth of research in CMB. Many students have met their future rotation or lab mentor this way.
 - *Attend a CMB lunch or dinner* – meet and chat with PIBS candidates (CMB primaries). Faculty are invited to all meals for CMB program events, and we encourage you to attend as many as you can. Goal: meet some of the new PIBS class, demonstrate the breadth of research in CMB and a good faculty turnout, and of course – enjoy a nice meal, while you’re at it!
- **CMB Spring Symposium** (May)
 - Attend the poster session and/or the Myron Levine Lecture; chat with new students
 - Sign up to present a poster so you can discuss your research. If you are unable to attend – send a postdoc or other surrogate to present research to represent your lab



**FOR FACULTY
WITH CMB STUDENTS
IN THEIR LABS**



GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

EXPECTATIONS FOR FACULTY MENTORS

In addition to general expectations for CMB faculty, faculty who mentor CMB students should keep in mind that lab mentorship comes with the following responsibilities. *Please initial each section.*

Faculty Mentor: _____ Student: _____

I. ATTENDANCE AND FEEDBACK

Faculty Initials _____

In addition to general [attendance requirements for CMB faculty](#), mentors should plan to:

- **Attend events that involve their students presenting**
E.g. poster presentations at CMB symposium, or student's 2nd- or 4th-year seminar at CMB 850.
- **Provide constructive feedback to students**
It's important that faculty attend their students' seminar rehearsals, give feedback (verbal or written evaluations), and help their students prepare for important presentations
- **Keep a regular meeting time with your students** - address issues with the student directly, while being cognizant of other things affecting them (other time commitments, mental health, etc.). Communicate with CMB if there are any major issues we should be aware of.
- **Attend the MORE mentorship workshop** with *each student* who is new to CMB (within first year in CMB), or with whom you have a new primary mentorship relationship.
- **Generally be accessible to students** by email and in the lab (respond to emails within 3 days)

II. RESEARCH COURSE (CMBIOL 599/990/995)

Faculty Initials _____

Ph.D. students are required to register for a research course (independent study) as part of their research in your lab for Fall/Winter semesters.

As the instructor of this course, ***you will be responsible for submitting grades and a Semester Report each Fall/Winter semester.***

1. **Grades need to be submitted by the course instructor in Wolverine Access** - CMB will provide further instructions/reminders, but they are generally due the last day of the exam period (grade rosters become available the day after classes end).
2. **A Semester Report will be due to CMB, the last week of each Fall and Winter semester.**
This report details your evaluation of the student's progress in your lab the past semester, as well as their progress through CMB/Rackham milestones. Candidates will additionally have a "Dissertation Committee Addendum" (page 3), that describes outcomes from their last committee meeting, and upcoming scheduled dates.

III. COMMITTEE SERVICE

Faculty Initials _____

In addition to the [service expectations for CMB faculty](#), mentors are expected to chair the student's dissertation committee, which includes the following responsibilities:

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

EXPECTATIONS OF FACULTY MENTORS (continued)

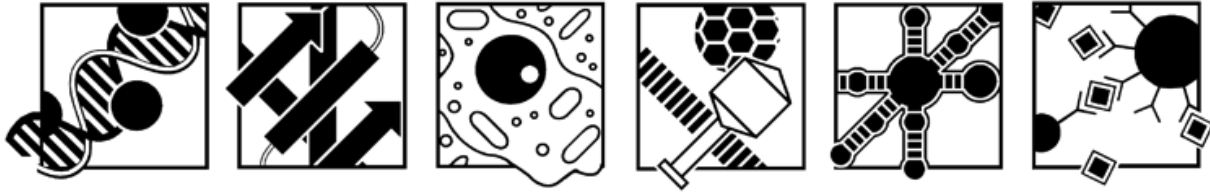
- **Ensure dissertation committee meets every 6 months** – Mentors are responsible for coordinating bi-annual meetings starting 6 months after the student achieves candidacy.
- **Submit a CMB Dissertation Committee Meeting Addendum** for each meeting (see [CMB Forms](#)). The student should bring page 3 of the Semester Report (Dissertation Committee Addendum) to each meeting for the committee to fill out and schedule the next date. The meeting addendum should be filled out right after each meeting, and saved to submit the last week of the semester with pages 1 and 2 of the Semester Report.

IV. FUNDING

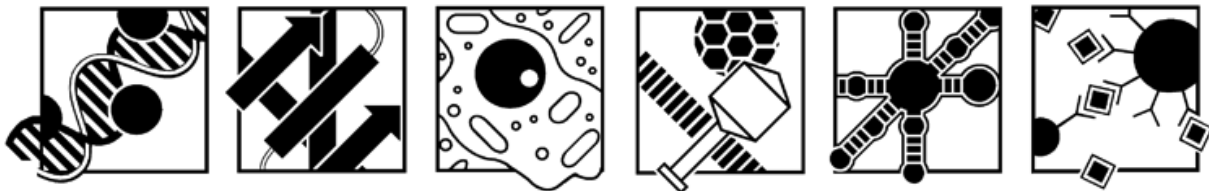
Faculty Initials _____

A CMB student's primary mentor is responsible for continuous funding of their tuition and fees, monthly stipend at or above the current PIBS rate, and GradCare benefits (health/dental).

- **Funding begins** when the student joins the mentor's lab, **and ends** when the student has finished all Rackham requirements for the PhD (but may be extended longer at the mentor's discretion)
- The **student and mentor are responsible for [informing the CMB program](#) and the mentor's primary department of any funding changes, 3-4 weeks in advance of the change** (funding goes through several departments/approvals and can take up to a month to go into effect)
 - **Funding should not be applied retroactively** unless absolutely necessary. This can cause pay or benefit gaps, double-payments, tuition and tax issues, registration holds, etc.
 - **Send both CMB and your primary department all award documents** showing how funds are to be used, start and end dates, and also stipend increases or award changes.
- There may be times when administratively it is not possible to use sponsored funds for student funding, which **requires the faculty member to have access to university or discretionary funds**. *E.g. Registration/mandatory fees when the student is on a GSRA or GSI, and tuition and fees when the student is not appointed to a GSRA/GSI for a full semester.*
- Tuition and fees need to be paid each semester the student is registered for classes, including Fall and Winter semesters, **and any Spring/Summer semester in which they are taking their prelim exam or defending their dissertation**
- **Department funding:** As a reminder, when you joined CMB, your department would have signed a letter of support agreeing to provide interim support, in the unlikely event you are temporarily unable to provide funding for a CMB student.
- Encourage students to apply for [independent funding](#). Important disclaimers:
 - **Please try not to overlap awards** with existing appointments (e.g. CMB training grant).
 - Students who have been on the CMB T32 training grant are **not allowed to be appointed to any other NIGMS training grant** (except the MSTP T32).
 - **CMB students are required to teach one semester** – which must be a PAID position, per Graduate Student Organization (GEO) rules. This will affect current funding. Teaching is also limited on certain grants, like F31s and T32s (which have a limit of 10 hours/week)



INFORMATION FOR MENTORS ON STUDENT MILESTONES



GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

CMB PROGRAM REQUIREMENTS

CMB is a University-wide, interdisciplinary Ph.D.-granting Program that trains students to address problems from multiple perspectives through individualized programs of coursework and research.

As the student's research mentor, you should be aware of the program's requirements for your student to receive their PhD degree. Please use this list (and the timeline provided in [Appendix 2](#)) to review your student's progress during dissertation committee meetings and mentorship discussions. We appreciate your continued support and flexibility in helping your student meet these milestones.

CMB Pre-Candidate Requirements (*Required for advancement to Ph.D. candidacy*)

- CMB New Student Workshop Series – (starts in June the summer students join CMB; includes additional R&R training, plus information for new students throughout the 2nd/G1 year)
- [MORE Mentorship Training Program](#) (completed with PhD mentor upon joining lab)
- [Required Pre-Candidate Coursework](#) (see “Courses and Advising” section)
- [CMB 850 seminar presentation](#) in 2nd/G1 year
- Passing [preliminary exam](#) – oral/written – and [advancement to candidacy](#)

Other CMB Requirements

- CMB Courses
 - [CMB 850](#) (student seminar, *required weekly every Fall/Winter*), students present their research in 2nd/G1 and 4th/G3 years
 - [CMB 630](#) (short course, **required 4 times before defense**)
- [Teaching requirement](#) (1 semester)
- Minimum:** One first-author research manuscript submitted for publication to a peer-reviewed journal before scheduling the oral defense, in which the student has both written the bulk of the paper and contributed the majority of the data. **Recommended:** 3 first-author papers submitted.
- Participation in [CMB student committees](#) for 2 years or more
- Successful completion of [written dissertation and oral defense](#)
- Successful completion of all [Rackham degree requirements](#)

Ongoing or Annual

- Regular attendance at [CMB defenses](#) (at least 4 per academic year – Sept through Aug)
A list of defenses can be found either on the “[Events](#)” page of the website, or the [CMB Google Calendar](#)
- Regular [dissertation committee meetings](#) (2/year after becoming candidate)
- Attendance at annual [retreat and symposium](#) (including poster presentation)
- Completion of [ethics in research training](#) (Responsible Conduct of Research, integrated into Fall and Winter CMB 850 courses)
- [Annual IDP](#) – students create an Individual Development Plan (IDP) and update annually

Additional Expectations for CMB Students Before Graduation

- Presentation of student's work in oral or poster form at a **minimum** of at least one national meeting (reminder: both CMB and Rackham offer financial support for this)

Visit Rackham's [Navigating Your Degree](#) page for detailed information about Rackham requirements and processes. Additionally, a timeline is available on the [CMB Forms](#) page for students to track their milestone progress.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

CMB PROGRAM TIMELINE

Pre-Candidacy (2nd Year/G1 and Before)	
<i>Pre-Clinical Coursework (MSTP only) OR PIBS Coursework</i>	M1 & M2/PIBS Year (Fall & Winter) PIBS 503 – Responsible Conduct of Research (Fall) PIBS 504 – Rigor & Reproducibility (Winter) PIBS/MSTP Coursework CMB core curriculum and electives CMB 850 student seminar highly encouraged
<i>Rotations (at least 3 – more possible)</i>	PIBS Year or G0 Rotation Year (MSTP) Starting summer before this year, until Spring after this year
<i>Selection of Dissertation Mentor</i>	By mid-April in 1st Year (PIBS)/G0 (MSTP)
<i>Pre-Candidacy Coursework</i>	2nd Year/G1 MSTP CMB core curriculum (cell bio, biochem, and genetics – first 2 waived for MSTP students) 6 credits of electives, including quantitative Pharm 502 – required Fall 2 nd /G1 Year CMB 850 – required Fall/Winter Can start taking short course (CMBIOL 630) – 4 semesters required Pre-candidate research course (CMBIOL 599 – MSTP, or CMBIOL 990 – non-MSTP) <i>Mentor submits grade and Semester Report for Fall and Winter</i>
<i>Presentation of first seminar for CMB 850</i>	Nov-Feb of 2nd Year/G1 MSTP
<i>Start attending CMB defenses (4/ year required)</i>	2nd Year/G1 MSTP through graduation
<i>Attend MORE Mentorship Training w/ Mentor</i>	By May/end of 2nd/G1 Year
<i>Prelim Exam (Written/Oral)</i>	Feb/March of 2nd Year/G1 MSTP
<i>Advancement to Candidacy & Assembly of Dissertation Committee</i>	May/June after 2nd Year/G1 MSTP <i>(Following passing oral and written prelim exam)</i>

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

PROGRAM TIMELINE (continued)

<u>Candidacy</u> (3 rd /G2 year and later)	
<i>First Dissertation Committee Meeting</i>	Summer after prelim, or Fall of 3rd/G2 year No later than Nov/6 months after advancing to candidacy <i>Submit proposal to committee and to CMB office; committee submits meeting report with Fall Semester Report</i>
<i>Subsequent Dissertation Committee Meetings</i>	Every 6 months until defense <i>Student submits meeting report with Fall or Winter Semester Report</i>
<i>CMB Courses</i>	Required each Fall/Winter as a Candidate: CMBIOL 850 and CMBIOL 995 <i>Mentor submits Semester Reports each Fall/Winter for CMBIOL 995</i> Required Sp/Su of Defense: CMBIOL 995 Required 4 times before Defense: CMBIOL 630 (short course)
<i>Presentation in CMB 850 student seminar</i>	4th/G3 year
<i>Teaching/Prof Dev Requirement (GSI)</i>	1 term required (typically in 3 rd /G2 or 4 th /G3 year) <i>Please coordinate all GSIs with CMB office at least 1 month ahead</i>
<i>Attend CMB defenses</i>	4 per academic year required until graduation
<i>Renewal of RCR Training</i>	Required first seminar of CMB 850 each Fall/Winter
<i>Write and defend dissertation; complete Ph.D. requirements</i>	Target 5th/G4 year Inform CMB at least 2-3 months before defense

Post-Candidacy

<i>MSTP only – return to medical school</i>	After CMB Ph.D. defense <i>(M.D. and Ph.D. conferred together upon completion of medical school requirements)</i>
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GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

JOINING CMB & LAB SELECTION

Each student selects a dissertation mentor from the CMB faculty to guide his or her dissertation research. If they are interested in a lab where the faculty member is not a CMB member, the faculty member must be willing to apply to and be accepted to CMB, subsequently taking on all responsibilities that come with CMB membership.

As soon as possible after completion of laboratory rotations, the student should submit his/her choice of mentor to PIBS/MSTP and to the CMB program director/program manager. The selection of the dissertation mentor should generally occur by the end of the academic year (by April of PIBS or G0 MSTP year).

Instructions are usually sent to student/mentor pairs in May to formally join CMB and apply for funding. See the "[Funding](#)" section as well as "[Faculty Mentorship Expectations](#)" for more information about agreeing to take responsibility for new CMB students in your lab.

[MORE Mentorship Training](#) is required by the end of the 2nd/G1 year for both the student and mentor (please email a confirmation once you have both attended one of the training sessions).

Additionally, junior faculty members are required to appoint a more senior co-mentor when taking CMB students. This co-mentor should be communicated to CMB by August before the student's first Fall in CMB.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

MENTOR INVOLVEMENT IN COURSES

CMB 850 (Student Seminars) – Each Fall & Winter

- Please attend the rehearsal and seminar for your student mentee.
- Help them prepare a critical review of their own research, choose a topic, and identify high-quality journal articles to help put their research into context.

Research Course – Each Fall & Winter (also Su/Sp if they defend/take prelims)

From the time students join CMB, they should enroll in a research course every Fall/Winter semester, depending on their candidate status. They will enroll under the course ID for their mentor – so their research mentor will be the instructor of the course.

CMBIOL 599: Pre-Candidates from MSTP (letter-graded course)

CMBIOL 990: Pre-Candidates (non-MSTP) (Satisfactory/Unsatisfactory)

CMBIOL 995: Candidates (Satisfactory/Unsatisfactory)

Semester Reports and Dissertation Committee Meeting Reports:

The research mentor is responsible for submitting a grade report (“Semester Report”) to CMB each term. Mentors are also responsible for entering/approving the student’s grade in the Wolverine Access Faculty Center.

For pre-candidates, mentors should communicate any concerns they have as soon as possible, before the student takes their prelim exam (Feb/March) and/or is advanced to candidacy (typically in May).

For candidates, Semester Reports should also include a Dissertation Committee Meeting Addendum (page 3) and progress report attached, and should be submitted together the last week of the Fall and Winter semesters.

Please note the following distinction between the *Semester Report* and *Dissertation Committee Addendum* forms:

- The Semester Report should include information about the student’s performance/progress for work done in the lab and in CMB during that semester, as well as a semester grade.
- The Dissertation Committee Addendum is page 3 of the Semester Report. It should detail what was discussed in the most recent committee meeting, including progress, career goals, CMB milestones, etc., and previous and future meeting dates/times.

Both reports can be found on the [CMB Forms](#) page of the website.

Ethics Training (Responsibility in Research/Rigor & Reproducibility) (PIBS 503/504)

Recognizing the importance of maintaining a conversation about ethical issues in scientific research and in line with NIH mandates, students will be required to participate in ethics refresher workshops. *As part of this training, students are required to engage in a one-hour discussion of ethical issues with their current research supervisors.*

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

PRELIMINARY EXAMS

Timeline

The prelim is to be completed in the student's 2nd/G1 year. The specific timing/dates of the process will be announced in each academic year. A general timeline is below.

Oct/Nov	Student meets with Prelim Coordinator, submits proposal topic in the form of a title and abstract (one paragraph) to Coordinator
Early Nov	Deadline for Coordinator to approve prelim proposal topic
Mid Nov	Draft of Abstract/Specific Aims Page submitted to Prelim Coordinator; student submits names of 2 CMB faculty for prelim committee
Before Thanksgiving	Coordinator identifies 2 additional CMB faculty for prelim committee and appoints committee chair
Early Dec	Deadline for Coordinator to approve student's Abstract/Specific Aims page. Coordinator submits approved Abstract/Specific Aims page to the student's committee.
Early Dec	The student should receive feedback from the Committee on the Specific Aims from the Chair; committee approves abstract/Specific Aims; chair communicates approval and student starts writing proposal
Feb. 1	Student submits full written proposal to committee
1st Week Feb	Committee evaluates written proposal
Feb-March	Oral Prelim Exam Period. All oral exams should be scheduled during this interval unless the committee finds it necessary to delay the exam or there are unavoidable scheduling difficulties.

Preliminary Examination Committee

- Student submits the names of two CMB faculty members who *have agreed to serve* on the examining committee at the time that the Specific Aims page is submitted.
- The student's dissertation advisor may not serve as a member of this committee, but can advise the student on selection of faculty for the committee.
- The Prelim Coordinator (one of the CMB directors) appoints two additional members and appoints one prelim committee member to serve as committee chair.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

PRELIMINARY EXAMS (continued)

Committee Roles & Responsibilities

Prelim Coordinators (Director/Associate Directors) - helps the student form a Prelim Committee (including appointment of chair and adding 2 members to student's chosen faculty); ensures that the timeline of the Prelim exam is followed; approves prelim topic. Each student will be assigned to work with one of the Prelim Coordinators.

Prelim Committee Chair - represents the Prelim Committee and is responsible for giving feedback to the student on behalf of the committee; runs the oral exam; writes committee summary of outcome of the prelim exam; compiles evaluation feedback and sends to student. The student may meet with the Prelim Committee Chair to discuss/submit the Specific Aims page.

Prelim Committee Members - provide feedback to the chair on the specific aims and may request revisions;. provide written evaluations of both the written and oral proposal; may request a delay in the oral exam if serious problems are found with the written proposal.

Prelim Form Submission/Approval

December: *Lab mentors* should submit the Fall Pre-Candidate Semester Report, which includes questions about the student's progress and any concerns the mentor might have about them moving forward with scheduling their oral exam.

February/Early March: *Prelim Chairs* submit the following information **within 3 days** of the student taking their oral exam. The information should be submitted to 1) the student, 2) prelim coordinator and 3) cmbgrad@umich.edu:

- **Prelim Chair's 1-page written summary** of all committee member feedback on both the written and oral components of the exam.
The summary should include the outcome (full pass/conditional pass/fail or retake) on both components (written/oral)
- **Oral and Written Evaluation forms for each member of the committee**, including the chair
- **Student's written proposal** (for CMB records)

If the student retakes the exam, **a new chair summary should be drafted and sent**, to explain the changes that were made, and whether the updates satisfied the committee's feedback to extent that the student has been moved to "full pass" status

All pieces are needed, to be reviewed for the student's advancement to candidacy.

April: *Lab mentors* should submit the Winter Pre-Candidate Semester Report, which includes questions about the student's progress and any concerns the mentor might have about them being advanced to Ph.D. candidacy

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

PRELIMINARY EXAMS (continued)

Mentor's Role in the Prelim Exam

The student is responsible for deciding independently on the problem and devising logical and convincing experimental approaches. When writing the proposal and preparing an oral presentation, students may ask peers and faculty for advice on execution of specific techniques or specific interpretation of published work. ***Faculty can suggest reading materials, but should avoid taking an active part in experimental design.*** Fellow students (but not faculty) can proofread (for spelling and grammar only) the proposal.

When in doubt about appropriate boundaries of advice from others, the student is expected to consult with the Prelim Chair or Coordinator.

What is tested?

The oral exam tests the student's ability to reason analytically and to develop ideas and defend them in front of other scientists. Thus, the emphasis is on hypothesis testing and experimental design. The student should have broad knowledge of the foundational literature of the field and should be familiar with the key past experiments performed that led to the hypothesis, and the important basic concepts.

Students should be familiar enough with techniques to understand theoretical basis, and appropriateness and limitations in addressing the hypothesis being tested. Consulting methods papers, such as those in *Methods in Enzymology* or *Methods in Cell Biology*, is recommended to ensure that the student thoroughly understands the details, strengths and weaknesses of experimental procedures that are central to the proposal.

Furthermore, the curriculum for all CMB students is based on a solid foundation in biochemistry, genetics and cell biology, and students should demonstrate a breadth of knowledge in these areas if relevant coursework had been completed. The committee will discuss whether the student has displayed sufficient depth and breadth of scientific knowledge, insight into experimental design, and ability to think critically, analytically and quantitatively, to predict a high likelihood of success in pursuit of a Ph.D. dissertation.

Evaluation and Outcomes:

The written and oral exams will be evaluated separately by the committee. A student will either receive a pass, a conditional pass or a fail on each component (written and oral) and the committee will also decide on an overall grade.

A successful "full pass" on both components (oral and written) of the prelim exam is required for advancement to candidate status for the Ph.D. degree.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

ADVANCEMENT TO CANDIDACY

Program Committee Approval

The final approval as to whether the student is advanced to candidacy will be made by the faculty members of the CMB Program Committee, and will incorporate the totality of the student's record, including academic record, lab progress, prelim evaluations, and rotation and dissertation work.

The student's dissertation mentor is asked to write a detailed evaluation of the student's performance in conjunction with the review for advancement to candidacy (see "[CMB Forms](#)"). If clarification is needed, the student's dissertation mentor or prelim committee chair may be asked to attend the Program Committee meeting when the student's performance is discussed. If deficiencies are identified, the Program Committee will recommend procedures for correcting the deficiencies to bring the student to eligible status.

Advancement to Candidacy

Once the Program Committee decides to advance the student to candidacy, the CMB Office will process the candidacy with Rackham (typically in the Spring). Students must register for Fall and Winter terms each year after advancing to candidacy, including CMBIOL 850 (student seminar) and CMBIOL 995 (research).

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

DISSERTATION COMMITTEE FORMATION

Dissertation Committee Timeline:

The committee should be established within **one month** after the student passes the preliminary exam. The first dissertation meeting should be scheduled within **six months**; November of the 3rd/G2 year at the latest.

Purpose of Committee

- Monitors quality, efficiency and significance of the research,
- Helps keep the research timeline efficient and on track to minimize the time to degree
- Encourages peer-reviewed publication of research findings
- Provides advice on career paths

Requirements of Committee Membership:

- Dissertation mentor chairs the committee (CMB faculty)
- Committee includes at least 3 additional members – who must also be affiliated with a Ph.D. program (4 graduate faculty in total).
- At least three members of the committee must be members of the CMB program faculty.

Approval of Committee:

Students should submit the names of proposed dissertation committee members and their emails, along with an abstract of the proposed project for approval by the CMB Program Committee.

Areas to be Assessed by the Committee:

- Feasibility of the proposed project/aims
- Quality of the experimental design and results
- Progress on aims
- Focus of the research
- Level of student's effort and productivity
- Quality of the student's writing
- Quality of the student's oral presentation skills
- Progress towards independence
- Progress to publication
- When the student should be expected to begin writing the dissertation
- Ways in which the mentor could facilitate the student's research and professional development

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

FIRST DISSERTATION COMMITTEE MEETING

Scheduling

The first meeting should occur no later than November of the 3rd/G2 year, unless exceptional circumstances pertain, with approval of the Director.

Written Proposal and Oral Presentation

At this meeting the student is expected to present a detailed written proposal for his/her dissertation research. This proposal may borrow from the student's preliminary exam proposal, if appropriate, but should be prepared in consultation with the dissertation mentor, unlike the preliminary exam.

The written proposal should follow standard proposal format: specific aims, background/significance, summary of preliminary data, and research plan. The written and oral presentation should include a hypothetical timeline. In the oral presentation, preliminary data may be presented, but the focus of the first meeting should be on articulating a well thought-out research plan and on getting constructive feedback from the committee.

Submission Timeline

Before the Meeting – submit written proposal at least 3 days in advance to committee members

At the Meeting - The student will provide the committee members with a copy of the PowerPoint presentation of the research proposal at the meeting, as well as the Dissertation Committee Meeting Addendum (page 3 of the Semester Report). This should be filled out at the meeting by the committee, and submitted the last week of the semester with pages 1 and 2 of the report. This report should be signed by both the mentor and student.

For subsequent meetings, students should include a progress report in lieu of the proposal (discussed further below).

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

SUBSEQUENT DISSERTATION MEETINGS

Scheduling

Must be scheduled every 6 months – the student and mentor are responsible for scheduling these meetings, and for telling the CMB office the date and time it will be held.

To facilitate timely meetings, the CMB office may automatically schedule the next meeting on a date (same day of the week and same time) that is 6 months later. If there are conflicts, it is the responsibility of the student and committee to reschedule, ideally \pm 2 weeks from the given date.

Lack of research progress is not an excuse to delay a committee meeting; rather, it is a compelling reason to have one.

A student who has not had a committee meeting within a 9-month period will be considered 'not in good standing'.

The mentor of such a student will not be permitted to accept additional CMB students until this situation is rectified. In special circumstances, a waiver of this rule may be granted by the Director of the CMB Program upon receiving a clear explanation for the delay.

Submission Timeline

Before Meeting:

Submit Progress Report to Committee

The student and mentor should discuss the content of the dissertation committee meeting prior to the meeting and the student should provide committee members with a brief written **Progress Report** (1-2 pages) at least 3 days prior to the meeting.

The Progress Report should include a brief restatement of the aims, a summary of progress, a discussion of problems encountered and a plan for future work. The plan for future work should be organized in terms of 6-month research goals and longer-term goals. The Progress Report should include a list of the student's publications and abstracts for national/international meetings attended; manuscripts planned, submitted and in preparation should be indicated.

Submit Manuscripts to Committee for Review

Manuscripts accepted for publication should be provided electronically to committee, but students may provide drafts if they would like to have comments from the faculty.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

SUBSEQUENT DISSERTATION MEETINGS (continued)

At the Meeting:

Complete Dissertation Committee Meeting Addendum

Each Dissertation Committee Meeting Addendum (page 3 of the Semester Report) should be filled out by the committee at the end of each meeting.

The form should be submitted with pages 1 and 2 of the Semester Report the last week of each Fall and Winter and have attached the student's written progress report and timeline for that meeting. These reports may be reviewed by a director and/or the Program Committee.

Format of Meetings:

There is no fixed length for a meeting but in most cases meetings will be 2 hours in length.

- ***Research Progress***
Oral presentation should focus on progress on the specific aims, problems encountered, plans for publication and future research plans – the latter organized in terms of immediate and long-term goals. If results indicate that aims need to be modified or discarded, this should be discussed and new aims may be proposed or recommended.
- ***Career Development***
During the 4th/G3 year and later, time should be reserved at the end for discussion of career goals. The student should include a slide or two in her/his presentation on this topic.
- ***Candidate Timeline:***
Student should present a formal timeline for completion of the dissertation research, including realistic estimates for research aims. They should also use the CMB Student Timeline document (found on the [CMB Forms](#) page) to track their progress in program requirements as well as expectations such as writing research papers for publication and presenting research at scientific meetings.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

DISSERTATION & ORAL DEFENSE

It is expected that by the end of the 5th/G4 year in the program, students will be ready to propose a dissertation defense date. It is recognized that the timing of research varies and that students will have different timelines. Beyond the fifth year, it is recommended that students schedule dissertation committee meetings more frequently (e.g. every three months) to facilitate research progress toward timely completion of the dissertation and defense.

The Dissertation

Upon approval by the dissertation committee, the student will write a scholarly dissertation, formatted according to the [guidelines of the Rackham Graduate School](#). Published manuscripts are often included as chapters in the dissertation, with appropriate attributions (and recognition of contributions of others).

In addition, a scholarly introduction and discussion are included to provide an integrated dissertation. The discussion is expected to be more than a restatement of the results of the dissertation studies. A scholarly discussion includes the important implications of the work, how it expands the field, and the critical future directions for the research area. CMB recommends that students consult the [Dissertation Handbook](#) provided by the Rackham Graduate School, as they are writing and defending their theses.

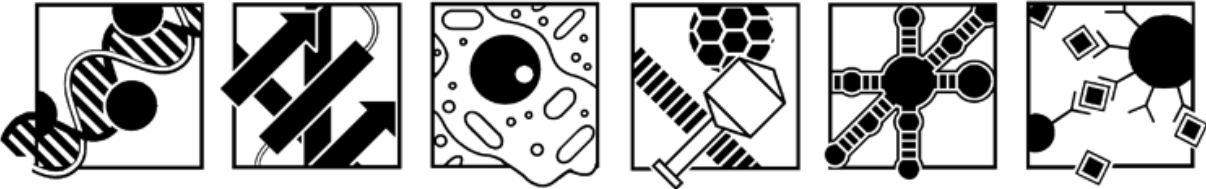
The Oral Defense

The dissertation research is defended at a public seminar followed by a meeting with the dissertation committee. The student should tell the CMB office when they have scheduled a defense date and time, a minimum of 2-3 months before the scheduled oral defense, as CMB needs time to plan the defense, reserve rooms and catering, and wrap up the student's funding.

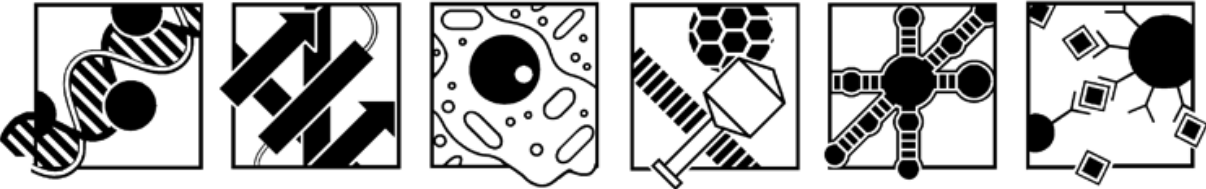
Registration/Tuition and Funding at Time of Defense

Students must be registered for CMBIOL 995 the semester in which the dissertation is defended. This includes the Spring/Summer semester, unless the student defends in the "Winter Grace Period" (mentors should budget for tuition and fees if their student is defending during the Spring/Summer term). Degree conferral deadlines can be found on [this Rackham website](#).

Mentors should refer to these deadlines and work with CMB, their primary department, and the student to determine an appropriate month to end funding (benefits and paycheck) – and to help the student terminate any external fellowships if needed. CMB requires faculty to fund students in their labs until all Rackham requirements are met for the Ph.D. Funding can also be extended at the discretion of the mentor, depending on how much work the student is still completing in the lab, when they are starting a new job/moving, and other factors.



STUDENT FUNDING



GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

STUDENT FUNDING OVERVIEW

Dissertation mentors are required to financially support students during the entirety of their Ph.D. degree. Mentors should have funds available to support students, but should also encourage students to apply for their own funding.

Current Funding Expenses

Tuition: Click [here](#) to view tuition rates – mentors, not students, are responsible for tuition and fees (select “medical school” as the college and scroll to Rackham rates)

Stipend: See the [CMB Funding Info](#) web page for more info on the current Academic HR stipend rate.

GradCare – Covers health insurance and Dental 1 option. Additional options can be elected at student’s expense. See [current GradCare rates](#) (the first section for GSRAs, GSIs and fellowship holders).

PIBS & MSTP Funding Transitions

PIBS students are funded through PIBS for 10 months. This means that students who started the July before their first year will start being funded by their mentor in May the following year. Students who started PIBS in September will be funded by PIBS through the following June, and start funding by their mentor that July. MSTP covers students’ funding through June of their G1 year, and when students go back to medical school after defending their Ph.D.

CMB Funding Coordination

The primary department is often involved in the actual implementation of awards and funding; so it is very important that students and mentors inform both CMB and their primary department of changes. Submit this [CMB Funding Updates form](#) for any changes, including new shortcodes, stipend increases, or teaching positions.

CMB typically needs at least a month to implement a transition from one funding mechanism to another (e.g. university funds to sponsored funds, GSRA to training grant/Financial Aid, etc.). See “Funding Cheat Sheet Based on Award Type” on the top of the [CMB Funding page](#) for a chart explaining different types of awards, how they are paid differently, and how they differently affect things like taxes, benefit elections, pay dates, and more. ***It is not recommended that changes are made retroactively.*** This can not only create administrative headaches, but issues in the student’s paycheck, benefits, tuition, registration and taxes.

Funding Frequently Asked Questions

Please visit the “[Funding Info](#)” page of the CMB website for FAQs, including the current stipend/wage rate, when to contact CMB about funding, EBS Award info (supplement award for individual fellowships), Rackham cost sharing, taxes, and more.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

COMMON FUNDING OPPORTUNITIES

CMB encourages students to seek out funding in many different forms, but here are some common funding opportunities. Please encourage your students to apply.

- ***CMB Training Grant (T32)*** – CMB is funded on a long-standing NIH training grant that provides a number of “slots” for CMB to use as it sees fit. This is typically used for new (2nd year/G1) students, and offered as a merit-based internal competition for 3rd year/G2 students.
How to Apply: CMB sends application instructions to 2nd/G1 and 3rd/G2 years in May.
- ***Regent’s Fellowship*** – an award given to CMB from Rackham Graduate School to award at its discretion. Usually given to one new/pre-candidate student in their 2nd/G1 year. Comparable to CMB T32 support.
How to Apply: CMB will send application instructions to 2nd years/G1 years in May
- ***NIH NRSA fellowships (F30/F31)*** – more information available at [this website](#) or at the [ORSP website](#).
How to Apply: Work with the Office of Research & Sponsored Projects (ORSP) and your primary department; email CMB for program section of the application.
***Note:** F31/F30 appointments cannot coincide with GSI teaching appointments over 25% effort (10 hours/week).
- ***Foundation and Institute Fellowships:*** E.g. National Science Foundation, Department of Defense, American Heart Association, etc.
How to Apply: See the individual organization’s websites for further info/instructions.
- ***Specialized Training Grants:*** CMB students can compete for training support in a variety of specialized areas pertinent to their training, including: Cancer Biology, Microbial Pathogenesis, Organogenesis, Systems and Integrative Biology, Tissue Engineering, etc.
How to Apply: These must be coordinated through the PI/individual programs/departments. A list of available grants can be found [at this website](#).
- ***Rackham Fellowships*** (Rackham Predoctoral/Barbour, Lipshutz/Ayers/Host, etc.)
How to Apply: Some awards can be applied to by the student, and some require nominations from the program. Award info can be found on the [Rackham Funding page](#). If your student is interested in being nominated, contact CMB for application instructions.
- ***Rackham Graduate Student Emergency Funds*** – intended to help meet the financial needs of Rackham graduate students who encounter an emergency situation or one-time, unusual, or unforeseen expenses during their degree including medical emergencies, major accidents, and expenses related to the death of an immediate family member.
How to Apply: Apply on the [Rackham Emergency Funds page](#)

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

COMMON FUNDING OPPORTUNITIES (continued)

- ***Rackham Graduate Student Research Grant.*** – designed to support Rackham graduate students who need assistance to carry out research that advances progress toward their degree. Students can be awarded once as pre-candidates and once as candidates.
How to Apply: Students apply on the [Rackham Graduate Student Research Grant page](#)
- ***Rackham Travel Grant*** – provides travel support for meetings and conferences, etc.
How to Apply: Students apply on the [Rackham Travel Grant page](#)
- ***CMB Travel Grant*** – students are eligible for \$300/academic year to present at national meetings and conferences. Additionally, they can receive \$300 once in their time in CMB to attend a conference with career-related activities, if they are not presenting an abstract. Email CMB for instructions to apply.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

METHOD OF PAYMENT: **EMPLOYMENT/PAYROLL VS. FINANCIAL AID**

Employment (GSRA/GSI) vs. Financial Aid (Fellowships/Training Grants)

Most types of funding (fellowships, training grants, etc.) will be paid to students through the Financial Aid system. On the other hand, when a student is supported by their mentor's funds (e.g. R01) – the grant often requires the student to be paid “wages” instead of a stipend. This means the student needs to be appointed to a Graduate Student Research Assistantship (GSRA). GSRA's provide a tuition waiver (mentor pays around \$166 in fees per semester), plus “wages” (paycheck), and Gradcare benefits.

To avoid switching back and forth between the two systems too often (HR and FinAid), CMB will generally appoint students to GSRA's when paid by faculty funds (sponsored or not).

When a student teaches, the Graduate Employee Organization (GEO) requires that students are appointed to a GSI (Graduate Student Instructor) position. GSI positions also pay tuition (some registration fees must also be paid by mentor for GSIs), monthly “wages” (paycheck), and Gradcare benefits. The GSI benefits generally override any GSRA shortcodes being used for GradCare.

Both GSRA's and GSIs are considered university employees, and receive university benefits.

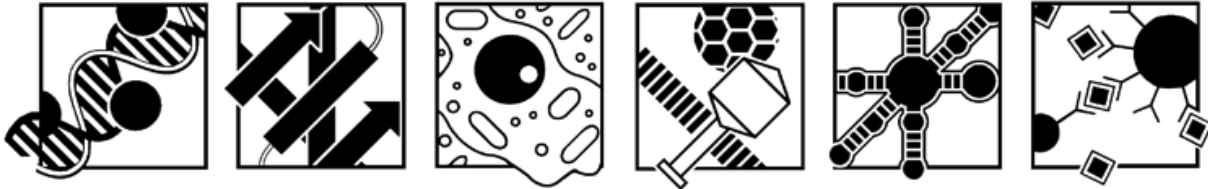
A student can be appointed fully to one of these positions (50% effort – 20 hours/week) – or at a partial appointment (e.g. 25% effort – 10 hours/week), combined with other funding mechanisms.

Note that certain effort percentages allow the student certain eligibility – such as for tuition support, etc. E.g. a student must be at 25% effort GSRA for tuition support, or 23.7% on a GSI (with partial tuition allowed at lower percentages – see [GSA tuition waiver eligibility](#) for more information). Contact CMB if you have questions about your student's particular combination of funding mechanisms.

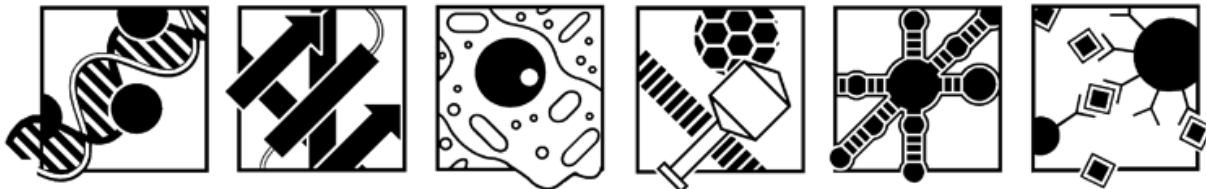
How will my student's funding change when they switch from Financial Aid to Payroll or vice versa?

There are many implications associated with switching between GSRA's/GSIs and other funding methods – including how students will be taxed, pay dates, how benefit elections are paid, and more.

For a complete guide on these differences, see the current “Funding Cheat Sheet Based on Award Type” on the top of the [CMB Funding page](#).



POLICIES ON STUDENT ABSENCES & VACATION



GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

VACATION AND EMPLOYMENT

Participation in the CMB program, without regard to the source of financial support, is to be 12 months per year. Participation includes regularly scheduled program events and registration in the graduate school for relevant course work, directed research and dissertation research.

Student Employment Outside the Program:

The CMB Program follows NIH policy that *students may not be employed outside of CMB*, as Ph.D. training is a full-time endeavor. Occasional exceptions may be made with permission of the mentor and program director. Outside employment subtracts from the time and mental energy a student devotes to their research.

Additionally, the student's GSI appointment (required teaching for one term) – should be approved by the CMB office before the student agrees to accept the appointment, and at least a month before the appointment begins. Per GEO rules, GSIs should be paid positions, which will affect the student's existing funding.

Vacation Policy:

The CMB program adheres to the vacation policy set forth by PIBS:

- Students are entitled to time off during vacation periods, such as university-designated holidays, Winter and Spring breaks, and may request time off during the summer.
- Students must discuss proposed vacation periods with their mentors well ahead of time, and *vacation time is expected not to exceed 4 weeks per year, including all university breaks and mentor-approved vacations.*
- Any further vacation time should have the additional approval of the CMB Director, and it may be granted without financial support.
- Relevant activity such as detached study, internships, or other off-campus coursework may be taken with Director's approval and in consultation with the Program Committee. Activity outside of this will be considered personal and subject to the vacation policy.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

DISABILITY AND PARENTAL ACCOMMODATIONS

Disability Accommodations

The Services for Students with Disabilities (SSD) Office provides many resources and support for students with different abilities and has recently implemented a new system on their website to request accommodations for students. Visit the [SSD website](#) for more information.

CMB is willing to work with students on individual needs to make seminars, web pages and events more accessible. For example, CMB will enable audio transcripts on all seminars and lectures.

Feel free to contact CMB if you have any additional accessibility recommendations.

Parental Accommodation and Students with Children

All eligible students will be granted a Parental Accommodation period up to six weeks long immediately following the birth of a child or the adoption of a child under the age of 6 for whom the student has parental responsibilities. During this period of accommodation, the student may continue to be enrolled as a full-time student. Additional information can be found at the following Rackham website [here](#).

Students with Children Website:

This [site](#) is dedicated to the needs of students at U-M who juggle parenting/family care, study, and work. Resources include childcare, financial assistance, social support, housing, and health care information. For additional information on work/life supports for faculty, staff and students, please also visit [the Work/Life Resource Center site](#) and the [U-M Child Care Gateway](#).

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

MENTOR/LAB CHANGE POLICY

Statement of Principles:

Occasionally, a student may consider leaving their dissertation lab. CMB strives to use a no-fault policy in these circumstances, assuming the student is in good academic standing. This policy is not intended to relieve the student of the responsibility or the choice for finding a new mentor, but to provide access to resources in a supportive and positive environment to move the student forward in the program.

Change of Mentor/Laboratory Policy:

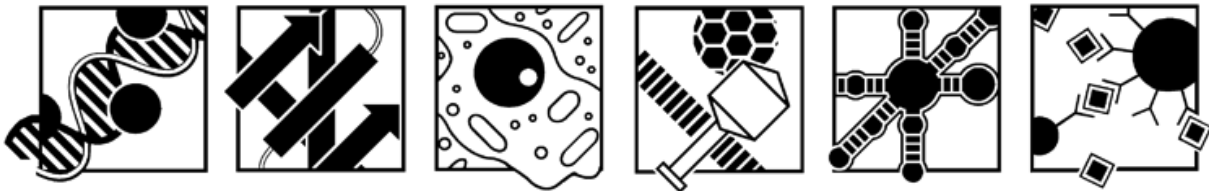
A student considering changing mentors should consult with the CMB Director as soon as possible to discuss all options, recognizing that changing dissertation labs can have significant consequences, including a delayed time to degree. If the student and the CMB Director determine that a change of mentors is warranted, the program will provide the following assistance:

1. CMB will support a formal, but flexible, timeline of rotations to aid in identifying a new dissertation mentor, e.g., 2 one-month rotations with a negotiable third rotation.
2. CMB will assign one or more faculty advisors to assist the student in identifying possible rotation mentors, if needed.

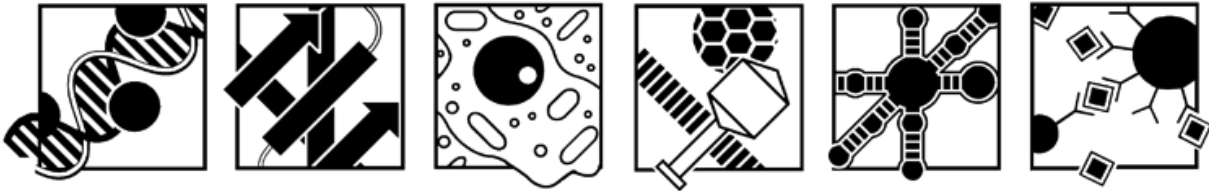
The student is expected to provide a document that summarizes their reasons for leaving their lab. In addition, they should indicate the reason(s) that changing labs will help them achieve their short- and long-term goals. This provides a formal process through which students and advisors will be more likely to make decisions and recommendations consistent with the students' long-term goals. This will be a confidential document* that will be used solely to assist the Director or a surrogate in providing the best possible guidance for the student.

**Note that certain disclosures may require CMB leadership to submit a report with ECRT or DPSS, depending on the circumstances.*

3. CMB will offer to mediate discussions between the former mentor and student regarding the disposition of the student's data, including possible recognition in publications. The mediator could be a member of the CMB Program Committee, the dissertation committee or another faculty member. Any agreement made would have to be satisfactory to both student and mentor.
4. CMB will assist in identifying additional resources and/or mentors to support the student in negotiating the change of labs.
5. CMB will encourage the student to request 2 letters of support from faculty who are well-suited to evaluate the student. These letters are not mandatory or meant to be an additional burden, but to provide potential rotation mentors additional perspective/context.
6. CMB acknowledges that the process of changing labs is stressful. The CMB Director and Associate Directors will serve as resources to support and help the student navigate the process as easily as possible. Students are also strongly encouraged to take advantage of [OGPS](#), [Rackham](#), [Michigan Medicine](#), and other [campus wellness resources](#) available to them.



DEI & CONFLICT RESOLUTION



GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

MISSION & DEI STATEMENT

Diversity, Equity and Inclusion (DEI) in CMB

CMB believes that it is essential to its training mission that students, faculty and staff of all identities and perspectives feel welcome. In recognition of this belief, it is important that we articulate our commitment to diversity, equity, and inclusion.

We commit to increasing diversity within the CMB community by seeking out and supporting members from a vast range of cultures, identities, and beliefs.

We commit to actively challenging and responding to bias, discrimination, and harassment.

We commit to pursuing efforts to develop and maintain a community where everyone is included and valued.

Discrimination and harassment are contrary to the standards and values of CMB and the University of Michigan communities. Discrimination or harassment in any form, including but not limited to race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, ability, religion, height, weight, or veteran's status, will not be tolerated.

Mission

A goal of CMB is to build and maintain a community that values diversity, develops inclusive and antiracist practices, and promotes a sense of belonging for every member of the community. To achieve this goal, we will work to engage with CMB members as well as University leadership to advocate for increasing diversity in the students, faculty, and staff population. We will consciously develop policies to ensure that all members feel that they belong, have equal access to opportunities, can express their opinions freely, and are fully engaged in the program.

CMB DEI Task Force

The CMB DEI Task Force was formed as a resource to advocate for diversity amongst CMB students, faculty and staff, and to promote equitable and inclusive practices within CMB to ensure that every member of the program feels welcome. To fulfill the program's DEI mission, the CMB DEI Task Force will interact closely with all members of the CMB community, gather and disseminate information, collaboratively identify the issues that need to be addressed, and advise CMB leadership on the best courses of action to address these issues.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

CONFLICT RESOLUTION POLICY

As a community made up of students, faculty, and staff, CMB recognizes that conflicts may arise between members of different groups, including between students, between students and faculty, and between faculty. CMB also recognizes that in instances of conflict between students and faculty, the power differential plays an important role in decisions on how to manage the conflict. CMB structures its program elements, including regular individual advising meetings, the MORE committee Shared Expectations mentoring plan, and an opportunity in committee meetings for the student to meet with the committee without the advisor, around reducing potential conflicts. If a conflict arises, several approaches are available to members to resolve the conflict.

Guidance is always available from the CMB Director or Associate Directors. Please seek guidance.

1. Initial approaches to resolution.

CMB strongly encourages attempts to resolve the conflict through guided discussions and mediated negotiation as the first step. In addition to helping solve the conflict, open discussion and/or negotiation can lead to better communication, aligned expectations, and more positive working relationships.

Some guidelines on how to approach the conversation:

- Before the conversation, gather your thoughts and composure.
- Develop a plan for what you want to convey.
- In your conversation, focus on the issue over which you have a conflict.
- If possible, bring specific examples that illustrate the issue.
- Refrain from personal attacks, assumptions, or presumptions of guilt.
- Think about how best to present the situation in a way that helps the person understand your perspective.
- Give the person the chance to explain their perspective about the situation. Listen actively.
- Think of the conflict as an opportunity for all of you to develop a better understanding of each other and a better working relationship.

Regardless of the outcome of this meeting, follow it up with a document (via email or hard copy) to the other person, describing the situation (dates, events) that you discussed, and what was decided after the meeting. Ensure that both parties are on the same page regarding the recap of the meeting. If there is a misunderstanding, assess if future conversation can reconcile the misunderstanding. Documenting your efforts to resolve the situation helps in case similar situations arise in the future.

CMB realizes that a direct discussion might not be comfortable for students in many cases. If the student is uncomfortable approaching the other party, a mediator may be used for this discussion.

2. Informal complaint to program leadership.

If you feel that the conflict has not been satisfactorily resolved despite your best efforts, you can lodge an informal complaint with the CMB program. An informal complaint is handled primarily within CMB, with the program leadership and dissertation committee acting as independent resources for you. Unless the complaint involves a conflict between you and your thesis advisor, you are encouraged to ask for support from your thesis advisor.

To arbitrate as best as possible, the message should clearly detail the nature of the complaint, including details of the events that transpired and when. Provide any evidence you have. If you have documentation of your efforts to resolve the situation directly with the other party, please provide them. Please also indicate what you would consider as a satisfactory resolution.

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

CONFLICT RESOLUTION POLICY (continued)

You are highly encouraged to contact the CMB Director or the Associate Director who acts as the advisor for your cohort unless that person is part of the conflict. You can contact any of the following members, as you are comfortable, to lodge an informal complaint.

- CMB Director or Associate Directors
- Dissertation committee members.
- CMB Program Manager/Graduate Coordinator
- CMB Faculty Ally for Diversity
- The Department Chair of your advisor's department

Each person should: 1) acknowledge receipt of your complaint, and 2) describe the actions taken.

3. Informal discussion or formal complaint to campus resources.

If your problem cannot be resolved at the program level, or if you prefer discussing the matter with someone from outside the program, the following resources are available:

On Campus Conflict Resolutions Resources:

- **Office of the Ombuds**: Student questions, complaints and concerns about the functioning of the University can be discussed confidentially in a safe environment. 6015 Fleming, Phone: (734) 763-3545
<https://ombuds.umich.edu>
- **Office of Student Conflict Resolution (OSCR)**: Promotes justice by facilitating conflict resolution for the Michigan community and creating a just and safe campus climate. 100 Student Activities Building, Phone: (734) 936-6308. <https://oscr.umich.edu/>
- **Rackham Resolution Services/Resolution Officer (RO)**: Advises faculty, staff and students on matters related to student emergencies, crisis situations, disputes, and student conduct violations. The RO also provides information about Graduate School and University policies and procedures, makes referrals, and provides resources when appropriate.
- **Dean of Students** - can moderate issues with other students, faculty or staff, that disrupt their Michigan experience, such as: quarantine or isolation needs, academic support, financial concerns, including emergency funding, campus climate concerns, off-campus roommate concerns or questions, direct referrals to health and well-being resources
- **ECRT Office (Equity, Civil Rights, and Title IX)** (*Formally Office of Institutional Equity/OIE*) – Provides support, resources and education to promote a safe and non-discriminatory learning, living and working environment; ensures equal opportunity for all persons regardless of identity in employment educational programs and activities and admissions. ECRT can answer questions about who qualifies as an **IRO** (Individual with Reporting Obligations, *formally “responsible employee”*)
 - **Submit a Report Here** (to report discrimination, harassment, and sexual misconduct)
- **Clery Compliance Officer (DPSS)**
In compliance with **Clery Act**, the Division of Public Safety and Security (DPSS) and the university track crimes occurring on and near campus and offer that information to the U-M community and the public. The Clery Act Compliance Officer can answer questions about who qualifies as a **CSA** (Campus Security Authority), and what kinds of disclosures need to be reported.
 - **Submit a Report Here** (to report criminal activity)

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

DISCRIMINATION, HARASSMENT, & SEXUAL MISCONDUCT

The priority of the CMB program and the University of Michigan is to maintain an environment free of discrimination and harassment for all students, faculty, and staff. Discrimination and harassment are unacceptable to the CMB and the University community. This policy includes discrimination or harassment based on race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight or veteran's status as set forth in the [SPG 201.35, Nondiscrimination Policy Notice](#), of the University of Michigan.

A claim under this policy may be brought by faculty, staff, or students, or by the University itself. Complaints involving students who are not acting as University employees are described in the Statement of Student Rights and Responsibilities, which is administered by the Office of Student Conflict Resolution (OSCR). The Rackham Graduate School has created a [Discrimination and Harassment Resource Guide](#), as well as a website with information on how to file a formal complaint, resources and university policies and reporting procedures.

The university's [Sexual and Gender-Based Misconduct Policy](#) applies to all students, faculty, staff and third parties on the Ann Arbor, Dearborn and Flint campuses. It includes information about reporting options and obligations as well as available support for those impacted by misconduct.

Members of the CMB community who witness or experience any type of discrimination or harassment *are encouraged to file a verbal or written complaint. They can either:*

1. File a complaint with the Director or one of the Associate Directors of CMB, who will work with the appropriate resources to resolve the issue. For graduate students, the Director or the Associate Director will meet with the student to fully understand the situation, and to see if bringing other members of the community into the discussion is beneficial.

CMB leadership, including the Director, Associate Directors and Program Manager are IROs (Individuals with Reporting Obligations) and CSAs (Campus Security Authorities), who are required to report issues disclosed to them about prohibited conduct and criminal activity in the scope of their employment DPSS. See the next page for more information on confidentiality and reporting.

Reporting an issue does not necessarily initiate an investigation, but allows a trained person to reach out to offer options/resources.

When an issue is disclosed to CMB leadership, the Director will respond to the student in writing, summarizing the discussion and next steps. The Director will involve campus offices as appropriate on a case-by-case basis. The Director or the Associate Director will follow up with the student to update them of progress and to discuss whether the problem has been resolved.

2. Alternatively, the student may consider filing a formal complaint with the Rackham Graduate School Resolution Officer, or the ECRT Office. In case of a complaint against another student, a student may also file a complaint through the Office of Student Conflict Resolution (OSCR).

The Standard Practice Guide for the University of Michigan outlines the full University policy on [discrimination and harassment](#).

On Campus Resources

- [ECRT Office](#) (Equity, Civil Rights, and Title IX) (Formally Office of Institutional Equity/OIE)
- [SAPAC](#) (Sexual Assault Prevention and Awareness Center)

GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

CONFIDENTIALITY & REPORTING

[Several resources](#) are available for students, faculty and staff who experience conduct issues, discrimination, sexual assault, relationship violence, stalking and sexual or gender-based harassment.

All members of the U-M community are encouraged to share any information about possible misconduct with the Equity, Civil Rights, and Title IX Office (ECRT), and to contact DPSS with information about any criminal conduct. Some members of our community are **required** to report based on their employment position within the university. **There are 2 types of reporting responsibilities:**

- **Individuals with reporting obligations (IROs)**

IROs are required, within 48 hours, to share any information they receive about sexual or gender-based misconduct with the ECRT office. IROs include supervisors (including faculty), university administrators (executive officers, deans, department chairs, program admin, and supervisors) and employees in certain designated positions (including resident advisors and human resources staff) and units or departments.

ECRT seeks to support those impacted by misconduct and offers resources and supportive measures even if an individual chooses not to file a report or participate in a formal resolution process. Available support includes academic support and accommodations, university employment modifications, university housing modifications, counseling and/or medical services, security measures, contact restrictions, and advocacy and assistance with legal or other external processes such as seeking a personal protection order. To see the formal Student Process Overview in filing a report, visit this [ECRT Student Process Flow Chart](#).

- **Campus Security Authorities (CSAs)**

CSAs, because of their job functions, have an obligation to notify the university of alleged Clery Crimes reported to them, including second-hand reports and crimes they have personally witnessed.

Generally, the following units or positions are CSAs: CMB program manager and faculty directors, Office of Student Conflict Resolution (OSCR) staff, Equity, Civil Rights and Title IX Office (ECRT), university deans, department chairs, those involved with research involving minors, advisors to sponsored student organizations, and Division of Public Safety and Security (DPSS) employees

How to file a report

- [Submit a Report Here](#) (to report discrimination, harassment, and sexual misconduct – sent to ECRT)
- [Submit a Report Here](#) (to report both sexual/gender-based misconduct, and Clery/criminal misconduct – sent to both ECRT and DPSS)

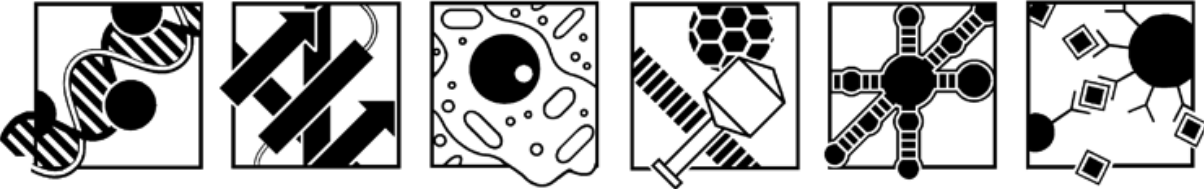
The following offices are designated as “confidential”:

- SAPAC
- Counseling services such as CAPS, med school counseling, OGPS counselors
- Office of the Ombuds
- Student Legal Services
- UHS
- SafeHouse Center

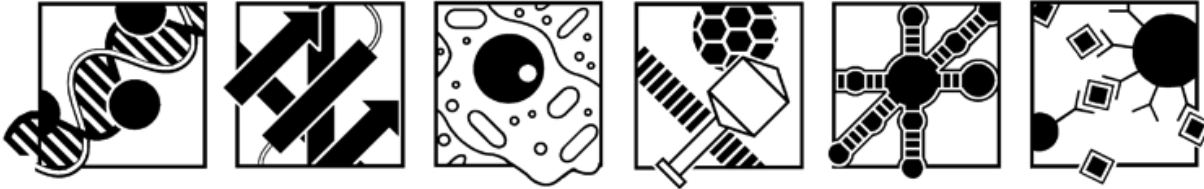
May have reporting obligations (not confidential):

- ECRT
- CEW+ (except CEW counselors)
- Dean of Students
- OSCR
- DPSS
- Identity-related offices (MESA, Spectrum Center, etc.)

[Click here for more information](#) about support options, contact info, confidentiality and reporting.



APPENDICES



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APPENDIX 1: RESOURCES FOR CMB FACULTY

Campus Information Center (CIC)

Need information about a service, contact information, or location on campus? The Campus Information Center has maps and can help get you connected with the right place. Visit their [website](#) or dial (734) 764-INFO.

CMB Website – upcoming events, news articles, “people” profiles, and information for new and current faculty and students.

- [For Current Students/Faculty page](#) – funding information, DEI information and events, policies, etc.
- [CMB Forms page](#) – student timelines, Semester and Dissertation reports, prelim reports, etc.

Center for the Education of Women (CEW+)

[CEW+](#) empowers women and underserved individuals in the University of Michigan and surrounding communities by serving as an advocate and providing resources to help them reach their academic, financial, and professional potential.

Center for Research on Learning and Teaching (CRLT)

[CRLT](#) has many resources and events designed to assist students and postdocs learning to enhance their teaching skills and experience, including a Graduate Teaching Certificate.

Center for Statistical Consultation and Research (CSCAR)

CSCAR provides free statistical consulting to all UM faculty, staff, and graduate students with the design, planning, analysis, and presentation of research studies. CSCAR also offers workshops on statistical methods, statistical software, and qualitative data analysis. Spring workshop offerings include Statistics Review, SAS, SPSS, Stata, SEM and Analysis with R. Visit the [CSCAR](#) website for current offerings and more information.

Conflict Resolution (see “*Conflict Resolution*” for listing of confidential offices)

- **[Dean of Students](#)** - can help moderate issues with students, faculty or staff, that disrupt their Michigan experience, such as:
Quarantine or isolation needs, academic support (including academic notifications for absences from class or academic stress), financial concerns, including emergency funding, campus climate concerns, off-campus roommate concerns or questions, direct referrals to health and well-being resources
- **[Office of the Ombuds](#)** – a place where student questions, complaints and concerns about the functioning of the University can be discussed confidentially in a safe environment. The Office offers informal dispute resolution services, provides resources and referrals, and helps students consider options available to them. The Office of the Ombuds can be reached through the web or by calling (734) 763-3545.
- **[Rackham Resolution Services/Resolution Officer \(RO\)](#)**: Advises faculty, staff and students on matters related to student emergencies, crisis situations, disputes, and student conduct violations. The RO also provides information about Graduate School and University policies and procedures, makes referrals, and provides resources when appropriate.
- **[OSCR \(Office of Student Conflict Resolution\)](#)** – offers a spectrum of conflict resolution pathways that are educationally focused, student-driven, community owned, and restorative in nature, which are adaptable to meet the needs of individuals experiencing conflict.

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APPENDIX 1: RESOURCES FOR CMB FACULTY (continued)

- **[ECRT Office \(Equity, Civil Rights, and Title IX\)](#)** (*formerly Office of Institutional Equity/OIE*) Provides support, resources and education to promote a safe and non-discriminatory learning, living and working environment; ensures equal opportunity for all persons regardless of identity in employment educational programs and activities and admissions. ECRT can answer questions about who qualifies as an [IRO](#) (Individual with Reporting Obligations, *formally “responsible employee”*)
 - [Submit a Report Here](#) (to report discrimination, harassment, and sexual misconduct)
- **[Clery Compliance Officer \(DPSS\)](#)** In compliance with [Clery Act](#), the Division of Public Safety and Security (DPSS) and the university track crimes occurring on and near campus and offer that information to the U-M community and the public. The Clery Act Compliance Officer can answer questions about who qualifies as a CSA ([Campus Security Authority](#)), and what kinds of disclosures need to be reported.
 - [Submit a Report Here](#) (to report criminal activity)

Core Facilities

Core facilities at the University of Michigan are physical footprints on campus where researchers can pay to use equipment that would be too costly for any one single lab to maintain.

Some examples:

- 1) The microscopy core, where scientists (including CMB students) can sign up to use fancy microscopes (e.g., a lattice light sheet microscope), that would not exist at most institutions, let alone in individual labs.
- 2) The advanced genomics core, which uses advanced sequence analyzers to generate genome-wide data sets (single cell RNA sequencing data are often generated through the advanced genomics core).
 - [Medical School Core Facilities](#)
 - [Core Facilities Across Campus](#)

Disability Services/Accommodations:

All academic accommodations for students with disabilities are handled through the [Office of Services for Students with Disabilities \(SSD\)](#). The SSD staff will work with you to determine reasonable academic accommodations. SSD can be reached through the web or by calling (734) 763-3000.

English Language Institute:

The mission of [the English Language Institute](#) Instructional Division is to provide English language instruction to members of the University of Michigan community that promotes effective academic and intercultural communication within and across disciplines at the University of Michigan. They can be reached through the web or by calling (734) 764-2413.

Funding & Taxes

- **[Academic HR](#)** – For questions about GSRA/GSIs, and generally being an employee as a grad student or faculty member.
- **[Payroll](#)** – For questions about your paycheck, and your students’ paychecks (GSRA/GSIs only)
- **[Benefits](#)** – For questions about benefits, including GradCare and other elective options you and your students can choose.
- **[Tax Resources from HR](#) & [Tax Info From Rackham](#)**
(*Note, staff and faculty are not authorized to give tax advice – please consult a tax professional*)

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APPENDIX 1: RESOURCES FOR CMB FACULTY (continued)

Mental Health/Wellness Resources

- **Need help now?** If you think you or someone close to you is in immediate danger,
 - Call 911 or UMHS Psychological Emergency Services at 734-936-5900
 - Call or text 988 for the toll-free National Suicide Prevention Lifeline - you will be connected to a confidential counselor
 - Text 4UMICH to 741741 to connect with a confidential counselor at the Crisis Text Line
 - Visit [CrisisChat.org](https://www.crisischat.org)
- [Faculty and Staff Counseling and Consultation Office \(FASCCO\)](#) provides support and assistance to university staff and faculty in resolving personal or work-related concerns. The goal is to help you develop and foster strengths and resiliency to enhance your emotional health, well-being, and job performance. You can find support here, including confidential and professional counseling, coaching, training, and consultation services for supervisors.
- [Office of Counseling and Workplace Resilience](#) – available to provide short-term counseling, consultation, impactful event support, and information to all Michigan Medicine faculty, staff, house officers, and medical students.
- Encourage your students to seek counseling at either [CAPS](#), [OGPS](#), or [UHS](#)
- [Rackham](#) and [Michigan Medicine](#) have websites with resources and mental health services
- The Campus Information Center has compiled a list of [campus wellness resources](#)

OGPS/PIBS Website

- [Admissions Page](#) – timelines, agendas and instructions on how to submit candidate evaluations in CollegeNet
- [Rotation Information](#)
- [Faculty Page](#)

Rackham Website

[Navigating Your Degree](#) - offers a comprehensive guide to students' PhD requirements, including Rackham dissertation and dissertation committee guidelines, oral exam and final defense information, etc.

Sexual Assault Prevention and Awareness Center (SAPAC):

[SAPAC](#) offers prevention education for students, confidential support for survivors (students, faculty, and staff), and collaborates with other offices to offer trainings, programs, and innovative community engagement strategies to collectively create a campus free from violence.

Office Phone: 734-764-7771 **24/7 Crisis Line:** 734-936-3333

Email: sapac@umich.edu

Spectrum Center

The [Spectrum Center](#) works toward enhancing the campus climate and support services for LGBTQ+ students, staff, and faculty at the university through education, advocacy, and community building.

Sweetland Center for Writing:

The [Sweetland Center for Writing](#), a comprehensive writing center, exists to support student writing at all levels and in all forms and modes, offers consultations and workshops for instructors and students across the University, and conducts research on writing. They can be reached by calling (734) 764-0429.

[Work/Life Resource Center](#) and [U-M Child Care Gateway](#) - for information on work/life supports for faculty, staff and students.

Additionally, for your students with children, the [Students with Children site](#) is dedicated to the needs of students at U-M who juggle parenting/family care, study, and work. Resources include childcare, financial assistance, social support, housing, and health care information.

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APPENDIX 2: CMB STUDENT TIMELINE

Student Name: _____ Mentor: _____

The following are benchmarks the student should use to record accomplishments according to their own experience. It should be used to facilitate discussion with committee members or advisors, and help them stay on track.

Benchmark	Target	Actual (Year & Date)
Year 2/G1 (Pre-Candidate)		
Present CMB seminar (CMB 850)**	Nov - Jan	
Search for GSI appointment for Year 3/G2	By March	
Attend MORE Mentorship Workshop**	Before May	
Create IDP** (Science Careers or MSTP IDP)	Before May	
Apply for Rackham Pre-Candidate Research Grant (before advancing to candidacy)	Before candidacy	
Prelim Passed & Candidacy approved by CMB Program Committee**	By May	
Dissertation Committee formed and approved by CMB Program Committee**	By July	
Attend Fall Retreat (Oct) & Present Poster at Spring Symposium (May)**	Oct/May	
Attend 4 CMB Dissertation Defenses**	Per AY	(Note Dates Below)
Year 3/G2 (Candidate)		
Update IDP**	Annually	
1st Dissertation Committee meeting.** <i>Present detailed thesis proposal</i> (set up 2-3 months ahead).	By Nov	
2nd Dissertation Committee Meeting**	By May	
Teaching Requirement (or Keep Looking for Year 4/G3)	Year 3/G2	
Attend Fall Retreat (Oct) & Present Poster at Spring Symposium (May)**	Oct/May	
Attend 4 CMB Dissertation Defenses**	Per AY	(Note Dates Below)

**Required for CMB Program

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APPENDIX 2 CMB STUDENT TIMELINE (continued)

<i>Year 4/G3 (Candidate)</i>		
Update IDP**	Annually	
Present research seminar (CMB 850)**	Year 4/G3	
2 Dissertation Committee Meetings Per Academic Year** (Record Dates Here)		
Attend Fall Retreat (Oct) & Present Poster at Spring Symposium (May)**	Oct/May	
Attend 4 CMB Dissertation Defenses**	Per AY	(Note Dates Below)
<i>Year 5/G4 or Later (Candidate)</i>		
Update IDP**	Annually	
2 Dissertation Committee Meetings Per Academic Year** (Record Dates Here)		
Attend Fall Retreat (Oct) & Present Poster at Spring Symposium (May)**	Oct/May	
Attend 4 CMB Dissertation Defenses**	Per AY	(Note Dates Below)
<i>Other Milestones Before Defense (No Specific Timeline)</i>		
Complete 4 CMB 630 Short Courses**	4 Times	(Enter Semesters Below)
Participate in a CMB committee** (2 or more years)	Ideally 2 nd /G1–4 th /G2 years	
One first-author research publication submitted**	Before Defense	
Present at national meeting (oral or poster) (Apply for student travel funding)	Before Defense	
Apply for fellowship (see “Common Funding Opportunities” in handbook)	Apply 2 nd /G1 - 4 th /G3 Year	
Apply for Rackham Candidate Research Grant	Usually Year 3/G2 or 4/G3	
Write review article	Before Defense	
Additional research publications (Bring updated CV & Bibliography)	Before Defense	
Supervise other trainees in lab	Note dates	

****Required for CMB Program**