



EXPECTATIONS OF 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.*

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 forms), and help their students prepare for important presentations

II. COMMITTEE SERVICE

Faculty Initials _____

In addition to the service outlined for faculty, mentors are expected to chair the student's dissertation committee, which includes the following responsibilities:

- ***Ensure dissertation committee meets every 6 months***
Mentors are responsible for coordinating bi-annual meetings starting 6 months after the student achieves candidacy. CMB tracks these meetings, so please inform us of all meeting dates/times.
- ***Submit a CMB Dissertation Committee Meeting Report*** within 2 weeks of each meeting, after coordinating feedback from the whole committee (can be found on the [CMB Forms](#) page)
- ***Review the student's progress in CMB, and their career goals.*** Use the CMB Program Timeline document on the [CMB Forms](#) page to review with the student at each meeting.

III. FUNDING

(initial sections A and B separately below)

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 both the CMB program and the mentor's primary department of any funding changes, 3-4 weeks in advance of the change*** (most changes go through several departments/approvals and can take awhile to take effect)
- ***Funding should not be applied retroactively*** unless absolutely necessary. This can cause issues with pay or benefit gaps, double-payments, tuition and tax issues, registration holds, etc.
- 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.*



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(continued)

- 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 support:** In the event that you are temporarily unable to provide funding, your department agrees when you join CMB to provide interim support until funding is re-established

Faculty Initials (Section A) _____

B. Encourage students to apply for independent funding, such as NIH F31s/F30s, institute fellowships and awards, Rackham awards, and others.

- **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).
- **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.
- **CMB does not provide budget tracking/accounting services** for you or your student's award - mentors and their financial or post-award admin are responsible for budgeting/accounting of funds, and informing CMB which changes need to be made.

Faculty Initials (Section B) _____

IV. 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 each Fall/Winter semester**, in Wolverine Access (by the deadline). CMB will provide further instructions.

V. MISC. MENTORSHIP RESPONSIBILITIES

Faculty Initials _____

- **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.
- **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.
- **Generally be accessible to students** by email and in the lab (respond to emails within 3 days)