



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.*

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 at the end of each Fall/Winter semester.**
This report is available on the [CMB Forms](#) page, and 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:



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(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).

- **Mentor funding begins** after 10 months of PIBS funding, or in July for MSTP students. **Funding ends** when the student has finished all Rackham requirements for the Ph.D. (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.
- 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).
- 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 discretionary funds**. *Examples include registration fees whenever a student is on a GSRA or GSI, and tuition, in cases when the student is appointed for only a partial semester.*
- Tuition and fees need to be paid each semester the student is registered for classes, including Fall and Winter, **and any Spring/Summer semester in which they are taking their prelim exam or defending their dissertation**. See Rackham [Candidacy Deadlines](#) for details on taking prelims without paying Sp/Su tuition, and [Conferral Deadlines](#) for details on defense Grace Periods.
- **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. If this situation arises, let CMB know right away.