Graduate School of Biomedical Sciences
Faculty Membership

There are three categories of Graduate School Faculty:

1) Member, Graduate School Faculty,
2) Member, Graduate School Faculty and Qualified Primary Master’s Thesis Mentor,
3) Member, Graduate School Faculty and Qualified Primary Dissertation Mentor.

Graduate School Faculty Membership.
Membership *is required* to direct courses, to act as primary mentor for graduate students, and to serve on graduate school administrative committees. Appointment as either Qualified Primary Master’s Thesis Mentor (QPMTM) or Qualified Primary Dissertation Mentor (QPDM) *is additionally required* to act as primary mentor for Master’s and doctoral students, respectively. Membership *is not required* to teach graduate courses or serve on thesis and dissertation committees. Graduate School Faculty Membership is contingent upon the faculty member being accepted into an existing graduate program. Application for Graduate School faculty membership should be coordinated with the Graduate Program of interest. Individual programs may have specific criteria. Please contact the Program Director in the appropriate program prior to submitting application to the Graduate School.

Application to the Graduate School for faculty membership *minimally requires*:

(i) A letter:
- That indicates the category (Member, QPMTM, or QPDM) and graduate program for which appointment is sought;
- That summarizes the applicant’s teaching and mentoring experience;
- That describes the qualifications of the applicant to teach and, where applicable, mentor graduate students in the relevant program;
- That is co-signed by the applicant, the applicant’s primary Department Chair and the Graduate Program Director. Where considered appropriate, the additional endorsement of a secondary department Chair may be requested.

(ii) A curriculum vitae, in MCW or equivalent format, that includes descriptions of:
- Educational and employment history;
- Research activity and funding;
- Publications;
- Teaching and mentoring experience;
- Committee and other service.

Qualified Primary Master’s Thesis Mentor (QPMTM) and Qualified Primary Dissertation Mentor (QPDM).
Appointment as QPMTM or QPDM requires:
- Appointment as a Member of the Graduate Faculty.
- Evidence that the applicant can provide an academically active environment for graduate student training. Evidence may include peer-reviewed publications, competitive research awards, and participation in the conceptualization, design and execution of funded research.
• That any previously mentored graduate students completed training in a successful and timely manner.
• That the applicant has participated in the activities of the graduate program to the satisfaction of the Program Director, and is supported in the application by the Chair of their primary department.

In the event that a graduate student advisor loses their QMPTM or QPDM status, then the Dean of the Graduate School will confer with the Program Director and the student’s departmental Chair, to determine whether a change of mentor will best serve the student or be detrimental. If a change of mentor is advised, the Program Director will be charged with identifying an alternative mentor. If a change of mentor is not deemed in the student’s best interest, then the student’s advisor will continue as Primary Mentor until graduation but will otherwise relinquish all other privileges associated with QMPTM or QPDM status until re-appointed.

For all Appointments:

It is expected that established graduate school faculty should have demonstrated a history of commitment to teaching and, where appropriate, mentoring graduate students. Adjunct faculty and applicants who are not appointed to an MCW Graduate School department or otherwise lack graduate school teaching or mentoring experience commensurate with the appointment sought may substitute related activities, such as medical school teaching, and their appointment will be expected to be justified and strongly supported by the Graduate Program Director. Adjunct faculty must additionally submit the letter of support for their appointment to MCW from their Department Chair or Institute Director that identifies the MCW core missions to which the individual is expected to contribute, as described the Information for Faculty Handbook (Section 2.3A of the 17th May, 2013 Edition).

Applications should be sent to the Faculty Credentials Committee (FCC), Graduate School of Biomedical Sciences for review. Information about applicants to the Graduate School Faculty may be solicited by the FCC from other sources, e.g. Course Directors or the Graduate School. A full application is required for all new applicants and from applicants requesting a change in category (from Member to QPMTM or QPDM and from QPMTM to QPDM). Graduate faculty who have current membership as a QPMTM or QPDM and are requesting membership to (an) additional graduate program(s) should send a request letter co-signed by the Program Director and Chair from the Department with which membership is being requested. The FCC will review applications as needed and will make recommendations to the Dean of the Graduate School. The Dean will make the final decision and will convey the final decision to the applicant, the Program Director, the Department Chair and Department Administrator. Unsuccessful applicants may re-apply via the FCC at any time or appeal the decision directly to the Dean.

Appointment covers the period between graduate program reviews, and reappointment requires review by the FCC as a component of the 5-year program review. Program Directors will be requested to submit a list of faculty requesting reappointment along with their CVs to the FCC at the beginning of the program review process. Reappointment at the same level for the same program does not require a letter of support.

This revision was approved by the Graduate Studies Council on June 2, 2014.