

Faculty Membership Committee Mission: Maintaining a faculty who are committed to graduate education and who effectively conduct imaginative research programs is critical to the success of the program. Faculty contribute through roles as either training faculty, who directly mentor CSD students in their research labs, or non-training faculty, who contribute to the education, service, and intellectual community of CSD but do not mentor CSD students in their research labs. The Membership Committee is charged with 1) evaluating new faculty member applications, and 2) reviewing current members' credentials and participation.

1. *Application and Evaluation Process for New Faculty Membership:* The Program Director is the initial contact for prospective faculty and advises potential applicants of the criteria and Program requirements for membership. Faculty applicants are required to submit a current CV, list of current and pending financial support and completed CSD membership questionnaire. In addition, applicants with limited extramural grant support but substantial other funds (including start-up funds) must also submit a letter of support from their departmental chair. The Membership Committee receives and evaluates these documents. Applicants determined to meet the criteria of the Program on paper are invited by the committee to present a research seminar and meet with students. The committee then discusses the candidate and makes a recommendation to the Program Director regarding the suitability of the candidate. This determination is based in part on confidential comments from faculty and students that are solicited after the research seminar and meeting with students. Within one month following the application seminar, the Membership Committee will vote on whether to recommend the applicant for faculty membership. If a majority support membership, then the full faculty will vote electronically.

The ballot will consist of three options: YES, NO, and DISCUSSION NEEDED

If ANY faculty member votes NO or DISCUSSION NEEDED, a membership decision will be deferred until a discussion can take place at the next general faculty meeting. At that point, the membership committee will summarize their evaluation of the applicant, and faculty will discuss and vote by ballot. The paper ballot vote requires a 2/3 affirmative vote by a quorum of the Program faculty. A quorum is defined as 2/3 of the total faculty. Ballots will be provided to those in attendance at the general faculty meeting. All votes will be kept confidential. Faculty meetings will be called semi-annually, in December and June.

2. *Criteria for Selection of Program Faculty:* Faculty membership does not require research in a specific area of cell biology, stem cells or development. Individuals with active programs of *hypothesis-driven* or *discovery-based* research that focus on how tissues and organisms develop and function at cellular and molecular levels will be considered for membership. A commitment to diversity, equity and inclusion is also required.

2.1. *Training Faculty:* The criteria for the selection of training faculty include all members of UCD faculty who: (i) are active as a principal investigator on an NIH R01 or equivalent grant with a stable pattern of funding (with the exception noted below for junior faculty, paragraph 2.1.1.), (ii) are active in the training of graduate students or postdoctoral fellows; (iii) have a history of being participatory in graduate training activities including support for departmental or interdepartmental Ph.D. training programs and graduate (Ph.D.) teaching activities; (iv) are actively involved as a major research interest in research related to CSD programmatic themes as described above in paragraph 2; (v) have membership in the UCD graduate school faculty, and (vi) are independently appointed, not subservient to the aims of other investigators, and at the rank of assistant professor or above. Full-time faculty at National Jewish Health (NJH) with university-equivalent rank of Assistant Professor and above, and who meet all other criteria as stated above, are also eligible for membership. Because of the above listed requirements, generally only tenure track faculty will be considered for program admission.

2.1.1. *Newly Appointed Faculty:* For newly appointed faculty hired at the Assistant, Associate or full Professor levels, the funding criterion can be temporarily waived for a period of up to three years provided the faculty

member has been given a startup package sufficient to support graduate education and the candidate's chair writes a letter clearly stating that the department will guarantee the stipend, tuition, insurance, fees and funds to support the student's research until the completion of the Ph.D., if the faculty member fails to obtain grant funding and exhausts available startup funds. At the end of three years, faculty in this category will undergo a review as detailed in Section 3.

2.2. Non-training Faculty Members: Non-training faculty members have all the rights, privileges, and responsibilities of training faculty members except non-training faculty will not serve as primary mentors for graduate students in the CSD Program.

Non-training faculty members, like CSD Program Training Faculty, are expected to regularly:

- i. Serve on CSD graduate student comprehensive & thesis committees,
- ii. Teach in CSD courses,
- iii. Attend CSD Program seminars, retreats and mini-symposia,
- iv. Serve on CSD Program standing committees,
- v. Attend and vote at CSD Program Faculty Meetings.

Non-training faculty membership will be recommended for CSD Program faculty who wish to participate in the academic aspects of the CSD Program but are unable to financially support graduate student thesis research in their labs. Non-training faculty members need to maintain active graduate school appointments. Upon securing funding sufficient to support student thesis research, a non-training faculty member can request a change in status to training faculty pending a review as detailed in Section 3.

2.2.1. Eligibility for non-training faculty: Membership as non-training faculty is open to 1) faculty previously appointed as training faculty in the CSD Program that at the time of their five year review lack the funding required for student training (see paragraph 3); 2) existing faculty that no longer desire to mentor graduate students but still desire to be involved in the CSD educational mission, and 3) new faculty that do not currently have the funding required for student training but are committed to being involved in the CSD educational mission.

2.2.2. Decision to recommend new faculty applicant as a non-training member: Following a review of application materials, discussion about the faculty applicant's seminar and input from program faculty and students, the Membership Committee may choose to recommend that the candidate be forwarded to the full faculty as a non-training member. In that event, the Membership Committee Chair will inform the Program Director of that decision. The Program Director will then contact the faculty applicant and discuss the committee's decision. The faculty applicant can provide additional information which can be used in a re-evaluation. Otherwise, the program director will confirm with the Membership Committee chair that a discussion has occurred and that the faculty candidate wishes to move forward. The Membership Committee chair will then forward the application to the full faculty for consideration as a non-training member.

3. Review of Current Program Faculty: Program Membership for both training and non-training faculty members will be reviewed every five years. A questionnaire will be sent to each faculty member being reviewed, requesting an updated *curriculum vita*, a listing of current support, and evidence of participation in CSD program activities. Based on this information, the Membership Committee will make recommendations to the Steering Committee for continued faculty membership. Recommendations by the Membership Committee will be approved or disapproved by the Steering Committee by a simple majority vote. If the Steering Committee disapproves the recommendation of the Membership Committee, the recommendation will be returned to the Membership Committee for re-evaluation. A second disapproval by the Steering Committee will be taken as the final recommendation (positive or negative). If the Steering Committee does not support continued membership, the affected faculty member will be notified of this decision by the Program Director. Should a faculty member slated to undergo a review have a current CSD student in their lab, they will be

reviewed when the student completes their thesis work and graduates. Should a faculty member have multiple CSD students in their lab, the review will take place after the next student graduates.

3.1. Criteria for continuation as training faculty: The criteria for continuation of membership as a training faculty are: (1) commitment to the program through service on student thesis or other faculty committees of the program; (2) involvement in teaching and/or other educational functions of the program such as seminars and retreats; and (3) sufficient funding to cover costs of student training. Active training faculty that fulfill requirements 1 and 2, but that do not have sufficient financial support for student training at the time of the review, will be recommended for membership as non-training faculty.

3.2. Criteria for continuation as non-training faculty: Criteria to remain as non-training faculty are commitment to the program through service and involvement in the educational mission of the program as described for training faculty.

3.3. Transitioning from non-training to training status: When sufficient financial resources for student training are re-achieved, the faculty can apply to transition to training faculty through an email request to the Program Director. The faculty member must attach a current CV to the request (and the faculty questionnaire if more than three years has elapsed since joining CSD in non-training status). The change to training status will be made following a recommendation by the Membership Committee and does not require a vote by the full CSD membership.