

Governance of the
Molecular and Cellular Biology Program

January 1, 2020

1. General

- 1.1. The Molecular and Cellular Biology (MCB) Program is an interdisciplinary graduate program administratively housed in the Graduate School and jointly administered by the UW (through the Graduate School and School of Medicine), and the Fred Hutchinson Cancer Research Center (FHCRC). It was formally established as a degree program in 1994.
- 1.2. The MCB program involves ten basic science departments at UW and five basic science divisions at FHCRC, as well as faculty at the Benaroya Research Institute (BRI), Seattle Children's Research Institute (SCRI), and Pacific Northwest Research Institute (PNRI).
- 1.3. It is administered by an interdisciplinary group ("MCB Faculty"). MCB Faculty provide admissions support, curricular oversight, student advising and mentoring, and recommends graduation for PhD students.
- 1.4. The MCB Faculty may offer coursework under the prefixes CONJ or MCB to support the program.
- 1.5. Program leadership consists of two Program Directors, supported by Administrative Staff and advised by the MCB Steering Committee. Program Directors will report, on an annual basis, program outcomes to the Graduate School.

2. Revisions

- 2.1. Revisions to this document is by quorum majority vote of the MCB Steering Committee, with notification to the Graduate School and School of Medicine.

3. Program Administration and Governance

3.1. MCB Faculty

MCB Faculty are Graduate Faculty engaged in research, teaching, advising, and mentoring students in the field of Molecular and Cellular Biology. The group includes members from the participating departments and institutes: FHCRC, BRI, PNRI, Biochemistry, Biological Structure, Biology, Genomes Sciences, Global Health, Immunology, Microbiology, Pathology, Pharmacology, and Physiology and Biophysics. The Program Directors are members of MCB Faculty.

By requesting MCB faculty membership, the faculty commits to active participation in the MCB program. MCB faculty are expected to contribute to graduate teaching, serve on student committees, participate in admissions, recruitment, and serve as area directors. Our commitment to faculty professional development enables faculty to be effective and thoughtful mentors.

The MCB Program Directors report to the Dean of the Graduate School regarding matters pertaining to the academic program and MCB Faculty structure.

3.1.1. Selection and appointment

The Program Directors vote to approve new members of the MCB Faculty. New members are confirmed when approved by the directors and endorsed as graduate faculty who can chair committees as per Graduate School Memo 12: Membership in the Graduate Faculty and Endorsement to Chair Doctoral Supervisory Committees.

3.1.2. Conduct admissions review

MCB Faculty will serve on the Admissions Committee at least once during their service to the Program. Co-Directors chair the admissions committee. Each year, 15 members from the UW and 15 from FHCRC are asked to serve on the committee.

3.1.3. Participate in program events

MCB Faculty will also attend and participate in annual events. As of this writing, these events include: (1) student orientation faculty talks, (2) literature review class, (3) MCB faculty fall poster session, (4) recruitment dinner, (5) recruitment poster Session.

3.1.4. Contribute to MCB curriculum

MCB Faculty will endeavor in good faith to teach at least one core or elective class for MCB students during their service to the MCB program. They will also advocate within their unit or division for assignment of appropriate faculty to teach core courses.

3.1.5 Area of Interest Directors

Nine areas of interest serving subdisciplines within MCB each have 2 faculty serving as area of interest directors. Area of interest directors evaluate curricula annually to recommend changes or additions. Area of interest directors also provide student advising and mentoring in the different scientific areas of interest represented within MCB. Area of interest directors are selected by the MCB directors and confirmed on an annual basis.

3.2. MCB Steering Committee

3.2.1 Steering Committee Composition

The MCB Steering Committee is made up of the Department or Division Chairs or their representatives, former MCB Directors, and two student representatives.

3.2.2. Roles and Responsibilities

The MCB Steering Committee provides oversight of the degree program. This includes responsibility for the curriculum, admissions process, student progress, and graduation.

3.2.3 Provide academic and curricular oversight

The MCB Steering Committee advises program directors on new initiatives and curricula changes. MCB Faculty provides curricular development, student advising and mentoring and recommends graduation for students.

3.2.2. Lead academic program review and any required accreditation reviews

The program directors in consultation with the MCB Steering Committee will lead the ten-year academic program review and any required accreditation reviews.

3.2.3. Voting faculty and process

Formal action on the curriculum, leadership, and MCB Steering Committee membership is by quorum majority vote of current members of the MCB Steering Committee. Votes may be held in person, digitally, or by paper ballot, at the discretion of the Program Directors.

3.3. Program Directors

3.3.1 Selection and appointment

An MCB Co-Director serves a 5-year term. A director may be reappointed for a second full or partial term with approval by the MCB Steering Committee, Graduate School, and School of Medicine. New directors must be an Associate or Full professor or member with an actively funded research program and are identified based on their well-established involvement in MCB program and solid history of mentoring graduate students. Incoming directors of the MCB program are identified by the current directors and are confirmed by the MCB Steering Committee. The Graduate School Assistant Dean of Academic Affairs and Planning, in consultation with the School of Medicine, will assure coordination of service load and administrative appointments. The nomination is then forwarded for recommendation and appointment by the Dean of the Graduate School.

3.3.2. Roles and responsibilities

The MCB program is overseen by two Directors: one at UW and one at FHCRC. The Directors make policy decisions, guide and approve each student's program of study, make final decisions on admissions, and serve as course directors for MCB 514, MCB515, and MCB516. Directors also recruit area directors and MCB Steering Committee members.

3.4. Administrative Staff

3.4.1 Oversee day-to-day operations

The MCB Program Manager oversees the day-to-day operations of the MCB degree program.

3.4.2 Budgetary oversight

The MCB Program Manager oversees the budgets of the MCB degree program in coordination with the MCB Director, and the Graduate School. Annual budget meetings are required with The Graduate School.

3.4.3 Hiring and supervision of staff

The MCB Program Manager supervises and coordinates hiring of MCB degree program staff.

4. Students and Student Support

4.1.1 Process for reviewing and assuring the number of students

Each Fall, the MCB directors identify 25-30 MCB faculty members that will serve on the Admissions Committee that reviews and evaluates students for the MCB degree program. Program leadership will report these outcomes to the Graduate School on an annual basis.

4.1.2 General student profile

The MCB program's goal is to recruit students of high aptitude and skills to conduct research in the labs of MCB faculty members. In their first year, MCB students are required to enroll in three laboratory rotation courses. After completion of their first year, students are expected to select a permanent academic advisor in whose laboratory they will pursue dissertation research.

4.1.3 Supervisory Committee

After students select a permanent academic advisor, they will form a supervisory committee with their academic advisor as Chair and at least 4 additional MCB faculty. MCB students must meet with their supervisory committee each year and the supervisory committee will assess continued academic progress as per the supervisory guidelines <https://mcb-seattle.edu/wp-content/uploads/Documents/MCB-Supervisory-Committee-Meeting-Guidelines-2017.pdf>

4.1.4 Graded Credits

MCB Students must complete 18 graded credits of coursework. Students are further required to attend three lectures and one discussion of the Biomedical Research Integrity Program.

4.1.5 Funding

The permanent academic advisor shall provide tuition and stipend support as long as students remain in good academic standing.

4.1.6 Probation

Probation is the mechanism by which the Supervisory Committee can communicate serious concerns about a student’s ability to achieve a timely PhD in MCB, within the 5-6 year time frame as per the probation process: <https://mcb-seattle.edu/program-requirements-3/annual-committee-meeting/>

5. Diversity Training Plan

Our commitment to work toward a program that values diversity requires that we promote and undertake activities and training that enhance our understanding of individual and group diversity.

5.1.1 Participation and Tracking

MCB faculty are expected to engage in activities designed to promote welcoming environments for students from traditionally underrepresented in Science as defined by the NIH <https://diversity.nih.gov/about-us/population-underrepresented>. Participation in the MCB program diversity training and activities can be demonstrated in various ways.

MCB will provide an Appendix A with diversity training and activities available to faculty. Information will also be available on the MCB website at <https://mcb-seattle.edu/>. Faculty may submit to directors’ activities to be considered that are not listed in Appendix A.

MCB will track participation through the annual MCB Faculty Survey. MCB faculty can also provide participation updates by sending an email with details of participation to mcb@uw.edu. MCB faculty are expected to participate in one diversity activity or training every three years.

Appendix A* Updated 6/18/20

FACULTY DIVERSITY TRAINING RESOURCES	
National Conferences (represents 2 units)	
Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS)	https://www.sacnas.org/
Network for Advancing and Evaluation the Societal Impact of Science (AESIS)	http://aesisnet.com/
Annual Biomedical Research Conference for Minority Students (ABRCMS)	http://www.abrcms.org/
Association of Higher Educations and Disability (AHEAD)	https://www.ahead.org/home
FHCRC Diversity and Inclusion Seminars	Intranet Only – Denise working with Andrea to get information (as of 6/16/20)
Seminar Series (represents 1 unit)	

UW Graduate School Faculty Seminars	https://grad.uw.edu/equity-inclusion-and-diversity/programs-resources/for-faculty-and-staff/faculty-seminars/
Public Lecture Series	http://grad.uw.edu/public-lecture-series/
Workshops (represents 1 unit)	
UW Leadership Workshops	https://www.washington.edu/raceequity/resources/leadership-workshops/
NRMN Culturally Aware Mentorship (CAM) Intro	https://nrmnet.net/blog/2017/04/23/nrmn-announces-culturally-aware-mentorship-cam-training-module/
Prevention of Sexual Harassment	This is a POD course offered through UW https://ucs.admin.uw.edu/pod/Course/Details/psh00
Other Diversity Resources	
UW Race and Equity Initiative	https://www.washington.edu/raceequity/resources/
UW Diversity and Inclusion Programs	https://www.washington.edu/diversity/faculty-staff/

**Appendix A is a guide only. Faculty can participate in other activities.*

MCB Manager is responsible for updating Appendix.

Please contact MCB program directors with questions about acceptable activities.