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 divisions at FHCRC, as well as faculty at the Benaroya Research Institute (BRI), Seattle Children’s Research Institute (SCRI), Pacific Northwest Research Institute (PNRI), and the Allen Institute.

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 are 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, SCRI, AI, Biochemistry, Biological Structure, Biology, Genomes Sciences, Global Health, Immunology, Laboratory Medicine and Pathology, Microbiology, 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, including training in Diversity, Equity, and Inclusion, 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. Although students may rotate with non-MCB faculty upon approval of the program directors, faculty must apply to become MCB program members within one quarter of accepting rotation students.

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, committee members are selected from the annual faculty participation survey.

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, two student representatives, and a representative from the MCB DEI Committee.

3.2.2. Roles and Responsibilities

The MCB Steering Committee provides oversight of the degree program. This oversight 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.

3.2.3. 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 Graduate Faculty 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 they are identified based on their well-established involvement in the MCB program and solid history of mentoring graduate students. Incoming directors of the MCB program are nominated by MCB faculty and students, or they may self-nominate. A selection committee of MCB faculty, staff, and students reviews the nominations and selects the top candidates, who meet the MCB student body through a Townhall. The selection committee forwards the student input and their own recommendations to the MCB Steering Committee for final selection. The nomination is then forwarded for recommendation and appointment by the Dean of the Graduate School. 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.

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, MCB 515, and MCB 516. Directors also recruit area directors and MCB Steering Committee members.

3.4. Administrative Staff

3.4.1 Oversee day-to-day operations

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

3.4.2 Budgetary oversight

The MCB Director of Operations oversees the annual budget of the MCB degree program in coordination with the Director of Operations at Fred Hutch, MCB Co-Directors, and the Graduate School. Annual budget meetings are required with The Graduate School.

3.4.3 Hiring and supervision of staff

The MCB Director of Operations supervises and coordinates hiring of MCB program staff. The co-directors and Graduate School select and hire the director of operations.

4. Students and Student Support

4.1.1 Process for reviewing and selecting the number of students.

Each Fall, the MCB directors identify 25-30 MCB faculty members who 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 faculty, of which 2 must be 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/MCB-Supervisory-Committee-Meeting-Guidelines-2019.10.pdf

4.1.4 Graded Credits
MCB Students must complete 18 graded credits of coursework prior to taking their general exam. Students are further required to attend three lectures and two discussion groups of the Biomedical Research Integrity Program.

4.1.5 Teaching Experience

MCB Students are required to serve as Teaching Assistants for 2 quarters in their second year. One quarter must be an academic TAship and the other quarter an academic or community outreach TAship. MCB students do not receive stipend compensation for teaching.

4.1.6 Funding

The permanent academic advisor or the academic advisor’s department or division shall provide tuition and stipend support as long as students remain in good academic standing.

4.1.7 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.

MCB faculty are expected to engage in activities and/or training designed to promote welcoming environments for students 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.

5.1 Diversity Activity/Training Requirements

MCB faculty are required to participate in 2 equity, diversity, and inclusion (EDI) trainings every three years. New MCB faculty are required to have a minimum of 2 hours of diversity and/or mentor training when applying to the program, or complete the training within the first 12 months of membership.

5.2 Training Resources and Tracking

MCB will provide the training workshops annually and will track participation through the annual MCB Faculty Survey. MCB faculty can also provide updates by sending an email with details of participation to mcb@uw.edu. Faculty who participate in similar training in their home department will satisfy the MCB requirements.
6. Program Participation Requirements

In addition to EDI training, MCB faculty are expected to participate in program activities which include but are not limited to graduate teaching and mentorship, service on supervisory committees and as area directors, and participation in orientation and recruitment events.

6.1 Program Participation Requirements

MCB faculty are required to participate in 5 units of activities over three years (See Appendix A for list of activities).

7. Membership Withdrawal and Reinstatement

Faculty who are inactive over a 3-year period will have the opportunity to withdraw their membership from the program. If faculty wish to maintain their membership, they will have 12 months to complete program participation and training requirements.

Appendix A* Updated 7/24/20

<table>
<thead>
<tr>
<th>Participation Activities</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Teaching a 500-level class in which MCB students are enrolled = 1 unit per each hour of class time for a maximum of 5 units. Course organizer = 5 units</td>
<td>5 units</td>
</tr>
<tr>
<td>BRI (lecture or discussion)</td>
<td>2 units</td>
</tr>
<tr>
<td>Area Director</td>
<td>2 units</td>
</tr>
<tr>
<td>Orientation (talk or poster)</td>
<td>1 unit</td>
</tr>
<tr>
<td>MCB Thesis Committee for student not in your own lab</td>
<td>1 unit per student</td>
</tr>
<tr>
<td>National Conferences (see below)</td>
<td>2 units</td>
</tr>
<tr>
<td>Recruitment (talk, poster, dinner/lunch)</td>
<td>1 unit</td>
</tr>
<tr>
<td>Admissions Committee</td>
<td>3 units</td>
</tr>
<tr>
<td>DEI Committee</td>
<td>4 units</td>
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<tr>
<td>Steering Committee</td>
<td>1 unit</td>
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<tr>
<td>Mentor training facilitator</td>
<td>2 units</td>
</tr>
<tr>
<td>Special events</td>
<td>2 units</td>
</tr>
<tr>
<td>10-Year Review</td>
<td>1 unit</td>
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*Appendix A is a guide only. Faculty can participate in other activities. MCB Director of Operations is responsible for updating Appendix.
Please contact MCB program directors with questions about acceptable activities at mcb@uw.edu