

# University of Washington, Molecular & Cellular Biology (MCB) Program

## NEW FACULTY INFORMATION

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Thank you for inquiring about becoming a Faculty Member of the Molecular & Cellular Biology (MCB) Program. The following provides information outlining the types of MCB Faculty Membership and the procedure for applying.

There are two categories of MCB Faculty Members: Full and Provisional.

### **Full Membership**

Full Membership requires a primary, joint, adjunct, or affiliate appointment in a Basic Science department at the UW or in a Division at Fred Hutch. A Full MCB Faculty Member will be able to mentor and support MCB graduate students. Full Membership requirements are, as follows:

1. The applicant must have Graduate Faculty status as per the University of Washington Graduate School [Policy 4.1: Membership in the Graduate Faculty and Doctoral Endorsement](#) and adhere to all rules pertinent to Graduate Faculty, which includes serving as a Graduate School Representative (GSR) when requested.
2. The applicant must direct a research program funded at a level appropriate to support a PhD student.
3. The applicant must have a history of graduate student mentorship.
4. The applicant must have a minimum of 2 hours of Mentorship and/or Diversity, Equity and Inclusion training.  
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### **Provisional Membership**

Provisional Membership is for established faculty without prior MCB graduate student mentoring experience or new faculty without substantial extramural funding to support an MCB student. This status will be applied to faculty holding a primary, joint, adjunct, or affiliate appointment in a UW Basic Science department, in UW Medical School's clinical departments, Fred Hutch Divisions, Benaroya Research Institute, Pacific Northwest Research Institute, the Allen Institute, and Seattle Children's Research Institute.

Provisional MCB Faculty Members will be able to mentor MCB rotation students. The Provisional Member can have permanent MCB graduate students in their lab only under the following conditions:

1. The Provisional MCB Faculty Member will be an integral part of the MCB student's Supervisory Committee.
2. The Provisional MCB Faculty Member obtains Graduate Faculty status within a year of appointment to MCB faculty membership or by the time of the student's General Exam, whichever comes first. This appointment includes adherence to all rules pertinent to Graduate Faculty, such as serving as a Graduate School Representative (GSR) when requested.

Promotion to Full MCB Faculty Membership will require the following:

1. The Provisional MCB Faculty Member must have obtained Graduate Faculty status through a UW program.
2. At least one graduate student must have defended their dissertation in the lab of the Provisional MCB Faculty Member.
3. Prior MCB rotation students have provided confidential feedback about the quality of mentoring, with the feedback being overall positive in nature.
4. The Provisional MCB Faculty Member has actively participated in the MCB Program according to expected standards and that participation has been recorded by the program through annual surveys.

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### Responsibilities of MCB Faculty Membership

By requesting MCB Faculty Membership, you are committing to active participation in the MCB program as outlined in the [MCB Governance Guide](#). We expect that all MCB faculty contribute to graduate teaching, serve on student committees, participate in diversity and mentorship training, and participate in student admissions and recruitment.

### HOW TO APPLY

We require a **combined PDF** file with the following:

1. Your curriculum vitae (CV) that includes your current funding with amounts of your direct support. Established faculty must direct a research program funded at a level appropriate to support a PhD student. For new faculty, your chair must stipulate in their letter that you have received a significant start-up package from your department with funding to provide support for a student for a minimum of three years.
2. A letter from you describing your past mentoring experience and indicating why you are a good fit as a faculty member with the MCB Program.
3. A letter from your chair or division director that approves you joining our interdisciplinary program and describes your space, resources, and departmental support. The letter also needs to state that your department or division will provide salary, benefits, and tuition support for an MCB student accepted to your lab for dissertation research in case of a lapse in your funding.

Important: Letters from chairs or division directors for Clinical and non-School of Medicine (SoM) faculty who receive their affiliated appointment with a SoM department should state that your primary department/institute is committed to providing community and administrative support for MCB students.

These combined materials will be considered by the **MCB Directors**. Decisions are usually made within 3 weeks after receipt of the application.

### UW Faculty

Please submit the required application materials to the MCB mailbox, [mcb@uw.edu](mailto:mcb@uw.edu), for review by the MCB Co-Directors.

### Fred Hutch Faculty

Please submit the required application materials to Andrea Brocato, [ajbrocat@fredhutch.org](mailto:ajbrocat@fredhutch.org), for review by the Fred Hutch Graduate Affairs Committee and MCB Co-Directors.

\*Junior faculty who do not have 2 hours of mentorship and/or diversity training, must obtain the training within their first year of MCB membership. Please see Appendix A of the MCB Governance for training and mentorship resources.