

TRACK Faculty Membership Approval Form

Name [last, first, mi]:
Department [Primary]:
Title:
Telephone/eMail Address:

Please mark the Track and state "Approval" or "Disapproval" under the participation level (mentoring or non-mentoring faculty member) requested by the faculty applicant.

Track [embedded in existing program]	<i>Mentoring Faculty Member[§]</i>	<i>Non-mentoring Faculty Member[‡]</i>
†Biology of Aging [CSBL]		
†Cancer Biology [CSBL]		
†Cell & Molecular Biology [CSBL]		
†Genetics, Genomics & Development [CSBL]		
†Membrane Biology & Cell Signaling [PHYL]		
†Metabolism & Metabolic Disorders [BIOC]		
†Microbiology & Immunology [MICR]		
†Molecular Biophysics & Biochemistry [BIOC]		
†Molecular, Cellular & Integrative Physiology [PHYL]		
†Neuroscience [PHAR]		
†Pharmacology [PHAR]		

§ Mentoring Faculty Member: Participate in all track activities for which I am credentialed, contribute instructional coverage, serve on student recruitment, supervisory and examination committees, provide rotation experiences in my laboratory and certify capacity to financially support the post-first year costs for graduate students for whom I serve as dissertation supervising professor.

‡ Non-mentoring Faculty Member: Participate in all graduate training activities except serving as a dissertation supervising professor.

Signatures Required:

	Date
Track Credentialing Committee Chair:	
COGS Chair:	
Dean:	

Deliver the original to the Graduate Dean's Office, Room 414A

(Form – 4/16/08)

Attachment B
Cancer Biology Faculty (8/12/10)

Mentoring

Ricardo C. Aguiar, M.D., Ph.D.	Medicine/Hem. Med Onc.	Molecular genetics of hematopoiesis
Alexander D. Bishop, D.Phil.	CSB	Genome instability
Thomas G. Boyer, Ph.D.	Molec. Med	Transcriptional regulation in oncogenesis
Bandana Chatterjee, Ph.D.	Molec. Med	Nuclear receptors
Shuo Chen, Ph.D.	Pediatric Denistry	Androgen receptor and prostate cancer development
Tyler J. Curiel, M.D., M.P.H.	Medicine/Hem. Med Onc	Cancer immunology
Patricia Dahia, M.D., Ph.D.	Medicine/Hem. Med Onc	Genetics and genomics of cancer
Gregg Fields, Ph.D.	Biochemistry	Targeted cancer therapy
James W. Freeman, Ph.D.	Medicine/Hem. Med Onc	Cell signaling, experimental therapeutics
Maria E. Gaczynska, Ph.D.	Molec. Med	Proteolysis in cancer
Shou-Jiang (S-J) Gao, Ph.D.	Pediatrics	Tumor virology
Rita Ghosh, Ph.D.	Urology	Carcinogenesis mechanisms
Nandini Ghosh-Choudhury, Ph.D.	Pathology	Bone metastasis
Paul Hasty, D.V.M.	Molec. Med	DNA damage and repair
Brian Herman, Ph.D.	CSB	Apoptosis and animal models
Andrew Hinck, Ph.D.	Biochemistry	TGF beta interactions
Peter Hornsby, Ph.D.	Physiology	Cell transplantation
Yanfen Hu, Ph.D.	Molec. Med	BRCA1 in tumor suppression
Jacklyn Hung, Ph.D.	Pediatrics	Cancer stem cells, MicroRNA in cancer
Dmitri Ivanov, Ph.D.	Biochemistry	DNA repair, macromolecular assembly, structural biology
Kenneth M. Izumi, Ph.D.	Microbiology & Immunology	Epstein Barr virus
Teresa Johnson-Pais, Ph.D.	Pediatrics	Cancer cell biology
Chongwoo Kim, Ph.D.	Biochemistry	Polycomb group, X-ray crystallography, chromatin
Pratap Kumar, Ph.D.	Urology	Nutritional intervention of carcinogenesis
Robin J. Leach, Ph.D.	CSB	Cancer genetics and epidemiology
Sang Lee, Ph.D.	Molec. Med.	Molecular genetics of DNA damage response
Rong Li, Ph.D.	Molec. Med.	Molecular basis of breast cancer
Feng Liu, Ph.D.	Pharmacology	Receptor tyrosine kinase signal transduction
Robert Marciniak, M.D., Ph.D.	Medicine/Hem. Med Onc	Telomere maintenance
Donald G. McEwen, Ph.D.	Biochemistry	Apoptosis, genetics, JNK signaling
Susan L. Mooberry, Ph.D.	Pharmacology	Drug discovery and development
Susan L. Naylor, Ph.D.	CSB	Cancer genetics and genomics
Bruce J. Nicholson, Ph.D.	Biochemistry	Gap junctions
Pawel Osmulski, Ph.D.	Molec. Med.	Controlled proteolysis in cancer
Babatunde O. Oyajobi, Ph.D.	CSB	Myeloma bone disease, experimental therapeutics
Susan S. Padalecki, Ph.D.	Urology	Bone metastasis
Luiz O. Penalva, Ph.D.	CSB	Posttranscriptional regulation, ribonomics
Olivia M. Pereira-Smith, Ph.D.	CSB	Cell senescence, chromatin remodeling
Manjeet K. Rao, Ph.D.	CSB	MicroRNA, RNA interference and cancer
Vivienne Rebel, M.D., Ph.D.	CSB	Molecular mechanisms of stem cell regulation
Pothana Saikumar, Ph.D.	Pathology	Cell death mechanisms in targeting cancer

		cells
Z. Dave Sharp, Ph.D.	Molec. Med	Growth control in cancer
Taewang Tahiro Shin, M.D., Ph.D.	Medicine/Hem. Med Onc	Cancer immunology and immunotherapy
Thomas J. Slaga, Ph.D.	Pharmacology	Carcinogenesis, prevention and therapy
Bjorn Steffensen, D.D.S., M.S., Ph.D.	Periodontics	Extracellular matrix and cancer
LuZhe Sun, Ph.D.	CSB	Cell signaling, cell cycle, metastasis
Rajeshwar Rao Tekmal, Ph.D.	Ob/Gyn	Women's cancer and steroid hormones
Gail Tomlinson, M.D.	Pediatrics	Pediatric cancers and hepatoblastoma
Ratna K. Vadlamudi, Ph.D.	Ob/Gyn	Signal transduction and steroid hormones
Kristine S. Vogel, Ph.D.	CSB	Neurofibromatosis and genome instability
Christi A. Walter, Ph.D.	CSB	Genetics and DNA repair
P. Renee Yew, Ph.D.	Molec. Med.	Cell cycle regulation and proteolysis
ZhiMin Yuan, M.D., Ph.D.	Rad. Onc.	DNA damage response
Wei Zhang, Ph.D., M.D.	Pharmacology	Gene therapy

Nonmentoring

Sudhakar Ammanamanchi, Ph.D.	Medicine/Hem. Med Onc	Oncogenes and tumor suppressor genes
Nameer Kirma, Ph.D.	Ob/Gyn	Role of steroid hormones in mammary tumors

Attachment C
Cancer Biology Leadership Committee

Co-Leaders 3 yrs. Elected by the Cancer Biology Faculty and Appointed by the Dean

Full time faculty members of Cancer Biology. Will oversee the efficient execution of all activities of Cancer Biology Program so that the program is carried out in an organized fashion. Will schedule Cancer Biology meetings. The co-leaders will have staggered terms.

Curriculum Chair - 2 yrs. Appointed by CBLC

CB track faculty member. Will appoint and work with a committee to develop and review the track curriculum. They will review and recommend new course proposals.

Qualifying Exam Chair - 2 yrs. Appointed by CBLC

CB track faculty member. Will appoint and work with a committee to oversee the qualifying exams. The committee should consist of both standing and ad hoc members. The chair will introduce the exam format to the students, set deadlines and collect proposals. The committee will review the written proposals and conduct the oral exams.

Recruitment Chair – 2 yrs. Appointed by CBLC

CB track faculty member. Will appoint and work with a committee to gather information for the track handbook. They will plan recruitment activities for the track.

Credentialing Chair – 2 yrs. Appointed by CBLC

CB track faculty member. Will appoint and work with a committee to evaluate new members of the CB track. They will coordinate the credentialing process and make recommendations to the CBLC.

Admissions Committee Representatives – 3 yrs. Appointed by CBLC

CB track faculty members. Two members will represent the CB track on the IMGPA Admissions Committee. They will report the progress of admissions to the CBLC and the CB track.

Student Advisor – 3 yrs. Appointed by CBLC

CB track faculty member. Will advise CB track students, carry out student evaluations, supervise student rotations, monitor course requirements, and assure that deadlines and committee appointments are met. The outgoing Student Advisor will assist the newly appointed Student Advisor with Orientation and other activities to facilitate the transition.

**Attachment D
GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
INTEGRATED MULTIDISCIPLINARY GRADUATE PROGRAM**

SELECTION OF TRACK and DISSERTATION SUPERVISING PROFESSOR FORM

STUDENT NAME [*last, first, mi*]: _____

eMail Address: _____

SIGNATURE: _____ **DATE:** _____

SELECTION OF IMGP TRACK: _____

My selection of a faculty member to serve as my dissertation supervising professor is:

FACULTY NAME: _____ **PROGRAM/TRACK:** _____

FACULTY SIGNATURE*: _____ **DATE:** _____

PID/Fund _____ Expiration Date _____

PID/Fund _____ Expiration Date _____

or funding plan _____

****The faculty signature certifies that the faculty member is a member of the Graduate Faculty or is credentialed in the designated track and has the research resources and potential funds to support a graduate student beginning in the second year.***

Signature approval of the COGS Chair of the parent program of the track, the Track Leader, and the Department Chair or Director of Center/Institute responsible for salary/grant support of participant (if applicable): The signatures of the Department Chair and the Director of Center/Institute (if applicable) certify that he/she will provide stipend and associated benefit support for a graduate student in good academic standing if the student's supervising professor experiences a hiatus in funding.

Signatures Required:

Date

COGS Chair:	
Track Leader:	
Department Chair:	
Director of Center/Institute (if applicable):	
Dean, Graduate School:	

Deliver/send this completed form (with signatures) to the Graduate School Dean's Office, Room 414A. Following review and Dean's signature, copies will be sent to you, the Supervising Professor, Track Leader, COGS Chair, Department Chair and Director of Center/Institute (*if applicable*)

10/2007; Updated 8/2008; 12/2008; 3/2009

Attachment E

Recommended Elective Courses

CB track students are required to take elective courses totaling at least 6 credits. Various advanced-level courses are currently offered by faculty in the following programs in the Graduate School. Some of these courses are listed below.

1. Cellular & Structural Biology				
i. Biology of Aging	CSBL 6048	3 Credits	Lecture	Spring
ii. Genetics, Genomics, and Development	CSBL 6064	4 Credits	Lecture	Spring
iii. Animal Models	CSBL 6021	3 Credits	Lecture	Spring
iv. Practical Optical Microscopy	CSBL 5083	1 Credit	Lecture/Lab	Summer
v. Medical Genetics	CSBL 6165	3 Credits	Lectures	Fall
2. Biochemistry				
i. Hydrodynamic Methods	BIOC 5083	2 Credits	Lecture	Spring
ii. Biophysical Methods	BIOC 5085	2 Credits	Lecture	Spring
iii. Molecular Biochemistry	BIOC 5087	2 Credits	Lecture	Spring
iv. Nuclear Magnetic Resonance Methods	BIOC 5091	2 Credits	Lecture	Spring
v. Gene Expression	BIOC 6010	2 Credits	Lecture	Spring
vi. Metabolic Disorders	BIOC 6015	2 Credits	Lecture	Spring
vii. Cell Signaling Mechanisms	BIOC 6033	2 Credits	Lecture	Spring
viii. Biochemistry of Multimolecular Complexes	BIOC 6035	2 Credits	Lecture	Fall
ix. Structure and Function of Membrane Proteins	BIOC 6043	2 Credits	Lecture	Spring
3. Microbiology and Immunology				
i. Introduction to Immunology	MICR 5027	1 Credit	Lecture	Spring
ii. Virology	MICR 5028	1 Credit	Lecture	Spring
4. Pharmacology				
i. Principles of Pharmacology	PHAR 5013	3 Credits	Lecture	Fall
ii. Basics of Research Design	PHAR 5020	1.5 Credits	Lecture	Summer
iii. Molecular Pharmacology	PHAR 6025	2 Credits	Lecture	Spring
5. Physiology				
i. Cardiovascular Physiology	PHYL 6091-01	2 Credits	Lecture	Spring
ii. Cell Biology in Neural Science	PHYL 6091-02	2 Credits	Lecture	Spring
iii. Endocrine and Metabolism	PHYL 6091-03	2 Credits	Lecture	Spring
iv. Molecular Physiology	PHYL 6091-04	2 Credits	Lecture	Spring
v. Ion Channels in Disease	PHYL 6091-07	2 Credits	Lecture	Spring
6. Molecular Medicine:				
i. Cell Responses to DNA Damage	MMED 6017	1 Credit	Lecture	Summer
7. Pathology:				
i. Biostatistics	PATH 5021	3 Credits	Lecture	Fall
8. Interdisciplinary				
i. Advanced Cell & Molecular Biology	INTD 5007	3 credits	Lecture	Spring
ii. Molecular, Cellular, Developmental Neuroscience	INTD 5040	3 Credits	Lecture	Spring
iii. Systems Neuroscience	INTD 5043	3 Credits	Lecture	Spring
iv. Bioinformatics and Computational Tools	INTD 5067	2 Credits	Lecture	Spring

Attachment F
Approval Form For Dissertation Proposal

This form must be signed by all local members of your Dissertation Supervising Committee.

The member of the committee who is located outside of the Health Science Center need not sign below, but he/she should be sent a copy of the proposal once it is approved by CMB track.

We, the members of the Dissertation Supervising Committee of _____, have seen, read, and approved her/his Dissertation Proposal. We agree that it is ready for presentation to the Cell and Molecular Track faculty and the Committee on Graduate Studies of the Cellular and Structural Biology Program.

(Mentor)

(Member, CB)

(Member, CB)

(Member, CB - optional)

(Member, Outside CB)

Attachment G
Cancer Biology Track
Evaluation by the Committee Members - Second Year Ph.D. Student

Student Name:

Month/Year Started Program:

Date of Meeting:

The student should complete the information above and distribute forms to faculty at his/her scheduled committee meeting.

Committee member: *Please comment on issues that particularly need improvement.*

For the first semester:

1. Is the student attentive and hard-working?
2. Has a dissertation project with a testable hypothesis been identified?
3. Have potential committee members been identified?
4. Is the student becoming acquainted with the literature appropriate for the project?
5. Does the student design experiments and include appropriate controls?

For the second semester:

1. Is there an identifiable experimental plan?
2. Is there an identifiable hypothesis being tested?
3. Is the project feasible?
4. Was there an adequate explanation as to why the experiments are being conducted?
5. Is the student well informed?
6. Were the student's responses to questions clear and to the point?

Additional comments:

Committee Member Name:

Overall Evaluation of research progress (*Please circle*):

- U Unsatisfactory
S Satisfactory for this point in the program
E Excellent

After each committee member has completed the evaluation, the student should collect the evaluations, review them with his/her supervising professor and then make two copies. One copy should be kept by the student; one copy should be given to Ms. Jo Gail Stark for inclusion in the student's file and the originals should be forwarded to the Track Student Advisor.

Cancer Biology Track

Evaluation by the Committee Members - Third Year Ph.D. Student

Student Name:

Month/Year Started Program:

Date of Meeting:

Has preliminary exam been taken?

Has dissertation proposal been approved?

The student should complete the information above and distribute forms to faculty at his/her scheduled committee meeting.

Committee member: *Please comment on issues that particularly need improvement.*

Was the presentation thorough and understandable?

Does the student have the appropriate command of the literature?

Have at least some experiments been done thoroughly and finished?

Do individual experiments appear to be well planned with appropriate controls?

Does the student understand the limits of his/her experiments?

Is the dissertation project feasible in a reasonable period of time?

Are the student's responses to the questions clear and to the point?

Is the student applying personal initiative to the project?

Additional comments:

Committee Member Name:

Overall Evaluation of research progress (*Please circle*):

U Unsatisfactory
S Satisfactory for this point in the program
E Excellent

After each committee member has completed the evaluation, the student should collect the evaluations, review them with his/her supervising professor and then make two copies. One copy should be kept by the student; one copy should be given to Ms. Jo Gail Stark for inclusion in the student's file and the originals should be forwarded to the Track Student Advisor.

Cancer Biology Track

Evaluation by the Committee Members - Fourth Year Ph.D. Student

Student Name:

Month/Year Started Program:

Date of Meeting:

Has preliminary exam been taken?

Has dissertation proposal been approved?

Written progress: Presented a paper or poster at national meeting? _____

Contributed to writing a paper or review? _____

Authored his/her own paper? _____

The student should complete the information above and distribute forms to faculty at his/her scheduled committee meeting.

Committee member: *Please comment on issues that particularly need improvement.*

Was the presentation done well?

Is the work sufficiently thorough, timely, and valid to form the basis for publication?

Is the student adequately focused on a specific plan for finishing the dissertation?

Has the student thoroughly considered the meaning of his/her results?

Is the student's depth of knowledge and facility to deal with problems characteristic of an expert in his/her chosen field?

Additional comments:

Committee Member Name:

Overall Evaluation of research progress (*Please circle*):

U Unsatisfactory
S Satisfactory for this point in the program
E Excellent

After each committee member has completed the evaluation, the student should collect the evaluations, review them with his/her supervising professor and then make two copies. One copy should be kept by the student; one copy should be given to Ms. Jo Gail Stark for inclusion in the student's file and the originals should be forwarded to the Track Student Advisor.

Cancer Biology Track

Evaluation by the Committee Members - Fifth (or beyond) Year Ph.D. Student

Student Name:

Month/Year Started Program:

Date of Meeting:

Has preliminary exam been taken?

Has dissertation proposal been approved?

Written progress: Presented a paper or poster at national meeting? _____

Contributed to writing a paper or review? _____

Authored his/her own paper? _____

Target date for graduation: _____

The student should complete the information above and distribute forms to faculty at his/her scheduled committee meeting.

Committee member: *Please comment on issues that particularly need improvement.*

Was the presentation done well?

Is the work sufficiently thorough, timely, and valid to form a basis for publication?

Is the student adequately focused on a specific plan for finishing the dissertation?

Is the student's depth of knowledge and facility to deal with problems characteristic of an expert in his/her chosen field?

Is the student likely to graduate by the target date listed above?

Additional comments:

Committee Member Name:

Overall Evaluation of research progress (*Please circle*):

U Unsatisfactory
S Satisfactory for this point in the program
E Excellent

After each committee member has completed the evaluation, the student should collect the evaluations, review them with his/her supervising professor and then make two copies. One copy should be kept by the student; one copy should be given to Ms. Jo Gail Stark for inclusion in the student's file and the originals should be forwarded to the Track Student Advisor.

Attachment H
Format for the Dissertation Proposal

All Ph.D. students in the Cellular and Structural Biology Graduate Program are required to write and defend a Dissertation Proposal. The dissertation proposal should be written in the format of an NIH-postdoctoral grant application (NIH form SF424_RR; Rev 6/2009) having a limit of 1 single-spaced page (not less than 11 font) to describe the Specific Aims and 6 pages for the Research Strategy including Significance, Background and Approach (including graphs, figures and tables). The section on Literature Citations is not included in the page limit, but it should not exceed two pages. The specifics of the Dissertation Proposal will be determined by the track.

Note: The format for the written part of the Qualifying Examination and the Dissertation Proposal are identical, however there can be no overlap in topics.

SCHEDULING FOR FINAL ORAL EXAMINATIONS AND BINDING OF DISSERTATIONS

There are certain procedures that must be followed for a student to complete in any given semester. The following is a suggested schedule for completion of the dissertation or thesis:

- Step 1.** Submit to the Supervising Professor and Supervising Committee a final draft of the Dissertation or Thesis. Allow 3 weeks for review and comments.
- Step 2.** Email Dr. Sophia Pina (pina@uthscsa.edu) a final electronic draft in pdf format of the Dissertation or Thesis. Allow three weeks for review and comments.
- Step 3.** Submit the following to Janice Stong in the Graduate Dean's Office 15 days before the scheduled date of the final oral examination.

* Form 40: Request for Final Oral Examination
http://gradschool.toolbox.net/files/resource/wi/2i/rsrc/FORM_40.pdf

*3 copies of the abstract and vita

Note: For the final Oral Examination, a room should be reserved by the department's academic or COGS coordinator.

Allow sufficient time between the Final Oral Examination and the Graduate Faculty Council meeting, to complete any content or formatting changes or corrections to the Dissertation or Thesis that are required by the Supervising Committee, Committee on Graduate Studies or Dean's Office.

- Step 4.** Submit the following to Janice Stong in the Graduate Dean's Office **7 days** prior to the Graduate Faculty Council meeting:

* Form 41 for MS or Form 43 for PhD: Report on Final Oral Examination (signed by all members of the Supervising Committee and Chair of COGS.

http://gradschool.toolbox.net/files/resource/wi/2i/rsrc/FORM_41.pdf
http://gradschool.toolbox.net/files/resource/wf/7f/rsrc/FORM_43_Rept_Final_Oral.pdf

*Approval Page taken from Dissertation/Thesis signed by Supervising Committee and COGS Chair.

- Step 5.** The outcome of the final oral examination and fulfillment of degree requirements must be reported to and approved by the Graduate Faculty Council at its monthly meeting. The Graduate Faculty Council meets on the second Friday of each month.

Following approval of your dissertation/thesis by the Graduate Faculty Council, and prior to leaving this institution, the following forms can be found at the GSBS website

<http://gradschool.toolbox.net/students/studentresources/current> and should be submitted to Janice Stong:

Graduation Forms, Master of Science

[Copyright Disclaimer](#)

[Forwarding Address Form](#)

[Library Copyright Permission](#)

[Listing Of Schools](#)

Graduation Forms, Doctoral

[Copyright Disclaimer](#)

[Forwarding Address Form](#)

[Library Copyright Permission](#)

[Listing Of Schools](#)

[Survey Of Earned Doctorates](#)

Step 6. Binding instructions. A Memorandum for Binding can be obtained from Ms. Jo Gail Stark. This memo along with the correct number of dissertations/theses (printing on cotton paper is optional) are taken directly to the UTHSCSA library for binding and payment. **The UTHSCSA library will not make copies from your electronic dissertation/thesis.** Payment can be made by cash, check or credit card to the UTHSCSA library.

Attachment J
GSBS Forms

[GSBS Form 32](#): Petition for Admission to Candidacy for the degree of Doctor of Philosophy

[GSBS Form 30](#): Recommendation for Approval of Dissertation Research Proposal and Supervising Committee

[GSBS Form 40](#): Request for Final Defense and Oral Examination

[GSBS Form 43](#): Report on Final Oral Examination – Doctor of Philosophy