Attachment A
TRACK Credentialing Request Form

Name [last, first, mi]:
Department [Primary]:
Title:
Telephone/E-mail Address:

Are you a current Graduate Faculty Member:  \( \uparrow \text{Yes} \) \( \uparrow \text{No} \)
If yes, list program(s):

Please mark each Track and the corresponding participation level (mentoring or non-mentoring faculty member) for which you are requesting credentialing.

<table>
<thead>
<tr>
<th>Track [embedded in existing program]</th>
<th>Mentoring Faculty Member</th>
<th>Non-mentoring Faculty Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology of Aging [CSBL]</td>
<td></td>
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<tr>
<td>Cancer Biology [CSBL]</td>
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<tr>
<td>Cell &amp; Molecular Biology [CSBL]</td>
<td></td>
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<tr>
<td>Genetics, Genomics &amp; Development [CSBL]</td>
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<tr>
<td>Membrane Biology &amp; Cell Signaling [PHYL]</td>
<td></td>
<td></td>
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<tr>
<td>Metabolism &amp; Metabolic Disorders [BIOC]</td>
<td></td>
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</tr>
<tr>
<td>Microbiology &amp; Immunology [MICR]</td>
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</tr>
<tr>
<td>Molecular Biophysics &amp; Biochemistry [BIOC]</td>
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<td></td>
</tr>
<tr>
<td>Molecular, Cellular &amp; Integrative Physiology [PHYL]</td>
<td></td>
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<tr>
<td>Neuroscience [PHAR]</td>
<td></td>
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<tr>
<td>Pharmacology [PHAR]</td>
<td></td>
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</tbody>
</table>

My signature indicates my intent and willingness to serve as a:
**Mentoring Faculty Member**: Participate in track activities, 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, or

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

**Signatures Required:**

<table>
<thead>
<tr>
<th>Faculty Participant:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair [primary appointment]:</td>
<td></td>
</tr>
</tbody>
</table>

Attach the following documents: 1) eCV; 2) Statement of mentoring experience; 3) Statement of funding support for a graduate student stipend. Items 2 and 3 are not required for faculty requesting non-mentoring faculty status.

Deliver the original, signed form and documents to the Graduate Dean’s Office, Room 414A. Send a pdf of the completed application to the Graduate Dean’s Office for distribution to the Credentialing Committee Chairs of the tracks you selected. (Form – 4/16/08)
**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.

<table>
<thead>
<tr>
<th>Track [embedded in existing program]</th>
<th>Mentoring Faculty Member §</th>
<th>Non-mentoring Faculty Member ‡</th>
</tr>
</thead>
<tbody>
<tr>
<td>† Biology of Aging [CSBL]</td>
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</tr>
<tr>
<td>† Cancer Biology [CSBL]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>† Cell &amp; Molecular Biology [CSBL]</td>
<td></td>
<td></td>
</tr>
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<tr>
<td>† Neuroscience [PHAR]</td>
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<tr>
<td>† Pharmacology [PHAR]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

§ **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:**

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track Credentialing Committee Chair:</td>
<td></td>
</tr>
<tr>
<td>COGS Chair:</td>
<td></td>
</tr>
<tr>
<td>Dean:</td>
<td></td>
</tr>
</tbody>
</table>

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

(Form – 4/16/08)
## Attachment B
### Cancer Biology Faculty (8/12/10)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Research Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ricardo C. Aguiar, M.D., Ph.D.</td>
<td>Medicine/Hem. Med Onc.</td>
<td>Molecular genetics of hematopoeisis</td>
</tr>
<tr>
<td>Alexander D. Bishop, D.Phil.</td>
<td>CSB</td>
<td>Genome instability</td>
</tr>
<tr>
<td>Thomas G. Boyer, Ph.D.</td>
<td>Molec. Med.</td>
<td>Transcriptional regulation in oncogenesis</td>
</tr>
<tr>
<td>Bandana Chatterjee, Ph.D.</td>
<td>Molec. Med.</td>
<td>Nuclear receptors</td>
</tr>
<tr>
<td>Shuo Chen, Ph.D.</td>
<td>Pediatric Denistry</td>
<td>Androgen receptor and prostate cancer development</td>
</tr>
<tr>
<td>Patricia Dahia, M.D., Ph.D.</td>
<td>Medicine/Hem. Med Onc.</td>
<td>Genetics and genomics of cancer</td>
</tr>
<tr>
<td>Gregg Fields, Ph.D.</td>
<td>Biochemistry</td>
<td>Targeted cancer therapy</td>
</tr>
<tr>
<td>Maria E. Gaczynska, Ph.D.</td>
<td>Molec. Med.</td>
<td>Proteolysis in cancer</td>
</tr>
<tr>
<td>Shou-Jiang (S-J) Gao, Ph.D.</td>
<td>Pediatrics</td>
<td>Tumor virology</td>
</tr>
<tr>
<td>Rita Ghosh, Ph.D.</td>
<td>Urology</td>
<td>Carcinogenesis mechanisms</td>
</tr>
<tr>
<td>Nandini Ghosh-Choudhury, Ph.D.</td>
<td>Pathology</td>
<td>Bone metastasis</td>
</tr>
<tr>
<td>Paul Hasty, D.V.M.</td>
<td>Molec. Med.</td>
<td>DNA damage and repair</td>
</tr>
<tr>
<td>Brian Herman, Ph.D.</td>
<td>CSB</td>
<td>Apoptosis and animal models</td>
</tr>
<tr>
<td>Andrew Hinck, Ph.D.</td>
<td>Biochemistry</td>
<td>TGF beta interactions</td>
</tr>
<tr>
<td>Peter Hornsby, Ph.D.</td>
<td>Physiology</td>
<td>Cell transplantation</td>
</tr>
<tr>
<td>Yanfen Hu, Ph.D.</td>
<td>Molec. Med.</td>
<td>BRCA1 in tumor suppression</td>
</tr>
<tr>
<td>Jacklyn Hung, Ph.D.</td>
<td>Pediatrics</td>
<td>Cancer stem cells, MicroRNA in cancer</td>
</tr>
<tr>
<td>Dmitri Ivanov, Ph.D.</td>
<td>Biochemistry</td>
<td>DNA repair, macromolecular assembly, structural biology</td>
</tr>
<tr>
<td>Kenneth M. Izumi, Ph.D.</td>
<td>Microbiology &amp; Immunology</td>
<td>Epstein Barr virus</td>
</tr>
<tr>
<td>Teresa Johnson-Pais, Ph.D.</td>
<td>Pediatrics</td>
<td>Cancer cell biology</td>
</tr>
<tr>
<td>Chongwoo Kim, Ph.D.</td>
<td>Biochemistry</td>
<td>Polycomb group, X-ray crystallography, chromatin</td>
</tr>
<tr>
<td>Pratap Kumar, Ph.D.</td>
<td>Urology</td>
<td>Nutritional intervention of carcinogenesis</td>
</tr>
<tr>
<td>Robin J. Leach, Ph.D.</td>
<td>CSB</td>
<td>Cancer genetics and epidemiology</td>
</tr>
<tr>
<td>Sang Lee, Ph.D.</td>
<td>Molec. Med.</td>
<td>Molecular genetics of DNA damage response</td>
</tr>
<tr>
<td>Rong Li, Ph.D.</td>
<td>Molec. Med.</td>
<td>Molecular basis of breast cancer</td>
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<tr>
<td>Feng Liu, Ph.D.</td>
<td>Pharmacology</td>
<td>Receptor tyrosine kinase signal transduction</td>
</tr>
<tr>
<td>Robert Marciniak, M.D., Ph.D.</td>
<td>Medicine/Hem. Med Onc.</td>
<td>Telomere maintenance</td>
</tr>
<tr>
<td>Donald G. McEwen, Ph.D.</td>
<td>Biochemistry</td>
<td>Apoptosis, genetics, JNK signaling</td>
</tr>
<tr>
<td>Susan L. Mooberry, Ph.D.</td>
<td>Pharmacology</td>
<td>Drug discovery and development</td>
</tr>
<tr>
<td>Susan L. Naylor, Ph.D.</td>
<td>CSB</td>
<td>Cancer genetics and genomics</td>
</tr>
<tr>
<td>Bruce J. Nicholson, Ph.D.</td>
<td>Biochemistry</td>
<td>Gap junctions</td>
</tr>
<tr>
<td>Pawel Osmulski, Ph.D.</td>
<td>Molec. Med.</td>
<td>Controlled proteolysis in cancer</td>
</tr>
<tr>
<td>Babatunde O. Oyajobi, Ph.D.</td>
<td>CSB</td>
<td>Myeloma bone disease, experimental therapeutics</td>
</tr>
<tr>
<td>Susan S. Padalecki, Ph.D.</td>
<td>Urology</td>
<td>Bone metastasis</td>
</tr>
<tr>
<td>Luiz O. Penalva, Ph.D.</td>
<td>CSB</td>
<td>Posttranscriptional regulation, ribonomics</td>
</tr>
<tr>
<td>Olivia M. Pereira-Smith, Ph.D.</td>
<td>CSB</td>
<td>Cell senescence, chromatin remodeling</td>
</tr>
<tr>
<td>Manjeet K. Rao, Ph.D.</td>
<td>CSB</td>
<td>MicroRNA, RNA interference and cancer</td>
</tr>
<tr>
<td>Vivienne Rebel, M.D., Ph.D.</td>
<td>CSB</td>
<td>Molecular mechanisms of stem cell regulation</td>
</tr>
<tr>
<td>Pothana Saikumar, Ph.D.</td>
<td>Pathology</td>
<td>Cell death mechanisms in targeting cancer</td>
</tr>
<tr>
<td>Name</td>
<td>Degree</td>
<td>Department/Division</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>Z. Dave Sharp, Ph.D.</td>
<td>Molec. Med</td>
<td></td>
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<tr>
<td>Taewang Tahiros Shin, M.D., Ph.D.</td>
<td>Medicine/Hem. Med Onc</td>
<td></td>
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<tr>
<td>Thomas J. Slaga, Ph.D.</td>
<td>Pharmacology</td>
<td></td>
</tr>
<tr>
<td>Bjorn Steffensen, D.D.S., M.S., Ph.D.</td>
<td>Periodontics</td>
<td></td>
</tr>
<tr>
<td>LuZhe Sun, Ph.D.</td>
<td>CSB</td>
<td></td>
</tr>
<tr>
<td>Rajeshwar Rao Tekmal, Ph.D.</td>
<td>Ob/Gyn</td>
<td></td>
</tr>
<tr>
<td>Gail Tomlinson, M.D.</td>
<td>Pediatrics</td>
<td></td>
</tr>
<tr>
<td>Ratna K. Vadlamudi, Ph.D.</td>
<td>Ob/Gyn</td>
<td></td>
</tr>
<tr>
<td>Kristine S. Vogel, Ph.D.</td>
<td>CSB</td>
<td></td>
</tr>
<tr>
<td>Christi A. Walter, Ph.D.</td>
<td>CSB</td>
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<tr>
<td>P. Renee Yew, Ph.D.</td>
<td>Molec. Med.</td>
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<tr>
<td>ZhiMin Yuan, M.D., Ph.D.</td>
<td>Rad. Onc.</td>
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<tr>
<td>Wei Zhang, Ph.D., M.D.</td>
<td>Pharmacology</td>
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</tbody>
</table>

**Nonmentoring**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Division</th>
<th>Research Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sudhakar Ammanamanchi, Ph.D.</td>
<td>Medicine/Hem. Med Onc</td>
<td>Oncogenes and tumor suppressor genes</td>
</tr>
<tr>
<td>Nameer Kirm, Ph.D.</td>
<td>Ob/Gyn</td>
<td>Role of steroid hormones in mammary tumors</td>
</tr>
</tbody>
</table>
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 IMGP 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.
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 ___________________________ Expiration Date ___________________________

*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

<table>
<thead>
<tr>
<th>COGS Chair:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Track Leader:</td>
<td></td>
</tr>
<tr>
<td>Department Chair:</td>
<td></td>
</tr>
<tr>
<td>Director of Center/Institute (if applicable):</td>
<td></td>
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<tr>
<td>Dean, Graduate School:</td>
<td></td>
</tr>
</tbody>
</table>

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)
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.
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.
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/rs/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/rs/FORM_41.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
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