

## Responsibilities of the BGS Director and PSOM Associate Dean for Graduate Education

### Summary

The Director of Biomedical Graduate Studies (BGS) is a full-time, tenured faculty member at the University who serves as the primary academic leader and senior administrative officer for the BGS program and also holds the title of Associate Dean for Graduate Education in the Perelman School of Medicine (PSOM). The BGS Director reports to the Senior Vice Dean and Chief Scientific Officer (SVD/CSO) of PSOM. The BGS Director performs the following duties personally or by delegation to other BGS faculty or BGS office staff.

### Program Oversight

- Chair monthly meetings throughout the academic year of the Biomedical Advisory Committee (which consists of the chairs of the BGS graduate groups and other educational leaders) to set standards, develop policies, address issues of common interest, consider proposals for new graduate groups and certificate programs, and review existing groups and programs.
- Chair other committees: Biomedical Admissions Committee (described below), Biomedical Curriculum Committee (described below), fellowship awards committees, dissertation award committees, teaching award committees, ad hoc committees.
- Meet annually and as needed with each graduate group chair.
- Meet periodically with SVD/CSO regarding program status and new initiatives.
- In connection with the Office of the Vice Provost of Graduate Education, administer reviews of each graduate group (one/year) and participate in periodic reviews of BGS.
- Partner with the other PSOM research training deans, including the directors of the Medical Sciences Training Program (MSTP), Masters and Certificate Programs (MAC), Biomedical Postdoctoral Programs (BPP), and Research Trainee Affairs (RTA) on common training activities.
- Work closely with the BGS Administrative Director, the Director of Training Support and Career Development (TSCD), the Director of Curriculum, and the PSOM Finance Office.

### Program Representation

- Attend monthly meetings of Vice Provost for Graduate Education's Council of Graduate Deans.
- Attend annual meetings of AAMC Graduate Research Education and Training (GREAT) Group.
- Meet periodically with PSOM Department Chairs and other school leaders.
- Serve on executive committees of MD/PhD Program and Biomedical Postdoctoral Programs.

### Admissions and Recruitment

- Chair weekly meetings of the BGS Admissions Committee from mid-January through early March.
- Review Admissions Committee voting and make final determinations about admissions cutoffs and exceptions.
- Work with SVD/CSO to determine admissions targets.
- Manage centralized admissions systems and processes.
- Work closely with RTA director to support pathway programs and administer the Early Consideration process.

### Student Affairs

- Meet throughout the year with leaders of BGS student organizations (including BGSA, EE Just, PGWise, SACNAS, PSPDG, and LTBGS).
- Meet with students who have concerns that may not be addressed at the grad group level.
- Review and approve requests for leaves of absence.
- Work with graduate groups to manage cases of inadequate academic performance and dismissal.
- Consult with graduate group chairs, other faculty, and representatives of other Univ. offices (Student Intervention Services [SIS], Wellness, Public Safety, General Counsel) to address concerns about individual students.
- Arrange for a dedicated Student Counselor for BGS students, in addition to regular Counseling options.
- Refer allegations of student misconduct to the Center for Community Standards and Accountability.

### Curriculum

- Convene meetings of Biomedical Curriculum Committee 2-3 times/year to monitor the quality of BGS courses, review and approve new course proposals, and discuss other curricular initiatives.
- Administer course evaluations.
- Organize committees for specific training needs, such as quantitative training, and administer periodic curriculum reviews.

## **Responsibilities of the BGS Director and PSOM Associate Dean for Graduate Education**

### **Student Progress and Records**

- Audit student registrations to ensure compliance with BGS and University policies and standards.
- Audit student performance and work with graduate groups to address issues of unsatisfactory performance.
- Track students' rotation and thesis labs, in communication with the graduate groups.
- Record candidacy exam results and ensure students have thesis committee meetings.
- Certify students for degree.
- Work closely with the Office of the University Registrar (OUR) and Provost's Office in shaping new processes.

### **Program Data and Analysis**

- With PMACS, OUR, and ISC, develop and maintain databases for admissions for student records, faculty records, course evaluations, training grant records, and alumni records.
- Provide data as needed for graduate groups, PSOM, Provost, Institutional Research and Analysis (IR&A), President, and others at Penn.
- Report on basic science departments' contributions to PhD education annually for PSOM.

### **Training in the Responsible Conduct of Research and Scientific Rigor and Responsibility**

- Provide introductory lectures and content to incoming students at orientation.
- Work with Community for Rigor (C4R) and other entities to provide workshops and materials to students.
- Organize web-based content (CITI) and delivery to students according to year of training.
- Organize small-group workshops for all students in years 2, 3 and 4.
- Track individual faculty members' participation in RCR workshops and lab-based RCR and SRR sessions.
- Provide guidance and content for RCR and SRR training via a website.

### **Convocation and New Student Orientation**

- Arrange welcomes from Deans or other faculty representatives of participating schools.
- Organize orientation activities (University resources, talks by current students, fellowship information, etc.).
- Organize introductory training sessions in professionalism, mentorship, RCR, SRR, building inclusive culture, lab notebooks, and career development.
- Arrange for new students to receive PMACS-managed laptops, software, and email address.
- Provide optional early lab rotation and BIOM 6000 prep course for new students.

### **Faculty Membership**

- Review nominations from graduate groups and make recommendations to Dean.
- Provide information about faculty service in BGS activities to graduate groups for reappointments.
- Provide data about teaching performance to faculty, departments, and Dean's offices as needed for promotions and resource allocation.

### **Faculty Mentoring**

- Administer the BGS Mentoring Compact (signed by thesis mentor and student).
- Serve as a member of the Faculty Mentor Training Coalition: provide fundamental and specialized mentor training to BGS faculty.
- Address allegations of faculty misconduct toward students with appropriate school and university officials.

### **Career Planning and Exploration**

- Oversee implementation and refinement of Individual Development Plans (IDPs).
- Oversee certificate programs and other optional training opportunities.
- Facilitate current students' career development via relationships with alumni and the student-run Career Paths Mentorship Program (CPMP).
- Work with graduate groups, student groups, Career Services, and other entities on campus to organize career related activities.

### **Commencement**

- Organize and oversee annual BGS graduation ceremony.

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### **Alumni Relations**

- Work with the Development Office on PSOM publicity involving BGS, an alumni newsletter (2x/year), fundraising campaigns, periodic alumni relations events, and administration of endowed fellowships.

### **Office Administration**

- Work with Administrative Director to oversee BGS office.
- Meet weekly and as needed with Admin Dir and other staff; conduct Admin Dir's annual evaluation.
- Meet weekly with the Director of Training Support and Career Development and the Director of Curriculum.
- Hire, train, and supervise graduate group coordinators and office staff (via Admin Dir and graduate group chairs).

### **Training Grants and Fellowships**

- Provide guidance and support to faculty submitting new and competing continuation NIH T32 training grant proposals as well as proposals to other funding agencies (e.g., NSF).
- Via Associate Director for T32 Development and the TSCD Director, maintain and distribute data table, boilerplate text, and letters of support for training grant and fellowship proposals.

### **Financial Support of Students**

- Work with PSOM SVD/CSO and Finance Office to set BGS stipend level and BGS faculty "mentor cap" level annually.
- Convene Emergency Financial Aid Committee as needed when mentors have shortfalls.
- Approve student travel fund requests.
- Approve student TA assignments.
- With the Finance Office:
  - Track source(s) of support for each student (past, current, and anticipated future).
  - Directly manage all BGS students' payroll records.
  - Pay all BGS students' tuition, fees, and health insurance each semester.
  - Support management of external fellowship and training awards.

### **Program Financial Support**

- Oversee BGS student financial aid and program administration budgets.
- Allocate budgets to graduate groups for administration and recruitment.
- Manage BGS fellowship endowment and small focused endowments (e.g. Winegrad Dissertation Awards, Kanefield and Lok Awards for Students Conducting Cystic Fibrosis Research, Chen-Gao Award).
- Work with Development Office on new campaigns for fellowships/program support.