

## “Memo to Accompany Application”

The Committee For Immunology has revised the process for:

- 1) Membership in the Committee For Immunology
- 2) Doctoral Candidate Mentoring Privileges

The application is attached. Please complete the first part if you wish to apply for Membership in the Committee. If you also wish to serve as a potential dissertation advisor for graduate students in the Immunology Program, please complete both the first and second parts of the attached application. These materials will be reviewed by the membership subcommittee. Please direct all inquiries and completed materials to Megan Eruzione (megan\_eruzione@hms.harvard.edu). In the event that some special circumstance requires that your consideration for Membership or Mentoring Privileges needs to be addressed urgently, please attach a separate letter explaining the reason for this. In a small number of special circumstances, it may be possible to conduct an expedited evaluation.

## **Application for Membership in the Committee For Immunology**

Name: \_\_\_\_\_

The Criteria for Membership in the Committee On Immunology include:

- First and last authorships indicating some level of accomplishment based upon publications judged to be of high quality in terms of immunology.
- Evidence of funding for independent research.
- Evidence of scientific independence.
- Position of Assistant Professor or higher.

In order to assist the Membership Subcommittee in evaluating these criteria, please provide the following information.

1. Describe the major research activities in your laboratory and indicate those projects that have an immunological orientation. Do not exceed one half page for this description. Separately, please attach the full (Harvard format) C.V.
2. List independent funding. Please indicate those grants that are for research and those that are for salary or other types of support. If you are a new faculty member and do yet have independent research grants, please indicate any other sources of funding, including start-up fund amounts and sources.
3. Please provide evidence of scientific independence. If you are an established investigator and this is obvious from your C.V., no additional information is required. If you are a junior investigator you may add any other comments that will help to clarify your scientific independence. Do not exceed one half page for this description.
4. Include a letter from your Department Chair commenting on how you were identified and hired.

## **Application for Graduate Student Mentoring Privileges**

Name: \_\_\_\_\_

The Committee on Immunology places great emphasis on the quality of mentoring provided by faculty who serve as doctoral thesis advisors. Therefore, in addition to providing the information requested above, the following additional criteria will be considered.

- Evidence of mentoring ability.
- Expectation of funding adequate for the course of training.
- Evidence of a commitment to graduate student teaching.
- Position of Assistant Professor or higher.

In order to assist the Membership Subcommittee in evaluating these criteria, please provide the following information.

1. List all prior trainees and, for each, indicate the type of training, dates of training and current position held by the trainee.
2. Outline your activities in graduate student teaching specifically. In addition, you may outline information regarding any other type of educational or activities, in general, that you feel might be relevant to indicate your commitment to mentoring.

## Mentoring Guidelines

We appreciate the efforts that mentors in our program make in connection with the teaching of our graduate students.

Our program has agreed on a set of participation-based expectations for all mentors:

1) All Mentors in the Immunology graduate program are expected to participate, at least once every three years, for at least one day of the annual 2-day Immunology program retreat (i.e one out of six retreat days every three years).

2) All Mentors in the Immunology graduate program are expected, at least once every two years, to participate in one recruitment or tutorial dinner: this may be on a Friday evening in a small group or on Saturday evening with all the students being considered for recruitment during recruitment weekend; or on a Tuesday evening in the fall or spring with the first year students (i.e one recruitment or tutorial dinner out of six every two years).

3) All Mentors in the Immunology graduate program are expected to participate as attendees, at least once every year, in the faculty chalk talks that will be held about six to eight times every year.

These should serve as guidelines for expected participation in the program.