

**The University of Texas MD Anderson Cancer Center UTHealth  
Graduate School of Biomedical Sciences**

**Faculty Application Checklist**

All materials should be sent electronically to [gsbs.faculty.affairs@uth.tmc.edu](mailto:gsbs.faculty.affairs@uth.tmc.edu).

- ☐ Completed **Application Form**
- ☐ Completed **Additional Information Requested by GSBS Form**
- ☐ **Two letters of support** from GSBS faculty members who have agreed to sponsor the candidate and been asked by the candidate to write letters on his/her behalf
  - Sponsors may send e-mails directly to GSBS or give their letters to the candidate to submit along with the application materials
  - The candidate's chair may serve as one of the sponsors although that is not required
- ☐ **Curriculum vitae**
- ☐ **Biosketch** (no special format is required although normally the NIH format is used)
- ☐ **Digital photograph** (ideally, your faculty photograph taken by your primary institution -- if you don't have one, we'd like to have a high resolution digital photo that meets these specifications: .jpg format, at least 24 bit color, 1200x1800 pixels in size at 300 dpi)
- ☐ **Research description** (in Word format -- not a PDF)
  - A description of your research is required. Ph.D. students are required to complete three 10-week tutorials in three different labs; those experiences help them choose their advisors. Tutorials may be offered by Regular Members; Associate Members are not eligible to offer tutorials. Your research description will be part of your faculty profile on the GSBS website.
  - The format for research descriptions is as follows:
    - **A brief (~250 words) paragraph to describe your overall research program.**
    - In your paragraph, be sure to include key words and phrases that would help students identify you when they're searching for faculty in whose research they're interested
    - Give examples of the types of projects students might work on and what they could learn while doing a tutorial in your laboratory (only for Regular Members)
    - Consider your audience: your profile will be read by students looking for advisors
    - **It will also include links to:**
      - Your **PubMed** list of publications
      - Additional sites of your choice (e.g. your lab website, your Program faculty page, your institutional faculty page, etc.)