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.

☐ 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.)