

PURPOSE

The purpose of this policy and procedure is to ensure that faculty in the School of Pharmacy are sufficiently prepared to serve in the capacity of primary advisor to PhD students, to ensure the students meet the required milestones and accomplishments set forth in the Graduate Student Handbook, and to foster their professional development, innovation, and scientific discovery.

[As outlined by The University of Pittsburgh](#): Membership in the Graduate Faculty at the University of Pittsburgh signifies that a regular or adjunct faculty member possesses the competence to direct graduate study and research at all levels. Therefore, each nomination for membership should include documentation of the candidate's experience in:

- 1. Research:** Documentation must include:
 - An updated NIH-style Biosketch
- 2. Teaching of graduate level courses (MS and PhD):** Documentation must include:
 - A list of MS and PhD courses in the SOP to which you have contributed. For each course, describe your role (*coordinator or instructor*) and number of lecture hours.
- 3. Supervision of graduate research:** Documentation must include:
 - A list of MS and/or PhD Students you have advised. For each MS and PhD student advisee:
 - Describe your role (primary/co-advisor), contribution to their development, and progression in the program based on [graduate program milestones](#)
 - Provide a list of their scholarship while under your mentorship, including grants, papers, and presentations, and describe your contribution towards these achievements
 - A list of graduate student committees (Comprehensive exam and/or Dissertation committees) you have sat on with a brief description of your contributions as a committee member or advisor.
- 4. Scholarly publications:** Documentation must include:
 - A list of peer reviewed publications and book chapters

[As outlined by The School of Pharmacy](#), additional requirements for Graduate Faculty Membership Include:

- 5. [Mentoring Academy Credential](#):** Completion of the Mentoring Academy's three Professional Development sessions covering 8 mentoring competencies.
 - New faculty hires in the SOP with a successful track record of advising PhD graduate students -- in the primary advisor role -- may be exempt from this requirement
- 6. [Attestation](#)** – Attest that you have reviewed the [SOP Graduate Student Handbook](#), that you understand the requirements and milestones of the program, and are committed to supporting your students' training, professional development, and wellbeing.
- 7. [Continual Development](#)** – Once appointed as a member, ongoing mentorship/professional development training is required every other year or as recommended by your Department Chair and Graduate Faculty Membership may be re-evaluated at the discretion of the Dean.

*Faculty not yet meeting the requirements outlined below may independently advise MS students and co-advise PhD students. Non-Graduate Faculty members may not serve as primary PhD advisors.

PROCESS

1) Submit the required documentation to your Department Chair and Associate Dean for Graduate and Postdoctoral Programs. 2) Documents will be reviewed for *competence to direct graduate study and research at all levels* by the Graduate Faculty Committee: Associate Dean for Graduate and Postdoctoral programs, Department Chairs (Pharmacy & Therapeutics and Pharmaceutical Sciences), and three Graduate Faculty in good standing 3) If approved, all Graduate Faculty members in the SOP will be polled by the Dean's office; 4) The nomination for Graduate Faculty Membership must be signed by ≥ six current Graduate Faculty members in the SOP, the Department Chair, and the Dean (see [complete Nomination Procedures](#)), 5) The Dean will then submit your nomination for Membership in Graduate Faculty to the Provost with the required supporting evidence: a list of graduate courses taught, service on graduate committees, research supervised, and scholarly publications.