



POLICY: PHD ADVISORY COMMITTEE POLICY

The Academic Advisors and Advisory Committees monitor the progress of the student, provide guidance, frequent formative assessment and valuable constructive feedback, and assure successful completion of the program requirements in a timely manner. They prepare progress reports, which form part of the documentary basis for decisions of retention or dismissal from the program. The Advisory Committee should serve as a mediator in case of disagreements between the student and the Dissertation Advisor.

I. The IPP Steering Committee

1. The IPP Steering Committee comprises the six Ph.D. Program Directors (from each department), the M.D./Ph.D. Program Director and the Dean. The Program Directors are generally selected by the Department Chair in consultation with and the approval of the Dean. The M.D./Ph.D. Program Director is appointed by the Dean, in consultation and approval of the Department Chair.

II. The first-year Advisors

1. The first-year Academic Advisor, who is either a Program Director or a Ph.D. program admissions committee member, will be assigned by the Dean and the IPP Steering Committee to each student entering the program. The first-year Academic Advisor will provide guidance to the student with regard to GSBMS regulations and procedures, advise the student on course and rotation selection, and monitor student's progress in the program.
2. The Rotation Advisor is a faculty member hosting a rotating student in their laboratory for the period of that rotation. The Rotation Advisor should avoid becoming a first-year Academic Advisor to the extent possible.
3. Two major functions of the first-year Academic Advisor are as follows:
 - a. oversee the selection of research rotations
 - b. evaluate the student's performance during the first year
4. The first-year Academic Advisor shall meet with the student three times during the year, before the beginning of the academic year in August, during the academic year (before the beginning of Spring semester) and upon the completion of the student's last rotation in August. If there are other matters to discuss, the first-year Academic Advisor and student are encouraged to schedule meetings as needed.
5. The first-year Academic Advisor will prepare and submit a written progress report (format is provided on the last 2 pages of the policy) to the GSBMS Dean's office within ten days of the end of the summer rotation. This report will consist of an evaluation of the student's academic performance and potential for continued success in the program based on:
 - a. rotation evaluation forms completed by the Rotation Advisors

- b. rotation reports (abstracts) prepared by the student and meeting objectives for the rotation
- c. evaluation of the student's academic performance in the courses
- d. student's participation in other departmental activities such as seminars
- e. other relevant factors pertaining to the student's performance in the first year

III. Advisors and the Advisory Committee for the second-year IPP students, and for the first-year M.D./Ph.D. or Advanced Standing Ph.D. students:

1. In the second year of the IPP program and upon entry to the Ph.D. program for Advanced Standing or M.D./Ph.D. students, the Principal Investigator of the research laboratory the student has entered becomes the student's Dissertation Advisor. In case the student has not yet selected a Dissertation Advisor, the first-year Academic Advisor will continue to serve on a temporary basis until the student finds a Dissertation Advisor.
2. The Program Director for the specific program the student has entered becomes the Academic Advisor, with special emphasis on course selection and guidance on GSBMS and program requirements and procedures. This may be the same person as the first-year Academic Advisor.
3. Within one month of student joining the lab, the Dissertation Advisor and the student establish the Advisory Committee in consultation with the Program Director. The list of the committee members should be submitted to the GSBMS Dean's Office.
4. The Advisory Committee should consist of three or four members of the Graduate Faculty. The Dissertation Advisor is *not* a member of the committee, but should be present at all meetings of the committee.
5. At the first meeting, the Advisory Committee shall elect a chair and review the report of the first-year Academic Advisor.
6. The Advisory Committee shall meet with the student at least two times a year.
7. The Advisory Committee can be assembled at any time, if needed, to resolve any conflict or issues that arise during program completion by the student, and should serve as a mediator in case of disagreements between the student and the Dissertation Advisor. Thus, the Dissertation Advisor cannot be a member of the committee.
8. At the meetings, the student shall present planned coursework, as well as a research plan and project progress. The Dissertation Advisor provides input to the committee about the student's accomplishments and areas that need strengthening or further development.
9. During each meeting, the Advisory Committee should ask the student to briefly exit the room to provide a forum to discuss the student's performance and any other issue with the Dissertation Advisor. Then, the committee should ask the Dissertation Advisor to briefly exit the room to provide a forum to discuss the performance of the Dissertation Advisor or any other issue.
10. At the end of each meeting, the Advisory Committee shall recommend actions for the next period and set a date for the next meeting. The committee can make recommendations to the IPP Steering Committee, the Academic Standards Committee

and the Dean, regarding acceleration or delay of the Qualifying Exam, suggest additional coursework, provide guidance for the experimental work, and indicate when the student is ready to begin writing the dissertation.

11. The chair of the committee shall prepare a written report (format provided on the last 2 pages), which will be signed by all committee members. Copies of this report should be forwarded to the student, mentor, and GSBMS Dean's office within a week after the meeting.

IV. The Dissertation Advisory Committee:

1. Once the student is ready to present a dissertation proposal, the Advisory Committee becomes the Dissertation Committee. The Dissertation Committee should also include one graduate faculty member from a different program/department. The Dissertation Advisor should attend all meetings, receive all deliverables, but cannot be a voting member of the committee to avoid any potential conflict of interest.
2. It is possible for members of the Advisory Committee to be replaced in the Dissertation Committee if their expertise is not relevant to the student's dissertation project. Members can include graduate faculty from a different program/department. The updated list of the committee members should be submitted to the GSBMS Dean's Office.
3. One external member who is not a part of NYMC or GSBMS faculty can be a member of the Dissertation Committee upon approval of the Dissertation Advisor and the IPP Steering Committee.
4. The Dissertation Advisory Committee should meet *at least* three times per year (once in every semester) to ensure timely defense and graduation of the student. Periodic progress assessment reports are still required from the committee chair.
5. Once the student is ready to present a dissertation proposal the Dissertation Advisory Committee will be the recipient of the student's final thesis.
6. For the thesis defense, the Dissertation Advisory Committee should be expanded to one external member who did not prior serve on the student's Dissertation Advisory Committee.

Policy Summary

Advisor/ Committee	When Assigned	Assigned by	Membership	Meetings	Duties
First-year Academic Advisor	Prior to student's arrival	Dean in consultation with the IPP Steering Committee	Program Director or Member of Ph.D. Admissions Committee	3 times (August, December, August)	Course selection and rotation advisement; student evaluation; promotion to year 2
Rotation Advisor	Upon student's arrival	First-year Academic Advisor with approval of the Dean	Faculty members hosting a rotating student	Continuous during one rotation period	Set the goals of rotation; Supervise rotation activities in the lab
Dissertation Advisor	Beginning of year 2 (IPP); entry into program (advance standing, M.D./Ph.D.)	Decision of the student and Dissertation Advisor with approval of the Dean and Chair	Principal Investigator of the laboratory the student joins for dissertation research	Continuous until student's graduation	Supervise dissertation research and thesis preparation
Advisory Committee	September 1 st year 2 (IPP); September 1 st year 1 (advance standing, M.D./Ph.D.)	Proposed by student and the Dissertation Advisor with approval of the Dean	3-4 graduate faculty, excluding Dissertation Advisor	2 times annually (fall, spring)	General advisement, assessment of student progress, readiness for qualifying exam, thesis (fellowship) proposal, research forum
Dissertation Advisory Committee	When dissertation proposal is ready (usually end of year 3)	Proposed by student and the Dissertation Advisor with approval of the Dean	4 graduate faculty members, including 1 from another department/program, 1 external (non- NYMC) member (optional)	3 times annually (fall, spring, summer)	Assess research progress, readiness for dissertation writing and defense

Student Advisory Committee Report

Student Name: _____

Entry Cohort: _____ Category: IPP Adv. Stand. M.D./Ph.D.

Program: IPP First-year
 Biochemistry Cell Biology Microbiology
 Pathology Pharmacology Physiology

Date of report: _____

Advisory Committee (with signatures):

1. _____
2. _____
3. _____
4. _____
5. _____

Invited participants:

<u>Name</u>	<u>Role (Rotation Advisor, Program Director, etc.)</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

I. Student performance for the prior period

Please rate the student's performance for the prior period, providing narrative analysis and recommendations (if any) in the following sections. Explanations for "unsatisfactory" ratings and specific suggestions for "needs improvement" *must* be provided in Report Sections II A and B below.

Academic performance: Satisfactory Needs improvement Unsatisfactory
Laboratory performance: Satisfactory Needs improvement Unsatisfactory

II. Performance in prior period (Narrative).

- A. *Academic performance in prior period.* Note any milestones achieved (qualifying exam, dissertation proposal, external fellowships, awards, etc.). Evaluate any noteworthy grades, presentations (journal clubs, in-class presentations, etc.), or examinations during this period – either positive or negative. Recommend any specific content areas or skills that the student needs to improve. Explain the basis of any “unsatisfactory” rating.

- B. *Laboratory or research performance in prior period.* Evaluate the student’s research rotation (first-year student) or pre-dissertation or dissertation research progress against the goals set for the rotation by the advisor or set for the period by the advisor and the committee. Recommend any specific areas or skills that the student needs to improve. Explain the basis of any “unsatisfactory” rating.

- C. *Other factors.* Discuss any other factors that should be considered in assessing the student’s progress.

III. Goals for the upcoming period, specifying the period in question.

- A. *Academic goals.* Note any special coursework goals, such as repeating specific courses, achieving a specific GPA to rectify an academic deficiency, etc.). Note any milestones that should be achieved within the next period, such as attempting the qualifying exam, etc.

- B. *Research goals.* Set goals for the upcoming period, in consultation with the Rotation Advisor or Dissertation Advisor. For rotations, the Rotation Advisor will generally set the goals (e.g., “the student should demonstrate that he/she can follow a mini-project through to a reasonable end-point”). Following rotations, period goals may be rather general but will likely become more specific as the dissertation project progresses towards completion. Goals such as “produce a thesis proposal” or “produce a draft of the dissertation” are legitimate period goals for the committee to set at the appropriate time.

- C. *Additional comments.*

- D. *Planned date of next meeting.*