

Responsibilities of the BGS Director and PSOM Associate Dean for Graduate Education

Summary:	The Director of BGS is a full-time, tenured faculty member at the University who serves as the primary academic leader and senior administrative officer for the BGS program and also holds the title of Associate Dean for Graduate Education in the Perelman School of Medicine (PSOM). The BGS Director reports to the Executive Vice Dean and Chief Scientific Officer (EVD/CSO) of PSOM. The BGS Director performs the following duties personally or by delegation to other BGS faculty or BGS office staff.
Program Oversight	<p>Chair monthly meetings throughout the academic year of the Biomedical Advisory Committee, which consists of the chairs of the BGS graduate groups and others, to set standards, develop policies, address issues of common interest, consider proposals for new graduate groups and certificate programs, and review existing groups and programs.</p> <p>Meet periodically with EVD/CSO regarding program status and new initiatives.</p> <p>Administer reviews of each graduate group (one/year) and participate in periodic reviews of BGS.</p> <p>Work closely with the BGS Administrative Director, the Director of Training Support and Career Development, the Director of Recruitment and Retention of Diversity Scholars, and the Director of Financial Operations.</p>
Program Representation	<p>Attend monthly meetings of Vice Provost for Education's Graduate Council of Deans.</p> <p>Attend annual meetings of AAMC Graduate Research Education and Training (GREAT) Group.</p> <p>Represent BGS at PMACS IT Council (monthly).</p> <p>Meet periodically with PSOM Department Chairs.</p> <p>Serve on executive committees of MD/PhD Program and Biomedical Postdoctoral Programs.</p>
Admissions and Recruitment	<p>Chair weekly meetings of the BGS Admissions Committee from late January through early March.</p> <p>Review Admissions Committee votes and make final determinations about admissions cutoffs and exceptions.</p> <p>Work with EVD/CSO to determine admissions targets.</p> <p>Manage centralized admissions systems and processes.</p>
Student Issues and Arbitration	<p>Meet as needed with representatives of BGS student groups (e.g. BGSA, EE Just, PGWise).</p> <p>Meet with students who have concerns that may not be addressed at the grad group level.</p> <p>Review and approve requests for TAs and supplemental pay for other activities, or other (paid or unpaid) training that would require a significant amount of effort beyond regular BGS training.</p> <p>Review and approve requests for leaves of absence.</p> <p>Work with graduate groups to manage cases of inadequate academic performance and dismissal.</p> <p>Consult with graduate group chairs, other faculty, and reps. of other Univ. offices (SIS, CAPS, Student Health, Public Safety, General Counsel) to address issues of student behavior/performance.</p> <p>Refer allegations of student misconduct to the Office of Student Conduct.</p> <p>Address allegations of faculty misconduct with appropriate school and university officials.</p>
Curriculum	<p>Convene meetings of Biomedical Curriculum Committee twice/year to monitor the quality of BGS courses, promote the development of new course offerings, and review the academic performance of students in the first two years of training.</p> <p>Administer course evaluations.</p> <p>Provide oversight, administrative staffing, and TAs for BGS core courses (BIOM600, BIOM555, BIOM611).</p> <p>Administer periodic curriculum reviews.</p> <p>Administer weekly lunchtime research talks series for June matrics.</p>

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Student Progress and Records	<p>Audit student registrations to ensure compliance with BGS and University policies.</p> <p>Refer cases of students who receive a B- or below in first two years to the BCC (see above).</p> <p>Ensure that PhD students in year two and CD students in graduate year one identify thesis labs, in communication with the graduate groups.</p> <p>Record candidacy exam results, ensure students have thesis committees and regular meetings.</p> <p>Monitor progress of students in year 6 or beyond as well as recertifications as required.</p> <p>Certify students for degree.</p>
Program Data and Analysis	<p>With PMACS and ISC, develop and maintain databases for admissions for PhD, SUIP and PREP, student records, faculty records, course evaluations, training grant records, and alumni records.</p> <p>Administer surveys of mentors of graduating students.</p> <p>Provide data for national surveys (NSF-NIH, Peterson's, AAU-AGS, Dwarves/Elves, Ivy Plus, NRC).</p> <p>Provide data as needed for graduate groups, PSOM, Provost, President, and others at Penn.</p> <p>Evaluate basic science departments' contributions to education annually for PSOM.</p>
Responsible Conduct of Research Training	<p>Provide introductory lecture and content to incoming students.</p> <p>Organize web-based content (CITI) and delivery to students according to year of training.</p> <p>Organize small-group workshops for all students in years 2, 3 and 4.</p> <p>Track faculty members' participation in RCR workshops and lab-based RCR sessions.</p> <p>Provide guidance and content for RCR training via a webpage.</p>
Other Committees	<p>Dissertation award committees, teaching award committees, ad hoc committees.</p>
Convocation and Orientation	<p>Arrange welcomes from Deans or other faculty representatives of participating schools.</p> <p>Organize other orientation activities ("Health and Wellness" panel session, talks by current students, lunch and reception, biomed library tour, fellowship information, etc.).</p> <p>Organize introductory training and compliance activities (EHRS, HIPAA, RCR) for new students.</p> <p>Provide optional early lab rotation and BIOM 600 prep course for new students.</p>
Diversity Outreach and Recruitment	<p>Administer Summer Undergraduate Internship Program (SUIP) for ~25-30 students/summer.</p> <p>Administer Postbaccalaureate Research Education Program (PREP) for 8-10 students/year.</p> <p>Write grants to support SUIP.</p> <p>Participate in submission of PREP grant application.</p> <p>Coordinate faculty participation in diversity recruitment symposia (e.g., ABRCMS, SACNAS).</p> <p>Coordinate faculty recruitment trips to colleges (approximately 12/year).</p> <p>Participate in The Leadership Alliance (attend summer symposium).</p> <p>Track faculty members' participation in these activities for training grants, etc.</p> <p>Provide support letters and maintain contacts with minority-serving institutions.</p>
Career Planning and Exploration	<p>Oversee implementation and refinement of Individual Development Plans (IDPs).</p> <p>Oversee certificate programs and other optional training opportunities.</p> <p>Facilitate current students' career development via relationships with alumni.</p> <p>Work with graduate groups, student groups, Career Services, and other entities on campus to organize career related activities.</p>
Faculty Membership and Promotions	<p>Review nominations from graduate groups and make recommendations to Dean.</p> <p>Provide information about faculty service in BGS activities to graduate groups for reappointments.</p> <p>Provide data about teaching performance to faculty, depts., and Dean's offices as needed for promotions and resource allocation.</p>

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Commencement	Organize and oversee annual BGS graduation ceremony.
Alumni Relations and Publicity	Organize and maintain website and brochures. Work with the Development Office on PSOM publicity involving BGS. Produce alumni newsletter (3x/year) and organize periodic alumni relations events.
Office Administration	Work with Administrative Director to oversee BGS office. Meet weekly and as needed with Admin Dir and perform Admin Dir's annual evaluation. Meet periodically with the Director of Training Support and Career Development, the Director of Recruitment and Retention of Diversity Scholars, and the Director of Financial Operations. Hire, train, and supervise graduate group coordinators and office staff (via Admin Dir). Work directly with other office staff as needed.
Training Grants and Fellowships	Provide Guidance to Program Directors submitting new and competing continuation NIH T32 and R25 training proposals as well as proposals to other funding agencies (e.g., NSF). Maintain and distribute data table, boilerplate text, and letters of support for training grant and fellowship proposals.
Financial Support of Students	Oversee BGS student aid funds flow to ensure revenue neutrality. Set BGS stipend level and BGS faculty "mentor cap" level annually. Provide support for the development of training grant and fellowship applications. Convene Emergency Financial Aid Committee as needed when mentors have \$ shortfalls. Approve student travel fund requests. Through the Finance Office of the EVD/CSO: Track source(s) of support for each student (past, current, and anticipated future). Directly manage all BGS students' payroll records. Pay all BGS students' tuition, fees, health insurance each semester. Directly manage, with the PI, ~10 NIH training grant awards (7 T32, 3 R25) and ~90 individual fellowship awards (NIH, NSF, HHMI, AHA and others), including appointments and terminations, budgets, and progress reports. Track elements of ~40 additional training grants for optimal use of predoctoral slots and compliance with the awarding Institute and University's policies. Provide budget support to PIs and BAs for training and research grants. Resolve financial issues that result from a change in a student's status or funding source.
Program Financial Support	Oversee BGS student financial aid and program administration budgets. Allocate budgets to graduate groups for administration and recruitment. Participate in managing BGS fellowship endowment and small focused endowments (e.g. Winegrad Dissertation Awards, Kanefield Awards for Students Conducting Cystic Fibrosis Research). Work with Development Office on new campaigns for fellowships/program support.

The **Director of Training Support and Career Development** manages most aspects of Training Grant and Fellowship Proposal Development, RCR Training, Career Planning and Exploration, and Alumni Relations.

The **Director of Recruitment and Retention of Diversity Scholars** manages most aspects of Diversity Outreach and Recruitment, including the SUIP and PREP programs.

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The **Director of Financial Operations** manages most aspects of Financial Support of Students and Program Financial Support.

The **Administrative Director** manages most aspects of day to day office administration, including staff supervision.