



## GDBBS Faculty Appointment Application for **First Program**

*Before your appointment is official, it must be approved by the Program, Division Director, and the Dean of the Laney Graduate School.*

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### Application Process (Condensed)

1. Initial Conversations
2. Application Submission
3. Program Leadership & GDBBS Simultaneously Review Application
4. Program Leadership Approves Application
5. DocuSign Form Sent and Signed by All Interested Parties
6. Application Sent to LGS Dean

### Application Process (Detailed)

1. Faculty candidate contacts Program leadership and their Department Chair about applying for membership. The faculty candidate discusses their interest with their Department Chair and Program leadership for initial approval and confirmation of qualifications.
2. Faculty candidate reviews the [GDBBS Faculty Guidelines and Faculty Responsibilities](#).
3. Faculty candidate submits a [program membership application](#) to GDBBS with all necessary attachments\* and any additional documentation required by the Program.
4. Application materials are routed to the Program Director and/or Program Faculty Membership Chair for review and approval. Approval may be contingent on specific program requirements, such as presenting at a seminar and a vote by the full program faculty.
5. Once Program leadership approves the membership application, the Program Administrator initiates a DocuSign agreement form to affirm that 1) the candidate understands the requirements of Program and GDBBS membership and agrees to fulfill them and 2) in the following order, the candidate's Department Chair, Program Director, and Division Director approve the membership appointment. The DocuSign agreement also serves as an endorsement and nomination of the candidate for LGS Graduate Faculty Membership.
6. The application is submitted to the Dean of the Laney Graduate School for final approval.

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*\* See page 2 for required attachments and application questions.*

## Required Mentorship Training

All new faculty members are required to complete mentor training within their first three years in the program. In most cases, this is fulfilled by participating in the Atlanta Society of Mentors (ASOM) fall faculty learning series. See the [GDBBS Handbook](#) for the specific policy and check the [ASOM website](#) for more information on their training series.

## Required Basic Information

- Candidate's full name, title, and primary academic department
- Full name and email address of Department Chair
- Candidate's Emory NetID, Employee ID, and eRA Commons ID

## Required Attachments

- Professional photo
- Curriculum Vitae or NIH biosketch (Word/PDF)
- Long research description (Word/PDF, limit of one page and text only)  
*This description is posted on the individual GDBBS Faculty Profile page.*
- If applicable, program-specific documents (e.g., [Neuroscience Membership Agreement](#))

## Required Descriptions (for multi-line text fields)

- Brief description of your research and background including, if relevant, previous experience mentoring students.  
*This information is submitted to LGS for applications to join LGS Graduate Faculty.*
- In one sentence of 150 characters or less, a brief description of your research.  
*This research description is posted on the [GDBBS faculty directory](#).*
- How your training and current research align with the program's fields of research, including any past, present, or anticipated collaborations with program faculty.
- Current, past, and pending research funding.  
*(Applicants should have sufficient grant and/or startup funding to support students' dissertation research projects.)*
- How you will contribute to training, teaching, and mentoring the program's students.