

**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.)