

# MBP Faculty Expectations, Recommendations and Important Information

This document is intended to provide incoming and continuing MBP faculty with essential information and recommendations regarding workloads, expectations and other relevant information related to the department and faculty appointments.

Please review the following items carefully. Some items include further detail in the provided web links. If you have any questions, please contact department administration: <https://medbio.utoronto.ca/contact-us>

This information is also available online at: <http://medbio.utoronto.ca/faculty-expectations>

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## MBP Faculty Workload Recommendations

All MBP faculty members have a status-only faculty appointment at the University of Toronto. These appointments are due to periodic renewal, with the period generally linked to the faculty member's institutional employment status.

Status-only appointments enable faculty members to supervise graduate students, MBP summer students, have access to graduate scholarships for their students (either through national, provincial, local or internal awards), hold operating grants that are administered through the University of Toronto (such as NSERC grants, Canada Research Chairs) and be eligible for academic promotions at the Faculty of Medicine. In turn, faculty members are required to contribute to MBP student mentoring, departmental administration and teaching, regardless of primary appointment. Below are departmental recommendations for these individual categories. Individual contributions may vary from year-to-year and not every recommendation might be accomplished every year (*i.e.* a faculty member may have more teaching and less departmental engagement in one year, or vice versa - and this may change the next year).

### Student Mentoring

Each faculty member is expected to contribute to student mentorship. This includes:

- Student supervision
- Participation in supervisory committees
- Members with full School of Graduate Studies (SGS) appointments: chairing MBP exams (MSc, reclassification, and qualifying exams) and SGS PhD exams

A total of **10-15 MBP student related committees per year** is a reasonable workload for every MBP faculty member.

### Departmental Committee Participation

- MBP faculty members will be invited to participate on the MBP Executive Committee, the Appointments & Promotions Committee, the Decanal Promotions committee, the MBP Admissions Committee, Scholarship evaluation committees (*i.e.* CIHR, Vanier, OGS, etc.) and the MBP Rotations Committee. Appointments are typically for a fixed term, providing for regular turnover of committee membership. **To spread the workload, each MBP faculty member is expected to participate in at least one committee per year.**

If you are interested in participating in any departmental committees, please contact Chau Dang (Chau.Dang@utoronto.ca).

### Departmental Engagement

Each MBP faculty member is expected to contribute to the broad category of departmental engagement. This includes:

- Participation in the MBP Open House and MBP interview days
- Participation in the MBP seminar series. Each MBP faculty member is expected to attend **at least one seminar per month**, on average
- Participation in the Jim Lepock Memorial (JLM) Symposium
- Participation in the Annual MBP retreat at Geneva Park

**An estimated total of 30 hours per year** is a reasonable contribution to departmental administration.

### Teaching

Each MBP faculty member is expected to contribute to departmental teaching as a lecturer or course coordinator. This includes graduate-level courses and the MBP summer student program. A reasonable teaching load for an MBP status-only appointment is between **4-10 hours per year**. Teaching responsibilities outside of MBP cannot substitute for this requirement.

# Unconscious Bias Training

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The Department of Medical Biophysics is committed to providing a create a safe, supportive, equitable and bias-free environment for learners, faculty and staff. One of the department's goals is to increase knowledge and awareness in unconscious bias, and outline fair processes required for success in career paths. It has been documented that these internalized biases can affect many areas of work including the admissions process, faculty hiring, peer review and patient care. All MBP faculty are highly encouraged to participate in some form of unconscious bias training.

## **What is unconscious bias?**

The Kirwan Institute for the Study of Race and Ethnicity at The Ohio State University defines unconscious or implicit bias as attitudes or stereotypes that affect our understanding, actions, and decisions in an unconscious manner. These biases can be positive or negative and differ from known biases that people may intentionally hide.

## **Can we change our biases?**

Several organizations have arranged Unconscious Bias training programs to expose people to their unconscious biases, provide tools to adjust automatic patterns of thinking, and ultimately eliminate discriminatory behaviors.

According to Wikipedia, Unconscious Bias training programs tend to follow a basic three-step method:

- Participants take a pretest to assess baseline implicit bias levels (typically with the IAT).
- They complete the unconscious bias training task.
- They take a post-test to re-evaluate bias levels after training.

Here are some of the available online resources to assess your unconscious bias:

## **Assess baseline**

Harvard's [Implicit Association Test \(IAT\)](#) has provided a platform for the general public to understand attitudes, stereotypes, and other hidden biases that influence perception, judgment, and action.

## **Unconscious Bias training**

The Toronto Initiative for Diversity & Excellence (TIDE) led by Maydianne Andrade, Canada Research Chair and Vice-Dean, Faculty Affairs & Equity at UTSC and Bryan Gaensler, Canada Research Chair and Director of the Dunlap Institute for Astronomy and Astrophysics, presented

scientific evidence of unconscious bias. [The video](#) is about 1-hr in length. A copy of their slides is available by linking on the following links - Andrade slides, Gaensler slides.

The Association of America Medical Colleges also offers a free online seminar on [The Science of Unconscious Bias and What To Do About it in the Search and Recruitment Process](#). Registration is required.

CHIR also offers [unconscious bias training modules](#).

# Important Information

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## Useful Web Links

- Medical Biophysics official website: <https://medbio.utoronto.ca>
  - Medical Biophysics Graduate Student Association (MBPGSA): <https://www.mbggsa.ca>
  - QUERCUS: <http://q.utoronto.ca> (for MBP course information and internal MBP documents. Please contact [Chau.Dang@utoronto.ca](mailto:Chau.Dang@utoronto.ca) for access)
  - Graduate Education Management System (GEMS): <http://gems.med.utoronto.ca> (UTORiD required for access, please contact [Chau.Dang@utoronto.ca](mailto:Chau.Dang@utoronto.ca))
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## MBP Calendar

The MBP Calendar is updated on a regular-basis and contains information about departmental events, such as student seminars and visiting researcher seminars. It can also be added to your own Google Calendar setup by clicking the “+ Google Calendar” button beneath it.

<http://medbio.utoronto.ca/mbp-calendar>

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## MBP Student Handbook

We recommend that new faculty download and review the Medical Biophysics Graduate Student Handbook. This document contains important information regarding policies and procedures related to MBP students. It is highly recommended that you review this document, as it will help you become familiar with departmental student expectations.

<http://medbio.utoronto.ca/handbook>

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## Lab Rotations

Typically, MBP faculty recruit new graduate students through the Lab Rotations program. Most incoming MBP graduate students (MSc and direct-entry PhD) participate in these rotations, which are intended to provide an opportunity for students and faculty to work with each other, in specified ‘blocks’ of time, to find the best fit for a permanent lab.

First-year students participate in three lab rotations beginning in September and ending in December:

- **First Rotation:** Students should receive the supervisors’ names for their first rotation during the summer.
- **Second Rotation:** Will be selected after the Geneva Park Rotations Market.
- **Third Rotation:** Will be selected during the course of the second rotation.

Each rotation lasts 5 weeks. We expect that all students will find their permanent supervisor by the end of the third rotation. If students are not placed after the third rotation, they have the opportunity to complete a fourth and final rotation. If no permanent placement is found at that time, students are asked to withdraw from the program.

To learn more about Rotations, please refer to the MBP rotations policy document: [https://q.utoronto.ca/courses/96813/files/3284954?module\\_item\\_id=646308](https://q.utoronto.ca/courses/96813/files/3284954?module_item_id=646308) (QUERCUS login required – for access please email [Chau.Dang@utoronto.ca](mailto:Chau.Dang@utoronto.ca)).

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## Recruitment Policy

As an MBP Faculty member, you will be asked to assist in the recruitment of incoming graduate students through a series of interviews with pre-screened applicants. Typically, selection of interviewed applicants will be based on an expression of interest in your research, or your interest in meeting potential students. It is important to note that interviewing faculty are not only recruiting for their own labs, but also for the department in general. Feedback following your interview(s) of potential students to the admissions committee should take this into account.

### Details:

- Typically, the department hosts three rounds of interviews downtown and three rounds of interviews uptown.
- Interviews take place in late January, late February and late May.
- The department will coordinate the interviews, times and locations.
- Faculty will be contacted prior to these interview dates regarding their participation.

Please refer to the MBP Recruitment Policy for more information: [https://q.utoronto.ca/courses/96813/files/3284954?module\\_item\\_id=646308](https://q.utoronto.ca/courses/96813/files/3284954?module_item_id=646308) (QUERCUS login required – for access please email [Chau.Dang@utoronto.ca](mailto:Chau.Dang@utoronto.ca)).

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## Important Departmental Events

The department holds a number of events that faculty are strongly encouraged to attend. These events are listed below.

### Student Seminar Series

**Time:** Most Tuesdays and Wednesdays at 4:00 PM, from September to May, excluding holidays.

**Locations:** Tuesday seminars are held at Sunnybrook and Wednesday seminars are held at the Princess Margaret Cancer Centre.

**Event description:** The Biophysics Graduate Student Seminars are part of a core course required by all students and continue throughout the program. Credit is given on the basis of a graded seminar and on attendance of the student at the weekly seminars. Attendance is mandatory for PhD students in the first 4 years and MSc students in the first 2 years of their degree. MSc students are required to give a seminar in both their first and second years. PhD students give a seminar in their fourth year also. However, only the second-year seminar is graded. Faculty will give critical feedback to the student following all seminars.

**Faculty expectations:** MBP faculty are expected to attend and remain after the seminar to evaluate students an average of once per month, at minimum.

**Learn More:** <http://medbio.utoronto.ca/graduate-student-seminars>

Detailed information is also available in the MBP Student Handbook, page 28.

## Geneva Park Retreat

**Timeframe:** 3 days in late September, Sunday afternoon to Tuesday after lunch.

**Location:** Geneva Park, 6604 Rama Rd, Orillia, ON

**Event description:** The Geneva Park Retreat is an annual tradition that has several purposes:

- An opportunity for new students to meet other students and faculty, and to hear about some of the areas of research in the Department.
- An important occasion for networking among students and faculty alike.
- To host an open Departmental Meeting, where students can bring up issues for discussion.
- Students and Faculty participate in a rotations market, where faculty and students can meet one-on-one for second-round lab rotation recruitment.

Talks are also given by faculty and students. In addition, there is a session organized by the Student Executive and a plenary talk on a subject of general interest. The cost for the retreat is covered by the Department.

**Faculty expectations:** Faculty are expected to attend the retreat to network with students and faculty, contribute to seminars, and participate in the lab rotations market as an opportunity to find rotating students for their labs.

**Learn More:** Page 50 of the MBP Graduate Student Handbook, or <http://medbio.utoronto.ca/geneva-park-retreat>

## **MBP Open House**

**Timeframe:** Early November – On a Saturday, from 10 AM to 2 PM

**Location:** Princess Margaret Cancer Centre, 610 University Ave, 7th floor atrium

**Event description:** Open House is an opportunity for prospective MBP students to learn more about the graduate program, our research and to meet MBP faculty and students.

**Faculty expectations:** Faculty are highly encouraged to attend this event, particularly by setting up poster displays from their labs to be discussed with prospective students attending the event. Additionally, the department organizes lab tours, typically with labs that are close to Princess Margaret. Faculty are encouraged to open up their labs for tours during the event. Department admins will be in touch regarding your participation in early fall.

**Learn More:** <http://medbio.utoronto.ca/openhouse>

## **Jim Lepock Memorial (JLM) Symposium**

**Timeframe:** Late May

**Location:** Location may change from year-to-year

**Event description:** The JLM Symposium is an annual student-led initiative, organized by the Medical Biophysics Graduate Student Association, which fosters scientific debate across disciplines, streams and institutes. This event brings in Keynote speakers from various areas to discuss their research and features grad student talks and research poster presentations.

**Faculty expectations:** Faculty are expected to show support to this student event by attending. Faculty may also be asked to evaluate student oral or poster presentations.

**Learn More:** <https://www.mbgpsa.ca/jlm2019>

## **Annual Faculty Department Meeting**

**Timeframe:** Late June

**Location:** Varies from year-to-year

**Event description:** The Annual Faculty Department Meeting is an opportunity for faculty to meet with the Chair to receive important updates and discuss issues related to the department.

**Faculty expectations:** All MBP faculty are required to attend the Annual Faculty Meeting.



**Learn More:** For up-to-date information, please refer to the MBP Calendar. If you have any questions about the meeting, please contact [Merle.Casci@utoronto.ca](mailto:Merle.Casci@utoronto.ca)

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## Summer Student Program

Every summer, a number of MBP faculty hire first-, second- or third-year undergraduate students to work in their labs. This is a great opportunity to start recruiting new graduate students early, as many students who participate in the summer program apply to the MBP graduate program. Students apply online in the late Fall or early Winter, and assessments of applications occur through our online portal in February.

If you are interested in recruiting summer students for your lab, please email [Daphne.Sears@utoronto.ca](mailto:Daphne.Sears@utoronto.ca) to inform her. She will grant access to the online portal to review applications when they are ready to be assessed.

Learn more about the Summer program:

<http://medbio.utoronto.ca/summer-student-progam-overview>.

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## Scholarship Committee

The Department requires faculty participation in the evaluation of Graduate Scholarship applications. You may be contacted regarding participation on one of several Scholarship Committees when new members are being sought early in the year. If you are interested in being a member of the Scholarship Committee in the next round of assessments, please contact [Chau.Dang@utoronto.ca](mailto:Chau.Dang@utoronto.ca)

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## Faculty Web Profile

All MBP faculty members have a profile on our website that is maintained by our Recruitment and Communication Officer. To have your profile created or updated, please email the following to [Charlie.Berger@utoronto.ca](mailto:Charlie.Berger@utoronto.ca)

- A current photo of yourself for your profile
- Your current title in MBP (Assistant Professor, Associate Professor or Professor)
- Contact information for your lab (location, address, preferred email address, phone number, etc.)
- A high-level 'at a glance' (4-5 short bullet points giving a general overview of your research)
- Short bio of yourself and/or short description of your research
- List of recent/key publications
- Pubmed search link for your publications
- Which of the following research themes best fit your research (you may select up to 4 themes):
  - Biomedical Imaging

- Cancer Diagnosis & Therapy
- Cancer Mechanisms and Models
- Cardiovascular Sciences
- Data Science & Computational Biology
- Image-Guided Therapy & Device Development
- Neuroscience
- Stem Cells & Regenerative Medicine
- Structural Biology

When updates to your profile are required, please send all changes to [Charlie.Berger@utoronto.ca](mailto:Charlie.Berger@utoronto.ca)

Faculty web profile example:

<http://medbio.utoronto.ca/faculty/ailles>

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## Shuttle Bus

A shuttle bus routinely runs between Sunnybrook and Women's College. This service is available to faculty who hold a Sunnybrook ID Badge. Faculty without a Sunnybrook ID Badge, who need to go back and forth between the uptown and downtown locations, can contact Donna-Marie Pow (Sunnybrook) or Annette Chan (PMCRT) for a pass and information about the shuttle bus schedule and pick up locations.

More information is available here at the bottom of the page:  
<https://sunnybrook.ca/research/content/?page=sri-ed-tor>