# THE DEPARTMENT OF ECOLOGY & EVOLUTION

## Department Staff

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## Office of Graduate Affairs

### Biological Sciences Division (BSD)

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Fax Machine for student use is located in:

Zoology 114 (Office hours only) 702-9740
FACULTY

JOY BERGELSON, Ph.D., Louis Block Professor and Chair, Department of Ecology & Evolution, and in the Committees on Evolutionary Biology; Genetics, Genomics & Systems Biology; Microbiology; and Senior Fellow, Institute for Genome & Systems Biology.*

STEFANO ALLESINA, Ph.D., Professor, Department of Ecology & Evolution, Senior Fellow, Computation Institute

SARAH COBEY, Ph.D., Assistant Professor, Department of Ecology & Evolution

JERRY COYNE, Ph.D., Professor, Department of Ecology & Evolution, and in the Committees on Evolutionary Biology and Genetics, Genomics & Systems Biology.*

GREG DWYER, Ph.D., Associate Professor, Department of Ecology & Evolution and in the Committee on Evolutionary Biology.*

JACK GILBERT, Ph.D., Part-time Associate Professor, Department of Ecology & Evolution; Environmental Microbiologist, Argonne National Laboratory.

RICHARD HUDSON, Ph.D., Professor, Department of Ecology & Evolution, and in the Committees on Evolutionary Biology; Chair, Committee on Genetics, Genomics & Systems Biology *

MARTIN KREITMAN, Ph.D., Professor, Department of Ecology & Evolution and in the Committee on Genetics, Genomics & Systems Biology.*

MARCUS KRONFORST, Ph.D., Assistant Professor, Department of Ecology & Evolution

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STEPHEN PRUETT-JONES, Ph.D., Associate Professor, Department of Ecology & Evolution and in the Committee on Evolutionary Biology.*

JOHN REINITZ, Ph.D., Professor, Department of Statistics, Department of Ecology & Evolution; Department of Molecular Genetics & Cell Biology; the College; and Member, Institute of Genomics & Systems Biology

ILYA RUVINSKY, Ph.D., Research Associate (Associate Professor), Department of Ecology & Evolution

KEVIN WHITE, Ph.D., James and Karen Frank Family Professor, Departments of Human Genetics and Ecology & Evolution. Director, Institute for Genomics & Systems Biology, and Scientist at the Argonne National Laboratory

J. TIMOTHY WOOTTON, Ph.D., Professor, Department of Ecology & Evolution and in the Committee on Evolutionary Biology.*

CHUNG-I WU, Ph.D., Professor, Department of Ecology & Evolution and in the Committees on Evolutionary Biology and Genetics, Genomics & Systems Biology*.

WEN-HSIUNG LI, Ph.D., Professor Emeritus, Department of Ecology & Evolution

THOMAS NAGYLAKI, Ph.D., Professor Emeritus, Department of Ecology & Evolution

MANFRED RUDDAT, Ph.D., Associate Professor Emeritus, Department of Ecology & Evolution and Associate Dean of Students in the College.*

JANICE B. SPOFFORD, Ph.D., Associate Professor Emeritus, Department of Ecology & Evolution

*Faculty member, Biological Sciences Collegiate Division.
THE DEPARTMENT OF ECOLOGY & EVOLUTION

The Department of Ecology & Evolution provides training for research and teaching in the ecology, evolution and behavior of whole organisms, primarily at the level of the organism, the population, and the ecosystem. The research interests of our faculty include molecular evolution, population genetics, quantitative genetics, animal behavior, plant and animal ecology, evolutionary theory, and related subjects. Individual levels of study range from molecules to communities. A common theme is the conduct of studies in a rigorous quantitative and conceptual context, and all faculty share an interest in the architecture of populations, species, and communities.

The Department stresses scientific breadth and the interrelations between various specialized fields. Students are encouraged to approach basic biological problems with the most appropriate techniques: computational, mathematical, observational, field, bench, or genomic. Departmental laboratories are equipped for a wide variety of contemporary research methods. Courses given in other departments may be taken for credit in Ecology & Evolution, for example, in the Departments of Organismal Biology and Anatomy, Biochemistry and Molecular Biology, Molecular Genetics and Cell Biology, Statistics, Geophysical Sciences, Anthropology, and Chemistry. Many students in the Department of Ecology & Evolution participate in interdepartmental programs in genetics, cell biology, developmental biology, population biology, and evolutionary biology, and in these programs dissertation research may be co-sponsored by faculty from different departments.

The Department manages the University of Chicago’s Greenhouse located in the Biological Sciences Learning Center as well as the Warren Woods Ecological Field Station in Three Oaks, MI. Collaboration is also maintained with the Field Museum and the Shedd Aquarium for students interested in research in systematics, taxonomy, and evolutionary biology, the Brookfield Zoo for basic research in conservation and behavior involving zoo animals, Argonne National Laboratory for terrestrial systems and microbial genomics research, and the Woods Hole Marine Biological Laboratory. Possibilities also exist for field studies around the world.

The Department has a regular weekly seminar series, with invited speakers from around the country. There are also a number of more informal seminars each week, and graduate students have a weekly Friday afternoon meeting of their own. Graduate students, especially in their first year are expected to attend all departmental seminars as their schedule allows.

There are many opportunities for teaching experience in undergraduate and graduate courses, and this is regarded as a required part of the graduate training program, not merely a source of financial gain.
STUDENT GUIDELINES

General Timetable for the Ph.D. Program in Ecology & Evolution

Most students in the Department of Ecology & Evolution complete their Ph.D. program in less than six years, though students entering with Masters degrees may finish earlier. All students in the BSD are guaranteed funding support for five years as long as they are in good academic standing.

The first and second years consist largely of coursework and individual reading courses, aiming toward successful completion of the general knowledge examination by the Spring quarter of the first year of study and defense of a dissertation research proposal by the end of the second year of study. Work in subsequent years shifts to dissertation-centered research and, finally, preparation and defense of the Ph.D. dissertation. While there is no M.S. program in Ecology & Evolution, students may elect to receive the M.S. degree upon successful completion of their dissertation proposal defense.

General Departmental Information

The Department of Ecology & Evolution is currently housed in the following University Buildings: Zoology and Erman. The Department office is located in Zoology 114. The Office of Graduate and Postdoctoral Affairs for the Division of the Biological Sciences is located in Room 104 of the Biological Sciences Learning Center (BSLC) (924 E. 57th Street). The University Registrar is located on the first floor of the Administration Building. The Office of the Bursar is located on the third floor of the Bookstore building. The Chicago Card and Dissertation Offices are located in Regenstein Library.

Most administrative matters concerning graduate study are coordinated through the Graduate Program Administrator (currently Audrey Aronowsky, located in Culver 405C). This person coordinates registration, student progress reports, fellowships, programming and most other graduate student concerns. In addition, information on courses, summer programs, outreach opportunities, etc., is distributed through this office.

All Department students have office space (shared with other graduate students) in one of the Department's buildings.Incoming graduate students are assigned office space as soon as possible after arrival on campus. Once in a lab, the advisor will provide office and/or lab space.

Department students are allocated funds in an expense account administered by the Department office in Zoology 114 (for a maximum 5 years). Allocated funds are available by submitting a brief email application to the Department Chair and Director of Graduate Studies. This account may be used for photocopying, postage, supplies, telephone accounts, conference travel, computing equipment, books, etc. Unused expense account funds are carried over into the next academic year, but all funds must be spent before a student graduates.

Almost all department communication is handled by email. Set up your account as quickly as possible after arrival, and give your email address to the E&E office right away (This usually has been done for you before you arrive, but confirm this!).

Keys for student offices, computer rooms, etc., are available from Jeff Wisniewski. A refundable deposit of $20 is required for each key. Any requests for keys to faculty laboratory space must be accompanied by a signed note from the faculty member.
Registration

The University of Chicago is organized on a quarter system, and most graduate students in the Division of Biological Sciences are registered for full-time study and/or research all four quarters (i.e., 12 months each year). Although specific procedures change from quarter to quarter and year to year, most graduate students will be expected to communicate with the Graduate Program Administrator and the BSD Graduate Affairs Office four times every year, whether they are taking classes or conducting field work away from campus. Regardless of whether a student is taking courses, they must be registered for 300 units each quarter (unless in pro forma status).

Registration is now online (http://classes.uchicago.edu). Each quarter, students will be notified of the dates for online registration. There is an internal deadline so that the GPA can approve student registration before the University deadline.

- Students in the first two years of study will meet quarterly with the Student Advisory Committee to obtain approval for their proposed registration. However, students can register online before their meeting with the Advisory Committee, then drop or add courses online in the first 3 weeks of the quarter.
- Students who have advanced to candidacy for the Ph.D. can enter their registration requests online (see below)

Time Schedules listing each quarter's courses generally are available online at http://timeschedules.uchicago.edu/. The Registrar's web site (registrar.uchicago.edu) also contains information on university deadlines, tuition and fee schedules, etc.

NOTES:

Our Subject Codes:
ORGB – Department of Organismal Biology and Anatomy
ECEV – Department of Ecology and Evolution
EVOL – Committee on Evolutionary Biology

Courses with variable units, and sections for each instructor:
49500 – teaching (not for BSD teaching requirement)
49700 – reading
49800 – research, off campus (use also w/ pro forma registration)
49900 – research, on campus

Regular graduate courses – Most graduate courses carry 100 units and the section number is 01.

Change of Registration
The Drop-Add period (in which to change your registration free of charge) is the first 3 weeks of each quarter. If you make changes to your schedule, please email the Graduate Program Administrator so the changes can be approved in the system.

Degree application and graduating
If you want to receive a degree (Ph.D. or M.S.), you must apply for the degree online (through my.uchicago.edu) no later than the first week of the quarter in which you plan to receive the degree. If
you don’t apply for a degree, you can’t receive the degree. Really. If something happens and you can’t finish the degree requirements in that quarter, notify the Graduate Program Administrator as soon as possible so that you can be removed from the convocation list. You will need to submit a new application for a degree for the new quarter in which you plan to receive a degree.

If you’re not going to be in residence at U Chicago
If you will be away or off campus, please notify the Graduate Program Administrator and the Department office in advance. We need to make sure that you’re in the right registration category. Usually students who are not on campus at all, or more than 100 miles from campus for the quarter, are registered in a category called Pro Forma. This category has some restrictions, but the tuition is greatly reduced, since you won’t be using University resources during the quarter. Please also register at traveler.uchicago.edu so we, and the University, can keep track of you should an emergency arise.

Late Fees, payment deadlines, restrictions
It is each student's responsibility to pay close attention to the published schedules of late fees and restrictions found on line at http://registrar.uchicago.edu. Any unpaid fee (library fines, activity fees, etc.), can cause a student's account to be restricted by the Office of the Bursar. Once a student is restricted, ID cards will not allow entry into University buildings, all privileges are lost at the library, and the student account will start to accrue late fees. Late fees are almost never removed, unless they were assessed because of a University administrative error. Schedules for fee and registration deadlines, along with late fee penalties, are published in each quarterly time schedule.

Other important things

Tuition, Stipends and Fees
All Ph.D. students in the Division of the Biological Sciences receive the same basic stipend and health fee/insurance support (2014-15: $30,000 stipend, plus basic health insurance, student health fee). Each prospective student received a written financial aid offer as part of their admission reply form. If a student received a bill that seems to contradict that award, the student should immediately bring the bill to the attention of the Graduate Program Administrator.

Stipend checks are distributed by the Office of Graduate Affairs in BSLC 104. Checks usually are available on the first day of each quarter. Students receiving their support from Divisional Unendowed funds and certain Departmental endowments in and after their 4th year should expect to serve as a Lab ($1800) TA one quarter without remuneration as part of their stipend. Please contact the Graduate Program Administrator for more information.

Taxes
The stipend/fellowship you receive is considered taxable income. You are responsible for understanding or seeking help in understanding the IRS requirements. UChicago and the Office of International Affairs host workshops annually for domestic and international students, respectively. Find out more at the Graduate Education website: http://grad.uchicago.edu/fellowships_funding/tax_information/

Division of Biological Sciences Teaching Requirement
All graduate students in the Division of Biological Sciences must successfully complete a Divisional teaching requirement as part of their Ph.D. program. Guidelines and information on this program are issued by the Graduate Affairs Office, Division of Biological Sciences, every Autumn quarter. Please consult the BSD Registrar, in the BSD Graduate Affairs Office (BSLC 104), the TA Handbook and the OGPA website
Evaluation of good standing
In the first two years, student progress is evaluated by the Student Advisory Committee. In later years, the advisor and dissertation committee meet with the student once or twice per year depending on year in the program. All students and their progress will be discussed at an annual faculty meeting. In the event that a student is not performing adequately or not making sufficient progress (via course grades, rotation grades, preliminary exams, committee meetings [or lack thereof]), the student will be informed in writing of deficiencies, suggestions on how to remedy them, and a time line for getting back on track. A student may be dismissed from the program if deficiencies are not remedied to the satisfaction of the departmental Chair and Director of Graduate Studies.

Staying healthy
Myriad options are available at the University for students to stay physically, emotionally, and mentally healthy. Some online resources are listed below. When in doubt, make an appointment with the Graduate Program Administrator to discuss available resources.

Physical Education and Athletics
http://athletics.uchicago.edu/im_clubs/index
http://athletics.uchicago.edu/facilities/ratner/index
http://athletics.uchicago.edu/facilities/hcfh/index
http://athletics.uchicago.edu/facilities/fitchicago
http://yoga.uchicago.edu/

Physical and Mental Health
http://studenthealth.uchicago.edu/
https://wellness.uchicago.edu/
http://counseling.uchicago.edu/page/our-services
http://counseling.uchicago.edu/page/virtual-pamphlet-collection
http://counseling.uchicago.edu/page/academic-skills-assessment-program
http://counseling.uchicago.edu/page/groups
http://grad.uchicago.edu/take_care_of_yourself/graduate_mental_health_resources/
First Year - Incoming Students

Newly admitted students should receive information from the Graduate and Postdoctoral Affairs Office, Division of the Biological Sciences, during the summer. Included in this packet will be information regarding Autumn quarter orientation and registration dates, housing, etc. Incoming students should contact the Graduate Program Administrator and the Department as soon as possible after arrival in Chicago.

Student Advisory Committee
All incoming students shall be scheduled for an initial discussion with the Student Advisory Committee during Orientation Week. The purpose of this meeting will be to gain an understanding of the student's background and former training, to discuss the student's general and specific research interests, to introduce the student to the program in Ecology & Evolution, and to formulate an academic plan for the student's first year in residence. The Advisory Committee must approve each student’s choice of courses until the student passes the dissertation proposal defense her/his second year. E&E graduate students are required to three courses in Ecology and Evolution which may consist of two courses in Ecology and one in Evolution or two courses in Evolution and one in Ecology.

If a student has post-B.S. experience, the Advisory Committee will recommend that the student proceed on an accelerated schedule through the early phase of her/his program. This will continue the individualized program of Ecology & Evolution while recognizing that more advanced students are expected to fulfill the general knowledge and proposal defense segments of candidacy more rapidly than students entering from college or switching fields.

The Student Advisory Committee will continue to meet with students individually at the beginning of the Winter and Spring quarters to discuss their work to date and arrive at a specific course of study for each quarter. During the Winter quarter meeting, the Advisory Committee and the student will propose an Examination Committee for the student's general knowledge examination, which will be held no later than the 10th week of the Spring quarter. This committee will be arranged by the Student Advisory Committee members, and generally will represent the three areas in which the student has completed course work during the first year. In most cases, one member of the committee will be from the Student Advisory Committee, and that member will serve as chair of the examining committee.

The General Knowledge Examination
Each incoming student will be expected to pass an oral General Knowledge Examination (preliminary exam) administered during the first year of study, generally no later than the 10th week of the Spring quarter. The examination session will be attended by all three members of an examination committee constructed by the process outlined above. The goal of this examination will be to access each student's general knowledge of key concepts, processes and issues in ecology and evolutionary biology as covered in the courses completed during the first year.

Each member of the Examination Committee will submit written questions based upon materials in the areas covered in the coursework recommended to the student by the Student Advisory Committee. A copy of the questions will be distributed to the student to be examined at least one week before the examination, and shall be used to initiate the examination. During the exam, the student should be prepared to explain models, equations, terminology, fundamental processes, references, and theory as relevant to the questions. The questions are a starting point, and the student should expect that he/she will be interrupted, led along tangents, and continue to be questioned until examiners hit upon one where the answer is unknown. Three hours shall be allowed for the oral examination, after which the committee will discuss the performance of
the student. The faculty committee may make suggestions regarding further coursework, pre-proposal research, and plans for preparation of the dissertation proposal.

If a student receives a "conditional pass" or "fail" on the oral examination, the student may request a subsequent written examination, subject to the approval of the Chair of the Department. All such examinations will be held no later than the final week of the Spring quarter.

It will be the responsibility of the General Examination Committee to report, in writing, the results of the General Examination to the Chair of the Department, the Graduate Program Administrator and the examined student in a timely fashion. Possible results of the examination are:

1. **Pass.** The student is certified as having passed the general examination. The student can apply to become a candidate for the M.S. degree in Ecology & Evolution, and can continue in the Ph.D. program. Forms for application to admission to candidacy for the M.S. degree are available from the Graduate Program Administrator. Students may apply for the M.S. after they successfully complete the defense of their Ph.D. Dissertation Proposal (usually Spring of the second year, see below).

2. **Conditional Pass.** The student is certified as having passed the general examination, contingent upon further specified coursework/individual reading with specific faculty in certain areas, according to a timetable for successful completion elaborated by the general knowledge examination committee. When the student has fulfilled the additional requirements, as determined by the Student Advisory Committee and the Chair of the Department, the student shall be recommended for candidacy for the M.S. degree in Ecology & Evolution. Under no circumstances shall a student be permitted more than two additional quarters after the Examination to fulfill the requirements of the Conditional Pass.

3. **Fail.** The student has not passed the General Examination. This decision must be explained in writing by the Examination Committee. The student may re-take the General Examination in the first week of the Autumn quarter. Continued financial aid for the Autumn quarter will be contingent upon successful performance in the examination. No student shall be considered in good standing who has not successfully passed the General Knowledge Examination by the second week of the Autumn quarter of the second year in residence.

**Off-quarter matriculation**

In the rare case of students matriculating in quarters other than the Autumn quarter, the Student Advisory Committee shall meet with the incoming student one week before the registration period for the first quarter of residency in the Ph.D. program. This meeting will have the same requirements as the Autumn quarter advisory meeting with the additional requirement that the Advisory Committee shall recommend, in writing, an individualized schedule for the completion of the General Knowledge Exam.

**Research opportunities**

Students should consult with the Student Advisory Committee, the Chair, the Director of Graduate Studies, the Graduate Program Administrator, and other graduate students about pre-dissertation research opportunities and potential funding sources. Rotations are not required, but are valuable, especially in the bench and computational sciences, for obtaining specific skills and getting to know a variety of lab management styles. Rotation forms should be filled out with the advisor and submitted to the Graduate Program Administrator.
Department members have associations with numerous field stations and sites in the United States and around the world. Students are encouraged to participate in coursework, discussion groups and seminar series in related departments at the University and affiliated institutions such as the Field Museum, Brookfield Zoo, Argonne National Lab, Woods Hole Marine Biological Lab, and other local universities.

Valuable pre-dissertation research can be accomplished during the Summer quarter between the first and second year of study. Students should begin investigating these potential research opportunities early in their first year of graduate study.

Funding for graduate research can be from large or small sources. All qualified first year students are expected to apply for an NSF pre-doctoral fellowship early in the Autumn quarter. The Darwinian Cluster runs a joint Autumn course to help first-year students prepare and submit these grant applications (ECEV 40100, Grants, Publications, Professional Issues). Smaller funding sources, such as the Hinds Endowment (administered by the Committee on Evolutionary Biology) can often be used to support pre-dissertation research. Information about these funds and information and forms for submitting proposals are available online at [http://evbio.uchicago.edu/resources/studentresearchfunds.pdf](http://evbio.uchicago.edu/resources/studentresearchfunds.pdf), or from the CEB Administrator in Culver 402.

**Other requirements**

In addition to the distribution requirements, students are expected to attend the Monday departmental seminars each time they are offered, participate in the reading group related to their interests, and enroll in ECEV 40100 (Grants/Pubs/Professional Issues) if appropriate. All BSD students are required to enroll in BSDG 55000 (Scientific Integrity and Ethical Conduct) in the Spring quarter of their first year. Students in the field sciences should be sure to communicate with the Office of Graduate Affairs if their field season will conflict with this course.

**Second Year**

The general goals of the second year of residence in the Department of Ecology & Evolution involve the acquisition of requisite knowledge and skills for the preparation for the Ph.D. proposal, preliminary research necessary for the proposal, and beginning participation in the diverse seminar and laboratory discussion groups active in the fields of Ecology & Evolution.

Students continue to meet with the Student Advisory Committee during the second year until they have successfully completed their dissertation proposal defense. However, students are encouraged to identify a primary academic advisor and members of their dissertation proposal committee as early as possible in their tenure in the Department.

The advisor will not chair the student's dissertation proposal committee, rather the proposal committee chair will be another faculty member with an appointment in Ecology & Evolution. Non-Departmental co-advisors may be permitted after consultation with the Department Chair. Both the Student Advisory Committee and the Director of Graduate Studies are available to assist students in selection of a primary advisor. Students having identified an advisor shall be expected to consult with the advisor before the quarterly Student Advisory Committee meetings, thus beginning the transition from coursework to dissertation research.
A student whose advisor leaves the University may continue to have this person as an advisor for not more than one year following his or her departure. After one year, the student must select an advisor with a University of Chicago appointment in the Department of Ecology & Evolution.

**Dissertation Proposal Committee**

Students are expected to have formed a committee for their dissertation proposal hearing no later than the 8th week of the Winter quarter. Any student experiencing difficulty forming her/his committee should consult with the Director of Graduate Studies and/or the Student Advisory Committee.

A Committee for the dissertation proposal defense will be officially formed by the Director of Graduate Studies, in consultation with the student, when the student notifies the Director of Graduate Studies in writing of his/her wish to schedule the dissertation proposal defense. The dissertation proposal committee shall consist of five members, four of whom must have a University of Chicago appointment according to the description above. At least two members of the Committee in addition to its Chair must be members of the Department of Ecology & Evolution, although in extraordinary circumstances this requirement may be altered by the Department Chair.

**Dissertation Proposal**

*At least fourteen days before the proposal hearing,* the student must:

1. Notify the Director of Graduate Studies in writing of her/his intent to schedule a hearing on the dissertation proposal and request that the Director of Graduate Studies officially constitute the faculty committee, as listed, including the advisor;
2. Schedule the hearing room with the Department Secretary in Zoology 114; and
3. Provide the Graduate Program Administrator with a near-final copy of the research proposal to be defended and a copy of the student's memo to the Director of Graduate Studies (above). The student also must distribute the proposal to all members of the dissertation proposal committee.

The written proposal, which should not exceed 5,000 words or 20 double-spaced pages (excluding tables, figure legends, references, etc.), should describe any preliminary results, the proposed research for all components of the dissertation, and its general significance, and should be in the format of a NSF DDIG.

When all requirements above have been accomplished, the Graduate Program Administrator will notify all Department faculty of the dissertation proposal hearing. The Department will distribute notices inviting the University community if an informal public seminar is a part of the hearing.

**Dissertation Proposal Hearing**

Dissertation proposal hearings must be scheduled no later than the Spring quarter of the second year of residence in Ecology & Evolution (normally the 7th quarter of residence). Only under exceptional circumstances will the Chair of the Department allow a student to defer the proposal defense until the Summer or Autumn quarter of the 3rd year of residence. (All requests for such a delay must be made in writing to the Department Chair well before the end of the Spring quarter.) All students will be required to successfully defend their dissertation proposal by the end of the Autumn quarter of their third year (or the equivalent time span if they did not start in the Autumn) or their funding will be suspended until the requirement is fulfilled. There will be no retroactive reimbursement. Only a medical condition will be considered as a possibly acceptable cause for delaying the proposal hearing.
Consideration will be given to students whose advisors feel that a second year of field research is necessary for successful completion of the dissertation research proposal. Students entering the Ph.D. program in Ecology & Evolution with extensive post-baccalaureate experience should prepare and defend a dissertation proposal by the 5th quarter of residence in the Ph.D. program.

Normally the hearing consists of a public or closed presentation of the proposed research followed by a period of questions and discussion. A subsequent closed session with the student and his/her Committee will be held, led by the Committee chair. All members of the dissertation proposal committee should be present at the hearing. In extraordinary circumstances, the Chair of the Department may allow a committee member to be absent from the hearing. In such a case, the absent faculty member will be consulted for questions by the Chair of the Department.

The Chair of the dissertation proposal committee will inform the Director of Graduate Studies and Graduate Program Administrator in writing of the hearing results as soon as possible after the hearing.

The possible outcomes of the dissertation proposal hearing are as follows:

1) **Pass.** The student’s dissertation proposal is approved by her/his dissertation proposal committee in writing to the Chair of the Department of Ecology & Evolution. The hearing is considered to be the Final Examination for the M.S. in Ecology & Evolution. The Chair of the Proposal Committee shall communicate this decision in writing to the Chair of the Department and the Division of the Biological Sciences, on the appropriate forms. The student shall also be considered as having completed all Departmental requirements for candidacy for the Ph.D.

2) **Conditional Pass.** The student's dissertation proposal shall be conditionally approved, with qualifications communicated in writing to the Chair of the Department by the chair of the dissertation proposal committee. A copy of this communication will be given to the student. A written timetable for completion of further requirements shall be included which will not extend beyond the 9th quarter of registration in the program (normally Autumn quarter of the 3rd year of residence). Fulfillment of the conditional requirements will qualify the student for the M.S. Degree in Ecology & Evolution and recommendation for candidacy for the Ph.D.

3) **Fail.** The student's dissertation proposal committee, with approval of the Chair of the Department of Ecology & Evolution (and in consultation with the student), shall recommend that the student either terminate her/his tenure in the Ph.D. program in Ecology & Evolution or reschedule a second proposal hearing within three months. Written conditions for the awarding of a terminal M.S. in Ecology & Evolution shall be provided by the chair of the dissertation proposal committee to the Chair of the Department of Ecology & Evolution with a copy to the student.

Forms for official recording of the results of the Dissertation Proposal Hearing and nomination for Ph.D. and/or M.S. candidacy are available at [http://gradprograms.bsd.uchicago.edu/current_students/cs_forms.html](http://gradprograms.bsd.uchicago.edu/current_students/cs_forms.html). Students should obtain these forms before their Examination. The forms should be returned, with the required signatures, to the Graduate Program Administrator following completion of the Examination. The Department will then submit the candidacy and examination forms to the BSD Office of Graduate Affairs.
Progress towards the Ph.D. Degree

When a student has passed the Dissertation Proposal Hearing with permission to proceed to candidacy for the Ph.D. degree, a Doctoral Committee will be formed by the Department Chair, in consultation with the student and his/her advisor. The rules for the composition of this Committee are the same as those for the Final Examination Committee (see below), and normally the two committees will have the same membership, although periodic changes in the composition of the Doctoral Committee are permitted.

The Doctoral Committee will meet with second and third-year students at least once a year, and will submit in writing to the Graduate Program Administrator its assessment of the student's progress. This assessment is normally to be based on a written progress report from the student and an oral discussion between the student and the doctoral committee.

The Basic Science Chairs of the Division of the Biological Sciences have adopted the following policy for monitoring the progress of students in the BSD Ph.D. programs:

“Beginning with the fourth year of graduate studies, each student should meet with his/her doctoral committee once every other quarter. It should be the responsibility of the student’s advisor to report a summary of the proceedings of the doctoral committee meeting to the academic unit. The student’s registration for the fifth and subsequent years shall be permitted only if the summaries of the doctoral committee meetings have been reported to the appropriate academic unit.”

Students in Ecology and Evolution should hold these committee meetings in the Autumn and Spring quarters. The Autumn quarter meeting must be scheduled so that advisor can submit a written report to the department Chair before the December faculty meeting. Based on these reports, and discussion in the December faculty meeting, the department Chair and Graduate Program Administrator submit requests for the next year’s fellowships for continuing students to the BSD Office of Graduate Affairs. The budget for the next academic year (beginning July 1) is finalized shortly thereafter, and it includes the maximum number of students the Department can admit for the next academic year.

By December 1, each student should submit the following information to the Graduate Program Administrator: Current CV, Progress Report, Timetable for completion of the Ph.D., Significant publications/abstracts of scientific talks. These materials should be available to the faculty well before the December faculty meeting.

The student is responsible for ensuring the fulfillment of all degree requirements of the University (as set out in the Announcements of the Graduate Programs in the Division of Biological Sciences) and of the Department as indicated in this notice and its successors.

Final Examination for the Ph.D. Degree

1. The Division of Biological Sciences requires a student to have been in candidacy for the Ph.D. degree at least eight months before the degree can be awarded.

As noted in the General Knowledge and Dissertation Proposal Hearing guidelines (above): each student, upon successfully passing each examination, is responsible for submitting the forms for admission to degree candidacy/to receive a degree. The Graduate Program Administrator will supply the degree forms
and the student is responsible for getting them signed and returned. The Graduate Program Administrator will then forward the forms to the Division of Biological Sciences for review and submission to the Registrar’s office.

2. Any student who fails to take the Final Examination within five years (20 quarters) of passing the Dissertation Proposal Hearing shall normally be required to re-defend the dissertation proposal.

3. The student will notify the Department Chair of his/her wish to schedule the Final Examination, after seeking the approval of the Doctoral Committee. The Department Chair will form a Final Examination Committee in consultation with the student's advisor, who will normally be the Chair of the Committee.

4. The Committee will consist of at least five members. The Chair of the Committee (primary advisor) must have an appointment in the Department of Ecology & Evolution. Non-Departmental co-advisors may be permitted, after consultation with the Department Chair. At least two members of the Committee in addition to the Chair must be members of the Department of Ecology & Evolution, although in extraordinary circumstances this requirement may be altered by the Department Chair.

5. The candidate must submit one copy of her/his dissertation and a brief abstract to the Graduate Program Administrator at least 21 days before the date of the Final Examination. The candidate shall provide one copy of the dissertation for each member of the Committee. Arrangements for announcing the examination are the same as those described above for the dissertation proposal defense.

6. The Final Examination shall consist of a public seminar on the subject of the research described in the student's dissertation. A closed session will normally be held at the end of the public examination. At least four members of the Committee (including the Committee Chair) must be present at the examination, with the others submitting written questions or comments.

7. The Committee Chair shall communicate the result of the examination, in writing, on the "Report on the Final Examination" form to the Department Chair. The signed form should be submitted to the Graduate Program Administrator as soon as possible after the examination.

Dissertation and Graduation

After successfully passing the Final Examination for the Ph.D., and receiving the written approval of the Department Chair, the student must submit the written dissertation to the Dissertation Office in Regenstein Library. The student will be allowed to graduate only after the Dissertation Office has accepted a final copy of the dissertation. For more information on the procedures for preparing and submitting the dissertation, please visit the website of the Dissertation Office at http://www.lib.uchicago.edu/e/phd/. Also, you should meet with the Graduate Program Administrator at least 4 weeks prior to the start of your final quarter to review what needs to be done in order to graduate (applying for graduation, the dissertation submission process, etc.).

It is the student’s responsibility to make sure that the dissertation is prepared in a form suitable for acceptance by the Dissertation Office. Students are advised to consult with this office well in advance of final preparation of their dissertation. The Dissertation Office must receive, approve, and accept the PDF copy of the student's dissertation before the quarterly deadline (usually 3.5 weeks before Convocation) for the student to graduate at the following convocation. Failure to meet the Dissertation Office’s deadline will
result in a delay of graduation of at least one quarter. *University regulations require that Ph.D. students be registered for research on campus in the quarter in which they graduate. This means that full tuition and fees for that quarter must be paid.*

The Department will retain the copy of your dissertation sent by the Dissertation Office for microfilming. This copy will be bound and kept for reference (and posterity) with other dissertations in Ecology and Evolution.

Please try to keep us informed about what you're doing and where you are, post-graduation. Your Ph.D. is a major accomplishment, and we would like to stay informed on what you are doing with it!
Ecology & Evolution Course Offerings

ECEV 31100. Evolution of Biological Molecules. 100 Units.

The course connects evolutionary changes imprinted in genes and genomes with the structure, function and behavior of the encoded protein and RNA molecules. Central themes are the mechanisms and dynamics by which molecular structure and function evolve, how protein/RNA architecture shapes evolutionary trajectories, and how patterns in present-day sequence can be interpreted to reveal the interplay data of evolutionary history and molecular properties. Core concepts in macromolecule biochemistry (folding and stability of proteins and RNA, structure-function relationships, kinetics, catalysis) and molecular evolution (selection, mutation, drift, epistasis, effective population size, phylogenetics) will be taught, and the interplay between them explored.

Instructor(s): A. Drummond, J. Thornton   Terms Offered: Winter
Prerequisite(s): Comfort with basic computer programming (course will use Python and R); undergraduate biology, chemistry, calculus, and introductory statistics.
Equivalent Course(s): HGEN 31100, BCMB 31100

ECEV 31500. Ecological Genetics. 100 Units.

A graduate class in ecological genetics (evolution of the phenotype, without considering molecular approaches). This will be a weekly 2-hour seminar, emphasizing quantitative genetic approaches. Basic theory will cover such topics as heritability and breeding value, genetic correlation, Price’s theorem and sexual selection. Seminars will include discussions of current topics from the literature.

Instructor(s): T. Price   Terms Offered: Autumn. not offered in 2015-16
Equivalent Course(s): EVOL 31500

ECEV 32000. Introduction to Scientific Computing for Biologists. 100 Units.

The course will cover basic concepts in computing for an audience of biology graduate students. The students will receive basic training in the use of version control systems, databases and regular expressions. They will learn how to program in python and R and how to use R to produce publication-grade figures for their manuscripts, and how to typeset scientific manuscripts and theses using LaTeX. All the examples and exercises will be biologically motivated and will make use of real data. The approach will be hands-on, with lecturing followed by exercises in class.

Instructor(s): S. Allesina   Terms Offered: Winter

ECEV 32500. Evolutionary Aspects of Gene Regulation. 100 Units.

Using primary research literature, this course will examine recent advances in understanding of evolution of gene regulation. Among others it will cover the following topics: patterns and forces of evolutionary change in regulatory DNA and transcription factors, genetic changes that are responsible for phenotypic evolution, and discovery and evolutionary of implications of gene control by microRNAs.
Instructor(s): I. Ruvinsky     Terms Offered: Autumn
Equivalent Course(s): BIOS 23281, EVOL 32600, GENE 32500, ORGB 32600, DVBI 32500

**ECEV 32900. Plant Development and Molecular Genetics. 100 Units.**

Genetic approaches to central problems in plant development will be discussed. Emphasis will be placed on embryonic pattern formation, meristem structure and function, reproduction, and the role of hormones and environmental signals in development. Lectures will be drawn from the current literature; experimental approaches (genetic, cell biological, biochemical) used to discern developmental mechanisms will be emphasized. Graduate students will present a research proposal in oral and written form; undergraduate students will present and analyze data from the primary literature, and will be responsible for a final paper.

Instructor(s): J. Greenberg     Terms Offered: Spring
Prerequisite(s): For undergraduates only: Completion of the general education requirement in the biological sciences
Equivalent Course(s): BIOS 23299, DVBI 36100, MGCB 36100

**ECEV 34500. Advanced Topics in Evolution. 100 Units.**

While evolution by natural selection is an elegantly simple phenomenon, modern research in evolutionary biology contains a variety of controversial, and sometimes confusing, topics. In this course, we will explore, as a group, a select list of controversial or confusing topics in evolutionary biology through a mix of student-led presentations and discussion of the primary literature. Each student will also write a review paper about his or her selected topic.

Instructor(s): M. Kronforst     Terms Offered: Spring
Equivalent Course(s): EVOL 34500

**ECEV 35400. Gene Regulation. 100 Units.**

This course covers the fundamental theory of gene expression in prokaryotes and eukaryotes through lectures and readings in the primary literature. Natural and synthetic genetic systems arising in the context of *E. coli* physiology and Drosophila development will be used to illustrate fundamental biological problems together with the computational and theoretical tools required for their solution. These tools include large-scale optimization, image processing, ordinary and partial differential equations, the chemical Langevin and Fokker-Planck equations, and the chemical master equation. A central theme of the class is the art of identifying biological problems which require theoretical analysis and choosing the correct mathematical framework with which to solve the problem.

Terms Offered: Spring
Prerequisite(s): Consent of instructor
Equivalent Course(s): MGCB 35401, STAT 35400

**ECEV 35600. Principles of Population Genetics-1. 100 Units.**

Examines the basic theoretical principles of population genetics, and their application to the study of variation and evolution in natural populations. Topics include selection, mutation, random genetic drift,
quantitative genetics, molecular evolution and variation, the evolution of selfish genetic systems, and human evolution.

Instructor(s): C.-I. Wu and M. Kreitman     Terms Offered: Spring
Equivalent Course(s): EVOL 35600

ECEV 35800. Classics in Evolutionary Genetics. 100 Units.

Major classic papers in evolutionary genetics that had great impact on the development of the field are reviewed.

Instructor(s): M. Long     Terms Offered: Spring
Note(s): Not offered in 2015-16
Equivalent Course(s): EVOL 35800

ECEV 35901. Genomic Evolution. 100 Units.

Canalization, a unifying biological principle first enunciated by Conrad Waddington in 1942, is an idea that has had tremendous intellectual influence on developmental biology, evolutionary biology, and mathematics. In this course we will explore canalization in all three contexts through extensive reading and discussion of both the classic and modern primary literature. We intend this exploration to raise new research problems which can be evaluated for further understanding. We encourage participants to present new ideas in this area for comment and discussion.

Instructor(s): M. Long     Terms Offered: Autumn. Not Offered 2015-2016
Note(s): Not offered in 2015-16
Equivalent Course(s): STAT 35410

ECEV 36300. Speciation. 100 Units.

A review of the literature on the origin of species beginning with Darwin and continuing through contemporary work. Both theoretical and empirical studies will be covered, with special emphasis on the genetics of speciation.

Instructor(s): C-I Wu, S. Pruett-Jones     Terms Offered: Winter. in alternate (odd) years
Equivalent Course(s): EVOL 36300

ECEV 36700. Advanced Topics in Behavioral Ecology. 100 Units.

This is a reading course covering advanced topics in behavioral ecology. The list of topics to be covered will be based in part on student interests, but may include: behavior and conservation, communication, mating systems, sexual conflict, and sperm competition. This course is designed as a graduate course, but advanced undergraduates may enroll with the permission of the instructor.

Instructor(s): S. Pruett-Jones, T. Price     Terms Offered: Winter
Equivalent Course(s): EVOL 46700
ECEV 36900. Topics in Paleobiology. 100 Units.

In this seminar we investigate paleobiological or multidisciplinary topics of current interest to students and faculty. Previous subjects include the origin of phyla, historical and macro-ecology, the stratigraphic record and evolutionary patterns, and climate and evolution.

Instructor(s): D. Jablonski, S. Kidwell, T. Price     Terms Offered: Autumn
Equivalent Course(s): EVOL 31900, GEOS 36900

ECEV 40100. Grants, Publications and Professional Issues. 100 Units.

Covers professional topics in evolutionary biology, primarily strategies in grant writing and review. Each student will work towards the submission of an application of their choice. The course meets weekly and involves extensive writing and discussion.

Instructor(s): J. Bergelson, R. Ho, M. Coates     Terms Offered: Autumn
Note(s): Only open to first year graduate students in the Darwinian Sciences Cluster
Equivalent Course(s): EVOL 40100, ORGB 40100

ECEV 40200. Advanced Topics in Ethics for the Darwinian Sciences. 100 Units.

This course covers advanced topics in ethics relevant to senior Ph.D. students in the Darwinian Sciences. CEB students are required to successfully complete this course before being awarded the Ph.D.

Instructor(s): M. Coates, P. Herendeen     Terms Offered: Winter
Prerequisite(s): Open to Ph.D. students in the Darwinian Sciences
Equivalent Course(s): ORGB 40200, EVOL 40200

ECEV 42600. Community Ecology. 100 Units.

Lectures and readings cover advanced topics in multi-species systems, and include an introduction to basic theoretical approaches.

Instructor(s): J.T. Wootton     Terms Offered: Autumn
Equivalent Course(s): EVOL 42600

ECEV 42800. Population Ecology. 100 Units.

A lecture course on the empirical and theoretical approaches to the study of natural populations, including field methodologies and quantitative approaches. Includes computer assignments.

Instructor(s): C. Pfister     Terms Offered: Winter
Equivalent Course(s): EVOL 42800

ECEV 42900. Theoretical Ecology. 100 Units.
An introduction to mathematical modeling in ecology. The course will begin with linear growth and Lotka-Volterra models, and proceed to partial differential equations. The course's perspective will emphasize numerical computations and fitting models to data.

Instructor(s): G. Dwyer, S. Cobey     Terms Offered: Winter
Equivalent Course(s): EVOL 42900

**ECEV 44001. Molecular Evolution I: Fundamentals and Principles. 100 Units.**

The comparative analysis of DNA sequence variation has become an important tool in molecular biology, genetics, and evolutionary biology. This course covers major theories that form the foundation for understanding evolutionary forces that govern molecular variation, divergence, and genome organization. Particular attention is given to selectively neutral models of variation and evolution, and to alternative models of natural selection. The course provides practical information on accessing genome databases, searching for homologous sequences, aligning DNA and protein sequences, calculating sequence divergence, producing sequence phylogenies, and estimating evolutionary parameters.

Instructor(s): M. Kreitman      Terms Offered: Winter
Prerequisite(s): Two quarters of biology and calculus, or consent of instructor
Equivalent Course(s): BIOS 23258,EVOL 44001

**ECEV 44200. Bioinformatics and Microbial Ecology. 100 Units.**

We will explore the application of sequencing data treatment and statistical analysis to explore ecology and biodiversity in microbial ecosystems. The course will explore metagenomic principles and bioinformatic techniques. The course will be different to most in that the class will be split into two small groups, each will be given a novel dataset and will be asked to produce a publishable paper. We will then work to submit the paper following the completion of the course. Essentially, following 4 weeks of lectures on techniques, application and theory, we will start to work on real data to solve real problems. Students will be graded on 1 mid term paper, and on the quality of the final group manuscript aimed for publication.

Instructor(s): J. Gilbert      Terms Offered: Spring. Not offered in 2015-16
Prerequisite(s): An interest in sequence data and no fear of computers.
Equivalent Course(s): EVOL 44200
UNIVERSITY ACADEMIC CALENDAR
2015-2016

**Summer 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Deadline</th>
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<tbody>
<tr>
<td>Monday, June 22</td>
<td>Quarter Begins</td>
</tr>
<tr>
<td>Friday, July 3</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Friday July 31</td>
<td>Dissertation Deadline</td>
</tr>
<tr>
<td>Friday, August 28</td>
<td>Convocation</td>
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<tr>
<td>Saturday, August 29</td>
<td>Quarter Ends</td>
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**Autumn 2015**

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<thead>
<tr>
<th>Date</th>
<th>Event/Deadline</th>
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<tr>
<td>Monday–Friday, September 21–26</td>
<td>New Student Orientation Week</td>
</tr>
<tr>
<td>Monday, September 28</td>
<td>Autumn Quarter Begins</td>
</tr>
<tr>
<td>Friday, November 13</td>
<td>Dissertation Deadline</td>
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<tr>
<td>Thursday–Friday, November 26–27</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>Thursday–Friday, December 3–4</td>
<td>College Reading Period</td>
</tr>
<tr>
<td>Friday, December 11</td>
<td>Convocation</td>
</tr>
<tr>
<td>Saturday, December 12</td>
<td>Autumn Quarter Ends</td>
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**Winter 2016**

<table>
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<tr>
<th>Date</th>
<th>Event/Deadline</th>
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<tr>
<td>Monday, January 4</td>
<td>Winter Quarter Begins</td>
</tr>
<tr>
<td>Monday, January 18</td>
<td>Martin Luther King, Jr. Day</td>
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<tr>
<td>Friday, February 12</td>
<td>College Break</td>
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<tr>
<td>Friday, February 19</td>
<td>Dissertation Deadline</td>
</tr>
<tr>
<td>Thursday–Friday, March 10–11</td>
<td>College Reading Period</td>
</tr>
<tr>
<td>Friday, March 18</td>
<td>Convocation</td>
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<tr>
<td>Saturday, March 19</td>
<td>Winter Quarter Ends</td>
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**Spring 2016**

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<th>Date</th>
<th>Event/Deadline</th>
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<tr>
<td>Monday, March 28</td>
<td>Spring Quarter Begins</td>
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<tr>
<td>Friday, May 13</td>
<td>Dissertation Deadline</td>
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<tr>
<td>Monday, May 30</td>
<td>Memorial Day</td>
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<tr>
<td>Thursday–Friday, June 2–3</td>
<td>College Reading Period</td>
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<tr>
<td>Saturday, June 11</td>
<td>Convocation</td>
</tr>
<tr>
<td>Saturday, June 11</td>
<td>Spring Quarter Ends</td>
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Biological Sciences Division policy requirements for admission to candidacy to the Ph.D. and for the Ph.D. degree

1. Admission to candidacy for the degree of Ph.D. requires:
   a. Completion of Divisional Course requirements (nine courses, up to two of which may be substituted by graded laboratory rotations). A “B” average (GPA =3.0) must be maintained.
   b. Submission of a written thesis proposal and its defense to the satisfaction of the candidate’s thesis committee (note in some programs this defense also has a public component).

2. Admission to candidacy must occur, or be scheduled to occur, before the end of the student’s ninth quarter in residency (typically the Fall quarter of the 3rd year).

3. If admission to candidacy has not occurred by the end of the student’s ninth quarter then he/she will be unable to register at the beginning of the tenth quarter unless OGPA has approved a detailed plan from the program, student, and thesis advisor in which:
   a. The program adequately explains why candidacy has not yet been achieved.
   b. The student lays out a detailed plan for completion of the thesis proposal, with a timeline that does not extend beyond the end of their eleventh quarter in residency
   c. The thesis advisor provides a detailed plan, which includes frequency and nature of mentoring meetings, to assist the student in satisfactorily completing and defending the thesis proposal

4. Completion of the Ph.D. degree additionally requires:
   a. Completion of Divisional TA-ship requirements
   b. Completion of Divisional Ethics training requirements
   c. Completion of all graduate program-specific requirements.
   d. Submission and oral defense, to the satisfaction of the student’s thesis committee and graduate program, of an original dissertation

Approved Program Chairs.2.12.13
Committee Meeting Summary Form

Student name: 
Date: 
Matriculation year: 
Meeting type: ☐ Proposal defense; ☐ Annual (year 3); ☐ Advanced residency (2x per year)

Present were,
Advisor: 
Committee Chair: 
Committee Members: 

Next meeting will be: 

Please attach a brief summary of the meeting and the recommendations of the committee, specifically addressing (attach additional sheets if necessary):

1. Goals and accomplishments since last meeting
2. Evaluation of progress, including strengths and weaknesses
3. Future experimental initiatives
4. Any additional comments

Advisor signature: ____________________________ Date: ________________

Cmte Chair signature: ____________________________ Date: ________________
Students begin to receive their fellowship support as an RA Type A or RA Type B (RA) after selecting a thesis lab, usually in year 3. The funding is provided by the faculty advisor and this can take the form of research grants, endowments, and institutional funds such as start-up and incentive awards. When a student is paid from a research grant, there is reasonable overlap in research between the purpose of a sponsor’s research grant and the focus of the student’s research. Occasionally an individual student fellowship such as is awarded by the American Heart Association will also be paid through monthly payroll.

With very few exceptions, students begin graduate study with quarterly fellowship support. Students could remain on quarterly support for 1-3 years. Quarterly fellowship support provides a stipend at the beginning of the quarter; RA funding is paid through payroll on the last business day of the month. This means that students starting to be paid as a RA in Autumn Quarter would receive their last stipend check at the beginning of Summer Quarter in June yet would not receive their first monthly check until October 31. **Thus, there is as much as a 4-month gap between the final quarterly stipend and the first monthly payment.** Students are made aware of this gap early in their enrollment in the Biological Sciences Division (BSD); graduate program administrators (GPA) are urged to notify students of the planned transition to monthly payroll when the program’s funding projections are built (the previous October or November).

The assignment of either RA Type A or RA Type B is irrelevant to the student; this is a function of the rules of the funding source. Both types of appointments pay the student a standard monthly stipend payment consisting of 1/12 of the annual stipend and, because of rules regarding how research grants can be charged, 1/3 of the required quarterly health center fee and student insurance (unless waived).

For the 2014-15 academic year (10/1/2014 – 06/30/2015; Autumn, Winter, Spring), this is

- Stipend: $30,000/12 = 2500.00
- Health center fee: $286/3 = 95.33 (currently estimated)
- Insurance: $1144/3 = 381.33 (currently estimated)
- **Monthly pay** = 2976.66*

- Students who have been registered for 7 or more years are frozen at the stipend rate in effect in their 6th year. Current insurance and fees will be used to calculate their monthly stipend.
Paperwork: if a student has not previously been on payroll, the following paperwork is required in advance of the relevant start-date:

Compliance form – BSD form proving compliance with federal regulations on health care programs
  Defines the start-date of the appointment, typically 7/1, 10/1; occasionally 1/1 or 4/1
  **Acknowledgement of Mandated Reporter Status**
  State-required form

Appointment form
  Typically completed by the human resource administrator (HRA); requires personal information from the student. Includes signatures from OGPA

I-9, including documentation of proof of eligibility for employment
  Missing or incomplete I-9 will hold up processing; signature date must be before or on the start-date

State and federal tax forms
  if these forms are not completed, tax is withheld at single, no deductions rate

In addition, you will be expected to sign a form acknowledging you have read a series of policies on acceptable behavior in the workplace:

**Acknowledgment Form – New Staff * Employees**

I acknowledge that I understand how to access the University of Chicago Human Resources policies that are housed on the University’s website which I have access to at [http://humanresources.uchicago.edu/fpg/policies/index.shtml](http://humanresources.uchicago.edu/fpg/policies/index.shtml), including the policies listed below. I understand that the University has the right to modify any policy at any time without prior notification.

I have read and understand the terms and procedures of the University’s Human Resources Policies, including those listed below, and agree to abide by them.

- 600 - Conflict of Interest Policy
- 601 - Treatment of Confidential Information
- 603 - Smoking/Non Smoking
- 604 - Substance Abuse
- 606 - Workplace Violence
- 607 - Unlawful Discrimination and Harassment
- 608 - Policy on Sexual Assault, Domestic Violence, Dating Violence, and Stalking

International students complete additional paperwork to show compliance with visa regulations. Information for international students on applying for a social security number (SSN) through the Social Security Administration can be found on the [Office of International Affairs](http://humanresources.uchicago.edu/fpg/policies/index.shtml) website and must include a letter of employment from the graduate program.
This payroll paperwork might be processed by the GPA or the HRA most closely associated with the funding source. The GPA will guide the student to the right administrator and it’s the student’s responsibility to meet the paperwork deadlines, once notified.

The University of Chicago ceased printing paper paychecks on November 1, 2013, except for the first pay period for everyone paid through payroll regardless of job, including faculty. Before the payroll deadlines of the second month on payroll (about the 5th of the month), students serving as RAs must sign up for direct deposit at ess.uchicago.edu; otherwise, beginning November 1, students will receive a debit card which is loaded electronically each month. Students may view and print their pay stub from ess.uchicago.edu.

An additional form, the BSD payroll deduction form, is typically collected annually in August, directly by OGPA, and authorizes the Payroll Office to deduct the monthly fee costs (after taxes), during Autumn, Winter and Spring quarters. This form is designed to ease the burden of paying a balance due early in the quarter in excess of $1000: aid is entered in the student fellowship system to pay the quarterly fees by the early quarterly due date (payment shown in the student account through my.uchicago.edu) and then the student’s deduction is recovered into the same account on the monthly payroll schedule, in effect paying back the BSD. Because of this procedure, students must elect the deduction well in advance of the start of Autumn Quarter so aid can be entered. This deduction is noted as “RA Fees” in the withholding memo section of the pay stub.

**Taxes:** since the RA positions are an employment status, pay is subject to state and federal withholding. Students paid as a RA will receive a W-2 statement by January 30 following the close of the tax year (December 31). This is a change from being paid a quarterly stipend which meant students would self-report non-wage income and pay quarterly estimated state and federal taxes in order to be in compliance with tax regulations.

International students will possibly also have an alien tax withheld until they reach the status of resident alien for tax purposes. Information on the tax treaty status with a student’s home country may be found at the bottom of the page on the Financial Services website.

If a student holds an additional appointment while being supported as a RA (for instance, being paid as a TA), the additional pay will be added to the fellowship support; students will receive only one monthly payment. This additional pay will be noted on a separate line in the wages section of the pay stub.

**Summer Quarter:** Students will see a lower gross pay but will actually receive a net increase in monthly pay in July each year they are paid as a RA. Summer Quarter is the beginning of the university’s fiscal year; in BSD, this is when the new stipend rate takes effect. In addition, there is not typically an
insurance charge during Summer Quarter and only the health center fee is charged (and paid to the student in monthly increments).

Another difference in Summer Quarter is there is not a deduction option. Instead, students must pay the health center fee either through an electronic payment or by check or cash paid to the Bursar’s Office (by mail using the envelope included with the mailed bill, or in person at the Maroon Credit Union, located at 5525 S. Ellis Ave., Ste C).

**Being paid through monthly payroll is a collaboration of many people:**

Student: responsible for providing accurate and lawful information for the necessary paperwork to be filed in a timely manner. The payroll forms deadline is typically the 5th of each month but the paperwork is processed through a couple offices so students need to be mindful of the deadlines preferred by the administrators. Failure to comply with HR deadlines could result in a loss or delay of pay.

GPA: responsible for notifying the student of when the transition to monthly payroll may be expected; responsible for notifying the appropriate HRA of the new and continuing students needing to be processed through payroll; might also initiate the appointment paperwork.

HRA: responsible for the final processing of the payroll forms to the university’s payroll offices.

*Note: OGPA takes seriously the need for students to receive their stipends in a timely manner. If late notice is given to students to complete appointment paperwork, or if there is a delay in processing this paperwork which results in non-payment on payday, a hand-typed check must be requested so that the support does not lapse for one or more months.*
**TO BE COMPLETED BY APPLICANT:**

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Inst. Address (city/state or city/country, if foreign)</th>
<th>Degree</th>
<th>Date r’cvd (mo. &amp; yr.)</th>
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</table>

**BIRTH PLACE:** ______________________  **BIRTH DATE:** ___/___/___  
 [ ] male  [ ] female  
 (city/state or state/country if foreign)  
 [ ] single  [ ] married

**CITIZENSHIP:** [ ] U.S.A. [ ] Other Country: ______________________  
 (list name of country)

Are you a Permanent Resident of the U.S.?  [ ] yes  [ ] no

If not, what type of visa do you have? ______________________

Have you ever been enrolled at the University of Chicago?  [ ] yes  [ ] no

If yes, indicate Division/School, and Department ______________________

Date of attendance _________to__________  Social Security#: ______________________

**CURRENT POSITION:** ______________________  **CURRENT DEPARTMENT:** ______________________

**CURRENT DEPARTMENTAL ADDRESS** (include tel. #) ______________________

**SIGNATURE OF APPLICANT:** ______________________

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**TO BE COMPLETED BY DEPARTMENT:**

**DEPT. CONTACT PERSON** ______________________  **TEL:** # ______________________

**FAC EX ADD.** ______________________  **POSTDOC. APPT.**  **START** ___/___/___  **END** ___/___/___

**CHECK APPROPRIATE BOX:**  
[ ] Postdoc-proforma (Post-M.D. and/or PhD needing Student Health Insurance and Health Service coverage/privileges)

[ ] Predoc-Proforma (PhD candidate with U.of C. student insurance coverage who is supported by funds requiring ‘off-quarter’ registration. Allowable for 1 qtr. only)

**SIGNATURE OF DEPARTMENTAL/COMMITTEE CHAIRMAN** ______________________
POSTDOC-PROFORMA REGISTRATION AND ELIGIBILITY REQUIREMENTS

1) Only individuals who have postdoctoral (post-PhD or Post-M.D.) affiliations with the University of Chicago, but are not: Visiting Scholars, salaried employees, or involved in any aspect of patient care may register as Postdoc Proforma Students.

2) Postdoctoral Proforma Students are required to pay the quarterly Student Health Service Fee and the University Student Health Insurance fee. Students will not be billed for any tuition charges.

3) Registered Proforma Postdocs will receive an I.D. card and will have access to the libraries, athletic facilities and student housing. The Registrar's Office will have a record of their registration.

4) Registration is approved for one academic year at a time.

5) Applications must be approved by the department chairman and the area dean of students.

PREDOC-PROFORMA REGISTRATION AND ELIGIBILITY REQUIREMENTS:

1) Pro-Forma registration can be approved only for one academic year at a time. Summer need not be included as a registration.

2) Each application must bear the endorsement of the department chairman, whose signature will mean that the student's work away from Chicago is essential to his dissertation and approved by the department. Normally this means that the student has been admitted to candidacy and his dissertation topic approved. An applicant for renewal of Proforma status must demonstrate to the department that he has made good use of the time already spent "on location" and that the additional time is really essential to completion of the approved task.

3) The period of Proforma registration should begin only when it makes sense in the sequence of the student's academic training. Normally this will be after all course work is completed. If the student is required to register for additional courses after his return from the period abroad, this fact should be stated concretely on his application. Due attention to these factors will also be attested by the chairman's endorsement of the application.

4) During the period of Proforma registration, the student may not use the facilities of the University or the times of its faculty, except for such periodic reports of progress as his department may require.

5) All applications must be approved in writing by the appropriate Dean of Students. All applications for extension of time must also be approved by the Dean of Students for the University.

6) The Registrar will be prepared to certify that the student is duly registered to any agency that requires such certification. The Registrar will also stamp the student's transcript with the rotation Proforma opposite the entries recording his/her registration.
TEACHING ASSISTANT REQUIREMENT FORM

PART I: To be filled out by the Student Teaching Assistant

First Name  Last Name  UC ID #

Dept/Committee  Lab Address  Lab Phone

E-Mail Address

I understand that this teaching assistantship will be performed toward the fulfillment of my academic requirements for the Ph.D., and that the same course may not be used to fulfill both requirements.

Signature of Student

☐ Student will not be receiving pay for this TAship; Please check box for acknowledgement

PART II: To be filled out by the Faculty Course Director

Faculty Name  Dept  Email

Course #  Course Name:  Stipend Level

I guarantee that this TA will perform at least one of the following elements of teaching that qualify this course for fulfilling part of the TA requirement:

<table>
<thead>
<tr>
<th>Element</th>
<th>Date(s)*</th>
<th>Scheduled Time</th>
</tr>
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<tbody>
<tr>
<td>Running a Lab/Field Trip</td>
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<tr>
<td>Giving one or more supervised lectures (#______)</td>
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<tr>
<td>Leading regularly scheduled discussion sessions</td>
<td></td>
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<tr>
<td><em>(e.g., &quot;every Thursday,&quot; &quot;Monday of 4th week [for a lecture]&quot;, etc. Exact calendar date not necessary.</em></td>
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</table>

I agree to supervise and evaluate this student for the BSD teaching assistant requirement.

Course Director Signature

PART III: Graduate Program Administrator of Degree-Granting Unit

The above arrangement qualifies for this student’s teaching assistantship requirement.

Signature of Graduate Program Administrator