# WEST VIRGINIA CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE

# (3.1) Academic Clinical & Translational Science Programs Advising and Management

## Overview

In collaboration with West Virginia University, the West Virginia Clinical and Translational Science Institute (WVCTSI) manages admissions and advising processes for academic programs under the Clinical and Translational Science (CTS) umbrella.

## Purpose

The purpose of this policy is to identify and outline the procedures by which the WVCTSI Professional Development (PD) program coordinator advises and manages the education programs within the Professional Development (PD) Core of the WVCTSI.

## Scope

This policy applies to all academic programs (Certificate, MS, and PhD) within Clinical and Translational Science.

## Clarification

The primary focus of the procedure is on the tasks of PD program coordinator in relation to the academic programs.

## Definitions

**Academic Programs –** refers to Certificate in Clinical and Translational Science (CTS), Master of Science (MS) in CTS, and Doctor of Philosophy (PhD) in CTS.

**Hobsons System** – online application management system that WVU uses to collect application for undergraduate and graduate programs.

**Professional Development (PD) –** formal education including academic degrees, formal coursework, or specialized training to improve professional knowledge, competence, and skills.

# Policy

The PD program coordinator manages three education programs: 1) Certificate in CTS, 2) MS in CTS, and 3) PhD in CTS, with each program having its own procedures to follow.

# Procedures

## Processing Applications for Admissions

1. The professional development coordinator should, on a weekly basis, retrieve the completed applications for admission from the Hobsons system. To request access to the Hobsons System, the PD coordinator should contact the WVU Health Sciences Office of Research and Graduate Education to get permissions and access to the application portal system (Hobsons).

2. The PD Coordinator will check to see if all required documents for application are submitted (completed application, personal statement, CV, three letters of recommendation, GRE scores, and academic transcripts). Any time an application is downloaded, printed or shared via email it is the responsibility of the coordinator to redact the student's social security number and birthdate (at the top of each page). If any of the application components are missing, the PD coordinator will communicate with the applicant via email, requesting the missing materials.

3. Create application cover sheet from WVCTSI created template and add to the packet. Cover sheet template is located on WVCTSI public drive. The application package must include: 1) cover sheet, 2) full application, and 3) applicant decision form (will be provided from WVU HSC Research and Graduate Education office).

4. Print and scan (or save as a .PDF) the applicant's standardized test scores from WVU Banner system. Access to the WVU Banner system will be granted from the WVU Registrar's office. Training and permissions must be completed prior to getting access, and the WVU HSC Research and Graduate Education office can provide details.

5. Once application packet is complete, shared with the WVCTSI Admissions Committee via the Educational Programs folder located on the SOLE site The PD coordinator will notify the admissions committee chair via email, that documents are ready for review.  The committee is comprised of PD core director and PD co-director, and other faculty members involved with the CTS programs.

6. Schedule an application review meeting with the admissions committee (Certificate/MS and PhD committees are composed of different members)
    a. For PhD applications, the committee decides which applicants to interview.
    b. The PD program coordinator schedules interviews (in person or webcast) between applicant and admissions committee.
7. Once applications are reviewed by the committee, the PD program coordinator completes the decision form and submits it to the WVU Health Sciences Office of Research and Graduate Education.
8. The PD Coordinator, in cooperation with the CTS Academic Leaders, will draft acceptance letters.
    a. The PhD letters must include information regarding stipend, and expectations of the program. Guidance on letter requirements will come from the WVU HSC Office of Graduate Education, and must be signed by the senior associate vice president for research and graduate education, the assistant vice president for graduate education, and the CTS PhD director.
    b. The MS letters must be signed by the PD core director as leader of the MS program.


**Advising and Management of Certificate/MS Students**

9. If an applicant is accepted to the Certificate or MS program, the PD program coordinator contacts the student to arrange the first advising appointment to discuss curriculum and plan of study.
10. Each semester, the student meets with the PD program coordinator to schedule courses and select courses that are part of their Plans of Study.
11. PD program coordinator emails the accepted students program handbook link to be referenced by students through the duration of the program. The handbook serves as a resource to develop plan of study, review program objectives, and details required of students to graduate.
12. Once course schedule is decided, the PD program coordinator requests or places all course permissions or overrides if necessary.
13. The PD program coordinator communicates to the student all deadlines and information regarding tuition waivers, student insurance, state residency status, and any other necessary information. Communications will be sent via email in advance of WVU official deadlines. Students can also find pertinent information

on the WVU HSC Graduate Education website.
http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/

14. The PD program coordinator discusses with the student all forms that are required to complete the program.  All required forms are discussed in the CTS handbook: this handbook is updated regularly and can be found on the WVCTSI website. Once completed with appropriate signatures, the PD program coordinator submits the forms to the WVU Health Sciences Office of Research and Graduate Education.

15. The PD program coordinator schedules one on one meetings for students as needed and a mandatory group meeting, each semester with the PD Core Chair.

16. PD program coordinator encourages students to become a WVCTSI member.

## PhD Program Coordination

1. In addition to application management, the PD program coordinator works with the WVU Health Sciences Office of Research and Graduate Education to schedule rooms for CTS courses and to add new sections to courses for CTS students.

2. Once a course schedule is determined, the PD program coordinator requests or places all course permissions or overrides as needed.

3. Throughout the semester, the program coordinator schedules meetings, sends emails, coordinate events, and sends announcements etc. that are requested by the leadership of the CTS PhD program.

## Metrics Management

1. Each quarter, the PD program coordinator requests via iLab, the following information from the students in the CTS education programs for the WVCTSI Quarterly report:
   a. Number of peer reviewed publications citing the WVCTSI grant
   b. Number of abstracts accepted for presentation at professional conferences citing the WVCTSI grant
   c. Number of proposals submitted for external funding that utilized WVCTSI resources
   d. Number of proposals for external funding awarded

2. The PD program coordinator maintains a spreadsheet of all CTS students with the following information (Located on WVCTSI public drive):
   a. Date of enrollment

b. Graduation date
c. Research topic
d. Mentors/Research Committee
e. Title
f. Position at time of enrollment
g. Post-graduation information

# Roles and Responsibilities

It is the role of the PD program coordinator to ensure that the students enrolled in the CTS academic education programs receive information related to trainings, workshops, and events that promote clinical and translational research studies. The PD program coordinator shall work with the manager of investigator development and the director of the Professional Development Core to ensure that programmatic goals are met. The PD program coordinator shall also work closely with the Office of Research and Graduate Education at WVU Health Sciences to comply with all deadlines and policies.

# References and Authority

- Policies and Forms: http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/
- Course Catalog: http://catalog.wvu.edu/graduate/schoolofmedicine/ms20in20cts/
- PhD in CTS Student Handbook: http://wvctsi.org/media/6189/cts-phd-handbook_final-august-2016.pdf

# Revision History

| Revision | Date |
|---|---|
| This procedure was revised to reflect the accurate staff titles and implementation and usage of the iLab system. | March 2018 |

# Approval and Authority to Proceed

I approve the procedure as described above, and authorize to proceed.

| Name | Title | Date |
|------|-------|------|
| Sally L. Hodder, MD | Director, West Virginia Clinical and Translational Science Institute | 4/10/18 |

_____  4/10/18
Approved By                        Date