

To Whom Do You Turn When You Encounter Problems As An EEB Graduate Student?

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It is very common, at some point or another, for EEB graduate students run into difficulties - problems with advisors, funding, degree requirements, mental health problems, etc. Please realize that there is always someone to turn to for help solving any problems that you encounter. Part of the challenge involves deciding where to start. Here are some suggestions.

(1) Your advisor and committee

Your advisor and committee members should be your first stop for problems that you encounter. Advisors are paid to help you solve your research and intellectual problems, and most advisors strive to provide the best career mentoring advice, etc. Your other committee members also have a duty to help you become the best scientist possible. They can offer you excellent advice on all sorts of matters. (Of course, sometimes your advisor is the problem.)

(2) Formation of other mentor-mentee relationships

It can be unrealistic to expect your advisor to serve as a perfect mentor and role model on all aspects of your graduate life. It is highly encouraged that you seek out relationships with other role models - faculty and graduate student - that can help you. (See also Appendix to [Grad guide](#) and mentoring [guidelines](#))

(3) Biology Graduate Advisor – *Lee Uebanks*, MY 150, 5-1861, biogrdav@indiana.edu

The Graduate Advisor in the Biology Department seeks to help you navigate the myriad complexities of the partially overlapping bureaucracies that you must navigate at IUB (EEB, Biology, the College, and the University Graduate School [UGS]). This person is extremely knowledgeable about the many deadlines, forms, requirements, etc., that you must complete. She can also offer career guidance and general help with graduate life in EEB.

(4) EEB Graduate Program Director (GPD) – *Spencer Hall* until 1 July 2022, BB 239, 5-6009, *sprhall*; thereafter, *Rich Phillips*, BB 247, 6-0593, *rpp6*; general email: eebgpd@indiana.edu

The EEB Graduate Program Director leads the EEB Graduate Program. This person (an EEB Faculty Member, elected to serve for multi-year terms) is the first person to whom you should describe difficulties that you are encountering as a graduate student (but see the Title IX exception below). The EEB GPD is your strongest advocate and will help you solve challenges that arise. The EEB GPD can help with:

- * conflict resolution between you and your advisor;
- * difficulties with timing of degree requirements;
- * leave requests, petitions to the College or UGS;
- * other issues that come up, involving mental health, workplace harassment, etc.

The EEB GPD typically consults with the EEB Section Associate Chair (SAC) and the Director of Graduate Studies (DGS) when needed but also maintains confidentiality when needed (and not constrained legally - see Title IX below).

Please note: In the event that a student of the GPD or a student of the spouse of the GPD needs help but the GPD poses a conflict (i.e., the problem is about the GPD or the spouse), the student should consult the DGS and/or the EEB SAC and/or committee members.

(5) Biology Director of Graduate Studies (DGS) – *Heather Reynolds*, 5-0792, BB 155A, biodgs@indiana.edu

The EEB GPD communicates regularly with the DGS about problems that arise with EEB Graduate Students. That said, if EEB students do not find satisfactory resolution of problems with the EEB GPD, the DGS stands ready to help. (Typically, the DGS interfaces with UGS and College Administrators, while GPDs manage day-to-day functions of the graduate programs in Biology).

(6) EEB Section Associate Chair (SAC) - *presently Jay Lennon*, 6-0952, lennonj@iu.edu

The EEB GPD serves alongside the DGS, EEB SAC, and Department Chair. Thus, problems that cannot be resolved by the EEB GPD (or problems involving the EEB GPD) can be brought to the EEB SAC. The GPD and SAC communicate regularly about problems that arise anyway - the GPD typically consults with the SAC on problems involving faculty or funding.

(7) Biology Department Chair - *presently Scott Michaels*, 6-0302, michaels@iu.edu

Biology's Chair oversees operations of the entire department. We typically recommend that Chair is not consulted early on (as the Chair has a very large portfolio of matters to tend to). Instead, students should work from GPD to DGS/SAC as needed first. That said, the Chair will certainly welcome conversation with you about your concerns. Additionally, EEB GPD regularly communicates with the Departmental Chair about concerns arising with students in the Graduate Program.

(8) Department Ombuds – *presently Rich Holdeman* (see [here](#))

(9) Mental Health - Counseling and Psychological Services - [CAPS](#) | Care referral ([link](#))

EEB students praise effectiveness of the counselors, therapists, and psychiatrists at CAPS. The EEB GPD refers students to CAPS and encourages that students manage their mental health challenges with the effective and supportive help offered by CAPS.

Anyone – students, PIs, committee members, GPDs, etc. – can submit a [care referral](#). These tips activate various services in support of students experiencing stressors from mental health, physical health, financial insecurity, etc.

(10) Title IX - Stop Sexual Violence ([link](#))

IUB is committed to providing a safe work and learning environment, free from sexual violence of any sort. Biology is following a policy and protocol here. Students with Title IX concerns should voice them with their advisor first. If that is not possible or desired, students should confer with a title IX officer (liaison) in Biology. Presently these liaisons are:

- * Jennifer Tarter, Administrative Assistant to the Chair, jenjones@iu.edu
- * Shana Wigington, Human Resources Representative, shwiging@iu.edu

If you are experiencing a title IX concern as a victim:

We encourage consultation with both advisors and Biology's liaisons. Additionally, the University has several Title IX coordinators if those consultations are not possible (see list [here](#) for IUB contacts). Reports of Title IX concerns to advisors and/or Biology liaisons (or any other persons considered 'responsible employees' [described in the [policy](#)]) must be reported to the Title IX Office on campus. The advisor and/or Biology liaison should also consult with the Department Chair if the problem could pose a threat to others or reflect a systemic problem beyond the focal incident.

If you are learning of a Title IX concern:

All EEB Grad students should consider themselves as "Responsible Employees" following Biology's policy (which is grounded in University policy [UA-01](#), [UA-03](#)). ALL EEB graduate students have responsibility to report Title IX concerns encountered to the Title IX Office on campus. No one can keep Title IX concerns "confidential" - you must report them. *It is important that all EEB Graduate students understand this part of the policy from Biology and the University.*

What this means for the EEB GPD and his/her relationship to EEB Grads:

Thus, Title IX creates legal situations in which the EEB GPD is usually **not** the first point of contact for concerned students. The Department Chair will inform the EEB GPD if necessary about concerns. However, concerned students can still consult with the EEB GPD. Yet, if the EEB GPD is the only 'responsible employee' informed of the problem, the EEB GPD must contact the IUB's Title IX office. Confidentiality is not guaranteed in this case (unlike in other, non-Title IX issues that arise in other aspects of grad life). For Title IX concerns, confidentiality is only assured if they talk to a 'confidential employee' (see Biology policy for more information).

(11) Office of Institutional Equity ([link](#)) | Fill out a Bias report ([link](#))

IUB is also committed to ensuring that the work and learning environment is free of discrimination of any sort. While the EEB GPD also wants to know right away of any discrimination or harassment concerns, students should know that they can consult with and get advice from the Office of Affirmative Action. They can file complaints with this Office as well.

(12) Other Relevant Deans and Offices

It is very rare that students need to consult directly with Deans in UGS and the College. The EEB GPD, Biology Graduate Advisor, and the DGS do communicate regularly, however, with:

* *University Graduate School (UGS):*

Dean David Daleke ([link](#)), for curriculum and degree requirements
Assistant Dean for Academic Affairs Jeff Rutherford ([link](#))
Assistant Dean for Diversity and Inclusion Howard Simms ([link](#))
Director of the Graduate Mentoring Center Sean Nicholson-Crotty ([link](#))
PhD Recorder: Shelly Gerber-Sparks ([link](#))

* *College Grad Office: Key staff and Dean, for leave, funding, etc. ([link](#))*

Sarah Nегgers, Director of Grad Academic Affairs
Autumn Winfrey, Director of Financial Administration and Admissions
Padraic Kenney, Associate Graduate Dean

* *College Office of Diversity + Inclusion ([link](#))*

Carmen Henne-Ochoa, Assistant Dean for Diversity, Equity, and Inclusion ([link](#))

* *Division of Students* has two offices that can help with PI-student conflict:
Contact: Andi Cailles, Assistant Dean for Student Support and Advocacy ([link](#))
Office of Student Conflict offers help with conflict mediation ([link](#))
The Student Advocates Office can also provide assistance ([link](#))

* *Help with financial stressors and emergency funding*
MoneySmarts – contact Morgan McMillian, for developing financial plans ([link](#))
OIS – for international students needing financial assistance – Rendy Schrader ([link](#))
Student Financial Assistance – Jackie Kennedy-Fletcher ([link](#))

Most communication with these Administrators, on behalf of students, comes from the GPD, DGS, or Grad Advisor, however. In extreme circumstances, you can request appointments with Deans in UGS or the College Graduate Office.

(11) Student representation

EEB ORG: In EEB the Organization Representing Students ([EEB ORG](#)) works closely with the GPD and Biology Admin to better lives of grad students. They also maintain the Grad Resources Page ([g-doc](#)).

IUB GPSG: At IUB, graduate students are also represented by the Graduate and Professional Student Government ([GPSG](#)) and the IU Student Government ([IUSG](#)).