

Membership Guidelines

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CONTACTS

Contact Name	Telephone	Email/Webpage
Timothy L. Ratliff	765-494-9129	tlratliff@purdue.edu
Douglas Cuttell	765-494-5022	dcuttell@purdue.edu

INDIVIDUALS AND ENTITIES AFFECTED BY THIS STANDARD

PCCR Leadership and Members

DEFINITIONS

All defined terms are capitalized throughout the document. Additional defined terms may be found in the central [Policy Glossary](#). Other general definitions are as follows:

- PCCR** – Purdue University Center for Cancer Research
- CCSG** – Cancer Center Support Grant
- NCI** – National Cancer Institute

DESCRIPTION OF STANDARD

Selection of members for the Center’s programs is one of the most critical decisions made by leadership. Functional and productive programs select individuals for their scientific excellence and, just as importantly, for their commitment to work together to further the scientific goals of the PCCR. The expectation is that members will have peer-reviewed, funded research programs; however, in instances where unfunded members make significant contributions to the research objectives of the PCCR, their roles will be carefully described.

Collaborators from other NCI-designated Cancer Centers or research institutions may be PCCR program members. The funded research projects of these members do not count toward the funding base of the program

or the PCCR, but publications arising from these projects may be counted towards the overall productivity of the program for which they are assigned.

The following describes the determination of membership in the PCCR:

Full members* will meet at least two of the following criteria:

- Principal or co-investigator (% effort) on peer reviewed, cancer-related grants from the approved NCI list of [external agencies](#)
- Investigators with an active history of cancer-related, collaborative publications within the last two years
- Investigators with an active history of cancer-related funding in the last four years and in the process of seeking cancer-related funding from the approved NCI list of [external agencies](#)
- Serve in a leadership role in the PCCR
- Value-added collaborative complement to cancer-related research such as, but not limited to: pathology, radiology, comparative oncology, data sciences
- Newly recruited** junior faculty with cancer-focused research that do not yet have cancer-related grants from the approved NCI list of [external agencies](#)
- Newly recruited** junior faculty with an active history of cancer-related publications

Associate Members* are defined as the following:

Demonstrates an interest in cancer-related research, but does not qualify as a full member. Associate members are invited to attend program meetings and events to encourage development of collaborative cancer research. Associate members do not qualify for center supported rates when using PCCR shared resources, however the PCCR encourages associate members to be co-investigators with full and/or other associate members on PCCR internal peer reviewed funding mechanisms to promote and build emerging cancer-focused research.

This member level may also include current faculty in institutional leadership positions or retired/senior faculty (i.e. Emeritus) who contribute to the overall mission of the Center. These faculty retain interest and participation in PCCR activities. Associate members do not contribute to CCSG-related metrics.

Affiliate Members*

Engaged in cancer-related research as documented by a strong record of peer-reviewed publications with direct relevance to cancer in active collaboration with a full member. This membership will be considered on a case-by-case basis and will include those at other NCI-designated cancer centers or research institutions. If the evidence of strong collaboration dissipates, then the membership of the candidate will be re-evaluated.

*All membership categories require academic appointments (research, clinical, or tenured/tenure track) at Purdue University or from a member at an NCI-designated Cancer Center.

**This category includes individuals who have received, in collaboration with an academic unit, direct financial support or research space from the PCCR, as part of a recruitment package.

Application Process

Consideration for any membership level in the PCCR can be initiated by nomination from a full member, department head or by recommendation from the appropriate Center program leader. Individuals applying for membership should submit an application form, available from center administration or the cancer center website. The application should include:

- Nomination letter
- Statement describing the scope and relevance of the individual's cancer-related research (no more than two pages)
- Proposed affiliation with one of the PCCR research programs
- Current NIH biographical sketch with current/recent and completed grant support

The application will be reviewed by the appropriate program leadership who will meet with the applicant. The program leaders will provide a recommendation for membership including a justification of fit into the respective program and the Center to the executive committee. The executive committee will vote on whether to recommend the application for membership to the PCCR director who will make the final decision.

Responsibilities of All Members

There is significant reporting associated with the NCI-Cancer Center Support Grant. Accepting membership in the Center indicates a willingness to supply to program leaders, senior leaders and center administration information related to the member's research direction, grants, shared resource use and publications. The effectiveness of the PCCR and its continued designation as an NCI-designated cancer center is measured by:

- The research successes of its members; the productivity and value-added research support of PCCR core facilities
- Inter-disciplinary and trans-disciplinary collaborations among the members
- Active participation in center events and symposia. The Center uses these events to promote collaborations among its members. Participation in the training and education of students and associated activities
- Participation in internal center review committees and other ad hoc committees.

Membership Privileges

Full Members

- Center supported rates when using [PCCR shared resources](#)
- Eligibility for [PCCR internal, competitive, peer reviewed funding programs](#)
- Leadership opportunities where appropriate and available

Associate Member

- Access to [PCCR internal, competitive, peer reviewed funding programs](#)
- Committee service privileges
- Invitation and inclusion in PCCR activities

Affiliate Member

- This level does not have direct privileges

Membership Review

Center members will be reviewed at appropriate intervals by the executive committee. Members will be expected to meet PCCR membership criteria for their respective membership category, as evidenced by continued productivity in cancer-related research (peer-reviewed publications; currently active, cancer-related peer reviewed funding; training activities in cancer research and education; national and community service including study sections, consultation to NCI etc.) and service to the PCCR (administrative contributions;

PCCR committees, in house peer-review activities; community/educational activities). A letter of change in membership status will be communicated to the member by the office of the director. .

Full members of academic rank associate professor or higher will be evaluated every two (2) years for participation in Center activities, contributions to the Center, peer-reviewed funding and collaborative cancer-related research. Full members whose academic rank is assistant professor will be evaluated every four (4) years for participation in Center activities, contributions to the Center, funding and collaborative cancer-related research. At the discretion of the executive committee and center director, previously funded and productive investigators with cancer-focused research programs, who no longer have external peer-reviewed funding, but remain productive and are seeking support, may be retained as full members. Full members may be placed in associate member status by the executive committee at any time.

If any **full** member is **not participating** in the Center on a variety of levels (i.e. responsiveness to program leaders, participation and research collaboration) as determined by the executive committee, a letter is issued to the member by the office of the director stating that their membership is under review and they have entered a 12-month probationary period. At the end of that period, a follow-up review will occur utilizing the same guidelines and a determination of continued membership will be made and communicated to the member.

Associate members will be evaluated every four (4) years for their participation, contribution to the Center and interest in cancer-related research. Associate members can be promoted to full member status for a 12-month probationary period. At the end of that period, a follow-up review will occur utilizing the same guidelines and a determination of continued membership will be made and communicated to the member.

Affiliate members will be evaluated every year. If the evidence of strong collaboration with full members dissipates, then the membership of the candidate will be evaluated immediately.

Those members who do not qualify as an affiliate member and have left the university or those members whose activities no longer meet the requirements for membership of the PCCR will have their membership terminated.

LEADERSHIP AND ADMINISTRATION RESPONSIBILITIES

- **Administration** – Maintain policies and active membership lists, notify leadership when membership reviews are needed and provide policy and membership updates as requested
- **Director and Executive Committee** – Determine the appropriate membership level, program alignment, membership review and termination of membership.

RELATED DOCUMENTS, FORMS AND TOOLS

This policy is issued in support of Cancer Center Support Grants (CCSGs) for NCI-designated Cancer Centers (P30), PAR-17-095

HISTORY AND UPDATES

Date	Summary of Change
5/16/18	Initiation of Standard

APPENDIX

N/A