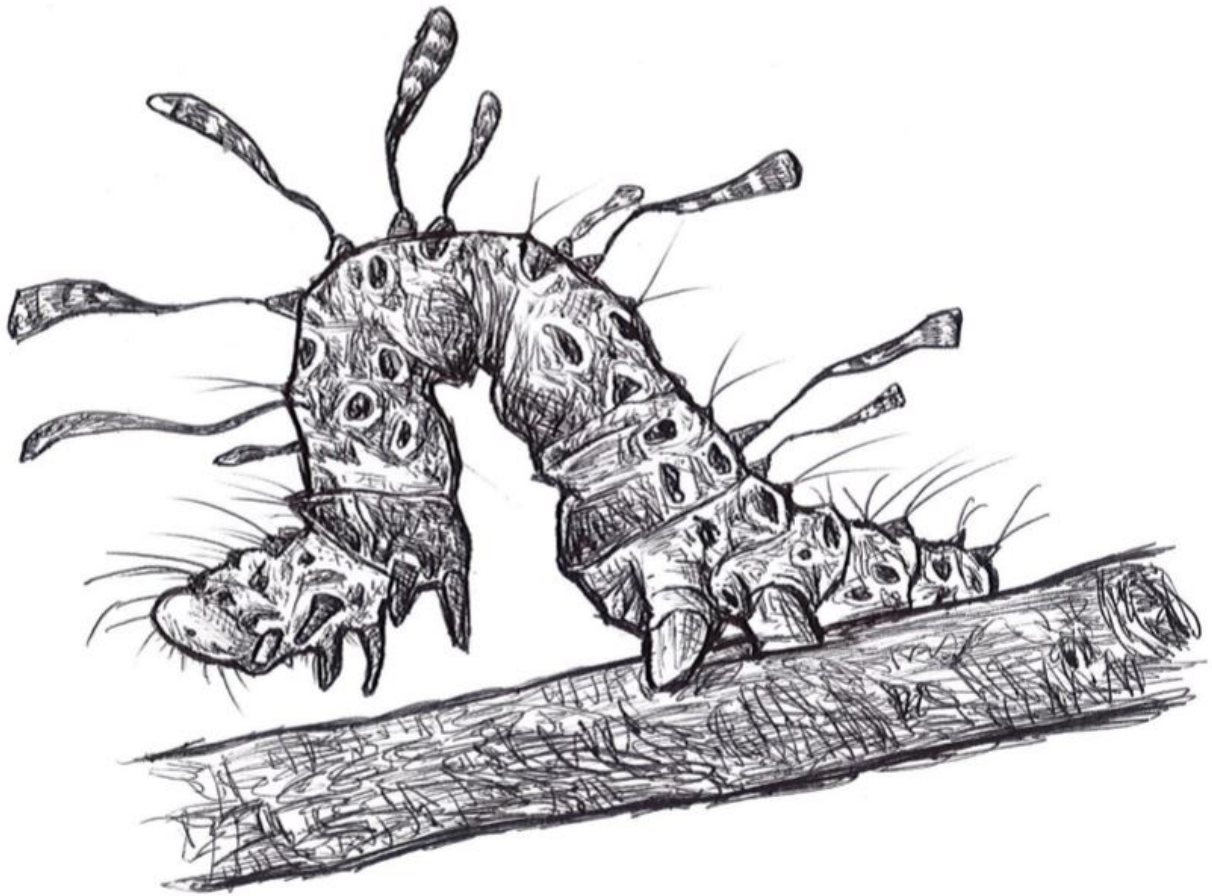


# **Committee on Evolutionary Biology**



**Student Handbook  
2020-2021**

# THE UNIVERSITY OF CHICAGO

## Committee on Evolutionary Biology

1025 East 57th Street • Culver Hall, room 402  
Chicago IL 60637-1573

### CEB Administration

	Phone	Office/Lab
Michael Coates, Chair <a href="mailto:mcoates@uchicago.edu">mailto:mcoates at uchicago dot edu</a>	773-834-8417	Culver 301
Shannon Hackett, Associate Chair <a href="mailto:shackett@fieldmuseum.org">mailto:shackett at fieldmuseum dot org</a>	312-665-7729	FM Birds
Audrey Aronowsky, Director of Graduate Education <a href="mailto:aronowsky@uchicago.edu">mailto:aronowsky at uchicago dot edu</a>	773-701-8797 (cell)	Zoology 210
Marcy J. Hochberg, Graduate Education Administrator <a href="mailto:mhochberg@uchicago.edu">mailto:mhochberg at uchicago dot edu</a>	773-851-7061 (cell)	Culver 401

---

### Department Offices and institutions affiliated with the Committee on Evolutionary Biology

Department of Anthropology  
Haskell Hall, room 119  
5836-46 S. Greenwood Ave., Chicago, IL 60637  
773-702-8551  
<http://anthropology.uchicago.edu/>

Department of Comparative Human Development  
5730 S. University Ave., Chicago, IL 60637  
773-702-3971  
<http://humdev.uchicago.edu/>

Department of Ecology & Evolution  
Zoology Building, room 114  
1101 E. 57th St., Chicago, IL 60637  
773-702-1988  
<http://pondside.uchicago.edu/ecol-evol/>

Department of Geophysical Sciences  
Hinds Laboratory, room 161  
5734 S. Ellis Ave., Chicago, IL 60637  
773-702-8180  
<http://geosci.uchicago.edu/>

Department of Organismal Biology & Anatomy  
Anatomy Building, room 107  
1027 E. 57th St., Chicago, IL 60637  
773-702-4822  
<http://pondside.uchicago.edu/oba/>

Department of Philosophy  
Classics Building, room 17  
1010 E. 57th St., Chicago, IL 60637  
773-702-8513  
<http://philosophy.uchicago.edu/>

Argonne National Laboratory  
9700 S. Cass Ave., Argonne, IL 60439  
708-972-2000  
<http://www.anl.gov/>

Brookfield Zoo  
Chicago Zoological Park  
8500 Golf Rd., Brookfield, IL 60513  
773-242-2630  
<http://www.brookfieldzoo.org>

Chicago Botanic Garden  
1000 Lake Cook Rd., Glencoe, IL 60022  
847-835-5440  
<http://www.chicagobotanic.org/>

The Field Museum  
1400 S. Lake Shore Dr., Chicago, IL 60605-2496  
312-922-9410  
<http://fieldmuseum.org/>

Lincoln Park Zoo  
2001 N. Clark St., Chicago, IL 60614  
312-742-2000  
<http://www.lpzoo.org/>

The Morton Arboretum  
4100 Illinois Route 53, Lisle, IL 60532  
630-968-0074  
<http://www.mortonarb.org/>

# THE COMMITTEE ON EVOLUTIONARY BIOLOGY

## Overview

The Committee on Evolutionary Biology (CEB) is a doctoral-degree-granting academic program within the Division of the Biological Sciences at the University of Chicago. It provides students with the opportunity for interdisciplinary study of all aspects of evolutionary biology.

CEB consists of faculty members with primary appointments in departments from all four graduate divisions within the University (e.g., Anthropology, Comparative Human Development, Ecology and Evolution, Geophysical Sciences, Human Genetics, Linguistics, Organismal Biology and Anatomy, and Philosophy), and from several other institutions in the Chicago area: Argonne National Laboratory, Chicago Botanic Garden, The Field Museum, Lincoln Park Zoo, and The Morton Arboretum. The University also has a formal affiliation with the Marine Biological Laboratories at Woods Hole, MA. The diversity of research interests represented by the collective expertise of the CEB faculty contributes to its strong national and international reputation as a graduate training program.

Students in CEB have ready access to facilities at these institutions, including over 1,100 animals representing over 200 species at Lincoln Park Zoo, more than 30 million specimens in the Field Museum collections in anthropology, botany, geology, paleontology, and zoology, as well as the libraries at the Field Museum. Other resources for student research include relevant hardware and software and several labs and facilities for the study of molecular evolution.

In the greater Chicago area, CEB students have also used the rich resources available at the Shedd Aquarium, the Morton Arboretum, and the many parks and lands managed by the national parks, local county forest preserves, and park districts.

The University of Chicago is a member of the Organization for Tropical Studies. Doctoral students in CEB have taken courses in tropical biology and conducted research in Costa Rica through this affiliation.

Recent CEB students also have conducted domestic research at a variety of field sites, including the S.W. Research Station of the American Museum of Natural History, Kellogg Biological Station of Michigan State University, Friday Harbor Laboratories, Rocky Mountain Biological Station, and Highlands Biological Station. International research has been carried out in every continent.

## Remote Learning & Research in a time of COVID-19

Due to the impact of COVID-19, autumn quarter classes at the University of Chicago will be conducted either fully online, or using a hybrid model that allows for limited in-person class meetings, by utilizing building space that can safely accommodate learning while maintaining social distancing.

Additionally, UChicago and the Biological Sciences Division have created a number of webpages and online resources to help you:

- develop and strengthen your skills with remote learning;
- stay up-to-date on public health information relating to COVID-19, research safety, and campus health and well-being;
- familiarize yourself with campus supports and resources so you can navigate the 2020-2021 academic year successfully

We encourage you to explore these resources. If you have any questions, please reach out to the Director of Graduate Education, or the Graduate Education Administrator, for assistance.

A few sites to get you started:

- [UChicago Forward \(https://goforward.uchicago.edu/\)](https://goforward.uchicago.edu/) – Planning the Resumption of Programs and Operations on Campus  
This site provides up-to-date information on university health requirements related to COVID-19, status of campus building, FAQs, planning updates for research and educational activities, as well as links to recent town halls and more.
- [Coronavirus updates \(https://coronavirusupdates.uchicago.edu/\)](https://coronavirusupdates.uchicago.edu/) – Information on coronavirus safety, travel planning and restrictions, Autumn Quarter 2020 plans, public health information, and details on how to protect yourself.
- [Learning Remotely \(https://learningremotely.uchicago.edu/\)](https://learningremotely.uchicago.edu/)  
This site includes basic information on tools used in remote instruction and accessing training; developing learning strategies tailored to your learning style; learning resources – within and outside the classroom – to support remote learning; FAQs addressing common questions.

For those of you engaged in lab-based or field research, ensure that you are alert to phased research reopening plans as they are implemented by research group leaders. Observe the safety protocols. Contact CEB Associate Chair Shannon Hackett (see p. 2) for information about access to Field Museum facilities.

### **IMPORTANT: Before Arriving on, or Returning to, Campus**

Each member of the UChicago community is required to attend an online COVID-19 training program and acknowledge via an online form that they will comply with the University's COVID-19 health requirements.

Following are links to help you complete required action, in order to be able to come to campus:

- [Access COVID safety training and complete electronic COVID Health Requirements form \(https://goforward.uchicago.edu/health-requirements/\)](https://goforward.uchicago.edu/health-requirements/)
- [Overview of Autumn Quarter 2020 video: Returning to Campus and a Culture of Safety \(https://goforward.uchicago.edu/preview-autumn-quarter/\)](https://goforward.uchicago.edu/preview-autumn-quarter/)
- Download the [UChicago Health Pact](#) PDF

# CEB STUDENT GUIDELINES

## *General Information*

All CEB students have assigned office space – shared with other graduate students – in University buildings affiliated with CEB faculty members. Entering students are assigned desks in the CEB space in Culver 402. Every effort is made to house more advanced students in close proximity to faculty and other graduate students sharing their research interests.

CEB students are allocated an expense account administered by the CEB Director of Graduate Education, the size of which is determined by funds available, and each student's quarters of registration. ***CEB students have a \$500 expense account for the 2020-21 academic year.*** This account may be used for educational and research expenses. Unused expense account funds are not carried over into the next academic year, and students are expected to pay any account overdrafts promptly. Students' expense account amounts are not automatically assured; account amounts may be reduced if students plan to spend significant time away from Chicago, or plan to delay graduation beyond a fifth year in the program.

Computers are located in Culver 402. CEB students have access to Apple and Windows computers, laser printers, paper and slide scanners, wireless internet, a 3D printer, and other equipment and technology, including a smart screen in the conference room (CH 403). Most common software is available. Information on University-wide computing facilities and services is included in new student orientation packets. Culver 402 has wireless base stations; ethernet connections are available if needed. Please contact the Graduate Education Administrator in Culver 401 for assistance.

Access to Hull Court buildings is by UChicago ID card only. The default access for students is M-F, 9-5. To change access privileges on your card, contact the Graduate Education Administrator<sup>1</sup> to request 24/7 access to Hull Court; please include in your request the ID# printed on the back of your UChicago ID card.

Keys for Culver 402 are available from the Director of Graduate Education or the Graduate Education Administrator<sup>2</sup>. If you need keys for faculty space, please request them through that faculty member.

## *Registration*

***Register online.*** Each quarter, students will be notified of the dates for online registration. The portal for registration, courses, and class information is **my.uchicago.edu**, the self-service home for University students and staff in the Academic Information System. (Please check the University Registrar's website for frequently asked questions about graduate registration: <http://registrar.uchicago.edu/page/students>)

### ***Please also be aware that:***

- Students who have not yet passed the Dissertation Proposal Hearing must obtain approval for their proposed registration from the CEB Student Advisory Committee. The Advisory Committee meets individually with each pre-proposal student before AU-W-SP quarters. Students can register online before their meeting, then drop or add courses online in the first 3 weeks of the quarter at no charge.
- PhD candidates can directly enter their registration requests online (see note #1, below)
- **All students *must* register for at least 300 units every quarter.** Students register for reading, research and teaching courses with a specific faculty section number; registration with staff (or no one) is not allowed. Students should receive quality grades or a P/F for EVERY course they register for.

---

<sup>1</sup> See page 2 for contact info.

<sup>2</sup> Ibid.

## *Notes on Registration*

### **(1) Single PhD Registration Policy**

Beginning in 2016-17, all PhD student registration utilizes a single doctoral registration status, referred to simply by the year of study (e.g., PhD1, PhD2, PhD3). (The terminology Scholastic Residence and Advanced Residence is no longer used.)

### **(2) Subject Codes – some common places to look for courses**

BIOS – Biological Sciences Collegiate Division

BSDG – Biological Sciences Graduate Courses (Ethics, BSD TA Requirement, TA Training)

ECEV – Department of Ecology and Evolution

EVOL – Committee on Evolutionary Biology

GEOS – Geophysical Sciences

ORGB – Department of Organismal Biology and Anatomy

STAT – Statistics (most CEB students take College-level stats)

### **(3) Courses with variable units, and sections for each instructor**

For the courses below, you *must* enter a section number for the particular instructor with whom you are working. *You may NOT use a section identified only as "staff"*

49500 – teaching (not for BSD teaching requirement)

49600 – reading with Field Museum Curators

49700 – reading

49800 – research, off campus (use also with pro forma registration)

49900 – research, on campus

### **(4) Regular graduate courses – most graduate courses carry 100 units**

**(5) Undergraduate courses** – Graduate students *supposedly* are not allowed to register for College courses for the first two weeks of the quarter, *however, this seems rarely to be enforced!*

### **(6) Change of Registration**

In autumn, winter, and spring quarters, you may add/drop courses, and make other enrollment changes, during the first three weeks. In summer quarter, the add/drop schedule varies, based on the length of the course. Courses dropped after the add/drop period has ended are noted on the student transcript with a grade of "W". A late change fee is assessed for any enrollment change processed after the add/drop period has ended. Late add/drop requests should be made through the Office of Graduate and Postdoctoral Affairs.

### **(7) Expansion of Leaves of Absence Eligibility**

Graduate students at any stage of their PhD program may take a personal leave of absence with the approval of their dean of students. Also, a new policy allows students to apply for leaves of absence of up to three years, to pursue another degree that is integral to their PhD.

### **(8) Expansion of Pro Forma Eligibility**

Pro Forma status is a limited privilege intended to provide full-time status to doctoral students who must move a substantial distance from Chicago to conduct research or engage in language study. Eligibility for Pro Forma status has been expanded to include students in the lab sciences who follow a primary faculty advisor to another institution. Students need to apply for pro forma registration; please request the PDF form from the Director of Graduate Education or the Graduate Education Administrator<sup>3</sup>.

---

<sup>3</sup> See page 2 for contact info.

**(9) Registration in the Quarter of Graduation**

Doctoral candidates who hold their dissertation hearing after the dissertation submission deadline may be eligible to graduate in the following quarter, under the conditions noted below:

<b>To graduate with your PhD in as a registered student (stipend + tuition)</b>	<b>Autumn 2020**</b>	<b>Winter 2021**</b>	<b>Spring 2021</b>	<b>Summer 2021**</b>
register to graduate by 1st Friday of Q	10/2/20	1/8/21	4/2/21	6/25/21
final dissertation deadline 7th Friday of Q (*except Summer)	11/13/20	2/19/21	5/14/21	7/30/21*
convocation	6/12/21	6/12/21	6/12/21	6/11/22

\*The final dissertation deadline for students graduating in Summer is the 6th Friday of Q

\*\*Summer, Autumn, and Winter degrees will be mailed. Graduates can return for Spring Convocation if they choose.

<b>To graduate with your PhD in without registration (no stipend or tuition)</b>	<b>Autumn 2020</b>	<b>Winter 2021</b>	<b>Spring 2021</b>
defend dissertation by 10th week of prior Q (*except Autumn)	8/28/20*	12/4/20	3/12/21
register to graduate by 1st Friday of Q	10/2/20	1/8/21	4/2/21
final dissertation deadline	9/11/20	12/11/20	3/19/21
convocation	6/12/21	6/12/21	6/12/21

**(10) Time Limit for Registration**

Students who entered a UChicago PhD program in, or after, the 2016-17 academic year are subject to a University-wide 9-year limit on registration. Students who entered a PhD program prior to summer 2016 continue to be allowed to register for up to 12 years from matriculation. The average time to degree for CEB students is 5.5 years.

**(11) Degree application and graduating**

Students must apply to graduate, via the student my.uchicago.edu portal, no later than the end of the first week of the quarter in which they wish to graduate.

*You have to APPLY for your degree, and University deadlines are very strict.*

## ***Teaching Assistant Program***

All BSD graduate students are required to serve as an unpaid Teaching Assistant, in two approved courses for academic credit, before the PhD degree is awarded, and before they may serve as a TA in ANY course for payment. Courses can be undergraduate, graduate, or medical, but must be in the Biological Sciences Division, and they must be approved to qualify for this requirement.

To be eligible for credit, a course must offer the TA significant teaching experience, such as giving a full-length lecture, running a lab or field trip, or leading regularly scheduled, weekly discussion sessions.

**Students may not TA the same course twice, and may not TA for pay before completing the requirement.**

For those students who feel unprepared for teaching, a TA Training Course is offered in Spring Quarter. This course may count as one of the two TA credits. For more information, students should contact either the Director of Graduate Education, or the Graduate Education Administrator<sup>4</sup>. **It is essential that you register for the BSD TA Course Number (BSDG 50XXX) in the quarters in which you TA. If you do not, you will not receive credit for the Assistantship.** For more information, see: <https://biosciences.uchicago.edu/programs/divisional-requirements/ta-requirements>

## ***Stipend, Tuition, Fellowships, and Fees***

All CEB incoming PhD students receive a contract indicating financial support from the Biological Sciences Division (BSD) for the upcoming academic year. Students who receive any tuition bills that contradict their understanding of the support agreement should notify the Director of Graduate Education or the Graduate Education Administrator.

***NSF Graduate Research Fellowships (GRFP).*** All eligible domestic students are expected to apply for NSF Graduate Research Fellowships early in the Autumn Quarter (you may only apply once as a PhD student). CEB faculty members and current/former NSF fellows will be available to assist students in preparing NSF fellowship applications. Eligible students will be required to enroll in EVOL 40100: Grants, Publications, Professional Issues – at the appropriate time, pending NSF changes in eligibility for the GRFP – to help prepare their NSF GRFP. NSF GRFP website: <https://www.fastlane.nsf.gov/grfp/>.

***Field Museum Fellowships.*** A limited number of competitive Field Museum fellowships are available for more advanced graduate students engaged in dissertation research associated with the museum. These fellowships provide stipend support (with tuition and some stipend generally provided by the University of Chicago), and are for one year. Applications are reviewed once per year by the Field Museum Science and Scholarship Funding Committee; the submission deadline is typically around January 30. CEB faculty and staff expect *all* advanced students conducting research at Field Museum to apply for these fellowships (<http://fieldmuseum.org/about/graduate-student-fellowships>).

***Stipends.*** Each graduate student's fellowship is designed with the BSD Office of Graduate Affairs. All PhD students in BSD receive the same basic stipend and health fee/insurance support (2020-21: \$33,652 stipend, plus health insurance, and the graduate student services fee).

---

<sup>4</sup> See contact info on page 2.



**Teaching Assistantship Requirement for CEB students with DU fellowships.** Third, fourth, fifth, and sixth-year CEB students who receive their fellowships from Divisional Unendowed (DU) funds are expected to serve as a pre-approved Teaching Assistant, without remuneration, in one course during each academic year in which they receive the DU fellowship. Those advanced students receiving a DU fellowship who have not yet fulfilled their BSD educational teaching requirement may use a BSD TAship to fulfill their DU fellowship requirement at the same time. Students may receive payment for subsequent TAships once the fellowship requirement is fulfilled (with the permission of their advisor). Students serving as a pre-approved TA, who already have fulfilled their BSD TA requirement, are required to register for the TAship using EVOL 49500 + [relevant faculty sub].

**Student fellowships.** Fellowships are initially discussed and planned in December/January each academic year, then finalized during the Spring and Summer Quarters. It is essential that students promptly return all questionnaires about their next year's research plans to the CEB Director of Graduate Education; these student plans are consulted in determining fellowship packages, including teaching and off-campus quarters. Reports from each student's Autumn and Spring Quarter committee meetings also are used in evaluation and fellowship planning. It is the student's responsibility to ensure that their advisor has filed a report to the CEB Chair after each of these meetings.

*Except in extraordinary circumstances, CEB students are strongly discouraged from taking on any TAship or other employment responsibilities in addition to those required by the Divisional Teaching Requirement or individual fellowship packages.*

**Late fees, payment deadlines, and account holds.** It is each student's responsibility to pay close attention to the published schedules of late fees and restrictions found in the Bursar's website: <https://bursar.uchicago.edu/>. Any unpaid fee – library fines, activity fees, etc. – can cause the Bursar to put a hold on a student's account. Once a student's account is on "hold," all student privileges are lost, and the account will start to accrue late fees. Late fees may only be removed by a formal petition from the BSD Office of Graduate Affairs.

### ***Funding for Research***

CEB students are encouraged to actively investigate opportunities for securing outside funding for their dissertation research and should watch bulletin boards for announcements of funding opportunities. It is often the case that applications may be made to a number of small funds that support initial stages of dissertation research (such as the Hinds Fund endowment, administered by CEB). These small grants can be of great use to students preparing dissertation proposals, as they are not necessarily restricted to advanced students already in candidacy for the PhD.

Later in the academic program, students are encouraged to apply to national programs such as Sigma Xi, NSF, NIH, NIMH, Fulbright, National Geographic, etc., for doctoral dissertation research funding. Information on some possible funding sources may be found at: <http://evbio.uchicago.edu/resources/>. Please provide suggestions for additional funding sources to the Director of Graduate Education or the Graduate Education Administrator<sup>5</sup> so they can be included on this site.

---

<sup>5</sup> See page 2 for contact info.

# THE COMMITTEE ON EVOLUTIONARY BIOLOGY

## Progress through the Doctoral Program

### Individual Development Plans (IDPs)

In accord with federal policy, the BSD requests that each student complete an Individual Development Plan (IDP) and certify that they have done so on their annual student report. To make the IDP more useful for you, and also for your mentor as they support your progress, the BSD is now providing more targeted, stage-specific IDPs, which you are expected to complete together with your thesis advisor and submit on-line as part of your annual report. You will receive the staged IDP documents annually via an email from BSD Office of Graduate Affairs (OGA) and a survey link.

Some of you will also find it useful to discuss your IDP with one or more additional mentors, such as your thesis committee chair, training grant director, or career advisor. We encourage you to use the IDP to guide those conversations and your long-term plans.

### General Timetable for the PhD Program

Most students in the Committee on Evolutionary Biology complete their PhD program in about 5.5 years. The first and second years consist largely of course work and individual reading and research courses, aiming toward successful completion of the Dissertation Proposal Hearing and a defense of a dissertation research proposal by the Spring Quarter of the second year in the program. Work in subsequent years shifts to dissertation-centered research and, finally, preparation and defense of the PhD dissertation. Although there is no SM program in the Committee on Evolutionary Biology, students may apply to receive the SM degree upon successful completion of their Dissertation Proposal Hearing.

### First Year – Incoming Students

Newly admitted students receive information from the BSD Office of Graduate Affairs Office during the summer. This includes information about Autumn Quarter orientation and registration dates, housing, stipend, etc. Incoming students should contact the Director of Graduate Education or the Graduate Education Administrator (Culver Hall 4th floor, or email [evbio\(at\)uchicago\(dot\)edu](mailto:evbio(at)uchicago(dot)edu)), as soon as possible after arrival in Chicago. Staff will provide information about the Committee on Evolutionary Biology and the University, registration for the upcoming quarter, and other information necessary for new students. Contact [evbio\(at\)uchicago\(dot\)edu](mailto:evbio(at)uchicago(dot)edu) at any time with questions.

**CEB Student Advisory Committee.** First-year and second-year students meet with the *Student Advisory Committee* during Orientation week to review their prior academic training and research plans.

- The advisory committee will meet with each student to advise on applicable courses, arbitrate which courses meet the “outside distribution” requirement, and otherwise help students keep on track toward PhD candidacy.
- The advisory committee meets with each student for 15-20 minutes during the registration period. Members of the committee are available for discussion and consultation throughout the first two years of a student’s career.
- As the student begins to work more with a faculty member who will become their advisor, the student is encouraged to solicit advice both from this advisor and the Student Advisory Committee.

**Reading and Research Requirements.** The Committee on Evolutionary Biology (CEB) requires all first- and second-year students to register for (a minimum of) 300 units every quarter, involving regularly scheduled courses, directed reading, and/or research units. (Please note: 1 course = 100 units; directed reading and research are variable-unit courses, and units should be set when the student registers.)

CEB requires all students to successfully complete a minimum of nine (9) graded classes before they can be recommended for PhD candidacy. The most important goal is that the student acquires breadth in evolutionary biology: this breadth outside the student’s specialty, and the interdisciplinary research it permits, should be the distinguishing feature of a CEB student.

To ensure breadth of knowledge in evolutionary biology, CEB students must take **at least one course in five out of seven defined topical areas:**

- Behavior
- Development
- Ecology/Biogeography
- Genetics
- Morphology
- Paleontology
- Systematics / Evolutionary History

“Outside the student's specialty” means that the student should be exposed to evolutionary phenomena and forces operating on different scales of time and space, to taxonomic groups outside of their research focus, and to the approaches of major disciplines or areas within evolutionary biology. Each year the Committee revises and posts a course distribution list that classifies all CEB courses according to these categories. The 2020-2021 course list is included at the end of this Handbook.

Students are responsible for having a comprehensive understanding of major questions in evolutionary biology. All CEB students are expected to have read Darwin's *On the Origin of Species* some time before their dissertation proposal hearing.

## **Second Year**

Second-year students will continue to meet quarterly with the *Student Advisory Committee* until they identify their research area and successfully pass their *Dissertation Proposal Hearing*. The first part of students’ second year may be taken up with coursework, supplemented more heavily by reading and research courses.

### ***Faculty Advisors and the Student Advisory Committee***

**Student Advisory Committee.** The Student Advisory Committee meets three times a year with each student until they have passed their Dissertation Proposal Hearing. The Advisory Committee does not replace, nor is it replaced by, the student’s Dissertation Proposal committee. The Advisory Committee rotates in faculty membership in such a way as to provide some continuity from year to year.

**Faculty Advisors.** Students must identify a *Faculty Advisor* no later than the end of Autumn Quarter of their second year, and their Committee should be constituted no later than Winter Quarter of the second year. The Advisor must be a Committee on Evolutionary Biology member.

- Students are required to hold a pre-proposal meeting with potential committee members, and to establish a *Committee Chair*, by no later than Winter Quarter of their second year in the PhD program.

- The student must write a formal memo to the Chair of the Committee on Evolutionary Biology requesting approval for the list of names of faculty members who already have agreed to serve as Chair/members of the student's committee. This memo is necessary for the proper appointment of those faculty members to the student's dissertation committee. *At least two of the committee members must have primary appointments at the University of Chicago.* It is recommended that the student's *Advisor* should not also fulfill the role of *Chair* of the student's committee.
- The CEB Chair will approve the Advisor, Chair, and Committee, or recommend changes.
- The student should meet with their entire Dissertation Committee at least once a year *both before and after the proposal hearing.*
- The Dissertation Proposal Hearing must take place during Spring Quarter of the second year; *any delays must be petitioned, in writing, to the CEB Chair well before Spring Quarter.*
- The Advisor and student must provide the CEB Chair with a written memo/email describing the student's progress, and any recommendations that arise from these committee meetings. Student, Advisor and Chair of the committee must agree on the memo content. One copy should go to the student and one copy will be retained in the student's file.

### ***Dissertation Proposal Hearing***

The Dissertation Proposal Hearing allows the CEB student to:

- Propose their plan for dissertation research, and discuss the proposal with other interested faculty and students. The student should have written a dissertation research proposal well before the hearing, and discussed drafts with their advisor and committee.
- Write a proposal equivalent in size and quality to a grant proposal (*8 single-spaced pages*). This short format provides training and practice in meeting external demands for project proposal preparation. Overlong proposals will be returned to the candidate with request to edit-down to expected length.
- Engage in closed, private discussion with their Committee on further issues regarding background preparation in evolutionary biology, dissertation research, further coursework, and whatever is necessary to aid in the successful completion of the PhD.

***Timing of the Proposal Hearing.*** All CEB students are expected to schedule their Proposal Hearing *before the end of Spring Quarter in their second year of the program.* If a student believes that it is not possible to defend their dissertation proposal before the end of Spring Quarter in the second year, *it is the responsibility of the student to petition the CEB chair, in writing,* for permission to delay the examination.

This petition must clearly state what has delayed the student's progress, and must be accompanied by a supporting letter from the student's Advisor. The petition to delay the Proposal Hearing should be sent to the CEB chair *well before* the beginning of Spring Quarter of the student's second year in the program.

***Setting up the Proposal Hearing.*** Prior to the Proposal Hearing, each student must select an Advisor. CEB students should have successfully selected an Advisor by Autumn Quarter of their second year in the PhD program.

- The CEB Chair will approve a committee for the Hearing, formed in consultation with the student (see second bullet under "Faculty Advisors" above, p. 10). The committee should be formed *before* the student requests the CEB Chair's permission to schedule the Proposal Hearing. Normally, the student talks with individual CEB faculty, discusses possible committees with their Advisor, then informs the CEB Chair in writing of their proposed faculty members for a committee.

- The Student Advisory Committee recommends that second-year students convene an informal meeting of possible Proposal Committee members during Autumn or Winter Quarter, for an early discussion and review of the student's proposed research. Such a meeting informs faculty members about the student's research and helps the student decide which faculty members might serve most effectively on their Proposal Committee. During this time, the student should consult with these prospective members to ensure that their proposed research is on track for a spring quarter Proposal Hearing.
- **The student must request permission in writing, from the CEB Chair, to hold their Proposal Hearing, and also must submit a digital copy of the Dissertation Proposal, at least 14 days before the proposed examination.** A copy of this request and the digital Proposal also should be sent to the Director of Graduate Education<sup>6</sup>.
- After the CEB Chair approves the student's request, notice of the Proposal Hearing will be distributed throughout the Darwinian Sciences cluster.
- The Director of Graduate Education will officially notify CEB faculty of the hearing, and invite them to examine the Proposal and attend the hearing.
- The Proposal Hearing usually lasts two to three hours, with the first hour dedicated to the student's explication of their dissertation proposal.
- The explication of the dissertation project in the form of a talk at the Proposal Hearing generally is expected to be open to the public. Under exceptional circumstances, students may request permission from the CEB Chair to hold a closed hearing. A closed hearing will be open to members of the student's committee and CEB faculty. Students who are given permission to hold a closed hearing must present a public seminar on their research by the end of their fourth year in CEB.

**Possible results of the Dissertation Proposal Hearing.** The student must bring a paper copy of the "Report on the Final Examination for the Degree of SM" form to the proposal hearing, and have their Advisor sign the form. (A copy of this form is available from the Graduate Education Administrator<sup>7</sup>, in Culver Hall.) The signed form must be returned promptly returned to Graduate Education Administrator.

The chair of the Proposal Committee will inform the CEB Chair, *in writing*, of the Committee's decision immediately after the examination. Possible outcomes are as follows:

1. The student may be passed as suitable to proceed to candidacy for the PhD. The student may also apply for a Master's Degree, if they have satisfied relevant Divisional requirements, but this is not a condition for candidacy for the PhD.
2. The student may be passed as suitable to proceed to candidacy for the PhD, subject to meeting certain specific requirements subsequent to the Proposal Hearing. The student and the CEB Chair are to be informed of these requirements in writing immediately after the Hearing, with deadlines for their completion. The chair of the Proposal Hearing Committee shall inform the CEB Chair in writing when they are satisfied that the requirements have been met.
3. The student may be instructed to organize a second Proposal Hearing within a clearly defined period of time. The student's Advisor must notify the CEB Chair and the student of the exact requirements, in writing, immediately after the Proposal Hearing. No student shall undertake the Proposal Hearing more than twice. A student who is neither recommended for a Master's Degree, nor to proceed to candidacy for the PhD degree at their second Proposal Hearing, shall terminate studies in the Committee on Evolutionary Biology at the end of the quarter in which the final Hearing was held.
4. The student may be passed for a Master's Degree, subject to satisfaction of relevant Divisional requirements, but not as suitable to proceed to candidacy for the PhD degree.

---

<sup>6</sup> See contact info on page 2.

<sup>7</sup> See page 2 for contact info.

## ***Candidacy for the SM and PhD degrees***

Students who successfully pass their Proposal Hearing can apply to be admitted to candidacy for the SM and PhD. Students must have successfully completed nine (9) courses (including reading courses) to be eligible for SM and PhD candidacy. If a student wishes to leave the CEB program, they may apply to receive the SM degree if they have met all requirements set out by the Division of Biological Sciences, and requirements set out by the CEB Chair.

Results of the Dissertation Proposal Hearing are recorded on the “Report on the Final Examination for the Degree of SM” form. (An electronic copy of this form is available from the Director of Graduate Education or the Graduate Education Administrator<sup>8</sup>.)

In order to proceed to candidacy for the SM and PhD degrees, a CEB student must have passed their Proposal Hearing. Other requirements for advancement to candidacy (e.g., ethics training, TAs, etc.) are established by the University and the Division of the Biological Sciences, and are described in the *Announcements* of the University, the *University Student Information Manual*, and this handbook. Forms for candidacy for the SM and PhD degrees are completed and signed by the CEB Chair upon notification that a student has passed their Proposal Hearing and is recommended to be advanced to PhD candidacy.

***Please note: You must APPLY to receive a degree.*** Students must apply to receive a degree via my.uchicago.edu no later than the end of the first week of the quarter in which they wish to graduate (see deadlines on p. 6).

## **Progress towards the PhD – Third Year and beyond**

1. The Dissertation Committee must meet with (second- and) third-year students at least once a year. The student and their dissertation Advisor are required to submit a written report after each Dissertation Committee Meeting to the CEB Chair. That written report should include: date, place, names of attending committee members, student’s progress report, and a summary of the committee’s recommendations to the student. This assessment is normally based on a written progress report from the student, and an oral discussion. *It is the responsibility of the student to ensure that an annual meeting with their Dissertation Committee takes place well before the end of the Autumn Quarter, and that required reports are submitted to the CEB Chair soon after the committee meeting.*

2. BSD’s Basic Science Chairs have adopted the following policy for monitoring the progress of students in BSD PhD programs:

- Beginning in the fourth year, each PhD student should meet with their Dissertation Committee once every other quarter. The Committee on Evolutionary Biology has determined that CEB students should hold their Dissertation Committee meetings in Autumn and Spring Quarters. *Please note:* The Autumn meeting should be scheduled with sufficient time to allow the student’s Advisor to submit a written report to the CEB Chair well before the end of the Autumn Quarter.
- The student's Advisor is responsible for reporting a summary of the Doctoral Committee meeting’s proceedings to the academic unit, i.e., the CEB Chair.
- The student's registration for their fifth, and subsequent, years shall be permitted only if summaries of the Doctoral Committee meetings have been reported to the appropriate academic unit.
- The student is required to prepare documents for their Committee’s review at these meetings which should include a detailed dissertation plan as well as a completion schedule for each chapter.

---

<sup>8</sup> Ibid.

3. Each CEB student is responsible for the fulfillment of all degree requirements of the University, as outlined in the CEB Student Handbook, the Division of Biological Sciences section of the *Catalog* (<http://catalogs.uchicago.edu>), and the *Student Manual* (<http://studentmanual.uchicago.edu/>) of the University of Chicago.

## **Timetable for Planning the Dissertation Defense and Graduation**

As students approach their planned date of graduation, it is critical to carefully build a timetable for the final year. Below is a schedule identifying the deadlines and requirements that CEB students must meet, in the 10 months preceding their anticipated graduation date.

CEB students must submit a detailed timeline for writing and review of their dissertation chapters, meetings with their Dissertation Committee, and proposed dates for a Dissertation Hearing and submission of the dissertation to the UC Dissertation office. The chapter-outlines and completion timeline must be approved by the Dissertation Committee before submission to the CEB Chair, *at least six months before a student's planned quarter of graduation.*

### ***Ten months before the Dissertation Hearing***

The Division of the Biological Sciences requires a student to have been in candidacy for the PhD at least eight months, before the degree can be awarded. Well before planning a date for defense of their PhD dissertation, students should consult this timetable and discuss any questions with their advisor, the CEB Chair, and/or the Director of Graduate Education and the Graduate Education Administrator<sup>9</sup>.

Students should check their my.uchicago.edu portal to confirm that they are in candidacy for the PhD. (The "Report on the Final Examination for the Degree of SM" form should have been submitted by CEB to the BSD Office of Graduate Affairs after the Dissertation Proposal Hearing.)

Students also should examine their transcript for any missing grades. Students at all levels frequently discover that required grades are missing from their transcripts. It is students' responsibility to remind faculty to submit grades at the end of each quarter. Students should ask relevant faculty members to submit missing grades; grades must be submitted online or by paper form to the University Registrar. These grades are necessary in order for the student to graduate.

### ***Six months before the Dissertation Hearing***

CEB students are strongly advised to meet with staff in the Dissertation Office *before* you start final writing! Bring samples and get their guidelines. Plan this meeting for the first week of the quarter *before* you plan to graduate (i.e., 20+ weeks before graduation). The Dissertation Office web site is: <http://www.lib.uchicago.edu/e/phd/>.

Students are responsible for ensuring that their written dissertation, after being approved by the student's Dissertation Committee, is prepared in a form suitable for acceptance by the Dissertation Office. Failure to meet the Dissertation Office's deadline will result in a delay of graduation.

---

<sup>9</sup> See page 2 for contact info.

### ***Three months before the Dissertation Hearing***

Students must apply to graduate, via the my.uchicago.edu student portal, by no later than the end of the first week of the quarter in which they wish to graduate.

The graduation application may be withdrawn without fee during the first five days of the quarter in which it was filed. Late applications will not be accepted.

Students must register for graduate research during the quarter in which they plan to graduate. Students who are no longer eligible for fellowship funds should make sure that they have a plan in place for payment of tuition and fees for their final quarter. For more information on graduation regulations and guidelines for more information on graduation, please see p. 5-6.

### ***(At least) Ten weeks before the Dissertation Hearing***

**A PhD student is required to distribute the final draft of their dissertation to their entire committee no later than the first week of the quarter in which they plan to graduate.** Please note: *the final draft should be substantially complete* – including all text, figures, tables, captions, appendices, and bibliography – and should be delivered to all committee members at least four weeks before the scheduled date of the Dissertation Hearing. Please note: one or more dissertation chapters should be in press or published by this time.

### ***Eight weeks before the Dissertation Hearing***

CEB students must email the CEB Chair to request approval of the final Dissertation Committee and Advisor, and inform them that you would like permission to set up the oral hearing for your dissertation defense for a specified date and time.

### ***Three weeks before the Dissertation Hearing***

Three weeks before a student wishes to hold their Dissertation Hearing, they must file a *final* defensible copy (PDF) of the dissertation with the CEB Chair and the Director of Graduate Education<sup>10</sup> (this should not be the first draft to be seen by your committee, but rather, a substantially complete document). Once approved by the CEB Chair, this formal notification will allow the Director of Graduate Education to notify CEB faculty that a Dissertation Hearing is scheduled to take place, and enable distribution of notices for the public seminar which begins the Dissertation Hearing. All CEB faculty will have access to the file copy of the student's dissertation.

The PhD Dissertation Hearing should take place at least three weeks before the Dissertation Office's filing deadline (5th week of quarter at latest). During the period between the Dissertation Hearing and final University filing, the student must make all revisions to the defended version, based on the examining committee's decisions and recommendations.

Students must file the approved dissertation with the Dissertation Office by their published deadline (see quarterly deadlines on p. 6). ***If you miss this deadline, you cannot graduate in the current quarter.***

When the student's Advisor notifies the CEB chair that the dissertation meets their approval, the CEB chair will approve the dissertation.

---

<sup>10</sup> See contact info on page 2.



## **Post-Graduation**

Please make every effort to keep the Committee on Evolutionary Biology informed about your post-doctoral plans and addresses. This information is important not only for forwarding mail and communicating with post-doctoral CEB students; it also is invaluable in documenting the post-graduate careers of CEB students.

## **Comments and Suggestions**

Please send comments, questions, and suggestions for improvements to [evbio\(at\)uchicago\(dot\)edu](mailto:evbio@uchicago.edu). We want this Handbook to be as useful as possible during all phases of your University of Chicago graduate career.

## Courses meeting CEB's Breadth Requirements, 2020-2021

The acquisition of breadth in evolutionary biology, and its application in the service of interdisciplinary research, is a defining feature of CEB training. To obtain and apply breadth of knowledge in evolutionary biology, CEB students must take at least one course in five out of seven defined topical areas:

- Behavior
- Morphology
- Development
- Paleontology
- Ecology/Biogeography
- Systematics / Evolutionary History
- Genetics

Following is a list of courses offered throughout the Biological Sciences Division, which fulfill the breadth requirement in each of the topical areas listed below:

<p style="text-align: center;"><b>Behavior</b></p> <p>BIOS 23249: Animal Behavior            CHDV 37860: History of Evol Behavioral Sci            ECEV 37500: Sexual Selection            EVOL 34800: Kinship &amp; Social Systems (even)            EVOL 36900: Biopsychology of Sex Differences (odd)            NURB 30107: Behavioral Neuroscience            ORGB 32500: Survey of Sys Neuroscience</p>	<p style="text-align: center;"><b>Development</b></p> <p>BIOS 20189: Fundamentals of Dev Bio            DVBI 36200: Stem Cells &amp; Regeneration            DVBI 36400: Developmental Mechanisms            ECEV 32900: Plant Development &amp; Genetics            ORGB 33600: Vertebrate Development            ORGB 33850: Evolution &amp; Development</p>
<p style="text-align: center;"><b>Ecology / Biogeography</b></p> <p>BIOS 23254: Mammalian Ecology            BIOS 23289: Marine Ecology            BIOS 23410: Complex Interactions            ECEV 37500: Sexual Selection            ECEV 42900: Theoretical Ecology            ECEV 44500: Networks in Ecology &amp; Evolution            EVOL 42600: Community Ecology            EVOL 42800: Population Ecology            EVOL 45500: Biogeography            GEOS 36650: Environmental Microbiology            MICR 31200: Host-pathogen Interactions</p>	<p style="text-align: center;"><b>Genetics</b></p> <p>BIOS 21236: Genetic Analysis of Model Organisms            BIOS 21306: Human Genetics and Evolution            ECEV 31100: Evolution of Biological Molecules            ECEV 32900: Plant Development &amp; Genetics            ECEV 33365: Evolutionary &amp; Genomic Medicine            ECEV 35600: Population Genetics            ECEV 35800: Classics in Evolutionary Genetics            HGEN 41700: Intro to Statistical Genetics            HGEN 48600: Computational Biology            STAT 35420: Stochastic Processes in Gene Regulation</p>

<b>Morphology</b>	<b>Paleontology</b>
<p><b>Systematics &amp; Evolutionary History</b></p> <p>BIOS 23410: Complex Interactions  ECEV 31100: Evolution of Biological Molecules  ECEV 34500: Advanced Topics in Evolutionary Bio  ECEV 36400: Molecular Phylogenetics (even)  EVOL 31700: Macroevolution  EVOL 31900: Topics in Paleo  EVOL 32400: Invertebrate Paleo &amp; Evolution  EVOL 35300: Phylogenetic Comparative Methods  EVOL 35401: Tree of Life (odd)  EVOL 38600: Apes and Human Evolution  EVOL 46200: Evolution and the Fossil Record  GEOS 36100: Phylogenetics &amp; Fossil Record (even)  ORGB 31201: Mammal Evolution (even)  ORGB 31300: Key Issues in Vert Evolution</p>	<p>BIOS 23247: Bioarcheology  EVOL 31700: Macroevolution  EVOL 31900: Topics in Paleo  EVOL 32400: Invertebrate Paleo &amp; Evolution  EVOL 36700: Morphometrics (even)  EVOL 46200: Evolution and the Fossil Record  GEOS 36905: Conservation Paleobiology  ORGB 30250: Chordates (even)  ORGB 31201: Mammal Evolution (even)  ORGB 31300: Key Issues in Vert Evolution  ORGB 32233: Comp Vert Anatomy (odd)  ORGB 33265: Human Origins</p>