



THE ROCKEFELLER UNIVERSITY HOSPITAL

CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE



# Clinical Scholars Guide

**A GUIDE  
FOR CLINICAL SCHOLARS  
AT  
THE ROCKEFELLER UNIVERSITY**

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The Rockefeller University is accredited by the New York State Board of Regents and the Commissioner of Education, 89 Washington Avenue, Albany, New York 12234; Telephone: 518-474-1551.

**Program Title: Clinical and Translational Investigation**

**Program Codes: 31315 (M.S.)**

**HEGIS Code: 0499**

**NOTICE OF NON-DISCRIMINATION**

It is the policy of The Rockefeller University to support equality of educational and employment opportunity. No individual shall be discriminated against with respect to admission, access, or employment in or to any University program or activity on the basis of race, color, national origin, religion, sex (including gender, gender identity, gender expression, pregnancy, and sexual harassment), disability, age, citizenship status, military status, marital or partnership status, sexual orientation, genetic information, or any other characteristic protected by law. The Rockefeller University is committed to the maintenance of affirmative action programs that will assure the continuation of such equality of opportunity.

The following person has been designated to handle inquiries regarding the University's non-discrimination policy:

Virginia Huffman

Vice President, Human Resources and Title IX Coordinator  
Founder's Hall, Room 103  
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Inquiries also may be directed to the U.S. Department of Health and Human Services, Office for Civil Rights at: <https://www.hhs.gov/ocr/> or by telephone at: 1-800-868-1019, or 1-800-537-7697 (TDD).

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## I. INTRODUCTION

### MISSION

The mission of the David Rockefeller Graduate Program at The Rockefeller University, a world-renown center for research and graduate education, is to provide the highest quality education in science for the benefit of humanity. Founded by John D. Rockefeller, Sr. in 1901 as the nation's first institute for medical research, the University has a unique laboratory-based structure that encourages interdisciplinary research, which today plays an increasingly critical role in scientific achievement. The rigorous academic training and research environment enables Scholars to develop creativity and discover their own capabilities.

The Rockefeller University Center for Clinical and Translational Science is devoted to maximizing the bidirectional opportunities for clinical and translational research. Building on Rockefeller University Hospital's history as the birthplace of American biomedical science and translational research, the Center is designed to provide an optimal infrastructure to conduct clinical and translational research and to educate the next generation of physician scientists committed to patient-oriented research.

## II. ACADEMIC AND ADMINISTRATIVE STRUCTURE

### CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE (CCTS): PROGRAM LEADERS, ADMISSIONS COMMITTEE, AND STAFF

- **Barry Coller, MD** – *Co-Director Physician-in-Chief, Vice President for Medical Affairs, Principal Investigator, Clinical and Translational Science Award (CTSA)*
- **Sarah Schlesinger, MD** – *Program Director, Associate Professor of Medicine, Admissions Committee Member*
- **James Krueger, MD** – *Professor of Medicine, Admissions Committee Member, Co-Principal Investigator, Clinical and Translational Science Award (CTSA)*
- **Jan Breslow, MD** – *Professor of Medicine, Admissions Committee Member*
- **Maija Williams** – *CCTS Administrative Director*
- **Michelle Romanick** – *CCTS Education Training Coordinator*
- **Maritza Puello** – *CCTS Administrative Assistant*

### OFFICE OF GRADUATE STUDIES

- **Sidney Strickland, PhD** – *Dean and Vice President for Educational Affairs*
- **Emily Harms, PhD** – *Assistant Dean of Graduate Studies*
- **Andrea Morris, PhD** – *Director, Career and Professional Development*
- **Kristen Cullen** – *Graduate Admissions Administrator and Registrar*
- **Marta Delgado** – *Senior Graduate Program Administrator of Finance and Student Affairs*

### III. ACADEMIC INFORMATION

#### ACADEMIC AND ADVISORY INFORMATION

Clinical Scholars are full-time employees of The Rockefeller University and are expected to devote their time to advanced studies and research. The specific course of study is individualized to the Scholar; this provides a tailored curriculum and research project most suited to the individual's educational and research interests. The individual program course of study should be outlined and approved by the Program Director and Head of Laboratory (HOL).

The Master's in Clinical and Translational Research is expected to be a three year commitment, depending on the trainee's past experience and future professional goals. Scholars who find themselves in academic, personal, or financial difficulties are strongly encouraged to discuss these matters with the Program Director, her or his Head of Laboratory, or the Dean.

#### CCTS PROGRAM OFFICE

The CCTS Program Office is located in the Hospital, Room 101 and is open from 9 am to 5 pm, Monday through Friday. Michelle Romanick is available to assist Scholars with questions regarding the program. Her email is [mromanick@rockefeller.edu](mailto:mromanick@rockefeller.edu) and office number is 212-327-7316.

#### OFFICE OF GRADUATE STUDIES

The Office of Graduate Studies is located in Founders Hall, Room 105 and is open from 9 am to 5 pm, Monday through Friday. The Dean's office staff is available to assist Scholars with their academic needs.

#### ACADEMIC RECORDS

Academic records are housed in the Office of Graduate Studies. These are confidential University records. A Scholar may request a transcript at any time, but it will not be released without the Scholar's authorizing signature. Requests for transcript statements must be **made at least 7 days in advance**.

Notice of Rights of Access to Student Records and Directory Information Definition Under the U.S. Family Educational Rights and Privacy Act of 1974.

Pursuant to the U.S. Family Educational Rights and Privacy Act of 1974, a student is entitled to review those records, files, documents and other materials, maintained by the university, which contain information directly related to the student. Further, the student may request a hearing, in accordance with the regulations issued by the U.S. Secretary of Education, to challenge the

content of the education records, in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the student's rights. The student may insert in the records a written explanation respecting the contents of such records if the suggested corrections or deletions are not made by the University.

A student's access and review is subject to the following conditions –

The University has 45 days to comply with a written request to review the records.

All information declared confidential by the Act or excluded from the definition of "education records" in the Act, is not available for inspection.

Under the Act, the University has designated the following information as directory information which is available to the public: name, address, electronic mail address, telephone listing, date of birth, place of birth, photograph, enrollment status, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. A student has the right to inform the University that any or all of this directory information should not be released without prior consent. A student wishing to restrict the release of this information must submit a written request to the Dean's Office.

## **LEAVE OF ABSENCE**

Please refer to the "Policies and Procedures" section.

## **IV. ACADEMIC REQUIREMENTS**

Scholars are required to fulfill all designated program requirements and to actively participate in courses, discussions, and tutorials. The Scholar's plan of study and conference with the Master's Advisory and Review Committee (MARC) will provide an initial review and outline of the professional goals for each Scholar.

Each Scholar must complete one graduate course as part of the Master's in Clinical and Translational Science degree. **This graduate course requirement should be completed by the end of a Scholar's second year at the University.** Course listings are available from the Dean's office or via the Rockefeller University web page, <http://www.rockefeller.edu/graduate/curriculum/>.

## **MATRICULATION AND UNIVERSITY ACADEMIC APPOINTMENT**

At the time of enrollment in the Clinical Scholars program, the Dean's Office must have received final official transcripts from the academic institutions in which a Scholar was previously enrolled and the transcripts must indicate that the Scholar's course of study was completed and the appropriate degree was granted.



In addition, prior to joining the program Scholars must comply with the New York State immunization law by submitting documented proof of immunity against Measles, Mumps and Rubella.

Upon joining the program, Scholars are required to comply with general academic and employment requirements of The Rockefeller University. These include, but are not limited to: campus security, health and safety regulations, conflict of interest, and policies for inventions, patents, and computer networking.

Clinical Scholars initially have a two-year appointment as an Instructor in Clinical Investigation which is conditional on successfully applying for and maintaining hospital privileges at The Rockefeller University Hospital, having a New York State license or limited permit to practice medicine, and having certification in advanced cardiac life support. The appointment as Instructor in Clinical Investigation is renewable based on satisfactory progress as judged by both the Head of Laboratory and the Program Director.

## **SELECTING A RESEARCH LABORATORY AND MENTOR**

Prior to acceptance into the program, a Head of Laboratory (HOL) and Scholar must agree on at least a tentative research plan and career development plan. This must be formalized in a letter from the HOL to the Program Director. The Program Director will aid Scholars in obtaining a mentor under certain circumstances; however, all Scholars must be affiliated with a laboratory before admission is granted.

In the event that a Scholar's mentor leaves the University, the Scholar and Program Director will make alternative arrangements on a case by case basis. Every attempt will be made to allow the Scholar to complete the Clinical Scholars program.

## **MENTORING PROGRAM <http://www.rockefeller.edu/ccts/mentorprogram>**

The Rockefeller University Center for Clinical and Translational Science (CCTS) Mentoring Program is dedicated to supporting, enhancing, and promoting both research success and career development by establishing a culture that optimizes the relationship between trainees and their mentors. This program builds on the Hospital's rich tradition of bringing the scientific method to the study of its training programs and the clinical research process itself, thus assuring that there will be future advances in the design, organization, and conduct of clinical investigation.

Mentor Registry    <https://ruifar:8080/search>

You can search for mentors by name, institution, and/or research interest. You can select multiple possible mentors. Please contact the potential mentor(s) by email. If the potential mentor agrees to serve as your mentor, she or he will indicate that by selecting "accept" in the database.

## **M.S. DEGREE REQUIREMENTS**

### **PROGRAM OUTLINE:**

The Clinical Scholars curriculum requirements include: designing and conducting a patient-oriented research protocol; attending weekly Seminars in Clinical Research and the lunch discussion groups with the speakers that follow immediately thereafter; attending the weekly tutorials that provide a curriculum in Clinical Investigation; participating in the Rockefeller University Hospital physician-on-call schedule; participating on Rockefeller University Hospital Committees as mutually agreed to; presenting your progress to a Master's Advisory and Review Committee, other Clinical Scholars, and University faculty members after 6 months, 18 months, and 30 months; completing one graduate level course; and completing a course in the Responsible Conduct of Research.

### **CORE ELEMENTS OF KL2 CLINICAL SCHOLARS PROGRAM**

1. Tutorial in Clinical and Translational Science – weekly
2. Biostatistics Tutorial – weekly
3. Bioinformatics courses and individualized consultations
4. Epidemiology and Research Design Tutorials – monthly
5. Seminars in Clinical Research – weekly
6. Lunch Meeting with Seminar Speakers – weekly
7. Responsible Conduct of Research: Rockefeller and Memorial Sloan Kettering Collaboration
8. Pilot Project Grant Preparation
9. Manuscript and Grant Writing Workshops and Mock Study Sections
10. Media Training
11. Graduate School Course
12. Mentored Clinical and Translational Protocol
13. Scientific Education by Primary Mentor and Other Members of the Scholar's Master's Degree Advisory and Review Committee (MARC)
14. Protocol Design and Development Education via Navigation Program and Community-Engaged Navigation Program
15. GCP and Regulatory Knowledge Education via Pairing with Clinical Research Coordinator and Early Audit Program
16. Protocol Conduct Education via Central Recruitment Program Staff, Research Hospitalist, Research Nursing, Bionutrition, and Research Pharmacy
17. Data Analysis Consultations via Biostatistics Group and Research Bioinformatics Group
18. Team Science training
19. Humanities and Translational Science
20. Formal Review by Master's Degree Advisory and Review Committee (MARC) at 6, 18, and 30 months

## ASSESSMENT OF PROGRESS

### YEARLY REAPPOINTMENT

The Head of Laboratory is required to submit a yearly progress report to the Program Director detailing the Scholar's research progress and career development, and when appropriate, explicitly stating whether she or he recommends reappointment. Based on the progress report and other information, the Program Director then makes the final decision regarding reappointment. Each report becomes a permanent part of the individual's academic record at the University. The reports are used to prepare a graduate transcript and to respond to other requests for information regarding a Scholar's academic program. Master's faculty at Rockefeller University do not use conventional grades to evaluate the academic progress of Scholars.

### MASTER'S ADVISORY AND REVIEW COMMITTEE (MARC) MEETINGS

Each Scholar will have a Master's Advisory and Review Committee (MARC). The committee must contain at least three individuals, one of whom must be a Head of Laboratory. The committee composition is a Chair, an Advisor (Head of Laboratory), and a Committee Member. The membership of the MARC should be based on discussions between the Scholar and her or his mentor, with formal approval by the Program Director. In general, Rockefeller University faculty members with expertise in the area being investigated by the Scholar are the most appropriate candidates for the MARC, but faculty from other academic institutions can be selected if there is a compelling reason and the Program Director approves the selection. Clinical Scholars are encouraged to select AMRC member who will complement their Head of Laboratory's scientific and career mentoring goal. The Scholar is responsible for organizing dates and times of the MARC meetings. **Failure to schedule MARC meetings at the indicated times, if not approved by the Head of Laboratory and Program Director, may result in termination from the program.**

A Scholar's first MARC meeting takes place at  $6 \pm 2$  months into the program. This meeting is meant to assess the Scholar's proposed research plan. The Scholar is expected to present a well-conceived plan for their clinical and translational mentored project and to respond to questions from the faculty regarding her or his research proposal. The MARC will vote on whether the Scholar's proposal is acceptable.

The second MARC meeting at  $18 \pm 2$  months coincides with the Scholar's public research presentation to other Clinical Scholars and faculty and provides a forum for the MARC to determine whether the Scholar has made substantial progress. The MARC is encouraged to make additional suggestions regarding modifications that can be reasonably expected to be incorporated into the Scholar's research program. The MARC votes on whether the Scholar's progress has been satisfactory.

The third meeting at  $30 \pm 2$  months' focuses on the Scholar's progress as she or he nears the completion of the program. The MARC is encouraged to make additional suggestions regarding modifications that can be reasonably expected to be incorporated into the Scholar's research program. The MARC votes on whether the Scholar's progress has been satisfactory and whether the proposed plan for the remainder of the Scholar's time in the program meets

the requirements for awarding the Master's in Clinical and Translational Science degree. **The Final MARC documents must be received by the first week in April in order for the graduating Scholar to submit documents for graduation and to receive the diploma.**

All MARC meetings will be conducted in the following sequence:

- The Scholar provides the MARC members with written material at least 2 weeks prior to the meeting.
- The committee meets **in the absence of the Scholar** to discuss any problems found with the written proposal or progress report.
- The Scholar delivers her or his oral presentation.
- The MARC directs questions to the Scholar regarding the written research proposal and the oral presentation. **The advisor should not contribute questions or feedback** unless the chair of the MARC requests it.
- The MARC discusses the research proposal and presentation **in the absence of the Scholar**.
- The Scholar returns to the meeting and the committee reports its findings and makes recommendations.

The meeting concludes with a discussion between the Scholar, MARC chair and members **in the absence of the advisor**.

**The annual MARC meeting requirement is not met until the CCTS Program Office and the Dean's Office receive the written report from the MARC committee.** The MARC Chair writes the report, but it is the Scholar's responsibility to ensure that the report is filed in the Dean's Office.

## **ACADEMIC DISCIPLINARY ACTION**

### ACADEMIC PROBATION AND DISMISSAL FROM PROGRAM

In situations where a Scholar is not making adequate progress in the Clinical Scholars program, she or he may be placed on academic probation. The length of the probationary period will be determined by the Program Director. The Scholar is required to use this probationary time to rectify the specified deficiencies in her or his performance. Failure to address the deficiencies in a reasonable period of time will result in the Scholar being dismissed from the program.

### DISMISSAL FROM LABORATORY

In the event that a Head of Laboratory wishes to dismiss a Scholar from her or his lab, the following procedures will apply:

1. The Scholar and HOL will first meet with the Program Director to address the issue.
2. If a successful resolution cannot be achieved by the Program Director and HOL, the matter will be referred to the President's Office for resolution.

## **V. POLICIES AND PROCEDURES**

<http://inside.rockefeller.edu/hr/academicPolicies>

### **STANDARD OF CONDUCT**

Scholars are expected to be knowledgeable of and comply with the rules and regulations in the Clinical Scholar Guide, and the Rockefeller University Human Resources Handbook. The University strives to maintain an atmosphere in which freedom of expression, intellectual inquiry and mutual respect are valued. In accepting admission to the Clinical Scholars program, Scholars agree to act responsibly and respectfully of the Rockefeller University community and all of its individual members. Scholars whose behavior, whether it is on campus or off, is considered detrimental to the University community are subject to disciplinary action. The University is required to deal fairly and decently with each individual.

### **PREVENTION OF AND RESPONSE TO SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE AGAINST STUDENTS**

To the extent that this Policy overlaps with the University's Non-Discrimination, Anti-Harassment, and Anti-Retaliation Policy, this Policy will control in cases involving sex discrimination (to the extent described below), sexual harassment, and/or sexual violence against a student.

### **POLICY STATEMENT**

This Policy is for the benefit of Clinical Scholars at The Rockefeller University. The Rockefeller University is committed to maintaining an educational environment for students that is free from sex discrimination, sexual harassment, and sexual violence. The University does not discriminate on the basis of sex in its education programs and activities, and it is required by Title IX of the U.S. Education Amendments of 1972 not to discriminate in such a manner.

The University strongly encourages every member of our community who is a victim of, or has knowledge of, sex discrimination, sexual harassment, and/or sexual violence against a student to report that conduct as set forth below. The University is committed to responding to such reports promptly, with sensitivity for all concerned, and with fair and equitable process.

### **CONTROLLING LAW**

Title IX of the U.S. Education Amendments of 1972, 20 U.S.C. §1681 et seq., provides:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The federal government has determined that sex discrimination, sexual harassment, and sexual violence may create a “hostile environment,” thereby denying a victim of such conduct the benefits of an education program or activity.

Article 129-B of the New York Education Law also provides protections for Clinical Scholars who are the victims of sexual assault, dating violence, domestic violence, and stalking, including the right to report the incident to the University or law enforcement, to be protected by the University from retaliation for reporting an incident, and to receive assistance and resources from the University.

## DEFINITIONS

Sex Discrimination is inequitable treatment of an individual on the basis of the individual’s actual or perceived gender.

Sexual Harassment is unwelcome conduct of a sexual nature. It may include, but is not limited to: unwelcome sexual advances or requests for sexual favors; sexual jokes or innuendoes; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering or catcalls; inappropriate touching; insulting or obscene comments or gestures; display or circulation (including through email) in the workplace of sexually suggestive objects or pictures; or other physical, verbal, or visual conduct of a sexual nature that has the effect of creating a hostile environment.

Sexual Violence is an actual or attempted physical sexual act performed against a person’s will or without a person’s affirmative consent, including where the person is incapable of giving consent due to a disability or the use of drugs and/or alcohol.

Affirmative Consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

Consent may be given initially but withdrawn at any time, and consent to one sexual act does not necessarily constitute consent to any other sexual act. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity, and consent cannot be given when it is the result of any coercion.

When consent is withdrawn or can no longer be given, sexual activity must stop.

A Hostile Environment is created when prohibited conduct is sufficiently severe or pervasive as to limit or deny a student's ability to participate in or benefit from the University's educational programs or activities.

The Alleged Victim as used in this policy refers to a student who is a victim of sex discrimination, sexual harassment, and/or sexual violence by an Accused. A Complainant is an alleged victim who reports such conduct to the Title IX Coordinator or other responsible employees. A Reporting Individual is an individual who observed or has knowledge of and reports prohibited conduct.

## INDIVIDUALS AND CONDUCT COVERED

This Policy covers any occurrence of sex discrimination, sexual harassment, and/or sexual violence against a student, regardless of whether the accused is a student, employee or third party, or whether the prohibited conduct occurred on or off campus. The University must address reported sex discrimination, sexual harassment, and/or sexual violence against a student whether the report is made by the alleged victim or a reporting individual.

The University also must ensure that a student who is the victim of sexual violence, dating violence, domestic violence, or stalking is afforded the protections outlined in the Clinical Scholars' Bill of Rights Relating to Sexual Violence which appears at the end of this Policy, including the right to make a report to local law enforcement and to be protected from retaliation.

## THE TITLE IX COORDINATOR

The Rockefeller University has designated as its Title IX Coordinator, Virginia Huffman, Ms. Huffman's contact information is: Founders Hall, Room 103; telephone: 212-327-7261; email: [huffman@rockefeller.edu](mailto:huffman@rockefeller.edu).

The Title IX Coordinator oversees implementation of this University Policy and must be informed of all reports and complaints of sex discrimination, sexual harassment, or sexual violence against a student, even if the report or complaint was initially made to another individual or if the investigation will be conducted by another individual or office.

The Title IX Coordinator is responsible for:

- Activating the University's Title IX fact-finding, hearing, and determination procedures;
- Evaluating confidentiality requests;
- Determining the resources required to conduct an investigation, if warranted;
- Conducting and/or managing an investigation and appeal concerning alleged sexual harassment and/or sexual violence, including designating other University employees or third parties to assist, as needed (for alleged sex discrimination without sexual harassment and/or sexual violence, see "Procedures for Responding to Complaints of Sex Discrimination" below);

- Determining appropriate interim measures for a complainant, including providing support and counseling resources, and taking steps to protect public safety during the course of an investigation;
- Determining appropriate sanctions against an offender and remedies for the complainant;
- Enforcing sanctions with the assistance of University administrative leadership;
- Recommending necessary changes to University policies or procedures, as needed.

## CONFIDENTIALITY

Confidentiality will be maintained throughout the investigation of a complaint or report of sex discrimination, sexual harassment, and/or sexual violence consistent with reasonable investigation and appropriate corrective action. The University may share a complaint or report, only as needed, with those University personnel who have responsibility for the safety of the University community and, if required, with law enforcement. Counselors and advocates who may have been recommended to the complainant by the University will be advised that they, too, must keep confidential a report of sex discrimination, sexual harassment, and/or sexual violence.

A complainant may request (1) that his or her name not be revealed to the accused, or (2) that the University not investigate or take action. Such a request should be strongly supported in cases of sexual harassment and/or sexual violence, although honoring the request may limit the University's ability to respond fully to the incident. The Title IX Coordinator will determine whether the University can honor a request for confidentiality by a complainant or a reporting individual while still providing a safe and nondiscriminatory environment for all Clinical Scholars, including the complainant. A request not to investigate or take action may not be honored if such action might put other individuals at risk.

## TITLE IX PROCEDURAL REQUIREMENTS

A complaint of sex discrimination, sexual harassment, and/or sexual violence by or on behalf of a student should be reported to the Title IX Coordinator. Other responsible employees to whom such complaints may be reported are the University's Director of Security or the Vice President for Human Resources, each of whom will provide the report to the Title IX Coordinator.

A complainant has the right to file a criminal complaint or to pursue his or her rights under Title VII of the Civil Rights of 1964, before, during, or after (i) reporting a Title IX complaint, or (ii) activating the University's internal Title IX investigation or appeal process.

### A. Procedures for Responding to Complaints of Sex Discrimination

Any complaint of sex discrimination alleged by a student – i.e., alleged unfavorable treatment of a student on the basis of the student's gender – shall be subject to the complaint procedures set forth in the University's Non-Discrimination, Anti-Harassment, and Anti-Retaliation Policy,



including prompt investigation and responsive action, if appropriate. Any such complaints will be handled by the Vice President for Human Resources.

**B. Procedures for Responding to Complaints of Sexual Harassment and/or Sexual Violence**

1. An impartial investigation will be undertaken, taking into consideration any request by the complainant or reporting individual for confidentiality, in accordance with the following procedures:
  - The investigation may include fact-finding, a hearing, if appropriate, and any other decision-making processes useful in determining whether the sexual harassment and/or sexual violence occurred and created a hostile environment.
  - During the course of the investigation, the complainant and the accused must be afforded the same opportunities to present witnesses and evidence, to be represented by counsel, and to attend any hearings, although the complainant and the accused will not be required to be in the same room at the same time.
  - The applicable legal standard used in resolving the complaint is a “preponderance of the evidence,” which means that the finder(s) of fact concludes that it is more likely than not that sexual harassment and/or sexual violence occurred (or did not occur).
2. Prior to and during an investigation, the University will promptly take interim steps to ensure equal access to its education programs and activities and protect the complainant, as necessary, from the alleged conduct. The complainant also should receive periodic updates on the status of an investigation.
3. The complainant and the accused will be notified in writing of the outcome of the investigation as follows:
  - The complainant must be informed of whether the investigation resulted in a finding that the alleged conduct occurred and, if so, any remedies offered to the complainant, sanctions imposed on the offender as a consequence of the findings, and efforts by the University to eliminate any hostile environment and prevent its recurrence.
  - The accused should be notified of the same information as the complainant, but not information regarding any remedies offered to the complainant.
4. The activities described in Sections 1 and 3 above, should be completed, if practicable, within sixty (60) days of a complaint being received by the Title IX Coordinator.
5. The complainant or the accused may appeal the outcome of an investigation on the basis of alleged procedural error, previously unavailable relevant evidence that could significantly affect the outcome of a case, or sanction(s) being substantially disproportionate to the findings. There are no prescribed requirements regarding the appeal process other than that the same process should be followed whether the complainant or the accused seeks to appeal, and both parties should be notified about the outcome of the appeal. Any appeal should, however, be initiated promptly, and in

any event within thirty (30) days of notice of the outcome of an investigation, and must be requested in writing to the Title IX Coordinator.

6. A separate process may be undertaken to identify actions necessary to address concerns about a hostile environment and to prevent the recurrence of sexual harassment and/or sexual violence.

## RETALIATION IS PROHIBITED

The Rockefeller University prohibits retaliation against any individual who reports sex discrimination, sexual harassment, and/or sexual violence, or participates in an investigation of such reports. Retaliation against an individual for reporting sex discrimination, sexual harassment, and/or sexual violence or for participating in an investigation of such a report will be subject to disciplinary action.

## AMNESTY POLICY FOR ALCOHOL AND/OR DRUG USE BY REPORTING INDIVIDUALS

The health and safety of every student at the University is of utmost importance. The University recognizes that Clinical Scholars who have been drinking and/or using drugs at the time that sexual violence occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. A complainant or reporting individual who in good faith discloses any incident of sexual violence to University officials or law enforcement will not be subject to disciplinary action for violation of the University's Substance Abuse Policy occurring at or near the time of the commission of the sexual violence.

## CLINICAL SCHOLARS' BILL OF RIGHTS CONCERNING RESPONSE TO SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

All Clinical Scholars have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of sexual violence, including domestic violence, dating violence, stalking, and sexual assault, treated seriously;
3. Make a decision about whether or not to disclose a crime and/or violation and to participate in the University's investigation, hearing, and decision-making process and/or criminal justice process free from pressure by the University;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and receive from the University information concerning health care and counseling services;

6. Be free from any suggestion that the complainant is at fault when these crimes and/or violations are committed, or should have acted in a different manner to avoid such crimes and/or violations;
7. Describe the incident to as few University representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the University, any student and/or the accused;
9. Have access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a complainant, reporting individual or accused throughout the investigation process, including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigation, hearing, and decision-making process of the University.

More information concerning these rights and implementing procedures may be found at <http://inside.rockefeller.edu/hr/titleIX>

Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office for Civil Rights (OCR) in the U.S. Department of Education.

### C. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The Rockefeller University is committed to assuring all members of the campus community a bias-free working and learning environment. Consistent with The Rockefeller University's respect for the rights and dignity of each person, sexual harassment will be neither sanctioned nor tolerated.

Any complaint regarding discrimination or harassment may be brought to the attention of the Dean or Ms. Virginia Huffman, Vice President of Human Resources.

A complete copy of the University's non-discrimination and anti-harassment policy is available in the Human Resources Office.

### COMPUTER AND ELECTRONIC COMMUNICATIONS POLICY

The University expects all members of its community to use computing and electronic communications made available at the University in a responsible manner. The University may restrict or deny the use of its computers and network systems for electronic

communications for violations of University policies, violation of state or federal laws, or violations of standards of conduct and propriety appropriate at the University. Specifically, the University reserves the right to limit or deny access to its networks through University-owned or other computers, and to remove or limit access to material posted on University owned computers in any situation where it believes that such a violation has occurred or is likely to occur. Please consult the university policies section of the employee handbook at: [https://inside.rockefeller.edu/FlippingBook/University\\_Policies/](https://inside.rockefeller.edu/FlippingBook/University_Policies/) for further information.

### **NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

The Rockefeller University is committed to assuring all members of the campus community a bias-free working and learning environment. Consistent with the Rockefeller University's respect for the rights and dignity of each person, sexual harassment will be neither sanctioned nor tolerated.

Any complaint regarding sexual harassment may be brought to the attention of the Program Director and Ms. Virginia Huffman, Vice President for Human Resources.

A complete copy of the University's policy on sexual harassment is available in the Human Resources Office.

### **INTELLECTUAL PROPERTY AND COPYRIGHT**

**For a full description of the Intellectual Property and Copyright policies, please go to or click on the link below:**

[https://inside.rockefeller.edu/FlippingBook/University\\_Policies/index.html?pageNumber=24](https://inside.rockefeller.edu/FlippingBook/University_Policies/index.html?pageNumber=24)

A Scholar must not enter into any legal agreements without consulting his or her advisor and the Dean's Office and/or Rockefeller Legal Counsel. Many organizations and investigators supplying research materials insist that a 'Materials Transfer Agreement', or similar document, is signed by the recipient. This is a legal document and the wording of some of them place severe restrictions on the use and outcomes of any use of the supplied materials. Sometimes the 'material' might be in the form of access to proprietary information, such as a private database. Some universities and investigators use the same document regardless of whether the request comes from academia or industry. Do not view such documents lightly and do not sign any such agreement without seeking advice. If a Scholar uses some material to make a patentable invention, he or she might discover it is the supplier of those materials and not the Scholar who owns the invention! Scholars should discuss issues of intellectual property with their Head of Laboratory, and if necessary, the University's technology transfer office personnel.

### **LABORATORY CARE AND ANIMAL USE**

Scholars who plan to be working with research animals are urged to contact the Laboratory Animal Research Center (LARC) as soon as they recognize the need for animal use. The University has established numerous programs to assist investigators in reducing potential health and environment-related variables in animal research. These and other aspects of

laboratory animal use are outlined in the Laboratory Animal Research Center Handbook. A copy can be downloaded from the LARC website: <http://www.rockefeller.edu/larc>.

All persons initiating a project that involves laboratory animals are required to attend an orientation course related to the care and use of laboratory animals. Courses are given regularly or can be scheduled by calling the LARC Training Coordinator at (212) 327-8642. In addition, Scholars should utilize the resources of LARC to arrange for individualized help, an orientation tour or to get information on any aspect of laboratory animal care, pathology, and technology.

## **LEAVE OF ABSENCE**

Under special circumstances, a Scholar may be granted or requested to take a leave of absence. A leave of absence with automatic reinstatement may be granted for up to one year. Requests for a leave of absence must be submitted in writing to the Program Director and HOL. Individuals may wish to consult with a faculty committee convened for this purpose. If a leave of absence is requested and granted for longer than one year, the Program Director and HOL as well as, the ad hoc committee (if convened), will specify the terms for re-entry.

Requests for a medical leave of absence will require the following additional procedures. The Scholar must submit a letter, from a physician knowledgeable about the Scholar's situation, recommending that a medical leave of absence be granted. Re-entry into the Clinical Scholars program will be contingent upon receipt of a written recommendation by the Scholar's physician stating that the Scholar is ready to return to the program. Prior to granting re-entry, the Program Director or HOL (and/or faculty committee, if convened) may request a separate evaluation of the Scholar by a physician of their choice.

## **NEPOTISM AND PERSONAL RELATIONSHIPS**

Members of the University community may not participate in or directly influence the hire, promotion, supervision, evaluation, salary and grade determination, or advise or otherwise directly influence the academic progress of another member of the community with whom the individual has personal relationships.

## **RADIATION MONITORING POLICY**

Dosimeters are provided by Laboratory Safety & Environmental Health (LS&EH) to those laboratory workers that may receive exposures in excess of one tenth of the annual occupational limit for radiation workers, as established by the New York City Department of Health in agreement with the Nuclear Regulatory Commission. Scholars are instructed to consult with LS&EH to determine if they are required to use a dosimeter. The determination is made based on the radioisotope inventory of the Scholar's laboratory. Any Scholar may contact LS&EH with questions about the use of or need for dosimeters.

LS&EH also has a radiation monitoring program for declared pregnant employees. A pregnant woman who works in a laboratory or one whose duties take her regularly into a laboratory

where radioactive materials or radiation-producing equipment are used may elect to declare her pregnancy and take advantage of this monitoring process. This procedure is completely **voluntary** and any information obtained from the employee is confidential and will be used only to properly implement the procedure.

The Department of Laboratory Safety and Environmental Health is located in the A level of Founders Hall, and can be reached at (212) 327-8324.

## **SCIENTIFIC MISCONDUCT POLICY AND PROCEDURE**

The policy and procedure regarding Allegations of Research Misconduct can be found in the Human Resources employee handbook at:

[https://inside.rockefeller.edu/FlippingBook/University\\_Policies/](https://inside.rockefeller.edu/FlippingBook/University_Policies/)

## **ATTENDANCE**

It is expected that Scholars attend 80% of the education activities.

## **ANNUAL TRANSLATIONAL SCIENCE CONFERENCE**

It is expected that first year Scholars attend the annual Translational Science Conference in Washington, D.C. and second and third Scholars are encouraged to submit abstracts and/or attend the conference.

## **SMOKING POLICY**

In compliance with the New York City Smoke-Free Air Act and New York State Clean Indoor Air Act, smoking is not permitted on campus.

## **SUBSTANCE ABUSE POLICY**

In compliance with the Drug Free Workplace Act of 1988, it is the policy of The Rockefeller University that the unlawful manufacture, distribution, dispensing, or sale of drugs on campus is strictly prohibited and will result in immediate dismissal.

All members of The Rockefeller University community are required to abide by all federal, state, and city laws and regulations concerning the sale and/or use of drugs.

It is the policy of The Rockefeller University that at no time is the possession or use of illegal drugs permitted on campus.

Any individual whose work performance is impaired by the use of drugs or alcohol will be considered a threat to the safety of everyone and will be liable to immediate disciplinary action.

As a condition of appointment on grants and contracts, each person must abide by these University policies and notify the Director of Human Resources or the Program Director of any

criminal drug statute conviction for a violation occurring at the University, not later than five days after such conviction.

If any member of the University community is in need of counseling or rehabilitation for drug or alcohol dependence, please contact the Rockefeller Occupational Health Office, Weill Medical College Student Health Services, or the Employee Assistance Program (EAPC) directly at (212) 746-5890.

## **VACATION POLICY**

Scholars may take an annual vacation of 18 vacation days plus 2 personal days for a total of 20 days, in addition to official Rockefeller University closings (Christmas and National Holidays) and major religious observances. All vacations must be discussed with and approved by the HOL. Once the vacation is confirmed, please forward dates to the Chief Scholars and Michelle Romanick.

## **GRIEVANCE PROCEDURES**

With regards to academic matters, any Scholar who believes that she or he has received unfair treatment may appeal in writing to the Program Director. The Program Director will discuss the matter with the Scholar's HOL and/or MARC, as appropriate, and attempt to develop a mutually agreeable solution. If a solution cannot be reached, the Program Director will consult the President of the University, who will make the final decision.

## **VI. FINANCIAL INFORMATION**

Clinical Scholars in the Master's Degree Program receive full financial support, including the cost of tuition and salary. The Clinical Scholars pay for room and board (a combined estimated yearly sum of \$67,600 for living expenses) from the salary received.

## **SCHOLAR RESEARCH FUNDS**

The research activities of Scholars are supported primarily by laboratory funds available through the HOL. In addition, Scholars receive an annual research budget of \$3,000 from the Clinical Scholars program.

**Please send ALL requests for travel and purchases to Michelle Romanick at [mromanick@rockefeller.edu](mailto:mromanick@rockefeller.edu).**

- \$3,000 budget effective July 2018 – June 2019
- **The use of these funds is limited to supplies and expenses associated with a Scholar's research. Scholar Fund does not carry over to next academic year.**
- Fund purchases can be for:
  - Computer purchase up to \$2000
  - travel to scientific meetings and conferences

- equipment (prior approval required)
  - business cards
  - photocopying
  - computer software
  - medical licensing fees
  - DEA license
- All travel requests must be pre-approved. Send request with conference program to Michelle Romanick at [mromanick@rockefeller.edu](mailto:mromanick@rockefeller.edu).

These funds may **not** be used to equip or supply a Scholar's personal accommodation, to support hobbies, or to pay for other personal expenses. Any equipment item(s) purchased with Scholar supply funds must remain in the laboratory and will become part of the Scholar equipment pool

**The Scholar must receive permission if any purchase or activity is to use RU funds and work time. The Scholar is responsible for all receipts obtained for expenses accrued. Receipts must be itemized and reimbursement submitted within 30 days of the expense date.**

### **COMPUTER PURCHASE GUIDELINES AND IT CONNECTED BACK-UP PROGRAM**

Scholars may spend up to \$2,000 of their research funds for a one time purchase of a computer. Computers must be purchased through the RU Purchasing Department. **Direct purchases from the outside will not be reimbursed.** All computer purchases must be **pre-approved** by the Clinical and Translational Research Training Coordinator, Michelle Romanick.

Scholars are strongly encouraged to back up their electronic data. All laptops must be encrypted. The IT department charges a minimal fee of \$20/month per workstation and it can be charged to a Scholar's research budget. To obtain this service, email IT Help Desk ([helpdesk@rockefeller.edu](mailto:helpdesk@rockefeller.edu)) or call the helpdesk at (212) 327-8940 to request back-up services. Special-purpose computational facilities are available for Scholars' use through the Information Technology department.

### **SCHOLAR TRAVEL FOR MEETINGS AND CONFERENCES**

Funds for travel to meetings and conferences can be used for registration, travel expenses, and room and board. All charges must be documented with itemized receipts. The maximum amount per day for food is \$50.

Car rentals require **prior approval** from the Clinical and Translational Research Training Coordinator.



## **VII. HOUSING AND MEALS**

### **HOUSING**

Rockefeller University provides a variety of subsidized housing accommodations in support of the scientific needs of the University. Apartments and dormitories are available to full-time faculty, students and members of the scientific community. The monthly rent range is \$1,300 - \$4,000 dependent on housing location and number of bedrooms.

Since Clinical Scholars hold full-time academic appointments, they are eligible for University housing. If a Scholar requires University housing, a housing application should be completed and returned to Maria Lazzaro in Human Resources, either by mail or fax at (212) 327-8699, for approval. Once approved, this application will be forwarded to the University Housing Office, which will then contact the individual. All questions concerning details of University housing should be directed to Sharisse Brown at [browns@rockefeller.edu](mailto:browns@rockefeller.edu).

### **MEALS**

The University's Weiss Cafeteria is open for breakfast (7:30 – 10 am), continental breakfast (10 am – 10:45 am), lunch (11:30 am – 2:30 pm), and snacks (2:30 pm – 3 pm) on weekdays year round. The cafeteria offers a daily lunch for under \$10. The CRC Café is located on the A-Level of the Greenberg Building and is open from 8:30 am - 6:30 pm. The Abby Aldrich Rockefeller Hall dining room is open for lunch (12 – 2 pm) during the academic year.

## **VIII. RESOURCES**

### **INFORMATION TECHNOLOGY (IT)**

#### **ACADEMIC COMPUTING**

The campus network is a gigabit Ethernet backbone network that provides high-speed access to the Internet (50 Mb/sec) and Internet2 (50 Mb/sec), the national high-speed research and development network. PC and Macintosh computers can connect to the network remotely and securely (using VPN software) via DSL, cable modem or through the campus dial-up service. Wireless access is also available in select areas of the campus via the RUWireless network. Visit [www.rockefeller.edu/it/wireless](http://www.rockefeller.edu/it/wireless) for a complete list of RUWireless zones.

#### **AVAILABLE RESOURCES**

A number of resources are available for general and scientific use, including: e-mail, research databases, virus scanning software, sequencing programs, DNA/protein databases, statistical packages, mathematic analysis, molecular modeling facilities, graphic visualization tools and campus mailing lists. Remote access to most electronic resources from off campus requires that you "login" to the campus network using either the university VPN software (for cable modem/DSL users) or the university dial-up service. Information about and links to available IT resources, including site-licensed software available for free download, can be found in the

*Resources* section of the IT Web site at <http://it.rockefeller.edu/>. The IT homepage is updated frequently with important campus IT news and alerts. Product and service announcements are also communicated to the campus via e-mail and a quarterly newsletter, *ISS News*, published jointly by Information Technology, the Library and Telecommunication Services.

## TRAINING

Information Technology offers ongoing education programs including seminars, training classes, over 300 interactive on-line courses, and access to a library of training titles on CD-ROM. Access to online tutorials and technical references, such as full-text ebooks, is also available. Custom development and coordination of classroom, in-lab, off-site, and one-on-one training is available upon request. For more information, visit the *Training and Education* section of the IT Web site, or contact Antonia Martinez at [antonia@rockefeller.edu](mailto:antonia@rockefeller.edu) or x7524.

## TECHNICAL SUPPORT

The Help Desk is a single point of contact for computer support. Help is available Monday through Friday from 8 a.m. until 6 p.m. From basic software installation and questions to hardware related failures, the Help Desk staff attempts to provide immediate tech support over the telephone, via e-mail or in person. The Help Desk is located in Welch Hall, Room 101 and can be reached by e-mail at [helpdesk@rockefeller.edu](mailto:helpdesk@rockefeller.edu) or by telephone at x8940. Service requests can also be submitted online from the IT Web site at <http://it.rockefeller.edu/>.

## **LABORATORY SAFETY AND ENVIRONMENTAL HEALTH**

The Office of Laboratory Safety and Environmental Health (LS&EH) offers assistance to all members of the University in designing safe working environments and practices, and developing procedures for the handling, containment and disposal of biological, chemical and radioactive agents. The University safety orientation course is offered approximately every two weeks; call LS&EH for the exact dates at (212) 327- 8324. All entering Clinical Scholars are required to take this safety course.

LS&EH, in coordination with the Laboratories and in compliance with regulatory requirements, maintains inventories of the radioactive and biological materials and chemicals used in the labs. All radioisotope packages are received by LS&EH, checked for contamination, and given an inventory number before release to the laboratories. A complete inventory of all radioisotopes on campus is supervised by LS&EH through an interactive computer program. Through this program, individual laboratories order, obtain information, enter use and disposal information about the laboratory's radioisotopes, and order personal dosimeters.

All biological, chemical, and radioactive waste is collected directly from the laboratories and shops by LS&EH staff. Guidelines for preparation, containing, and labeling hazardous waste are available on the safety poster mounted near the elevator on laboratory floors, in the Safety Manual, at the LS&EH website and in hardcopy from the LS&EH office. Questions about waste procedures can be directed to the Laboratory Safety Officer and/or to LS&EH.

LS&EH coordinates with the Occupational Health Service on workplace incident investigation and follow-up, ergonomic issues, and medical surveillance programs, including vaccination and respiratory protection programs.

LS&EH has extensive reference materials on biological, chemical, and radioactive agents and maintains the Material Safety Data Sheet (MSDS) collection for all laboratory chemicals received at the University. LS&EH has specialized equipment for the detection of hazards and supplies for containment and personal protection. Pre-chilled ultra-low freezers can be borrowed by laboratories during the defrosting or emergency repair of their ultra-low freezers. The annual certification and routine maintenance of all biological safety cabinets is managed by LS&EH. In addition, LS&EH staff certify and monitor fume hood performance and respond to many ventilation problems, including odor complaints. The staff also measures the efficiency of laboratory survey meters and performs quarterly contamination checks of all laboratories using radioisotopes. LS&EH routinely performs site visits and safety audits of the laboratories and responds to a wide variety of emergencies.

### **The Rita and Frits Markus Library <http://inside.rockefeller.edu/library>**

The Rita and Frits Markus Library offers multiple resources and services to support biomedical and scientific research at the University. The library houses an extensive print collection of scholarly books and journals. It also maintains a diverse array of digital resources, including an integrated library system (Tri-Cat) that combines the catalogs of the libraries of the Rockefeller University, Memorial Sloan-Kettering Cancer Center and Weill Cornell Medical College. The library's on-line collection consists of e-books, full-text journals, databases, and archival journals accessible from the library Web site

Access is limited to Rockefeller University (faculty and non-faculty) with proper RU I.D. 24 hours a day / 7 days a week.

Members of the Rockefeller University also have access to the Weill Cornell Medical Library <http://library.med.cornell.edu/> and Memorial Sloan-Kettering Cancer Center Library <https://library.mskcc.org/>.

General Information. For information, contact the library by e-mail at [libcirc@rockefeller.edu](mailto:libcirc@rockefeller.edu) or by telephone at x8904 or to request an article or book at x8916.

#### **Primary Library Services:**

- [Request an Article or a Book](#)
- [Research Assistance](#)
- [Borrowing Books](#)
- [Computers and More...](#)
- [Schedule an Event in Welch Hall](#)
- [Subscriptions, Memberships, and Book Purchases](#)
- [Binding](#)

## **IX. SERVICES AND PROGRAMS**

### **ATHLETIC FACILITIES**

Athletic facilities on campus include a tennis court, squash courts, and a recently renovated gym.

In order to be granted access to the gym, you must sign the "Fitness Center Informed Consent for Exercise Program Participation and Waiver of Claims" form. This form is available in Human Resources. The signed form should be returned to the security desk in Founder's Hall.

To reserve the tennis court, please register to use the online reservation system with Security at the Founder's Hall Front Desk or at the Security Office (NR 105) Monday through Thursday, 12 noon to 4:00 p.m. After registering, you may use the Online Tennis Court Reservation Page at [https://appintpl.rockefeller.edu/tennis/t\\_logins](https://appintpl.rockefeller.edu/tennis/t_logins). The tennis court is open 24 hours a day, weather permitting. Sign up for squash at the Security Desk in Founder's Hall

### **CAR RENTALS**

#### **Enterprise**

Rockefeller University has arranged special weekday discounted rates for your local car rental needs through Enterprise Rent-A-Car. Please use corporate account #G5C0111 when making a reservation for business or personal use. The nearest location is: 425 East 61<sup>st</sup> Street. (212) 838-2323.

#### **Zipcar**

Rockefeller Scholars, faculty and staff can join Zipcar for an annual fee of \$25. No deposit or application fee is required. Using Zipcar is quick and easy. You walk to the car, let yourself in with your Zipcard, and drive. Rates include gas, parking, XM radio and insurance.) International licenses are welcome, and there are almost 400 cars in the NY metro area.

### **THE FACULTY AND CLINICAL SCHOLARS CLUB**

The Faculty and Clinical Scholars Club, founded in 1958, encourages social interaction and scientific collaboration among the faculty, postdocs, and Scholars. The use of the club is limited to members and their guests only. Membership is renewable on a yearly basis. Questions regarding membership may be directed to Anne Debassac at x8379. Members may also use the club for lab related functions such as farewell parties, thesis celebrations, barbecues, etc., during its normal operation hours. For a modest fee members may also use the facility for small private functions from 6 to 11 p.m. during weekends only. The member booking the event must be present at the function and must abide by the club rules.

Location: B floor, Abby Aldrich Rockefeller Hall

Hours of Operation: 4-11 p.m., Monday through Friday

## HEALTH SERVICES

### EMERGENCY ASSISTANCE

**There is a 24 hour emergency-response service on campus. Call x1111 for acute emergencies before calling the off-campus 911 (all-around-the-country emergency number).**

The Emergency Room of New York Hospital (70<sup>th</sup> Street and York Avenue) should be used when necessary – call 212-746-5050.

### HEALTH BENEFITS

Clinical Scholars are offered the choice of two comprehensive medical insurance plans and one dental insurance plan. The University's health insurance plans are administered by Human Resources and the terms and benefits are under continual review. **To enroll, you must contact Human Resources at x8300 within 31 days of your start date to complete and submit the appropriate enrollment forms. If you do not sign up within this period, you will waive your right to health benefits.**

After making your choice, you will be eligible to change your enrollment during the annual Open Enrollment period, which is in the fall of every year. Enrollments and changes made during Open Enrollment are effective from January 1<sup>st</sup> of the following year. In addition, you are allowed to add a spouse or dependent child due to marriage, birth or adoption within 30 days of the actual event. All necessary enrollment forms are available in Human Resources or on the HR internal website,

### MEDICAL INSURANCE PLANS <http://www.rockefeller.edu/hr/benefits>

The University pays for most of your elected coverage. You pay a small percentage of the cost of the coverage on a pre-tax or after-tax basis. The University offers two options:

#### The Rockefeller University Choice Plan

The Choice Plan is administered by a Third Party Administrator (TPA). The Plan consists of an in-network option and an out-of-network option. The in-network option allows you to pay a copay for services provided by a participating provider. No referrals are needed. For out-of-network services, once you satisfy your annual deductible, the TPA reimburses covered expenses at 70% of reasonable and customary charges up to the Plan maximums. Claim forms must be submitted.

#### The Rockefeller University Managed Care Plan

The Managed Care Plan is administered by a Third Party Administrator (TPA). The Plan consists of an in-network option and an out-of-network option. The in-network option allows you to pay a copay for services provided by a participating provider. No referrals are needed. Pre-certification for certain services are required. For out-of-network services, once you satisfy your annual deductible, the TPA reimburses covered expenses at 80% of reasonable and customary charges up to the Plan maximums. Claim forms must be submitted.

### **Comprehensive Dental Plan**

The University pays for most of your elected coverage. You pay a small percentage of the cost of the coverage on a pre-tax or after-tax basis.

The Plan is divided into four types of coverage: Preventive care is covered at 100% of reasonable and customary (R&C) charges with no deductible. Basic restorative services are covered at 80% of R&C charges after the deductible has been satisfied. Major restorative services are covered at 80% of R&C charges after the deductible has been satisfied. All covered expenses are subject to Plan maximum. An orthodontic benefit covers expenses for dependent children to the age of 19 at 50% of R&C charges up to the lifetime maximum.

### **Vision Plan**

You may elect to participate in the EyeMed program, which provides significant discounts on glasses, contacts, and vision services.

### **Flexible Spending Accounts (FSA)**

You may elect to participate in the Health Care and/or Dependent Care Flexible Spending Accounts. If you participate in these accounts, you contribute pre-tax dollars to help pay for eligible health care and/or dependent care expenses and save on your taxable income.

### **IMMUNIZATION LAW**

For the purposes of the college immunization law\*, documented proof of immunity against Measles, Mumps and Rubella shall mean the following:

**Measles** – two (2) doses of live measles vaccine given on or after the first birthday, physician documented history of disease, or serological evidence of immunity.

**Rubella (German measles)** – one dose of live virus rubella vaccine given on or after the first birthday, or serological evidence of immunity.

**Mumps** – one dose of live mumps vaccine given on or after the first birthday, a physician documented history of disease, or serological evidence of immunity.

\* Scholars born prior to 1/1/57 are exempt from these requirements

If the above documentation is not presented, a Scholar will be required to receive immunizations and/or titer tests for immunization to these diseases. Please be advised that these tests are not covered by RU medical insurance. Scholars not in compliance with this requirement will be excluded from all school activities per New York State law. You are strongly recommended to complete and document your immunizations before arrival on campus.

### MATERNITY LEAVE

Scholars who are expecting a child should inform the HOL and Program Director. Employees are allowed six weeks of paid maternity leave. If more leave time is required due to special circumstances, the Program Director will consider a written request for an extension of leave without pay. Such a request must be approved by the HOL before being submitted to the Program Director. A Scholar's advisor should be consulted on this matter.

### PATERNITY LEAVE

According to current (June 2009) Rockefeller University Policy, Scholars who become a father of a newborn while employed at the University may take up to three days off with pay. This absence must be approved by the HOL. These days must be taken consecutively after the birth of the child. As this policy is subject to change, Scholars should check current policies at the time of the birth.

### PERSONAL COUNSELING AND MENTAL HEALTH CARE

The Employee Assistance Program Consortium (EAPC) offers free, professional, confidential counseling and referrals for a broad range of issues. Employees and family members are eligible to use the service at no cost. If your life seems to be getting harder to deal with, do not hesitate to contact EAPC.

**Employee Assistance Program Consortium**  
409 East 60<sup>th</sup> Street, Room 3-305  
9 a.m. to 5 p.m. Monday through Friday  
Telephone 212-746-5890  
Fax: 212-746-8586  
Email: [EAPC@med.cornell.edu](mailto:EAPC@med.cornell.edu)  
Web: [www.youreapc.us](http://www.youreapc.us)

For psychiatric emergencies, please call 911 or go to the nearest emergency room. For urgent matters that cannot wait until the next business day, call the EAPC to reach their on call therapist. EAPC is staffed by licensed clinical social workers and consulting psychiatrists. They offer individual, couples, and family counseling, and referrals for longer-term and specialized services. EAPC offers educational and support groups throughout the year.

Further information on insurance coverage may be obtained from Human Resources at x8300.

**MAIL ROOM** [http://www.rockefeller.edu/materials\\_management/mailroom/hours](http://www.rockefeller.edu/materials_management/mailroom/hours)

All personal packages, large or small, shipped to the University should be addressed as follows:

Scholar Name  
The Rockefeller University, Box #\_\_\_\_  
1230 York Avenue  
New York, N.Y. 10065

## **SECURITY**

The Security Office is located on the first floor of Nurses Residence. General matters concerning Security should be referred to the Director of Security, Ext. 8506. In case of an on-campus emergency, dial 1111 from a university extension. To reach security by cell phone, dial 212-327-7111. Scholars are advised to keep valuables locked in a desk or drawer.

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. Please contact James Rogers in the Rockefeller Security Office at (212) 327-8506 to request a copy of the report.

## **Friday Lectures**

The University's Friday Lecture Series is held every Friday during the academic year in Caspary Auditorium from 3:45 p.m. to 5:00 p.m. Tea is served at 3:15 p.m. in the Abby Lounge. Postdocs have the opportunity to meet with the guest speaker at the Happy Hour held in the Faculty Club following the talk.

## **Tickets for Museums and Other Cultural Activities**

Opportunities to enjoy some of New York's premier cultural activities become available, from time to time, through the generosity of Trustees and other friends of the University. Passes are available allowing postdocs and up to four guests to visit and enjoy the amenities of the Museum of Modern Art or The Metropolitan Museum of Art without charge. A deposit of \$20 is required to ensure return of these passes, which can be signed out from the Dean's Office. From time to time, tickets are available for performances at the Metropolitan Opera.

## **Tri-Institutional Noon Recital**

Tri-Institutional Noon Recitals sponsored by New York Hospital, Cornell Medical Center, Memorial Sloan-Kettering Cancer Center and Rockefeller University. Recitals are every Friday during the academic year from noon to 1:00 p.m. in Caspary Auditorium