

Scavuzzo Lab

The long-term goal of the Scavuzzo lab is to innovate and make biomedical discoveries that provide insight into basic biology, health, and disease. The immediate goal of the Scavuzzo lab is to provide an enriching environment for scientific trainees to learn, grow, have fun, develop to their fullest potential, and perform outstanding scientific research.

The working environment of the Scavuzzo lab is one where individuals are uplifted and celebrated by their colleagues. In this lab we treat one another with respect, dignity, and kindness.

PI / supervisor / mentor job description (what you should expect from me):

General:

- Be respectful of others in the lab
- Be inclusive and supportive of others in the lab
- Invest in whole-person science; people, not projects
- Respect boundaries and outside commitments of lab members
- Lab members should work on average 40 hours a week. If lab members work more than 55 hours per week, the PI will help to set up support systems to reduce individual workloads to a more reasonable level
- Will not accept unpaid labor; all students, trainees, and volunteers will receive compensation for their skills and time
- Respect trainees varying schedules

Scientific Integrity:

- Perform work and evaluate progress ethically, with integrity and honesty
- Promote open science and open communication with others, including but not limited to the publication of all work as open access
- Provide needed resources for proper lab note keeping
- Sign all reviews for transparency

Scientific Environment:

- Ensure responsibilities and housekeeping tasks are equally distributed amongst lab members
- Maintain funding to the best of my ability; transparency in lab financials
- Attend departmental functions (e.g., seminars) when reasonably able to do so
- Lead and contribute to biannual *Culture and Equity* lab meetings
- Enact changes according to the Annual Lab Climate Survey to better serve lab members and push for a healthy and equitable environment
- Pay it forward by supporting and encouraging the next generation of scientists in whatever ways reasonably possible (through training rotation students, taking summer students, etc)

Trainee Success:

- Be reasonably available, meet deadlines, and respond to messages in a timely manner
- Encourage trainees to pursue external enrichment activities given that projects are progressing appropriately
- Provide periodic and meaningful feedback on performance in the lab, including but not limited to biweekly meetings and annual *Goals* meeting
- Provide support for trainees to attend at least 1 conference during trainings period
- Provide training on reading literature, writing grants, writing manuscripts, presentation, interpersonal relations, and any other relevant professional development skills needed
- Prepare for annual *Goals* meeting with lab members
- Nominate trainees for awards when appropriate
- Work to the best of my ability to graduate students within 5 years
- Be available to meet one-on-one with lab members at least biweekly

Trainee / employee job description (what I expect from you):

General:

- Be respectful of others in the lab
- Be inclusive and supportive of others in the lab
- Respect and uphold all relevant University policies regarding professional conduct
- Vacation is encouraged. Mentor is to some extent responsible for your safety; written notice for significant time away from lab (more than a long weekend) is needed to ensure you are accounted for
- Work on average 40 hours per week and no more than 55 hours per week. These hours do not need to be spent in the laboratory space; coursework, studying, and remote work are all included. If more hours are needed, it is expected for you to set up a meeting with mentor to ensure you are receiving the support needed to complete your projects

Scientific Integrity:

- Perform work and evaluate data ethically, with integrity and honesty
- Promote open science and open communication with others
- Be safe and responsible in the lab environment
- Maintain organizational standards to allow for continuity in research. This includes mouse colonies (and generations), cells (and QC), and reagents. If additional resources or protocols are needed, make mentor aware so it can be rectified

Trainee Success:

- Work towards independence; manage your own schedule, experimental designs, and data analysis unless training is needed
- Prepare for annual *Goals* meeting with mentor
- Trainees must apply for at least 1 external funding opportunity

- Trainees must attend at least 1 conference during their training period
- For presentations and grant writing, follow this format: (1) discuss an outline with Marissa, (2) share with at least two people in the lab for feedback, and (3) for talks schedule a practice talk with the lab at least 7 days in advance; for grants send to Marissa at least 3 days preferably 7 days in advance

Scientific Environment:

- Support equitable lab practices to the best of your ability
- Fill out the anonymous Annual Lab Climate Survey with honest feedback
- Keep detailed lab notes and use the resources given. If additional resources are needed for you then make clear what is needed as soon as possible
- Follow protocols for ordering shared reagents and supplies to ensure all lab members have an equal chance of success
- Report to mentor if there is an unequal share of responsibilities in the lab so that all members have an equal chance of success
- Provide general support for the ongoing operations of the lab, provided that they 1) do not significantly affect research work in an adverse manner, and 2) are not unreasonable
- Attend departmental functions (e.g., seminars) when reasonably able to do so
- Attend and contribute to biannual *Culture and Equity* lab meetings (if extenuating circumstances, send written feedback in response to meeting minutes)
- Be respectful of lab funding, lab equipment, and lab supplies
- Pay it forward by supporting and encouraging the next generation of scientists in whatever ways reasonably possible (through training rotation students, taking summer students, etc)

The Scavuzzo lab is a place where diverse individuals with different ideas, backgrounds, and identities can learn, grow, discover, and innovate. As such, this is an environment where individuals are treated with kindness, respect, and dignity. We will uphold ourselves and each other to high ethical standards. We are a team, not a family. Families are based in unconditional acceptance; in this environment, we will not tolerate disrespectful, unethical, or toxic behaviors. The laboratory will attempt when possible to reconcile, mediate, address, or resolve misunderstandings, issues, problems, or concerns in our environment. However, if a pattern of disrespect or unethical behavior is found, that lab member will be disciplined or dismissed from the lab.