

Katja Lamia

Associate Professor

Department of Molecular and Cellular Biology



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Welcome to the Lamia Lab! Our mission is to understand the relationship between circadian rhythms and human physiology and pathology, and thereby reveal the mechanisms that underlie increased health risks associated with circadian disruption. I am committed to training the next generation of diverse scientists who will contribute to research integrating circadian biology, metabolism, and cancer while they are in my lab, and will move on to promote scientific ideas and methods in an array of careers of their choice. In return, I expect that you will maintain high standards of integrity and teamwork. My core values are reflected in the graphic at the top right corner of this page. Please see below for specific guidelines and let me know if you have any questions about our policies and expectations. This document will be revised annually in May, based on your feedback and my continued development as a mentor and supervisor.

Regular working hours and professional relationships

It is important to be in the lab when other members are present to foster good working relationships. I expect all lab members to typically be in the lab together from 10am - 4pm Monday to Friday, with some starting early and others preferring to stay late. I usually arrive between 8-8:30am, tend to work late on Tuesdays, and leave by 4pm on Wednesdays and Thursdays to accommodate family activities. It is appropriate to work remotely occasionally (typically less than once a week; may be more often when writing a manuscript or your thesis). Please let the group know when you plan to do so, what you will be doing (e.g., writing, data analysis, literature review), and provide contact information so lab members can reach you if needed. In general, I will not keep track of your hours unless you give me a reason to do so.

Please let me know ahead of time when you plan to be on vacation. I value work-life balance and expect that each lab member will take approximately 4 weeks of vacation per year in addition to institute-recognized holidays. I am typically on vacation for one week in the spring, two weeks in the summer, and the weeks of Thanksgiving and Christmas. I appreciate the diversity of cultural and religious backgrounds in the lab, and I recognize that certain dates or times of year may be important holidays for different members of the lab. I will make every effort to accommodate vacation requests and to not schedule critical meetings around such holidays.

Modern science requires collaboration and teamwork, and you will benefit by developing professional relationships within and outside of this laboratory. I expect each lab member to contribute to a collegial environment that supports learning and research. In research, it is necessary to consider ideas that will turn out to be incorrect and to offer and accept critical feedback as part of the process. A supportive atmosphere helps make that possible.

Racist, sexist, or other inappropriate comments or behavior will not be tolerated. Approach cultural differences with curiosity rather than judgement and recognize that each of our life

experiences may give rise to implicit biases that shape our responses to others in unproductive ways. If you observe or experience inappropriate behavior, please let me know immediately.

Be good lab citizen! We maintain a list of shared lab jobs and you will be assigned some tasks that are essential to keeping the lab clean, organized, and running smoothly. Please do your part to keep shared spaces clean and to make sure we don't run out of key reagents and supplies.

If you are sick, please do not come to work! Let us know if there is anything that needs to be taken care of while you are away (splitting cells, mouse husbandry, other things that can't wait).

I plan a few social outings for the lab each year and will try to find a time that works well for everyone. These are important events for maintaining positive working relationships and I expect you to participate as often as possible. Please let me know if you have dietary or other restrictions or preferences that should be considered when planning. If there is a way that you prefer to be acknowledged (or not acknowledged) for birthdays or other celebrations, please let me know.

Regular Meetings

I have a regularly scheduled meeting with each lab member weekly. One hour is scheduled but the duration of the meeting is flexible and is expected to vary.

In January, we have three annual traditions: 1) Mutual evaluations – I will complete an evaluation for each lab member that we will discuss in conjunction with updating your individual development plan, IDP. I also ask each lab member to evaluate my mentorship and provide feedback on the lab atmosphere and current policies. 2) We have an annual lab cleanup day during which each lab member is assigned specific tasks to contribute to keeping the lab clean and organized and maintaining our equipment. 3) We schedule an annual “research day” at which each lab member presents their research to the group and then we do a group fun activity together.

We participate in several regular meetings that are aimed at facilitating communication, practicing presentations, and building your scientific and professional network:

1. Lamia Lab meeting the second Friday of each month (in BCC2) at which one lab member will present their work and all lab members are expected to participate and provide feedback. I will prepare and distribute a schedule every 6 months.
2. Joint Lab Meeting with the Wiseman, Saez, Droujinine, and Grotjahn labs takes place on Wednesdays from 2:30-4pm. Dr. Wiseman prepares and distributes the schedule.
3. Metabolism Club meets the first Monday of each month September – June from 3-5pm followed by pizza and beer with ~15 labs from Scripps, Salk, Burnham, UCSD.
4. The Center for Circadian Biology (CCB) for which I am a member of the Executive Committee holds an annual Fall Workshop and spring International Symposium.
5. I encourage graduate students and postdoctoral trainees to attend conferences each year when financially feasible. Typically, all academic trainees will attend the biennial conference of the Society for Research in Biological Rhythms (SRBR) in even years. In odd years, senior students and postdoctoral fellows may attend a small meeting related to your specific project. You will be expected to apply for financial support to attend conferences through local and society resources.

Conduct of research

It is vitally important that you keep detailed and accurate records of each experiment that you conduct. Each lab member should maintain a lab notebook in which you record your work in sufficient detail to allow someone else to replicate your experiments. Assigning a number to each experiment will enable you to link your notes in your lab notebook to digital files storing various types of data associated with each experiment, as well as with additional samples recorded in databases describing the contents of our -20 and -80 freezers and liquid nitrogen tanks.

Authorship

I believe that authorship entails: 1) a substantial contribution to the conception or design of the work, or the acquisition, analysis, or interpretation of data for the work; 2) drafting the work or revising it critically; 3) final approval of the version to be published; 4) agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. I take a liberal approach to offering opportunities to participate in criteria #2-4 to any collaborator who meets criterion #1 because I prefer an inclusive approach that fosters long-term collaborative relationships to the possibility of excluding someone who has contributed to a project.

Projects evolve over time and authorship inclusion and the order of author names will be re-evaluated accordingly. I strive to ensure that each graduate student and postdoctoral trainee has at least one clearly defined project that should lead to a first-author publication upon completion. I expect that lab members will also contribute to other projects and will be recognized with co-authorships on additional manuscripts.

Mentorship & Career Development

I commit to the compacts developed by the American Association of Medical Colleges for Predoctoral and Postdoctoral Trainees, and I expect you to do so as well. These documents can be found at the links below and in our lab Dropbox. Please review them.

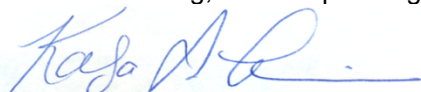
<https://www.aamc.org/what-we-do/mission-areas/medical-research/grad-compact>

<https://www.aamc.org/what-we-do/mission-areas/medical-research/post-doc-compact>

In addition to the regular meetings described above, I am available for informal discussions any time my door is open. I will close my office door occasionally when involved in confidential discussions or working on a tight deadline. I will involve you in writing, editing, and reviewing manuscripts with increasing responsibility as your skills and expertise develop. I will share my grant applications with you and will give you opportunities to participate in writing grant applications as you gain seniority and relevant expertise in the laboratory.

I encourage you to take advantage of the excellent resources available through the Scripps Career and Professional Development Office (CPDO). This includes tools to explore your personal strengths and goals, workshops to explore career options and develop specific skills, personalized career counseling, fellowship writing resources, and much more.

Sincerely,



Katja A. Lamia, Ph.D.