

# Department of Pathology & Immunology

## New Faculty Orientation

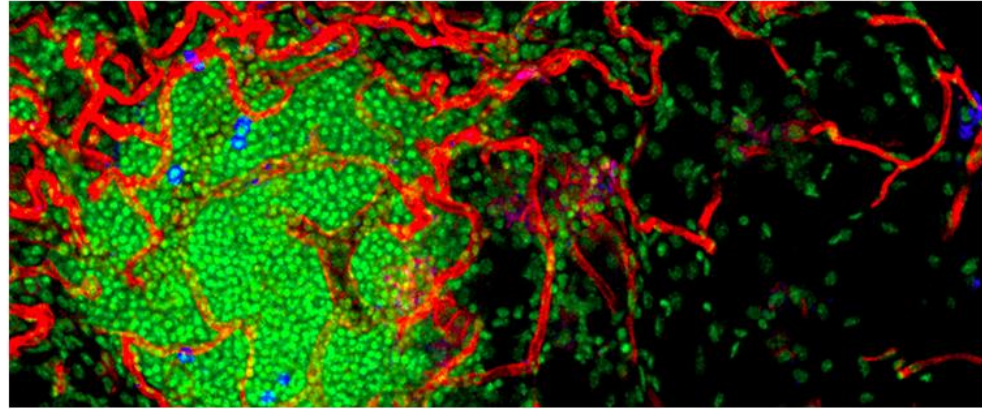
Presented by:  
The Office of Faculty Development  
January 28, 2021

# Department of Pathology & Immunology

Anatomic and Molecular Pathology (AMP)



Immunobiology



Laboratory and Genomic Medicine (LGM)

Neuropathology



# Department of Pathology & Immunology



**Richard J. Cote, MD**

Professor and Chair, Department of Pathology & Immunology



**Joseph P. Gaut, MD, PhD**  
Division Chief, AMP



**Robert E. Schmidt, MD, PhD**  
Division Chief, Neuropathology



**Robert Schreiber, PhD**  
Interim Division Chief, Immunobiology



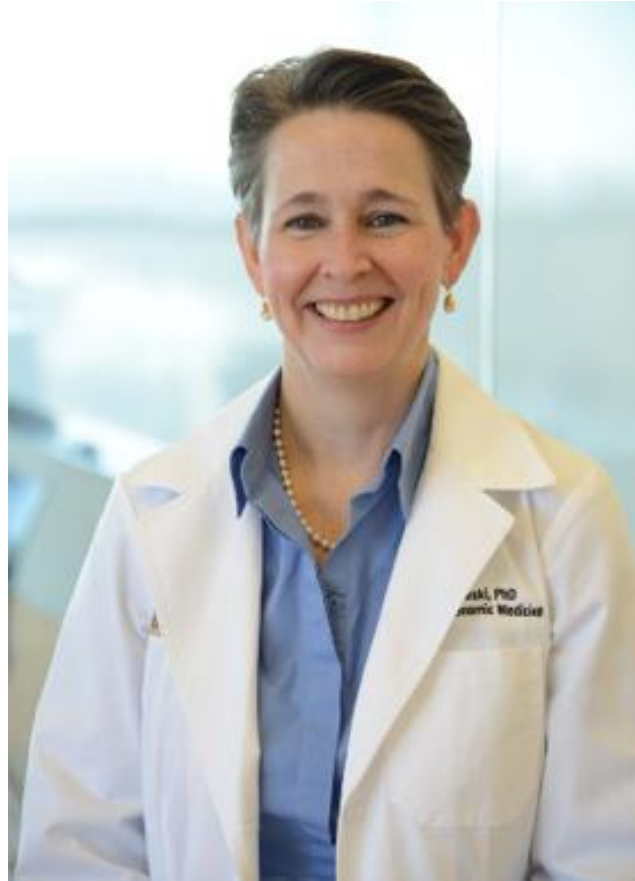
**Charles S. Eby, MD**  
Division Chief, LGM



# Department of Pathology & Immunology



**Erika C. Crouch, MD, PhD**  
Vice Chair, Office of Education



**Ann M. Gronowski, PhD**  
Vice Chair, Faculty Affairs & Development



**Carey-Ann D. Burnham, PhD**  
Vice Chair, Faculty Mentoring & Advancement

# Office of Faculty Development

Washington University School of Medicine in St. Louis

DEPARTMENT OF  
Pathology & Immunology

ABOUT DIVISIONS RESEARCH EDUCATION CLINICAL SERVICES FACULTY DEVELOPMENT PEOPLE NEWS CALENDAR



## Office of Faculty Development

*Our Departmental Core Values are: Excellence, Respect, Inclusion and Diversity.*

Welcome! The Office of Faculty Development (OFD) is led by Vice-Chairs Ann Gronowski, PhD and Carey-Ann Burnham, PhD.



[Ann M. Gronowski, PhD](#)  
Vice-Chair of Faculty Affairs & Development  
Professor of Pathology & Immunology, Obstetrics & Gynecology  
(314) 362-0194  
[gronowski@wustl.edu](mailto:gronowski@wustl.edu)



[Carey-Ann D. Burnham, PhD](#)  
Vice-Chair of Faculty Mentoring & Advancement  
Professor of Pathology & Immunology, Molecular Microbiology, Pediatrics, & Medicine  
(314) 362-1547

Our goal is to create a thriving and diverse department with professionally happy and healthy faculty who are productive, well recognized, and respected within the Washington University School of Medicine and within Academic Pathology & Immunology worldwide.

Tweets by [@wusm\\_pathology](#)



## Office of Faculty Development

[Annual Report](#)

[Career Development](#)

[Contact OFD](#)

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[OFD Officers](#)

<https://pathology.wustl.edu/office-of-faculty-development/>



**Janet Braun**  
Program Manger, Office of Faculty Development

# P&I OFD Goal

- Our goal is to create a **thriving and diverse department** with professionally happy and healthy faculty who are **productive, well recognized, and respected** within the Washington University School of Medicine and within Academic Pathology & Immunology worldwide.



# OFD website

Office of Faculty  
Development

DEPARTMENT OF  
Pathology & Immunology

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[ABOUT](#) [DIVISIONS](#) [RESEARCH](#) [EDUCATION](#) [CLINICAL SERVICES](#) [FACULTY DEVELOPMENT](#) [PEOPLE](#) [NEWS](#) [CALENDAR](#)



## Appointments and Promotions

### Documents

- [APGAR](#)
- [P&I Annual Review Form](#)
- [WUSM Promotion  
Dossier Requirements](#)

### University Offices

- [Faculty Affairs](#)

### WUSM CV Tools

- [CV Format](#)
- [WU Profile System](#)
- [CEP Workshop Slides](#)

Office of Faculty  
Development

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and Management Resources](#)

<https://pathology.wustl.edu/office-of-faculty-development/>



# P&I Faculty Welcome/New Faculty Resources

## Faculty Welcome

Welcome to Pathology & Immunology at Washington University School of Medicine. Arriving in a new city and establishing yourself in a new academic setting can be daunting. We have gathered information on this page with the goal to make your transition easier.



Campus



Forest Park



WUSM Farmers Market



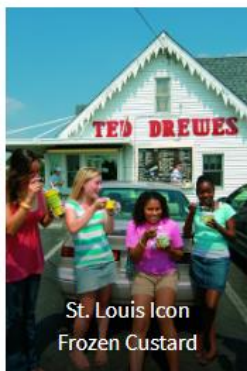
Art Hill



Metro Pass



Central West End



St. Louis Icon Frozen Custard



Botanical Garden



National Park

## Navigating Pathology & Immunology

### OFD's New Faculty Orientation

January 28, 2021

2:00-5:00 pm via Zoom

Contact [janetbraun@wustl.edu](mailto:janetbraun@wustl.edu) if you do not have the Zoom link.

### Administrative links

- [Annual Review Form](#)
- [Biosketch Form](#) (For your P&I website profile)
- [C Vitae WUSTL format](#)
- [Clinician Educator Portfolio \(CEP\) Workshop Slides](#)
- [Department Resources](#)
- Department Organizational Charts (pending)
- [Twitter Account](#) If you have a tweet you would like to share on the department Twitter account, submit [here](#). Find us at @wusm\_pathology
- [One Campus Portal](#): Access to all WU services in one spot
- [What You Need to Know Wednesdays](#)
- WUSM Photo  
Mike Nichols, Photography Service Becker Library – Lower Level, Room L10.  
To schedule an appointment  
<https://medicalportraits.acuityscheduling.com/schedule.php> or call (618) 530-9000
- [Washington University Profile System](#): Application to build your C Vitae and Clinician Educator Profile

<https://pathology.wustl.edu/office-of-faculty-development/faculty-welcome/>



# OFD Monthly Newsletter

## Office of Faculty Development

Pathology & Immunology

Excellence, Respect, Inclusion and Diversity

August 2020 Newsletter



### Faculty Feature



#### Kathleen Byrnes, MD

grew up in St. Louis. Her father, Dr. Christopher Byrnes, was a preeminent systems science engineer and Dean of Engineering at Washington University in St. Louis.

[Read further about Dr. Byrnes...](#)

#### Diversity Topics

Presented by WUSM Office of Diversity, Equity & Inclusion

### Welcome to our New Faculty!

#### Faculty Bios

##### Anatomic and Molecular Pathology.

Victor Brodsky, MD, Associate Professor on the Clinician Track

Pooja Navale, MBBS, MD, Assistant Professor on the Clinician Track

##### Immunobiology.

Jasmin Herz, PhD, Assistant Professor on the Research Track

Igor Smirnov, DVM, Assistant Professor on the Research Track

##### Laboratory and Genomic Medicine

Melissa Budelier, PhD, Instructor on the Clinician Track

Kilannin Krysiak, PhD, Assistant Professor on the Clinician Track

Stephen Persaud, MD, PhD, Instructor on the Research Track

Ray Zhang, MD, PhD, Instructor on the Clinician Track

### P&I Awards program

Nominate your Colleagues for an Award by August 7!

Seven new awards to recognized P&I Faculty & Staff

- Outstanding Achievement in Quality Improvement (individual or team)



## Educational Programs

All details found on web link. All programs are currently being offered via Zoom

### Upcoming Programs

#### January 2021

##### New Faculty Orientation

January 28, 2021 from 2:00 – 5:00 pm

For Zoom link contact [janetbraun@wustl.edu](mailto:janetbraun@wustl.edu)

#### February 2021

##### If Feedback is a Gift, Why is it so Hard to Give and Receive? A Panel Discussion

February 9, 2021 from 4:00 – 5:00 pm via Zoom

[Registration](#)

Washington University in St. Louis  
School of Medicine  
Pathology & Immunology

If Feedback is a Gift, Why is it so Hard to Give and Receive?  
A Panel Discussion

February 9, 2021  
4:00 – 5:00 pm Zoom

Panelists:  
Amber Deptola, MD  
Tom De Fer, MD  
Mary Klingensmith, MD  
Gautam Dantas, PhD

Use [Registration Link](#), or  
Contact [janetbraun@wustl.edu](mailto:janetbraun@wustl.edu) for Zoom link

##### Strategies for Successful Publications

February 24, 2021 from 12:00 – 1:00 pm via Zoom

Presented by Carey-Ann Burnham, PhD

## Office of Faculty Development

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[Department Awards](#)

[Diversity, Equity & Inclusion](#)

### Educational Programs

[Diversity 3.0 & 4.0](#)

[If Feedback is a Gift, Why is it so Hard to Give & Receive?](#)

[Strategies for Successful Publication](#)

[Managing Use of Time](#)

[Past Program Materials](#)

[Faculty Features](#)



# Past Program Materials

- Clinician Educator Profile: June 2020 [Slides](#) (\*recorded)
- Writing Letters or Recommendations: July 2020 [Slides](#) (\*recorded)
- IRB: Frequently Asked Questions: October 2020 [Slides](#) (\*recorded)
- Effective Mentorship: Consultant, Counselor, Cheerleader: November 2020 [Slides](#) (\*recorded)
- Giving and Receiving Feedback, Sarah Bean, MD, Duke University School of Medicine, Pathology: WUSM LGM Grand Rounds, October 29, 2020  
[Video recording](#)  
[Paper](#)  
Suggested Reading: Thanks for the Feedback by Douglas Stone and Sheila Heen

\*To request program recordings email [janetbraun@wustl.edu](mailto:janetbraun@wustl.edu)

## Office of Faculty Development

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[COVID-19 Professional Development and Management Resources](#)

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[Department Awards](#)

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[Diversity, Equity & Inclusion](#)

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[Educational Programs](#)

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[Diversity 3.0 & 4.0](#)



# 2021: Planned OFD Programs

- If Feedback is a Gift, Why is it so Hard to Give and Receive? A Panel Discussion
- Annual Review Preparation
- Clinician Educator Portfolio
- Time management
- Strategies for leading effective meetings
- Grant dos and don'ts
- Diversity book club
  - “Medical Apartheid”, Harriett A. Washington
- What you need to know Wednesdays



# P&I Awards Program

- Outstanding Achievements in Quality Improvement Award
  - Outstanding Achievements in Leadership/Professionalism
  - Outstanding Paper of the Year Award
  - Outstanding Contributions to Education
  - Excellence in Faculty Mentoring Award
  - P&I Shining Star Award
- 
- Look for call for nominations this summer!







College of Health  
Washington University  
School of Medicine



Pathology &  
Immunology



Following

### WUSM Pathology & Immunology

@wusm\_pathology Follows you

Pathology & Immunology at Washington University School of Medicine

St. Louis, MO [pathology.wustl.edu](http://pathology.wustl.edu) Joined May 2020

795 Following 860 Followers

Followed by Jackie Payton, Joe M. El-Khoury, PhD, DABCC, and 159 others you follow

Tweets

Tweets & replies

Media

Likes

@wusm\_pathology

Contact: Janet Braun

<https://pathology.wustl.edu/office-of-faculty-development/contact-ofd/social-media/>



WUSM Pathology & Immunology @wusm\_pathology · Jan 18

To honor Martin Luther King Jr., keep his #dream alive! @MLKDay



WUSM Pathology & Immunology @wusm\_pathology · Jan 15

New publication from the Dantas Lab: #Necrotizing #enterocolitis and the #microbiome: Current status and future directions [ow.ly/Si0n50D5dVb](https://ow.ly/Si0n50D5dVb). #PretermBirth @volitilebug @WUSTLPeds @WUSTLdbbs @Eric\_Keen42

Gautum Dantas, PhD      Phillip Tarr, MD      Barbara Warner, MD, MSc

Washington University in St. Louis  
SCHOOL OF MEDICINE

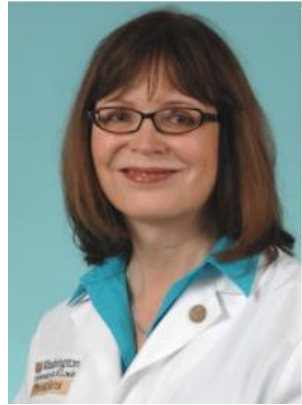
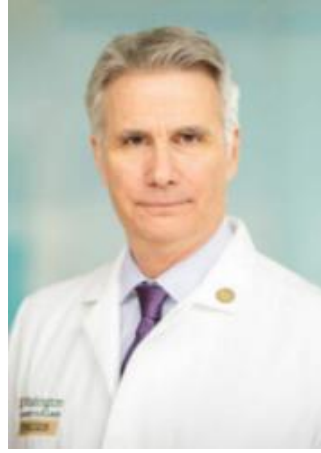


our academic healthcare  
organization: it's complicated

Chuck Eby MD

# Department of Pathology and Immunology Leadership

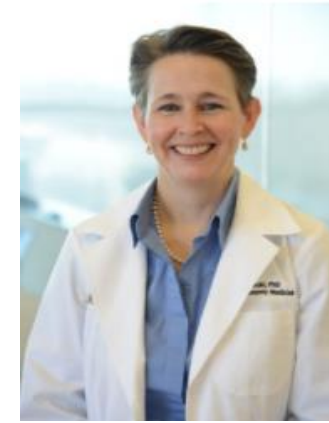
**Richard Cote Head P&I**



**Erika Crouch Vice chair Education**



**Andwele Jolly  
Exec business director**



**Co- Vice Chairs  
Faculty Development**

**Chuck Eby chief LGM**



**Research co-chief**



**Joe Gaut chief AMP**



**Robert Schreiber  
interim Chief  
Immunobiology**



**Bob Schmidt Chief  
Neuropathology**





# School of medicine: executive faculty centric

21 Heads of departments

6 Pre-clinical, 15 Clinical

Meet monthly

**P&I (and medicine): both a pre-clinical and a clinical department**

Executive faculty committees (governance, space, finance, promotions)

Faculty practice plan

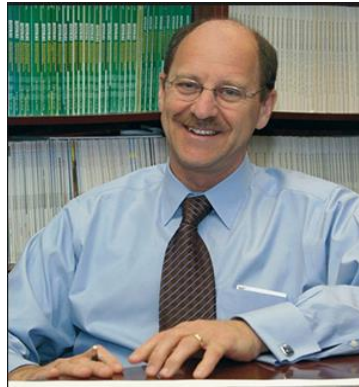
Medical executive committee-BJH

Clinical Chiefs committee-BJH

Pre-clinical faculty meeting



Karen O'Malley  
Office of the Ombuds



David Perlmutter  
Executive vice  
chancellor for  
medical affairs  
and Dean



Paul Scheel CEO FFP



Sam Bhayani CMO FFP



Diana Gray  
Faculty affairs



Eva Aagaard  
Medical education



Rick Stanton  
Finance



Jenny Lodge  
Research



Sherree Wilson  
Equity, Diversity, Inclusion

# Beyond the medical center campus:

1. Alton Memorial Hospital
2. Barnes-Jewish Hospital
3. Barnes-Jewish St. Peters Hospital
4. Barnes-Jewish West County Hospital
5. Boone Hospital Center
6. Christian Hospital
7. Memorial Hospital Belleville
8. Memorial Hospital East
9. Missouri Baptist Medical Center
10. Missouri Baptist Sullivan Hospital
11. Parkland Health Center
12. Parkland Health Center Bonne Terre
13. Progress West Hospital
14. St. Louis Children's Hospital
15. The Rehabilitation Institute of St. Louis



**BJC HealthCare**

The world's best medicine. Made better.

# P&I Junior Faculty Mentoring Program

Washington University School of Medicine in St. Louis

DEPARTMENT OF  
Pathology & Immunology

ABOUT DIVISIONS RESEARCH EDUCATION CLINICAL SERVICES FACULTY DEVELOPMENT PEOPLE NEWS CALENDAR



## For Mentees



### Ensuring a Successful Mentoring Experience

OFD is here to assist you with the forming of a supportive community-based mentoring committee to provide you clear, objective advice and facilitate networking and faculty development opportunities to build a successful academic career.

The [Guidelines for Junior Faculty Mentoring Program](#) were developed to ensure a program that provides the structure to keep your committee active and moving forward through your progression in academic rank.

## Office of Faculty Development

### Career Development

[Appointments and Promotions](#)

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[For Mentors](#)

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[OFD Newsletter Archive](#)

<https://pathology.wustl.edu/office-of-faculty-development/career-development/for-mentees/>



# Mentoring Committees (Junior Faculty)

- Intended to be advisory, rather than evaluative
- Not a substitute for annual meeting with Division Chief/Department Head

## Committee Composition:

- Typically, three but no more than five faculty members
  - Committee members associate or full professor
- At least one member should be faculty in another Department (or another institution)
- Mentee will select one committee member from WUSTL to serve as the committee chair
- Composition of the committee can evolve with the junior faculty's career objectives

<https://pathology.wustl.edu/office-of-faculty-development/career-development/for-mentees/>  
<https://pathology.wustl.edu/wp-content/uploads/2020/05/1-JFMP-Guidelines-2020.5.pdf>



# Mentoring Committees (Junior Faculty)

- Committee to be developed in conjunction with, and reviewed by P&I OFD
- Meetings every 6 to 12 months
- Mentee to provide CV and update form 1 week in advance of meeting
- Meeting ~1 hour
  - Brief PowerPoint to focus discussion, outline major points for feedback
  - Use meeting for feedback (not re-statement of update form or CV)

<https://pathology.wustl.edu/office-of-faculty-development/career-development/for-mentees/>  
<https://pathology.wustl.edu/wp-content/uploads/2020/05/1-JFMP-Guidelines-2020.5.pdf>

# Mentoring Committees (Junior Faculty)

- Committee chair provides feedback to the P&I OFD
- Feedback loop/communication between mentoring committee and Division Chief
  - Meeting Summary
  - Communication through OFD

# Mentoring Committee Meeting Update Form Elements

- What part of your profession/position gives you the most satisfaction?
- Which accomplishments since your last committee meeting (or from the past year if the first meeting) are you most proud of?
- What were your challenges since your last meeting?
- What things went well since your last meeting?
- What would you like to accomplish (start, finish) this upcoming year?
- List the committees that you participate on, both inside and outside of Washington University
- In what areas would you like specific advice and guidance?
- Are there areas that your Division Chief has specifically indicated on which you should focus?
- Are there any specific ways you would like your committee members to sponsor or connect you?



**Annual Mentoring Committee Meeting Discussion Form**

(Please distribute to mentoring committee members at least one week prior to meeting. Please include an updated CV with this form.)

- What part of your profession/position gives you the most satisfaction?

Empty text box for response to the first question.

- Which accomplishments since your last committee meeting (or from the past year if the first meeting) are you most proud of?

Empty text box for response to the second question.



# Meeting Summary Form

- Submitted by the Committee Chair
- The summary should not score or rank the faculty mentee
- Cover all aspects of academic work
  - (e.g. research, education, clinical, professional development, service at the medical school or hospital, service outside of the school, etc.)
- General summary of topics discussed at the meeting
- Additional resources that the faculty member needs to thrive
- What is going well?
- Did the committee identify opportunities for improvement or advancement for the faculty member?



# Office of Faculty Development

Pathology & Immunology

## Faculty Mentoring Committee Summary

Return completed form to mentee

<b>Faculty Mentee:</b>
<b>Date of Meeting:</b>
<b>Committee Members Present:</b>
<p>Please provide a summary of the meeting. The summary should not score or rank the faculty mentee in any way. Be sure to cover all aspects of their academic work (e.g. research, education, clinical, professional development, service at the medical school or hospital, service outside of the school, etc.).</p> <p>In your summary please consider:</p> <ul style="list-style-type: none"><li>• General summary of topics discussed at the meeting</li><li>• Are there additional resources that the faculty member needs to thrive?</li><li>• What is going well for the faculty member?</li><li>• Did the faculty member share concerns?</li><li>• Did the committee identify opportunities for improvement or advancement for the faculty member?</li><li>• Do the service activities and obligations of the faculty member seem aligned with the scope of work of the faculty member, and their career goals</li></ul>

**List 1 or 2 recommendations that the committee had for the mentee**

**Next Meeting Date:**



## Office of Faculty Development

Pathology & Immunology

### Faculty Mentoring Committee Confidential Comments

Return form to OFD Program Manager, Janet Braun

<b>Faculty Mentee:</b>
<b>Date of Meeting:</b>
<b>Committee Members Present:</b>
<b>Are there any confidential comments you would like to share with the Office of Faculty Development? (These comments will not be directly shared with the faculty member. They will also not be automatically shared with the Division Chief or Department Head. However, please indicate whether there are any aspects you specifically suggest for the OFD to discuss with Division/Department leadership).</b>



# Mentor agreement form (optional but recommended)



Department of Pathology & Immunology Office of Faculty Development

## Faculty Mentorship Program Agreement

Mentee Name:	
Mentor Name:	

Goals: What do you hope to achieve with this partnership?
1.
2.
3.

Expectations for this partnership:

Mentee Expectations of Mentor	Mentor Expectations of Mentee

The frequency with which we will meet in person:

The length of meetings will typically be:

Some challenges that might arise:

Confidentiality in our partnership means:

Topics/issues that are off-limits in this partnership include:

<b>Additional Agreements</b>	The Mentor agrees to be honest and provide constructive feedback while sharing insight on their own experiences as well. The Mentee agrees to be open to feedback that the Mentor shares and will respect the insight and experiences shared by the Mentor.
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<b>No-Fault Termination</b>
We are committed to open and honest communication in our relationship. We will discuss and attempt to resolve any conflicts as they arise. If, however, one of us needs to terminate the relationship for any reason, we agree to honor one another's decision.

<b>Mentee Signature</b>		<b>Date</b>	
<b>Mentor Signature</b>		<b>Date</b>	

# Appointments and Promotions Guidelines and Requirements (APGAR)

- Investigator Track
- Research Track
- Clinician Track



# Appointments and Promotions Guidelines and Requirements (APGAR)

- Investigator Track (Tenure Track)
  - Faculty members on the Investigator Track are involved in basic biological, biomedical, clinical, and/or educational investigation, and accomplishment in this realm is the primary basis for promotion on the Investigator Track
  - Appointment and promotion are based generally upon investigation and scholarly activities, teaching, clinical excellence (where appropriate), and service. Although all of these activities are considered, excellence in scholarly investigation is the cornerstone of a candidate's record

# Appointments and Promotions Guidelines and Requirements (APGAR)

- Research Track
  - Faculty on the Research Track are involved in basic biomedical investigation, clinical, and/or educational investigation and must meet a standard of excellence based upon research accomplishments.
  - The primary focus of Research Track faculty is to facilitate and support the overall research mission of Washington University, rather than to develop independent programs.
  - Excellence in research is the major criterion for appointment and promotion for faculty on the Research Track, although other activities may also be considered.

# Appointments and Promotions Guidelines and Requirements (APGAR)

- Clinician Track
  - The Clinician Track provides a mechanism for recognizing and rewarding faculty at WUSM who excel in one or more of the areas of patient care, education, administrative and research functions that assure the delivery of excellent patient care through current practice and/or by training future clinicians
  - Essential criteria for promotion for faculty members on the Clinician Track are superior clinical skills and recognition, and involvement in the teaching mission of the Medical School

# Annual Review

## Department of Pathology and Immunology Annual Review Form

<b>Name:</b>				
<b>Track:</b>	Investigator	Clinician	Research	
<b>Rank with date:</b>	Instructor	Assistant	Associate	Professor
<b>% Effort</b>	Research	Teaching	Clinical	Administrative
<b>Review of Medical School Guidelines for Promotion</b> <a href="#">LINK</a>				
<b>1. Investigation &amp; Scholarly Accomplishments:</b> <i>For the last year, include: Extramural support, Internal funding, industry support, peer reviewed papers, textbook chapters, books, reviews</i>				

### **3. Evidence of Regional & National Recognition**

*For the last year, include: Invited presentations at meetings, meeting organizer, election to office, editorial work for professional journals, consultative positions (e.g. for government, certifying agencies, study sections, etc.), study section appointments, organizer of regional, national, or international meetings, awards.*

# Promotion Process

- Division Chief presentation to internal department review committee (by Division)
  - APGAR document
  - Regional, national, international recognition
- Promotion dossier: CV/CEP, **letters of recommendation**, manuscripts
- Department head submits and presents dossier to Ad Hoc Committee
  - 4-6 Department Heads, 2-3 senior faculty representatives
- Executive Faculty Approval
- If tenure decision, review and approval by Board of Trustees



# Promotion Dossier

- All documents need to be in presentation ready form!
- Follow instructions
- Spelling, grammar, formatting
  
- Office of Faculty Development can review and provide feedback

# Curriculum Vitae

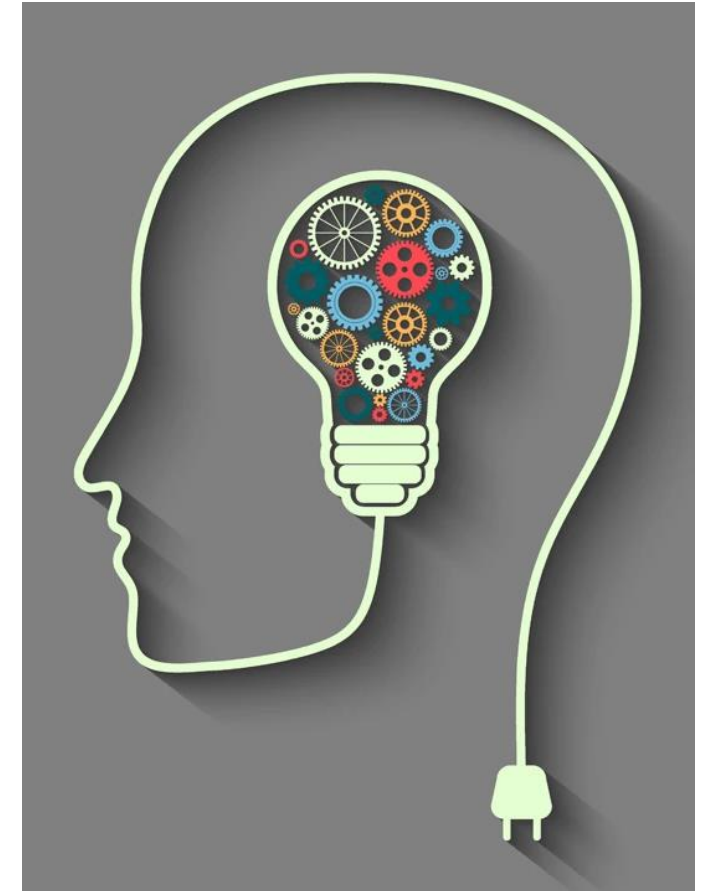
- All faculty members must have a curriculum vitae
  - <https://facultyaffairs.med.wustl.edu/appointments-promotions/wusm-cv-formatting/>

# Clinician-Educator Portfolio (CEP)

- Executive summary of faculty work and contributions that are not generally included in traditional academic resumes
- Supplement to the CV that is a detailed compendium of clinical, educational, and service activities
- Required promotion document for all faculty members on the clinician track, and may be included when appropriate for Investigator or Research Track

# Clinician-Educator Portfolio (CEP)

- Showcases what makes you special!
  - Quality and extent of clinical expertise, educational scholarship, innovation
- Can be used as a tool for strategic career planning and development
- Try to keep as a “real time” document



# Office of Ombuds

Medical School Faculty: Karen O'Malley, PhD

- Office of the Ombuds provides confidential, impartial, informal, and independent conflict resolution and problem-solving assistance to all medical school faculty
- Conversations with the ombuds are voluntary and free to medical school faculty
- Listen to your concerns, help you think through your situation and identify and evaluate possible options for moving forward
- Communications confidential unless compelled by a court or there is an imminent risk of serious physical harm



# Office of Ombuds

## Helpful Documents and Articles

- [Common Mistakes People Make in Handling Conflict \(pdf\)](#)
- [Do's and Don'ts When Your Behavior is Perceived as Offensive \(pdf\)](#)
- [Email Civility \(pdf\)](#)
- [Informal Strategies for Responding to Sexual Harrassment \(pdf\)](#)
- [Negotiation Strategies \(pdf\)](#)
- [Options for Creating a Record of Complaint \(pdf\)](#)
- [The Power of Apology \(pdf\)](#)
- [Practices of a Good Listener \(pdf\)](#)
- [Resistance or Cooperation \(pdf\)](#)
- [Responding to Complaints \(pdf\)](#)
- [Responding to Critical Supervisory Feedback \(pdf\)](#)
- [Resources for Bullying and Mobbing \(pdf\)](#)
- [Writing a Letter \(pdf\)](#)
- [We Have to Talk: A Step-By-Step Checklist for Difficult Conversations, by Judy Ringer](#)
- [Collaboration and Team Science: A Field Guide](#)



# Family Care Solutions

## Family Care

Knowing that family members are safe and well-cared for is the cornerstone of healthy work-life balance. Washington University is committed to providing the support you need to navigate the systems that provide care.

Washington University partners with Bright Horizons and Guidance Resources to provide a range of supports for families. To access these supports, you will need to pre-register with each service.

### Bright Horizons

Username: WUBACKUP

Password: BACKUP

### Guidance Resources

REGISTER

Web ID: WASHU



**I Need Child Care**



**I Need Adult or Elder Care**

### Do you have Emergency/Back-Up Family Care in place?

After registering, go to [Bright Horizons](#), then select “Additional Family Supports” and “Reserve Back-Up Care.” You can also reserve care by calling 1-877-242-2737 or by downloading and using the Bright Horizons app on your phone.

- Request center-based or in-home care
- Request same-day care, or care for future dates
- 30 uses per calendar year
- Center-based care is \$20 per use for one child, \$30 per use for more than one child
- In-home care is \$7 per hour with a 4 hour minimum.

**Need more help?**

### **Lisa Eberle-Mayse, MA**

Child and Family Care Facilitator

☎ 314-935-3060

☎ 314-935-5146

✉ [lisa@wustl.edu](mailto:lisa@wustl.edu)

<https://hr.wustl.edu/worklife/family-care/>

# IRB

- myIRB submission system
- SWAT Team

**myIRB**

Washington University in St. Louis

Please Sign In | Ne

Welcome to *myProject* and *myIRB*

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**The Human Subjects Regulations Have Changed!**

**The NEW 2018 Common Rule is now in effect.**

To learn more about how the new regulations may impact your research, go to the HRPO website at: [2018 Common Rule](#)

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WUSTL Key	Login to myIRB using your WUSTL key credentials
BJC-NT User Login	Login to myIRB using your BJC credentials
HRPO ID Login	Login to myIRB using your HRPO provided credentials
Request a HRPO ID	Submit a request to HRPO for a myIRB account
Request Limited Access	Submit a request to HRPO for a limited access myIRB account

If you have difficulty logging in or if you login and do not see all of your studies, please contact HRPO SWAT! for assistance by calling 314.747.6800.

<https://hrpo.wustl.edu/>

# Research Cores

- <https://research.wustl.edu/core-facilities/>
- Department and commonly used cores:
  - GTAC, Genome Engineering, Proteomics, Biostatistics, Tissue procurement
  - AMP Core Lab, Cytogenetics, GPS, Digital Pathology
  - Mouse engineering, Flow cytometry, EM
  - CHIIPs: Immunomonitoring Core (CyTOF, FACs, tetramers, cytokines, etc)

# ICTS



Institute of **C**linical and  
**T**ranslational **S**ciences

- ICTS - Institute of Clinical & Translational Sciences
  - <http://icts.wustl.edu>
  - Become a member – it takes 5 minutes!
    - Funding opportunities
    - Research services (cores)
    - Educational programs
    - Collaboration and networking



Institute of **C**linical and **T**ranslational **S**ciences

For **ICTS Researchers**

For **Community Partners**

For **The Public**

ABOUT

ICTS CORES

EDUCATION

FUNDING

TOOLS & RESOURCES

IMPACT

NEWS & EVENTS

# Accelerating Discoveries Toward Better Health



**ICTS Researchers**

Find the people, services and training you need to advance your

**Community Partners**

Find out how collaboration with the ICTS can benefit your

**General Public**

Learn about research, participate in a study, and see how the ICTS

## ICTS Members

- Find Services
- Find Collaborators
- Contact ICTS Navigator
- Update My ICTS Profile



**Join ICTS Today!** Benefits for eligible researchers and their collaborators include:

- funding opportunities
- research services
- education programs



# ICTS Funding Programs

## Just-In-Time (JIT) Core Usage Funding Program

The Just-In-Time (JIT) Core Usage Funding Program is designed to provide quick access to funding to use any of the [JIT Cores \(pdf\)](#) for research advancing medical knowledge that can improve human health.

The program provides support for investigators in obtaining final data that:

1. Will be used for development of a clinical/translational proposal to be submitted for extramural funding; and/or
2. Will lead to a concrete improvement in patient care (QA/QI) at Barnes-Jewish Hospital or St. Louis Children's Hospital. Details are required in the application.

Refer to the [Program Overview \(pdf\)](#) for specifics, including funding limits and deadlines.



## Clinical and Translational Research Funding Program (CTRFP)

As an internal grant funding program of the ICTS, the Clinical and Translational Research Funding Program (CTRFP) awards projects that promote the translation of scientific discoveries into improvement in human health. Funding is provided by the ICTS, The Foundation for Barnes-Jewish Hospital and our partner institutions: Saint Louis University, St. Louis College of Pharmacy and the University of Missouri-Columbia.

### Awards will be considered for:

- **Clinical/Translational Projects** whose goals are to promote the translation of scientific discoveries into human health. Awards in this category will provide up to \$50,000 direct costs for 1 year.
- **Community-Engaged Research Projects** that involve established partnerships with communities and/or stakeholders whose health and well-being and/or service provision could be most impacted by the research. Awards in this category will provide up to \$50,000 direct costs for 1 year.

<https://icts.wustl.edu/funding/just-in-time-jit/>

<https://icts.wustl.edu/funding/ctrfp-funding-program/>



# NIH Mock Study Section



- Ongoing since 2014
- K, R, and F series grant submissions
- Simulate an actual NIH study section
- Twice annually (Spring and Winter)
- Comprehensive, study section-like feedback to applicants on their complete grant application prior to grant submission
- > 40% of participants that have submitted their applications to the NIH have been funded
- Observers are encouraged to attend (better understanding of the review process and to gain insight into how reviewers evaluate applications)

# Scientific Editing Service



The Scientific Editing Service (SES) works with ICTS members to strengthen and clarify their extramural grant applications and manuscripts. Experienced scientific editors customize their services to meet the specific needs of your documents. The service is jointly supported by the ICTS and the Washington University Department of Medicine.

*NOTE: The SES will be not be accepting service requests for grant and manuscript editing jobs between 12/15/2020-04/15/2021. We look forward to working with you again once our ICTS renewal has been submitted.*

## The SES can help:

- correct grammatical and typographical errors
- improve sentence structure, paragraph organization, and flow
- strengthen the scientific significance and impact
- enhance scientific specificity



<https://icts.wustl.edu/research-services/research-development-program/scientific-editing-service/>

# Biostatistics, Epidemiology and Research Design



Biostatistics, Epidemiology and Research Design (BERD) activities are critical to designing and executing reproducible, quality research that minimizes bias. The ICTS' BERD team provides investigators with comprehensive support in designing and executing research at the design, implementation and analysis stages.

Review the BERD core services below for assistance.

## [Biostatistics, Epidemiology, and Research Design \(BERD\)](#)

Supports all phases of research study design, data collection, data analysis, and dissemination of results.

 Rita Ann Fulton

 [rfulton@wustl.edu](mailto:rfulton@wustl.edu)

<https://icts.wustl.edu/research-services/biostatistics-epidemiology-and-research-design/>

# Clinical Research Training Center

- Provides clinical and translational research training for predoctoral students, house-staff, postdoctoral scholars, fellows, staff, and junior faculty. The CRTC provides a cohesive and supportive infrastructure to foster clinical research training and career development for predoctoral students, house-staff, postdoctoral fellows, staff, and faculty
- Postdoctoral Mentored Training Program in Clinical Investigation (MTPCI)
- Master of Science in Clinical Investigation (MSCI)
- Clinical Investigation Graduate Certificate
- Mentored Training In Implementation Science (MTIS)

# CRTC Career Development Programs

- Institutional K awards
  - Scholars receive salary support, tuition funds and \$25-30k for research related expenses
  - KL2 Multidisciplinary Career Development Awards
- Other institutional K awards (K12)
  - Paul Calabresi Program for Clinical Oncology
  - Psychiatry Program in Drug Abuse and Addiction
  - Mentored Training in Implementation Science (MTIS): A Career Development Program for Heart, Lung, Blood and Sleep Researchers
  - Others: Inflammatory Airway Disease, Reproductive Health, etc.

## SCC Benefits

All faculty who have a cancer-focus in clinical practice and/or research

[www.siteman.wustl.edu/research/membership](http://www.siteman.wustl.edu/research/membership)



### All members receive:

- Eligibility for SCC funding opportunities
- Accessibility to undergraduate and graduate/postgraduate trainees
- Association with specific disease-site, specialty, and/or program affiliation listed on SCC Website;
- Educational opportunities (speakers, program retreats, seminars/lectures)
- Any Member serving a membership role on an SCC committee will be eligible to apply for the Siteman Shared Resources RFA.*

### CCSG Members receive:

- Priority access to and subsidized rates for SCC shared resources

<https://siteman.wustl.edu/research/membership-information/>



# Office of Vice Chancellor for Research

 Washington University in St. Louis

**RESEARCH** | *Office of the Vice Chancellor  
for Research*

[ABOUT](#) [TOPICS](#) [FUNDING](#) [CONTACTS](#)

Leadership. Support. Service.

Search for what you need.

Search within ▾



## COVID-19

Online self-screening link; Check-in stations; Ramp up and return to campus guidelines, resources, and FAQs; Guidance on conducting research during COVID-19

## Core Facilities

Search for Core Facilities to help researchers with services, expertise, or equipment

## Reporting International Relationships and Activities

Best practices, FAQs, and resources for reporting and disclosing international relationships

## 2021 Researcher Forum

Registration is open for the 2021 Researcher Forum, offering a variety of sessions to help faculty navigate the the research environment at Washington University

<https://research.wustl.edu/>

# Compliance, Policies

**RESEARCH**

Office of the Vice Chancellor  
for Research

ABOUT

TOPICS

FUNDING

CONTACTS



## Topics

Choose a topic to access associated policies, how-tos, forms, offices & committees, and education & training.

### [Animal Care and Use](#)

Appropriate, ethical and safe conduct of research involving vertebrate animals

 Includes secure content requiring [login to view](#).

### [Award Management](#)

Award negotiation and acceptance, account set-up, financial administration, and closeout

### [Conflicts of Interest](#)

Disclosure, review, assessment and determination,

### [HIPAA](#)

Compliance with regulations on privacy related to the internal use and external disclosure of protected health information

### [Human Stem Cell Research](#)

Oversight of human embryonic stem cell research and certain uses of human pluripotent stem cells

### [Human Subjects Research](#)

Resources, policies, and guidelines relating to all human subjects research, including, but not limited to,

### [Public Access](#)

Requirement that investigators submit final peer-reviewed journal manuscripts that arise from NIH funds to the digital archive PubMed Central

### [Radiation Safety](#)

Provide support and services for safe and compliant use of radiation and radioactive materials for research, teaching and medical applications

### [Recharge Centers](#)

Establish and manage the process of recovering costs

<https://research.wustl.edu/topics/>

# Learn@Work, On-line Training, SABA Modules

[HOME](#)

[TRAINING & RESOURCES](#)

[COURSE CREATION AND REVIEW PROCESS](#)

[FAQ](#)

[SUPPORT](#)

[ANNOUNCEMENTS AND STATUS](#)



Learn@Work is a cloud-based learning management system (LMS) for Washington University employees.



Use Learn@Work to complete and track compliance-based training, LinkedIn Learning courses, and other professional development activities.

Learn@Work will help you manage your

<https://sites.wustl.edu/learnatwork/>

# Library Resources

Becker Website

Search ...

Search

COVID-19 CLOSURE: The library building is accessible to School of Medicine faculty, students, residents, and postdocs via badge-swipe only until further notice. Virtual assistance is available at [askbecker@wustl.edu](mailto:askbecker@wustl.edu). See hours at [COVID-19 Updates and Resources](#).

Scopus

## How can we help you?

### SUGGESTED RESOURCES

CINAHL Plus *Popular*

ClinicalKey *Popular*

Lexicomp *Popular*

Ovid *Popular*

PubMed *Popular*

Scopus *Popular*

Subject Guides *Popular*

UpToDate *Popular*



### SERVICES

Author Analytics & Support

Classes & Workshops

Clinical Rounding

Health Literacy & Communication

Research Computing

Search & Reference

Software Licensing

Systematic Reviews

### HOW TO

Ask a Librarian/Specialist

Comply with Public Access Policies

Download Mobile Applications

Locate Study or Meeting Space

Print, Copy, or Scan

Publish an Article

Suggest a Purchase

Use Off-Campus Access (proxy)





# Human Resources

 Washington University in St. Louis

## Human Resources

HRMS CAREERS BENEFITS POLICIES DEVELOP & LEARN WORK-LIFE WELLNESS ENGAGE MANAGERS



Enable a healthy **Mind/Body**

Support you **Financially**, today and in the future

Help you achieve balance in your **Work-Life**

Foster an inclusive **Culture** and vibrant community centered on collective success

Support your **Career** so you can learn, grow and excel

Well-being resources to help you *thrive*, personally and professionally.

We care about you, and we're here to help.

- Gillian Boscan, J.D.
- Human Resources Consultant (P&I Liaison)
- 314-362-4993
- [gillian.boscan@wustl.edu](mailto:gillian.boscan@wustl.edu)

# Jenny Adams

## Senior Manager, Department Administration

- Overall management of Payroll and Human Resources:
  - Serves as Faculty & Staff Liaison for Human Resources
  - Oversees and Coordinates Payroll in collaboration with services provided by HR Appointments
  - Provides guidance and recommendations for selecting salary for new hires as well as increases/promotions for current staff
  - Provides guidance in coordination with HR Employee Relations in dealing with complex and difficult personnel issues
  - ePARS coordinator for the Department
  
- [jadams@wustl.edu](mailto:jadams@wustl.edu)



# Training Programs

# Division of Biology & Biomedical Sciences

- Umbrella for > 420 Faculty Mentors across University (SOM, A&S, Engineering)
- > 620 Ph.D. and M.D./Ph.D. (MSTP) Students
- 11 Interdepartmental Ph.D. Programs
- 40+ Years of experience in the administration of interdisciplinary programs
- “Dual citizenship” of faculty
- Apply for DBBS Faculty Affiliation <http://dbbs.wustl.edu/faculty/>

# Division of Biology & Biomedical Sciences

## Office of Postdoctoral Affairs

- Provides support and resources for postdoctoral researchers, as well as faculty and administration, and advocates for postdoctoral issues.

### Office of Postdoctoral Affairs

POLICIES & BENEFITS

YOUR CAREER

RESOURCES

EVENTS

PROSPECTIVE POSTDOCS

FOR FACULTY & ADMINS

### Your Career

#### Planning Your Career

- Create an individual development plan at [Science Careers](#) or [ImaginePhD](#)
- Discuss your plan with your mentors and [career center advisers](#)
- Helpful [videos from UCSF](#) on using myIDP to self-assess, explore career paths and set goals.

# Residency and Fellowship Training Programs

## Department of Pathology & Immunology

Search



HOME ABOUT DIVISIONS RESEARCH TRAINING CLINICAL SERVICES PEOPLE NEWS STAFF RESOURCES

### TRAINING

Physician Scientist Training Program

Residency

Anatomic Pathology

Clinical Pathology

Combined AP/CP

Combined AP/NP

Clinical Fellowships

Medical Students

Graduate Program

## Residency

The residency programs offered through the Department of Pathology & Immunology span the broad disciplines of pathology, with programs available to suit all interests. The post-graduate training years are intense and demanding, but also rewarding and exciting. Although initial training is highly supervised, emphasis is placed on the acquisition of skills that will allow the resident to function as a confident and highly effective member of a healthcare team.

One of the Department's longstanding traditions is to provide core clinical and research training for individuals planning a career in academic pathology. However, our programs are also well-suited to individuals who plan to pursue careers in hospital- or community-based medical practice.



# Residency Program Directors

**Neil Anderson, MD**



**Marianna Ruzinova, MD, PhD**



# Residency and Fellowship Training Programs

## TRAINING

Physician Scientist Training Program

Residency

Clinical Fellowships

Blood Banking & Transfusion Medicine

Clinical Chemistry

Cytopathology

Dermatopathology

Hematopathology

Laboratory Genetics & Genomics

Liver/GI Pathology

## Clinical Fellowships

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The Fellowships are designed to train residency graduates for roles as clinical specialists and/or laboratory directors.

There are opportunities for specialized fellowship training in surgical pathology, cytopathology, hematopathology, dermatopathology, pediatric pathology, neuropathology, and various specialties in laboratory medicine, including transfusion medicine.

These one- and two-year advanced training programs are fully accredited. Intensive training, a large patient base, and the opportunity to pursue research contribute to an outstanding job placement rate.

[VIEW FACULTY](#)

<https://pathology.wustl.edu/training/clinical-fellowships/>