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

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.

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

Janet Braun
Program Manager, Office of Faculty Development

https://pathology.wustl.edu/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

Annual Report
Career Development
Contact OFD
COVID-19 Professional Development and Management Resources
Department Awards
Diversity, Equity & Inclusion
Educational Programs
Faculty Features
Faculty Welcome
OFD Newsletter Archive

DEPARTMENT OF
Pathology & Immunology

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

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

**Navigating Pathology & Immunology**

**OFD's New Faculty Orientation**

January 28, 2021
2:00-5:00 pm via Zoom
Contact janetbraun@wustl.edu if you do not have the Zoom link.

**Administrative links**

- Annual Review Form
- Bioksketch Form (For your P&I website profile)
- CVitae 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](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/
Welcome to our New Faculty!

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 Budeler, PhD, Instructor on the Clinician Track
Kialanin 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

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

Strategies for Successful Publications
February 24, 2021 from 12:00 – 1:00 pm via Zoom
Presented by Carey-Ann Burnham, PhD
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
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

https://pathology.wustl.edu/office-of-faculty-development/educational-programs/
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!

https://pathology.wustl.edu/office-of-faculty-development/department-awards/
Contact: Janet Braun
https://pathology.wustl.edu/office-of-faculty-development/contact-ofd/social-media/
our academic healthcare organization: it’s complicated

Chuck Eby MD
Department of Pathology and Immunology
Leadership
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
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
P&I Junior Faculty Mentoring Program

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.

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/
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/
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?

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

*Return completed form to mentee*

<table>
<thead>
<tr>
<th>Faculty Mentee:</th>
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<tr>
<td>Date of Meeting:</td>
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<tr>
<td>Committee Members Present:</td>
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</table>

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.).

In your summary please consider:
- General summary of topics discussed at the meeting
- Are there additional resources that the faculty member needs to thrive?
- What is going well for the faculty member?
- Did the faculty member share concerns?
- Did the committee identify opportunities for improvement or advancement for the faculty member?
- 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

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<th>List 1 or 2 recommendations that the committee had for the mentee</th>
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<th>Next Meeting Date:</th>
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### Faculty Mentoring Committee Confidential Comments

Return form to OFD Program Manager, Janet Braun

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<th>Faculty Mentee:</th>
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<tr>
<th>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).</th>
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Mentor agreement form
(optional but recommended)

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<th>The length of meetings will typically be:</th>
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<th>Some challenges that might arise:</th>
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<th>Confidentiality in our partnership means:</th>
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<tr>
<th>Topics/issues that are off-limits in this partnership include:</th>
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<td>Additional Agreements</td>
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<td>----------------------------------------------</td>
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<td>No-Fault Termination</td>
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<tr>
<th>Mentee Signature</th>
<th>Date</th>
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<td>Mentor Signature</td>
<td>Date</td>
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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

## Department of Pathology and Immunology Annual Review Form

<table>
<thead>
<tr>
<th>Name:</th>
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<tr>
<td>Track:</td>
<td>Investigator</td>
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<tr>
<td>Rank with date:</td>
<td>Instructor</td>
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<tr>
<td>% Effort:</td>
<td>Research</td>
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</table>

### Review of Medical School Guidelines for Promotion [LINK]

1. **Investigation & Scholarly Accomplishments:** For the last year, include: Extramural support, Internal funding, industry support, peer reviewed papers, textbook chapters, books, reviews

### 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

https://ombuds.med.wustl.edu/faculty/
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 Harassment (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

https://ombuds.med.wustl.edu/faculty стратегий и советов/
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

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
- Lisaem@wustl.edu

https://hr.wustl.edu/worklife/family-care/
IRB

• myIRB submission system
• SWAT Team

Welcome to myProject and myIRB

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

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/](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 Clinical & Translational Sciences
  - http://icts.wustl.edu

  - Become a member – it takes 5 minutes!
    - Funding opportunities
    - Research services (cores)
    - Educational programs
    - Collaboration and networking
Accelerating Discoveries Toward Better Health

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

Community Partners
Find out how collaboration with the ICTS can benefit your organization

General Public
Learn about research, participate in a study, and see how the ICTS is making a difference in your community

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 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 for specifics, including funding limits and deadlines.

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

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/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)

https://icts.wustl.edu/research-services/research-development-program/nih-mock-study-section/
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 (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

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)

https://crtc.wustl.edu/
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

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/
Compliance, Policies

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](https://research.wustl.edu/topics/animal-care-and-use).

- **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

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

- **Human Subjects Research**
  Resources, policies, and guidelines relating to all human subjects research, including, but not limited to,

- **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

https://sites.wustl.edu/learnatwork/
Library Resources
Human Resources

• Gillian Boscan, J.D.
• Human Resources Consultant (P&I Liaison)
• 314-362-4993
• 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
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

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.

https://postdoc.wustl.edu/
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

Clinical Fellowships

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.