



SAINT LOUIS UNIVERSITY

—
SCHOOL OF MEDICINE

New Faculty Information Guide

Saint Louis University School of Medicine
New Faculty Information Handbook
Office of Faculty Affairs and Professional Development (OFAPD)

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History - Key Dates

1836 — SLU establishes the first medical school west of the Mississippi River. The University's first medical school building was located on Washington Avenue at Tenth Street.

1903 — SLU acquires the Marion-Sims-Beaumont College of Medicine, located at Grand Boulevard and Caroline Street.

1932 — A gift from the estate of Firmin Desloge lays the groundwork for the hospital's construction. The University opens the Firmin Desloge Hospital — later named Saint Louis University Hospital.

1943 — Edward Adelbert Doisy, Ph.D., professor and chair of the Department of Biochemistry, is awarded the Nobel Prize for his discovery of the structure and chemical nature of Vitamin K.

1972 — SLU surgeons conduct the first heart transplant in the Midwest. Members of the heart transplant team include: Russell Kraeger, M.D.; John Schweiss, M.D.; Vallee Willman, M.D.; George Kaiser, M.D.; Henrick Barner, M.D.; J. Gerard Mudd, M.D.; Richard Whiting, M.D.; John Codd, M.D.; and Kenneth Nachtnebel, M.D.

1989 — SLU founds the Center for Vaccine Development. The center has been instrumental in developing numerous vaccines that protect public health, including the FluMist nasal spray influenza vaccine, and vaccines against smallpox and other potential biological weapons following the Sept. 11 attacks on the United States.

1995 — SLUCare Physician Group is formed as the academic medical practice of Saint Louis University. The physician group includes more than 500 health care providers in hospitals and medical offices throughout the St. Louis region.

1998 — SLU sells Saint Louis University Hospital to Tenet Healthcare Corporation.

2002 — The Saint Louis University Cancer Center, a joint initiative between SLUCare and Saint Louis University Hospital, opens.

2007 — Saint Louis University opens the doors to the \$82 million Edward A. Doisy Research Center, which is designed to further scientific progress and inspire creativity and collaboration.

2015 — SSM and Saint Louis University acquire Saint Louis University Hospital from Tenet Healthcare Corporation.

2016 — Plans are made for a \$550 million SSM Health Saint Louis University Hospital and ambulatory care center with more than 800,000 square feet of space, 316 private patient rooms, an expanded Level 1 trauma center and emergency department, larger intensive care units and expanded patient parking.

Source: <https://www.slu.edu/medicine/about/history.php>

Facilities and Affiliated Hospitals

The Saint Louis University School of Medicine is located within SLU's Medical Center along South Grand Boulevard in St. Louis, Missouri.

The Medical Center is home to several collaborative health and research resources including the Health Science Education Union, Doisy Research Center and the Medical Center Library, as well as SLU's School of Nursing, Doisy College of Health Sciences, Center for Health Outcomes and Research, Center for Advanced Dental Education, and College for Public Health and Social Justice.

It is also within easy walking distance of SSM Health Saint Louis University Hospital and SSM Health Cardinal Glennon Hospital. Some places to know include:

Schwitalla Hall

Schwitalla Hall is the administrative home to the Saint Louis University School of Medicine and is accessible from the Saint Louis University Medical Center via the Margaret Doisy Learning Resource Center.

Doisy Research Center

Dedicated in 2007, the Saint Louis University Doisy Research Center features 80 research labs on eight floors. Labs have a flexible design, with many of them open so researchers from complementary fields can share knowledge as they work on experiments.

The Doisy Research Center does more than simply propel scientific and biomedical progress. By giving researchers laboratory space worthy of the lifesaving discoveries they make, the facility boosts the school's ability to attract and retain the brightest and most promising faculty.

Health Sciences Education Union

The 30,000-square-foot state-of-the-art Health Sciences Education Union is located in the heart of the Saint Louis University Medical Center. Its tiered 225-seat auditorium is designed to give students the ability to move around and form teams for group discussions. Computer connections and outlets are at every seat.

The building is designed to bring together medical, nursing, allied health, public health and graduate dental students for interprofessional education. It features:

- Two student lounge areas — one designed for socializing and the other for quiet study
- A café-style restaurant
- 11 patient exam rooms where students can practice working with patients and review their interactions via a high-tech camera system
- A state-of-the-art auditorium with a 25-panel high definition video screen that is wired for video conferencing

Clinical Skills Center

SLU's Clinical Skills Center was the first of its kind in North America. Located on the second floor of the Health Sciences Education Union, it's used for the teaching and assessment of clinical skills such as history taking and physical examination.

In addition to more 2,000 square feet of space, the Clinical Skills Center contains 11 examination rooms complete with exam table, sink, panoptic ophthalmoscopes, sphygmomanometer and other state-of-the-art examination equipment. Monitoring rooms provide direct visualization via video cameras, recording equipment and microphones.

Margaret McCormick Doisy Learning Resource Center

Medical Center Library

SLU's Medical Center Library is located on the second floor of the Learning Resources Center. In addition to an impressive catalog, it offers access to subscription services, databases and tools including PubMed, AccessMedicine, Ovid, ClinicalKey, core electronic textbooks and has two liaison librarians dedicated to the School of Medicine.

School of Medicine Simulation Lab

Located in the Learning Resource Center, SLU's School of Medicine simulation lab provides a realistic, safe learning environment for medical students, clinicians and health care professionals at all levels of practice. The lab integrates the latest advances in technology with the curriculum for advanced medical training. It is comprised of the Patient Simulator Laboratory, featuring the Human Patient Simulator, and the Difficult Airway Management Laboratory.

Resources from the lab are integrated into the resident and medical student curriculum and incorporated into the educational training of health care professionals from multidisciplinary specialties.

Faculty, residents and medical students use our Difficult Airway Lab to practice and perfect their knowledge and skills of airway management while the top-of-the-line, fully automatic, high-fidelity human patient simulator is specifically designed for training in anesthesia, respiratory and critical care. The human simulator provides respiratory gas exchange, anesthesia delivery and patient monitoring with real physiological clinical monitors.

Affiliated Hospitals

SSM Health Saint Louis University Hospital

SSM Health Saint Louis University Hospital is a 365-bed, tertiary-care hospital and referral center, serving the population within a 150-mile radius of St. Louis. It has one of the most comprehensive organ transplant programs in the Midwest, offering kidney, kidney-pancreas, liver, bone marrow and cornea transplants.

The hospital is a certified Level I trauma center in both Missouri and Illinois. Treating more than 2,300 major trauma cases each year, it operates the largest trauma program in the bi-state area. The hospital has 16 operating rooms, three endoscopy suites and a busy interventional radiology department. Operating rooms are equipped with state-of-the-art equipment, including the latest hemodynamic monitoring and an advanced, computerized data-acquisition system.

Each of the five patient floors is designed around an intensive care unit with a unique focus: clinical neuroscience, cardiovascular recovery, surgery, coronary care and medicine. Computerized tomography (CT) scanners, magnetic resonance imaging (MRI) units, the Cyberknife, positron emission tomography (PET) units and linear accelerators provide additional training.

SSM Health Cardinal Glennon Children's Hospital

SSM Health Cardinal Glennon Children's Hospital is home to SLU's Department of Anesthesiology and Division of Pediatric Anesthesiology. The hospital is a Level I pediatric trauma center and Level III neonatal intensive care unit. SLU staff administers more than 11,000 anesthetics annually for patients requiring a wide variety of operative interventions.

The Missouri Regional Poison Center

The Missouri Regional Poison Center at SSM Health Cardinal Glennon Children's Hospital provides a statewide service that is free of charge to the public and health care professionals and is available 24 hours a day, seven days a week.

Since its inception in 1974, the Missouri Regional Poison Center has handled more than two million cases. Currently the center handles more than 160,000 cases each year. The center is funded by SSM Health Cardinal Glennon Hospital, the Missouri Hospital Association, federally funded grants, industry contracts and private contributions. It is certified by the American Association of Poison Control Centers.

SSM Health St. Mary's Hospital

The 525-bed SSM Health St. Mary's Hospital is the headquarters for the Saint Louis University School of Medicine's Department of Obstetrics, Gynecology and Women's Health and our family practice residency programs. The hospital has distinctive capabilities in high-risk pregnancies and fetal surgery.

Mercy Hospital St. Louis

Mercy Hospital St. Louis is part of the Mercy Health Care System. It is the sixth largest Catholic health care system in the country with 25 local St. Louis area outpatient locations. Mercy Hospital is a 979-bed teaching hospital, with more than 8,000 babies born annually in the local area.

VA Saint Louis Health Care System – John Cochran Division

The John Cochran VA Medical Center is located in midtown St. Louis and provides inpatient and ambulatory care medicine, surgery, psychiatry, neurology and rehabilitation services. The center provides treatment for veterans throughout Missouri and Illinois.

Des Peres Hospital

Des Peres Hospital is a 143-bed acute care community hospital in St. Louis County. The hospital provides quality medical and surgical services, including geriatrics, cardiology, bariatrics (surgical weight loss management), orthopedics, wound care and emergency care.

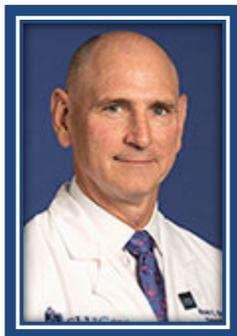
St. Anthony's Medical Center

St. Anthony's Medical Center is the third-largest medical center in the greater St. Louis area with 767 beds. It serves families in the city and county of St. Louis, as well as those in Jefferson County, Franklin County, Saint Francois County, Sainte Genevieve County and Washington County in Missouri, along with Monroe, Randolph and St. Clair counties in Illinois.

South Campus/Medical Center Map: <https://www.slu.edu/campusmap/?campus=2>

Source: <https://www.slu.edu/medicine/about/facilities/index.php>

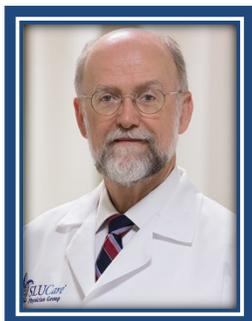
Dean's Staff



Kevin Behrns, MD
Dean, School of Medicine
Vice President, Medical Affairs



Robert Wilmott, MD
Vice Dean for Medical Affairs



Robert Heaney, MD
CEO, SLUCare
Assistant Vice President, Medical Affairs



Chad Miller, MD
Senior Associate Dean, UME



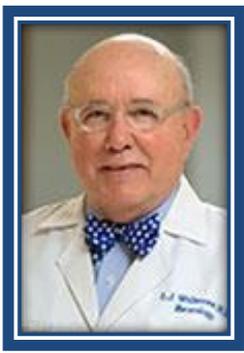
Julie Gammack, MD
Senior Associate Dean, GME



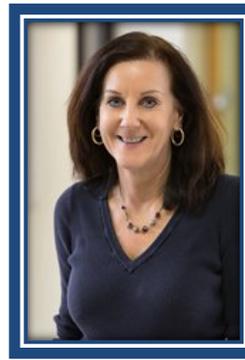
Rev. James Duffy, SJ, MD
Associate Dean, Curricular Affairs



Jamie Sutherell, MD
Associate Dean, Student Affairs



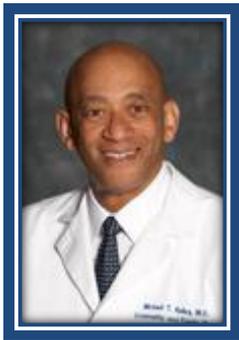
L. James Willmore, MD
Associate Dean, Admissions and CME



Jane McHowat, PhD
Associate Dean, Faculty Affairs
and Professional Development



Joel Eissenberg, PhD
Associate Dean, Research



Michael Railey, MD
Associate Dean, Diversity
and Student Affairs



Gregory Smith, PhD
Assistant Dean, Student Affairs



Paul Hauptman, MD
Assistant Dean, Clinical and Translational Research

Debra Schindler, PhD
Assistant Dean of Program Evaluation and Assessment

Lynda Morrison, PhD
Assistant Dean, Pre-Clinical Curriculum

Barb Whitman, PhD
Assistant Dean, GME

Gary Whitworth
Associate Dean, Finance and Administration

Academy of Medical Educators

The goals and mission of the Academy of Medical Educators at Saint Louis University include:

- Recognizing medical educators for their teaching activities, their educational scholarship and innovation, and their leadership.
- Fostering an environment that promotes the continuous improvement of teaching.
- Encouraging educators to link teaching and learning to improved patient outcomes and health care systems performance.
- Rewarding educators for their efforts through promotion and public recognition.

The Academy at the Saint Louis University School of Medicine consists of two arms, an honorific pathway and a developmental pathway. Applications for the developmental pathway are accepted on a rolling basis.

For More Information

Visit: [Academy of Medical Educators website](#)

Annual Faculty Reviews

Every full-time faculty member is evaluated annually by the Department Chairperson or comparable administrator. All evaluations of faculty members are conducted openly with the faculty member's full knowledge.

Because the primary purpose of the annual review is to provide information that allows the faculty member to improve his/her teaching, student advising, research and scholarly activity, and University and community service, the evaluation should be candid, providing the person evaluated the opportunity to better understand his/her strengths as well as areas of relative weakness.

The annual review may also be used to establish the salary to be offered the faculty member in a subsequent contract and to provide information for an advancement decision, although the process used for advancement decisions should be separate from the process used for the annual review.

School of Medicine annual reviews typically occur between July – Oct and review the preceding academic year.

For More Information

Read: [The Faculty Manual](#) (pg. 36)

**SAINT LOUIS UNIVERSITY SCHOOL OF MEDICINE
ANNUAL FACULTY REVIEW AND CAREER DEVELOPMENT**

Name: _____
Department: _____
Present Rank: _____
Date of Hire: _____
Review Period: _____

SUMMARY

1. Areas of excellence

2. Areas targeted for improvement

3. Progress toward promotion. Reviewer, check one:

- On track toward promotion (complete 3.1)
- Not on track toward promotion (complete 3.1)
- N/A (go to 4)

3.1. Review and planning regarding progress towards promotion, including professional and developmental needs to achieve promotion (describe)

4. **Discussion of development and resource needs to achieve goals as a faculty member.**

5. **Overall performance.** Reviewer, check one

<input type="checkbox"/> Outstanding
<input type="checkbox"/> Exceeds Expectations
<input type="checkbox"/> Meets Expectations
<input type="checkbox"/> Needs Improvement

Unacceptable

Department Chair's Signature

Date

Reviewer's Signature

Date

“I acknowledge that this evaluation has been discussed with me on this date.”

Faculty Signature

Date

SAINT LOUIS UNIVERSITY SCHOOL OF MEDICINE
ANNUAL FACULTY REVIEW AND CAREER DEVELOPMENT

(July 1, 20XX to June 30, 20XX)

Faculty Name: _____	Rank: _____
School/College: _____	Department: _____
Tenure Status: _____	Application date for next promotion (or N/A) _____

1. TEACHING

- A. *Scheduled teaching (classroom and clinical)*
- B. *New teaching materials (cases, DVDs, modules, manuals, simulations, etc.) and/or teaching innovations (computer applications, methods/techniques, partnerships, etc.)*
- C. *Diverse modes of teaching and inquiry (guest speakers, outside projects, service learning experiences, etc.)*
- D. *Mentoring/Advising of students, residents, fellows, graduate students, and/or junior faculty*

Rating: Reviewer, check one

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unacceptable

2. RESEARCH & SCHOLARSHIP

- A. Grants, contracts, and sponsored research (list project title, award type, funder, PI, your role on the project, funding amount, start and end dates)*
- B. Grant submissions (list project title, award type, funder, PI, your role on the project, funding requested, projected start and end dates)*
- C. Publications: Research & Scholarship*
- D. Presentations, posters, symposia, talks: Research & Scholarship*
- E. Patents/intellectual property*

Rating: Reviewer, check one

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unacceptable

3. CLINICAL SERVICE

- A. Direct patient care responsibilities*
- B. Supervisory responsibilities*

Rating: Reviewer, check one

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unacceptable
- N/A

4. SERVICE/ADMINISTRATION

A. Departmental

B. School or Hospital

C. University

D. Professional (local, regional, national professional societies and committees)

E. Community

Rating: Reviewer, check one

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unacceptable

5. COLLEGIALLY/CITIZENSHIP

Describe your level of collegiality/citizenship at Saint Louis University. Collegiality is defined as engagement in collaborative efforts, active participation in academic functions, and maintenance of a professional and civil relationship with colleagues, trainees and staff.

Rating: Reviewer, check one

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unacceptable

6. HONORS/AWARDS/RECOGNITIONS

7. PROFESSIONAL GOALS. Describe your goals for the next year in each of these areas.

A. Teaching and Instruction Goals

Stated teaching goals

Progress towards teaching goals

Projected teaching goals for next year

B. Research and Scholarship Goals

Stated research goals

Progress towards research goals

Projected research goals for next year

C. University, Professional and/or Community Service Goals

Stated service goals

Progress towards service goals

Projected service goals for next year

D. Professional Development Goals

Stated professional development goals

Progress towards professional development goals

Projected professional development goals for next year

F. Administrative Goals

Stated administrative goals

Progress towards administrative goals

Projected administrative goals for next year

Appointments and Titles

There are two tracks for appointment and promotion at the School of Medicine: tenure track and non-tenure track. Tenure-track faculty, **Basic** or **Clinical Scientists**, are full-time faculty who advance in rank through demonstration of impactful contributions in research, and contribute in education and/or clinical service. Non-tenure-track faculty include: **Clinical** or **Basic Science Educators**, full-time faculty who advance in rank through providing impactful contributions in education and/or clinical processes and/or research; **Research** faculty whose efforts are entirely devoted to research; and **Adjunct** faculty providing clinical services, educational support or engaging in research activities on a part-time and irregular, but continuing basis.

Basic and Clinical Scientists and Clinical and Basic Science Educators may be appointed and promoted to the ranks of:

- Instructor
- Assistant Professor
- Associate Professor
- Professor

Research faculty may be appointed and promoted to the ranks of:

- Research Associate
- Assistant Research Processor
- Associate Research Professor
- Research Professor

Adjunct faculty may be appointed and promoted to the ranks of:

- Adjunct Instructor
- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Professor

For More Information

Visit: [OFAPD Google Site](#)

Benefits

Faculty benefits, including health insurance, tuition remission, dependent care, life insurance, dental plans, retirement plans, long-term disability insurance, long-term care insurance, and accidental death and dismemberment insurance are administered through the University Benefits Office. Please visit their website for more information.

For information on benefits such as Vacation, Medical Leave, Leaves of Absence without Pay, and Sabbatical, please read the Faculty Manual.

For More Information

Visit: [University Benefits Office website](#)

Read: [The Faculty Manual](#) (pgs. 31-34)

Code of Conduct

Recent opportunities to reflect upon the School of Medicine's Mission, Strategic Plan, TEAM initiatives, and third-party payer agreements have illustrated a need to formally describe the School's expectations of ethical behavior. A collaborative task force was formed, including the Offices of Faculty Affairs and Professional Development, Professional Oversight, and Compliance, to create such a document.

The Code of Conduct aims to summarize the School's overarching principles and values in support of a just culture, and have described the expectations of ethical behavior, including the CMS requirement to report noncompliance and potential fraud, waste and abuse. These expectations have existed throughout the School of Medicine's history, yet we acknowledge our responsibility to reduce them to writing in hopes of aligning our core values with behavioral expectations and practices across the organization.

The goal is to publish the Code of Conduct to every full and part time faculty member of the School of Medicine during Fall 2018, and we will ask for your signature acknowledging your commitment to perform in accordance with this Code.

Compliance

The Office of University Compliance at Saint Louis University is committed to excellence in corporate integrity and responsibility. This commitment is realized through the integration of education, leadership, and service. Through collaboration, the office promotes the highest standards of ethical, moral, and lawful practices. These efforts are guided by the mission of Saint Louis University and the Jesuit tradition.

Please visit the Office of University Compliance's website for more information on Conflict of Interest, Export Controls, HIPAA, Trainings, and recent newsletters.

For More Information

Visit: [Office of University Compliance website](#)

Emeritus

Upon recommendation of the department chair, the College, School, Center, or Library Rank and Tenure Committee, the appropriate Dean or comparable administrator, and the Provost, emeritus/a status may be granted to tenured or non-tenure-track faculty members with at least ten years of full-time service who resign their faculty appointment. In extraordinary circumstances, faculty members with a shorter period of service may be considered for emeritus/a status. Emeritus/a status recognizes the achievement of high distinction on the part of tenured or non-tenure-track faculty members and their ongoing relationship with the University.

The Retired and Emeritus/a Faculty Policy available on the website of the Office of the Provost details the eligibility criteria, application process, and benefits.

For More Information

Read: [SLU Retired and Emeritus/a Faculty Policy](#)

Faculty Governance/Faculty Committees

School of Medicine faculty members provide service to the University and their colleagues by volunteering on a variety of committees. Some committees are filled by election, while others are populated by appointment. Faculty elections and committee appointments occur each spring.

If you are interested in serving on a committee, look for the annual “Call for Nominations” email that is sent in the spring, where you will be provided the opportunity to nominate yourself or a colleague for a committee position.

Please see the School of Medicine Faculty Bylaws for a complete rundown on the policies, duties, and processes involved with faculty committees.

Appointed Committees:

- Committee on Admissions
- Credentials Committee
- Committee on Continuing Medical Education
- Curriculum Committee
- Graduate Medical Education Committee
- Graduate Program Advisory Council
- Research Planning Committee
- Research Space Review Committee
- Sabbatical and Academic Leave Committee
- Committee on Student Progress

Elected Committees:

- Committee on Faculty Affairs
- Council of Faculty and Academic Societies (CFAS)
- Executive Committee of the Faculty Assembly
- Executive Committee of the School of Medicine
- Faculty Secretary
- Faculty Senate
- University Committee on Academic Rank and Tenure (UCART)

For More Information

Read: [School of Medicine Faculty Bylaws](#)

Visit: [School of Medicine Committees website](#)

Faculty Manual

The Faculty Manual is a foundational document setting out, in many respects, the role of the faculty in University governance. It also specifies rights, powers, privileges, and responsibilities of faculty. Insofar as it does so, it is incorporated by reference in all contracts of employment between faculty and the University.

For More Information

Read: [Faculty Manual](#)

Faculty Recognition

Faculty at the School of Medicine are passionate about their work. We believe this is something worth celebrating.

The Office of Faculty Affairs celebrates faculty achievements in several ways. Most noticeably, at General Faculty Meetings (held three times annually) a portion of the meeting is reserved for *Faculty Recognition Awards*. These awards are peer nominated and selected by the Committee on Faculty Affairs. Each faculty member, chosen from one of four categories, is individually recognized and provided a small token of appreciation.

Faculty Members are nominated from four different categories:

- Service
- Education
- Research
- Clinical Service

Distinguished faculty are also recognized by the Committee on Faculty Affairs. The Committee on Faculty Affairs serves as a resource for information concerning fellowships and awards is active in the identification of candidates for awards and honors and in the application process of such awards and honors.

Graduate Medical Education

SLU trains more than 600 residents, subspecialty residents and fellows in 60 programs throughout our affiliated network of teaching hospitals and other partners. Our residency programs and subspecialty residency programs are approved and accredited by the Accreditation Council for Graduate Medical Education (ACGME) and are subject to board and subspecialty board certification.

Fellowship programs are defined as recognized postgraduate research or clinical programs that have not yet had accreditation standard and specific subspecialty board requirements developed. These programs are approved by the Graduate Medical Education Committee of the School of Medicine.

For More Information

Visit: [Graduate Medical Education website](#)

Grievances

The Office of Professional Oversight, was established in 2018, as a joint venture between the Saint Louis University School of Medicine and SSM Saint Louis University Hospital. At the core of its mission, the Office of Professional Oversight is responsible for providing all stakeholders (students, trainees, faculty and physicians) a fair and neutral environment to seek assistance and support, file a grievance, or report acts of unprofessional behavior or concerns. In addition, the Office of Professional Oversight also serves as the Ombudsperson for Saint Louis University School of Medicine.

The Office of Professional Oversight can assist all members of the School of Medicine community with issues related to conflict resolution, interpersonal communication, academic, professional, or administrative concerns. The goal is to provide each of these services in an environment that is built upon trust, confidentiality and neutrality.

For More Information

Visit: [Office of Professional Oversight website](#)

Information Technology (ITS)

As the primary provider of technology support and services at SLU, the Information Technology Services (ITS) division is committed to continuous improvement and progressive innovation directly aligned with the mission and vision of SLU.

IT professionals and Service Desks are distributed across campus to assist students, faculty, staff, researchers, clinics and guests with campus technology. Contact them at (314) 977-4000 for more information. Please visit the ITS website for Training and How-to Guides, Policies, Password Help, Software Downloads, and more.

For More Information

Visit: [ITS website](#)

Institutional Review Board (IRB)

Saint Louis University (SLU) strives to conduct research of the highest quality and integrity. The Institutional Review Board (IRB) supports this goal by ensuring that all SLU research involving humans is conducted in accordance with the regulations, laws and policies in place to protect the rights and welfare of human research volunteers.

Researchers are assumed to need SLU IRB approval if they are conducting human research unless the use of a Central or External IRB has been approved. The IRB team supports SLU researchers with the IRB process requirements, and through our education and quality assurance programs. If you need the IRB team's help, call 314-977-7744, email irb@slu.edu or go to the IRB Staff page to identify your academic unit's IRB contact person.

For More Information

Visit: [IRB website](#)

Medical Center Library

SLU's Medical Center Library is located on the second floor of the Learning Resources Center. In addition to an impressive catalog, it offers access to subscription services, databases and tools including PubMed, AccessMedicine, Ovid, ClinicalKey, core electronic textbooks and has two liaison librarians dedicated to the School of Medicine.

For More Information

Visit: [Medical Center Library website](#)

Office of Faculty Affairs and Professional Development (OFAPD)

The Office of Faculty Affairs and Professional Development is dedicated to facilitating the career success and academic advancement of the faculty of Saint Louis University School of Medicine.

Our goals and primary functions include:

- Establishing policies that impact faculty at the School of Medicine
- Partnering with faculty governing bodies, including the Committee on Faculty Affairs, the Executive Committee of the Faculty Assembly, and the Faculty Senate
- Providing guidance, education, and procedural oversight for promotion and tenure
- Collaborating with Human Resources to facilitate new faculty appointments
- Supporting the Office of Professional Oversight to maintain a just culture environment
- Partnering with the Office of Multicultural Affairs to promote diversity at the School of Medicine
- Coordinating New Faculty Orientation
- Providing opportunities at the School of Medicine for faculty to enhance their repertoire of skills with a focus on career enhancement, leadership skill development, mentoring and work-life integration
- Overseeing issues related to the faculty review process, including annual review, mid tenure review, career counseling, and career development
- Celebrating faculty achievements

For more information on any of the above mentioned functions please visit the OFAPD website.

To schedule a career counseling session with Dr. Jane McHowat, Associate Dean of Faculty Affairs and Professional Development, please email Andy Griesenauer, Faculty Affairs Manager, at andy.griesenauer@health.slu.edu. These sessions are typically focused on promotion.

For More Information

Visit: [Office of Faculty Affairs and Professional Development website](#)

Parking and Card Services

Saint Louis University Parking and Card Services is open from 8:30 a.m. to 5 p.m. Monday through Friday. They are located in Room 33 of DuBourg Hall (North Campus).

For more information on Parking Permits, Visitor Parking, University Permit Fees, Parking Regulations, and SLU IDs, please visit the Parking and Card Services website.

For More Information

Visit: [Parking and Card Services website](#)

Phased Retirement

Tenured faculty who wish to continue to teach a reduced course load at a proportionately reduced salary may choose phased retirement.

Only tenured faculty who meet the following three requirements qualify for phased retirement:

- 1 At least seven years of continuous full-time service to Saint Louis University,
- 2 Attainment of age 58 by the time the faculty member commences phased retirement, and
- 3 Attainment of age 60 by the time the faculty member completes phased retirement.

For More Information

Read: [Faculty Phased-Retirement Policy](#)

Promotion

The Office of Faculty Affairs and Professional Development is dedicated to facilitating the career success and academic advancement of the faculty of Saint Louis University School of Medicine. We support an environment where faculty members are encouraged to accomplish and excel in their professional goals.

Faculty promotions occur once each academic year.

For information regarding promotion and tenure eligibility, guidelines, checklists, processes, and timelines, please visit our office's Promotion site.

For More Information

Read: [SLU School of Medicine Promotion website](#)

Research

At Saint Louis University School of Medicine, our scientists focus on investigations that involve the basis of disease and how understanding the fundamental characteristics of diseases can be exploited for clinical treatment.

Our goal, as scientists and clinicians, is to bring science to the bedside and to offer novel therapies. Saint Louis University is one of only nine Catholic universities with a higher or highest research activity designation from the Carnegie Classification of Institutions of Higher Education.

Visit the School of Medicine's Research website for more information on:

- Centers and Institutes
- Clinical Trials Office
- The Grant Process at SLU
- Submitting a Proposal/Contract
- Finding Funding
- Research Policies

For More Information

Visit: [SLU School of Medicine Research website](#)

Visit: [University Research website](#)

Resignations

All resignations require a 90 day notice. This 90 day requirement can be negotiated with your department chair.

Sabbatical

The purpose of sabbatical leaves is professional development and renewal.

Full-time tenured faculty members may apply for sabbatical leaves of one semester at full salary or one academic year at half-salary. Twelve semesters of full-time service since hiring or since completion of the previous sabbatical leave are required for eligibility. Eligibility does not entitle a faculty member to sabbatical leave. Sabbatical Leave Proposal Guidelines are available on the website of the Office of the Provost.

For More Information

Read: [Saint Louis University's Sabbatical Leave Policy](#)

Secondary Appointments

A faculty member who possesses the skills and competencies to justify an appointment in another academic unit or program may be given a secondary appointment, subject to the approval of the Provost or designee, upon recommendation of the Department Chairperson or comparable administrator of the primary academic unit and the appropriate Dean(s). A secondary appointment is non-tenurable and involves no sharing of salary between academic units or programs.

For More Information

Read: [Faculty Manual](#) (pg. 11)

SLU School of Medicine Constitution

Saint Louis University School of Medicine strives to improve the general health of all people through education, research, development and application of new knowledge in the basic and clinical medical sciences. The Faculty has created the Constitution for the purpose of organizing programs, policies, and procedures for a self-governing body focused on transparency, collaboration, accountability, and representative participation in pursuit of this goal. The document serves to detail and enhance the process of shared governance throughout the School of Medicine, recognizing the rights and responsibilities of the Faculty of the School of Medicine as outlined in the Faculty Manual.

For More Information

Read: [SLU School of Medicine Constitution](#)

SLU School of Medicine Faculty Bylaws

The Bylaws have been developed in an effort to articulate the role of the faculty in the shared governance of the Saint Louis University School of Medicine as broadly outlined in the Constitution of the School of Medicine of Saint Louis University. The Bylaws apply to the goals, missions, and objectives of the School of Medicine and its Faculty as part of the larger organization of Saint Louis University. Where conflicts exist between the Bylaws and the Constitution, the Constitution shall take precedence.

For More Information

Read: [SLU School of Medicine Faculty Bylaws](#)

TEAM

Launched in April 2017, Transformative Excellence in Academic Medicine (TEAM) is a visionary initiative that will position our integrated academic medical system for growth in the complicated and changing world of health care.

TEAM will chart a course to take full advantage of SLUCare's excellence in academic medicine, which sets us apart from most other medical groups. Through TEAM, we will more fully align our missions of education, patient care and research.

We will embark on ambitious measures focused on quality improvement and growth. We will expand patient access so more St. Louisans can be treated by the top clinicians and researchers in their fields. We will create a structure for our organization that will be nimble, patient-focused and a magnet for excellence.

As we move forward with this new initiative and other improvement efforts for our School of Medicine and SLUCare, our focus remains on enhancing the patient experience, advancing medical research and strengthening the education of future medical and health care professionals. We are committed to using data-driven approaches and being guided by our mission.

For More Information

Visit: [TEAM website](#)

Tenure

Tenure is a contractual recognition of the faculty member's right to continuing employment that is subject to termination only by resignation as described in Sec. III.I.1 (Faculty Manual), retirement, medical reasons as described in Sec. III.H.12.b (Faculty Manual), death, mutual agreement, or for one of the causes for termination listed in Sec. III.I.5 (Faculty Manual). In cases of termination of a contract for cause during the contract period, the procedures to be followed are described in Sec. III.I.6 (Faculty Manual).

Tenure is normally associated with the ranks of Tenured Associate Professor and Tenured Professor. However, when the initial appointment is to one of these ranks, tenure is ordinarily withheld for at least two years, unless specific exception to this guideline is granted by the Provost.

A faculty member who is hired on a tenure-track appointment is considered to be in a probationary period subject to the rights contained in the Faculty Manual. The probationary period expires at the end of the completion of the eighth year of service for faculty members in the School of Medicine.

For More Information

Read: [Faculty Manual](#) (pg. 12)

Visit: [SLU School of Medicine Promotions and Tenure website](#)

Track Change

For More Information

Read: [Faculty Manual](#) (pg. 12)

Visit: [SLU School of Medicine Promotions and Tenure website](#)

Undergraduate Medical Education

At Saint Louis University, we are committed to teaching both the science and the art of medicine.

Our four-year M.D. program integrates the basic and clinical sciences through an organ system approach to medical education. Didactic settings are varied and include small group activities, computer-based instruction and case-based tutorials.

Our Clinical Skills Center offers students the opportunity to interact with trained standardized patients and practice selected clinical procedures on simulated models and mannequins before participating in the care of actual patients.

During third- and fourth-year clinical rotations, students continue developing their diagnostic and treatment competencies in a variety of supervised inpatient and outpatient settings.

For More Information

Visit: [Undergraduate Medical Education website](#)

Vacation

Normally, each full-time faculty member with an academic year of twelve calendar months is entitled to one month (22 working days) of vacation with pay during that academic year, taken at times approved by the appropriate Dean or comparable administrator.

Women in Medicine and Science (WIMS)

The membership of Women in Medicine and Science at Saint Louis University (WIMS) includes all faculty interested in issues related to the professional growth and advancement of women in academic medicine.

Membership is open to all full-time and adjunct faculty members. Activities and subcommittees are open to all persons interested in becoming involved in our organization and its mission.

For More Information

Visit: [WIMS website](#)