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# DCHS Quick Reference Guide

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July 2018

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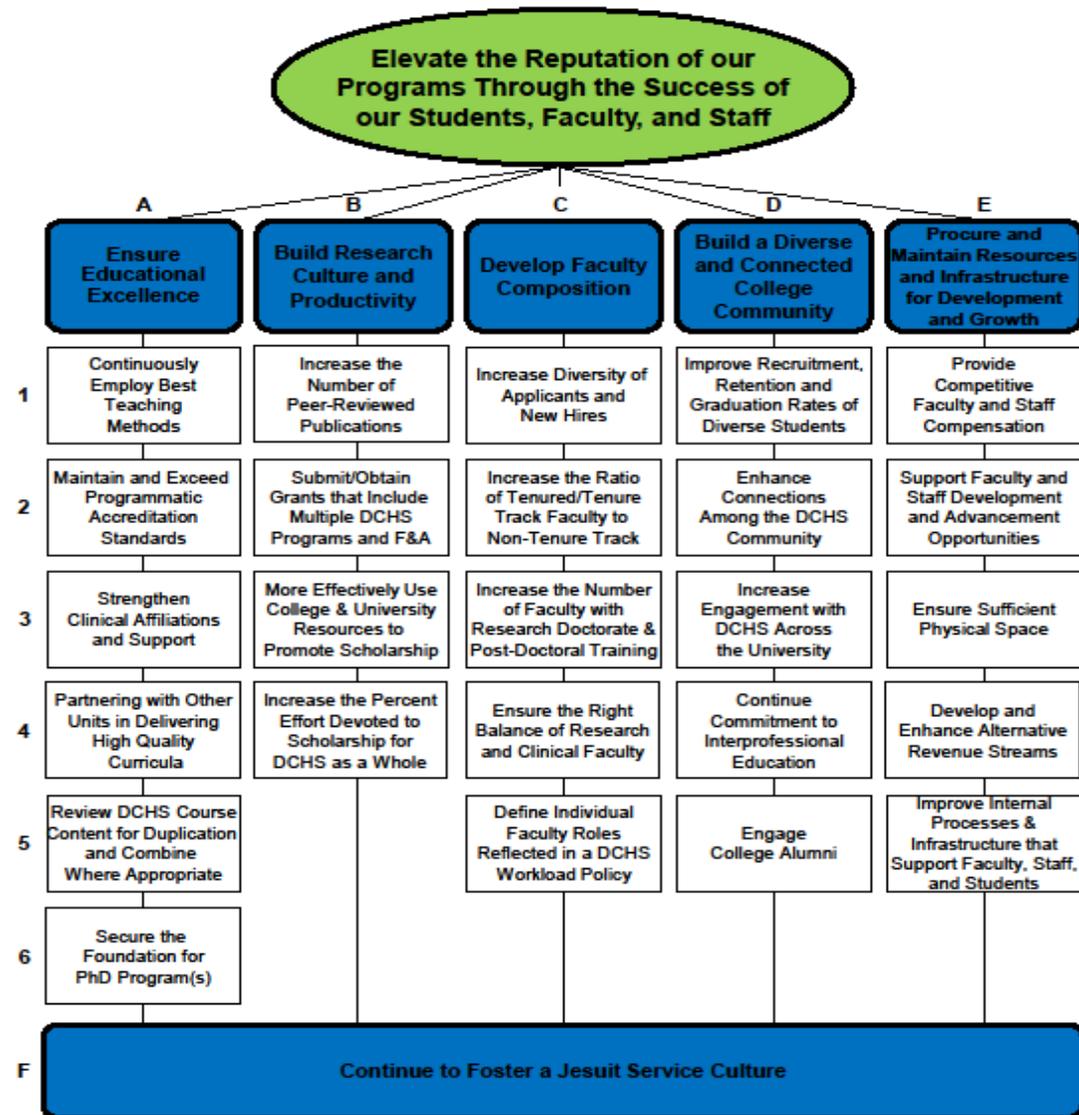
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## Mission

Rooted in Jesuit ideals, the Doisy College of Health Sciences serves humanity through education, research and engagement.

## Strategic Map

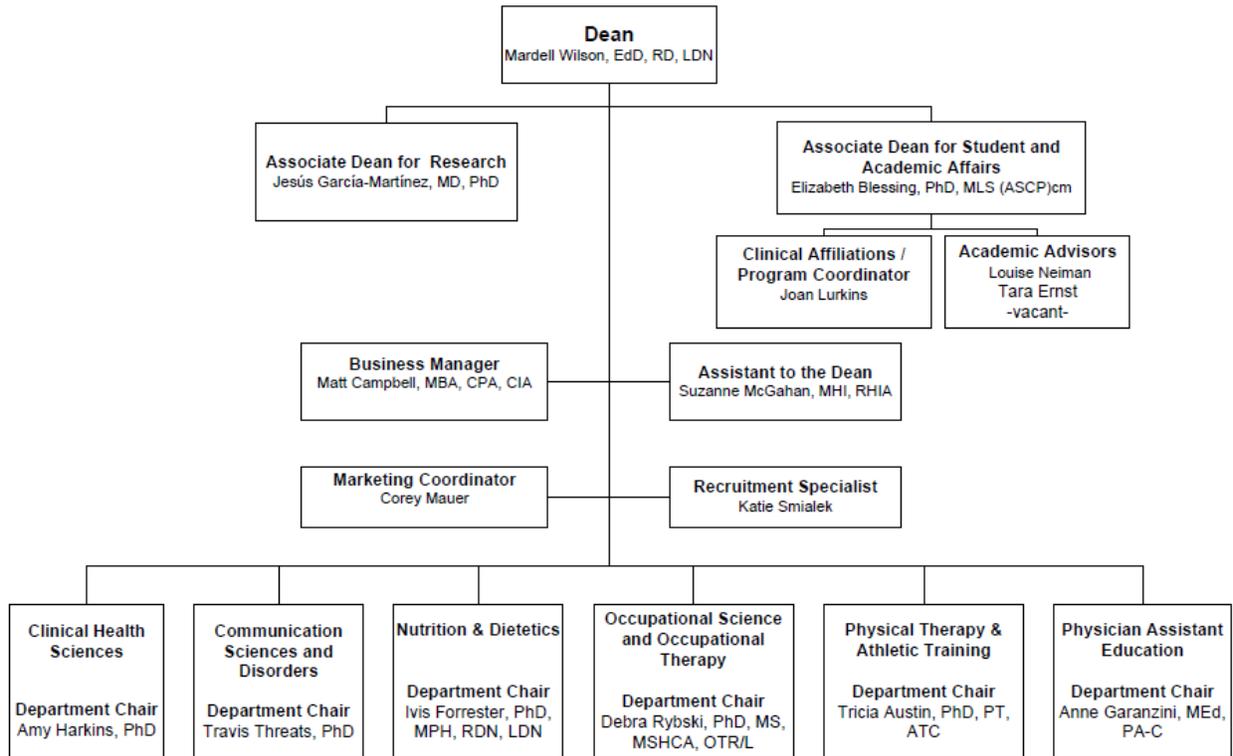
### Saint Louis University Doisy College of Health Sciences Strategic Map: 2015-2018



# Organizational Chart

## Doisy College of Health Sciences

(7/1/2018)



## DCHS Directory

Dean's Conference Room 1064 - Phone # 7-8758		Phone Ext	Room	Email
<b>DEAN'S OFFICE</b>		<b>FAX # 7-8503</b>	<b>977-8501</b>	<b>3113</b>
<b>Wilson, Mardell, Ed.D. RD, LDN - Dean</b>		7-8500	3116	Mardell.wilson
Blessing, Elizabeth, PhD, MLS(ASCP) <sup>CM</sup> – Associate Dean – Associate Dean for Student & Academic Affairs		7-8691	3109	Elizabeth.gocke lblessing
Campbell, Matthew, MBA, CPA, CIA – Business Manager		7-8605	3106	Matt.campbell
Cohen, Michelle – Development Director		7-8723	3105	Michelle.cohen @slu.edu
Lurkins, Joan – Clinical Coordinator		7-8616	3108	Joan.lurkins
Mauer, Corey – Marketing Coordinator		7-8698	3053	Corey.mauer
McGahan, Sue, MHI, RHIA – Assistant to the Dean		7-8613	3110	Suzanne.mcgahan
Meshey, Karla - Grants Development Specialist		7-8615	3107	Karla.meshey
García-Martínez, Jesús, MD, PhD – Associate Dean for Research		7-8690	3112	Jesus.garciamarti nez
Smialek, Katharine – Recruitment Specialist		7-2570	3051	Katharine.smialek
<b>*Academic Advisors</b>				
Vacant – Academic Advisor		7-4909	3049	
Neiman, Louise – Academic Advisor, Sr.		7-8700	3044	Louise.neiman
– Academic Advisor		7-5474	3050	
<b>CLINICAL HEALTH SCIENCES CHS</b>		<b>FAX #7-1155</b>	<b>7-8705</b>	<b>3025</b>
<b>Harkins, Amy, PhD –Chairperson, Associate Professor</b>		<b>7-8710</b>	<b>3013</b>	<b>Amy.harkins</b>
<b>Representing Programs in IMS, MLS, CYTO</b>				
Ezekiel, Uthayashanker, PhD, MB(ASCP) <sup>CM</sup> – Associate Professor		7-8689	3011	Uthayashanker. ezeziel
Heuert, Rita M. PhD, MT(ASCP) – Professor		7-8610	3010	Rita.heuert
Kosfeld, Minh, PhD, MLT(ASCP) <sup>CM</sup> – Program Director of IMS, Assistant Professor		7-8685	3008	Minh.kosfeld
<b>Randolph, Tim, PhD, MT(ASCP) – Associate Professor</b>		7-8688	3006	Tim.randolph
Reed, Amanda, Ed.M, MLS(ASCP) <sup>CM</sup> – Program Director of MLS, Instructor		7-8686	3012	Amanda.reed
<b>Representing Programs in HS, MSHI, HIM</b>				
Howe, Julie, MBA, D-ABMDI-Instructor		7-8707	3016	Julie.howe
Neal, Teresa, MHA, RHIA- Program Director of HIIM, Assistant Professor		7-8704	3015	Teresa.neal
Osterbur, Elaina, PhD- Assistant Professor		7-4191	3014	Elaina.osterbur
Wolter, Julie, MA, RHIA, FAHIMA- Associate Professor		7-8720	3017	Julie.wolter
<b>Representing Programs in MIT, MRI, NMT, XRT</b>				
Bicklein, Sherry, MHI, RT (R)(T) – Clinical Coordinator, Assistant Professor		7-8647	3003	Sherry.bicklein
Botkin, Crystal, MPH, CNMT, PET- Clinical Coordinator, Assistant Professor		7-8592	3004	Crystal.botkin
Frye, Sarah, MBA, CCRP, CNMT, PET, NCT – MIT Coordinator, Assistant Professor		7-9038	3021	Sarah.frye
Kennedy, Marcey, MA, ARMRT, RT(MR) – Program Director MRI, Assistant Professor		7-5343	3007	Marcey.kennedy
Kienstra, Kathy, MAT, RT(R)(T) – Program Director Radiation Therapy, Associate Professor		7-8630	3002	Kathy.kienstra
Turner, Austin, MS, CNMT, R(MR) – Clinical Coordinator, MRI Instructor		7-8601	3005	Austin.turner
Flynn, Andrea – Administrative Assistant II		7-8705	3025	Andrea.flynn
Lam, Samantha - Student Services Associate		7-8606	3025	Samantha.lam
<b>COMMUNICATION SCIENCES &amp; DISORDERS CSD</b>		<b>FAX #7-3360</b>	<b>Clinic Fax # 7-1615</b>	
<b>Threats, Travis, PhD, - Chairperson, Professor</b>		7-3175	227	Travis.threats
Adrian, Angela, MA, CCC-SLP – Clinical Instructor		7-2942	020	Angela.adrian
Brammer, Mitzi, PhD, CCC-SLP – Assistant Professor		7-24800	233	Mitzi.brammer
Buxbaum, Emily, MA, CCC-SLP—Clinical Education Director, Clinical Instructor		7-7194	023	Emily.buxbaum
Chiu, Yi Fang, PhD, CCC-SLP – Assistant Professor		7-2946	243	Yifang.chiu
Fischer, Maureen, MS, CCC-A – Clinical Instructor		7-2945	010	Maureen.fischer
Frisella, Rebecca, MS, CCC-SLP – Clinical Instructor		7-2924	015	Rebecca.frisella

Garms, Christina, MS, CCC/SLP—Clinical Assistant Professor	7-2950	018	Christina.garms
Hoffmann, Julia, MA, CCC-SLP – Assistant Clinical Professor	7-2943	016	Julia.hoffmann
Hwa-Froelich, Deborah, PhD, CCC-SLP – Professor	7-3380	251	Deb.hwafroelich
Murphy, Robin, M.S., CCC/SLP/L—Clinical Assistant Professor	7-2944	014	Robin.murphy
Postman, Whitney, PhD, CCC-SLP – Assistant Professor	7-2825	241	Whitney.postman
Steele, Sara, PhD, CCC-SLP – Associate Professor	7-2941	253	Sara.steele
Thurmon, Saneta, MA, CCC-SLP/A – Assistant Professor	7-3372	231	Saneta.thurmon
Vaughan, Andrea Lynn, MS, CCC/SLP—Clinical Assistant Professor	7-3402	022	Andrea.vaughan
Dalton, Kellie –Administrative Assistant I	7-3365	032	Kellie.dalton
Follmer, Cheryl –Administrative Assistant II	7-2940	229	Cheryl.follmer
<b>NUTRITION &amp; DIETETICS DIET</b>	<b>FAX # 7-8520</b>	<b>977-8523</b>	<b>3076</b>
<b>Forrester, Ivis, PhD, MPH, RD, LDN – Chairperson, Professor</b>	7-8660	3070	Ivis.forrester
Brewer, Dan, MS, RD, LD – Chef, Instructor	7-3274	Salus 0045	Dan.brewer
		7-8669 3069	
Jones, Lori, MS, MPH, RD, LD – Assistant Professor	7-8666	3065	Lori.jones
Kress, Kathy, MS, RD, LDN – Associate Professor	7-8675	3067	Kathy.kress
Landfried, Lauren, MS, RD, LD – Assistant Professor	7-8672	3063	Lauren.landfried
Linsenmeyer, Whitney, MS, RD, LD – Chef, Instructor	7-8673	3075	Whitney.linsenmeyer
Moore, Amy, PhD, MS, MPH, RD, LD – Assistant Professor	7-8671	3064	Amy.moore
Parkhurst, Todd – Chef, Instructor	7-8674	3079	Todd.parkhurst
Rahman, Rabia, MS, RD, LD – Assistant Professor	7-8624	3074	Rabia.rahman
Weiss, Edward “Ted”, PhD – Associate Professor	7-8662	3068	Ted.weiss
Miller, Teresa- R.D, Dietitian	7-4166	Salus	Teresa.miller
Osborn, Megan – PT Support Staff	7-8665	3077	Megan.osborn
Rettig, Laura –Administrative Assistant I	7-6563	Salus0045A	Laura.rettig
Stollhaus, Melissa, MS, RD	7-8523		Melissa.stollhaus
Benson, Linda -Adminstrative Assistant III	7-8663	3076	Linda.benson
<b>OCCUPATIONAL SCIENCE &amp; OCCUPATIONAL THERAPY MOT</b>	<b>FAX # 7-5414</b>	<b>977-8514</b>	<b>2020</b>
<b>Rybski, Debra, Ph.D., MS, MSHCA, OTR/L – Chairperson, Associate Professor</b>	7-8568	2012	Debra.rybski
Ahmad, Omar, Ph.D., OTD – Associate Professor	7-8574	2016	Syed.ahmad
Jaegers, Lisa, Ph.D., OTR/L – Assistant Professor	7-8572	2011	Lisa.jaegers
Kalb, Julia, MS, OTR/L – Instructor	7-8565	2007	Julia.hendersonkalb
Matlock, Cynthia, Ph.D, MBA, OTR/L – Assistant Professor	7-8571	2013	Cynthia.matlock
Serfas, Katie, OTD, OTR/L – Assistant Professor	7-8582	2014	Kathleen.serfas
Walsh, Sarah, MOT, OTR/L – Instructor	7-8573	2009	Sarah.walsh
Washington, Selena, Ph.D. –Assistant Professor	7-8575	2010	Selena.washington
Vacant – Student Services Associate	7-8580	2020	Alicia.rocca
Wolf, Kathleen –Administrative Assistant III	7-8579	2018D	Kathleen.wolf
<b>PHYSICAL THERAPY &amp; ATHLETIC TRAINING DPT &amp; MAT</b>	<b>PT FAX # 7-8513</b>	<b>977-8505</b>	<b>1026</b>
<b>Athletic Training Office</b>	<b>AT FAX #7-6988</b>	<b>7-8561</b>	<b>3082</b>
<b>Austin, Tricia, PhD, PT, ATC –Chairperson, Associate Professor</b>	7-8531	1014	Tricia.austin
Held-Bradford, Elissa, PhD, PT – Assistant Professor	7-8554	1013	Elissa.heldbradford
Beckel, Carol, PhD, MA, PT – Assistant Professor (Physical Therapy)	7-8539	1007	Carol.beckel
Breitbach, Anthony, PhD, ATC – AT Program Director, Associate Professor (Athletic Training)	7-8654	3087	Anthony.breitbach
Davenport, Mary Jo, - PT, MS, PhD – Associate Professor (Physical Therapy)	7-8533	1027	Maryjo.davenport
Dorsey, Lisa, PhD, MBA, PT – Assistant Professor (Physical Therapy)	7-8551	1004	Lisa.dorsey
FitzGerald, Jill, PT, DPT, CSCS – Assistant Professor (Physical Therapy)	7-8756	1011	Jill.fitzgerald

Frese, Ethel, PT, DPT, CCS – Professor (Physical Therapy)	7-8535	1005	Ethel.frese	
Gutekunst, David, PhD – Assistant Professor (Physical Therapy)	7-8541	1008	David.gutekunst	
Hawthorne, Kelly, PT, DPT, GCS – Associate Professor (Physical Therapy)	7-8066	1003	Kelly.hawthorne	
Hayes, Ann, PT, DPT, OCS – Professor (Physical Therapy)	7-8534	1017	Ann.hayes	
Howell, Tim, EdD, ATC, CSCS – Assistant Professor (Athletic Training)	7-8637	3086	Tim.howell	
Kettenbach, Ginge, PhD, PT – Associate Professor (Physical Therapy)	7-8543	1025A	Ginge.kettenbach	
Levenhagen, Kim, PT, DPT, WCC – Assistant Professor (Physical Therapy)	7-8548	1016	Kim.levenhagen	
Markee, Michael, ATC, PT, DPT, OCS, COMT – Instructor (Athletic Training)	7-8109	3083	Michael.markee	
Newsham, Kitty, PhD, ATC – Associate Professor (Athletic Training)	7-8507	3084	Kitty.newsham	
Richter, Randy, PhD, PT – Interim Program Director, Professor (Physical Therapy)	7-8545	1010	Randy.richter	
Salsich, Gretchen, PhD, PT – Professor (Physical Therapy)	7-8544	1012	Gretchen.salsich	
Sebelski, Chris, PT, DPT, OCS – Associate Professor (Physical Therapy)	7-8724	1006	Chris.sebelski	
Siler, William, PhD, PT – Associate Professor (Athletic Training)	7-8039	3085	William.siler	
Yemm, Barb, PT, DPT, OCS – Associate Professor (Physical Therapy)	7-8537	1018	Barb.yemm	
Ashford, Sherry – Program Assistant, Sr.	7-8542	1029	Sherry.ashford	
Hrasky, Kristin – Administrative Assistant I	7-8674	1026	Kristin.hrasky	
Young, Rachel – Program Coordinator	7-8511	1029	Rachel.young	
Neistadt, Leslie, ELS, Managing Editor – Athletic Training Journals	<b>FAX #7-1016</b>	7-7811	2005	Leslie.neistadt
Clear, Kevin, BA, Editor – Athletic Training Journals	7-8591	2004	Kevin.clear	
<b>PHYSICIAN ASSISTANT EDUCATION PAED</b>	<b>FAX # 7-8649</b>	<b>977-8521</b>	<b>3082</b>	
<b>Garanzini, Anne, MEd, PA-C – Chairperson, Assistant Professor</b>	7-8644	3101	Anne.garanzini	
Chang, Caroline, MMS, PA-C – Assistant Professor	7-8639	3095B	Caroline.chang	
Danter, Carol, MPAS, PA-C – Program Director, Assistant Professor	7-8641	3102	Carol.danter	
DelRosario, Genevieve – MHS, PA-C – Assistant Professor	7-8635	3099	Genevieve.delrosario	
Pulver, Rhonda, PA-C – Assistant Professor		3097	Rhonda.pulver	
Warner, Chezna, MHS, MSW, PA-C – Assistant Professor	7-8633	3098	Chezna.warner	
Werner, Christine, PhD, PA-C, RD – Professor	7-8640	3100	Christine.werner	
McCormack, Helen, MBA – Program Coordinator	7-8648	3094	Helen.mccormack	
Daniel, Hillary, MS, RHIA – Administrative Assistant II	7-8692	3095A	Hillary.daniel	
Vacant – Administrative Assistant II	7-8632	3082	Sherry.wrightgully	

## **Governance**

### **Accreditation**

#### **Regional Accreditation**

The Higher Learning Commission (HLC)

#### **National Accreditation Agencies for DCHS:**

1. Athletic Training: Commission on Accreditation of Athletic Training Education (CAATE)
2. Biomedical Laboratory Science: National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
3. Health Information Management: Council on Accreditation of Health Informatics & Information Management (CAHIIM).
4. Magnetic Resonance Imaging: Joint Review Committee on Education in Radiologic Technology (JRCERT).
5. Nuclear Medicine Technology: Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT).
6. Nutrition and Dietetics: Commission on Accreditation for Dietetics Education (CADE)
7. Occupational Science and Occupational Therapy: Accreditation Council for Occupational Therapy Education (ACOTE)
8. Physician Assistant Education: Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)
9. Physical Therapy: Commission on Accreditation in Physical Therapy Education (CAPTE)
10. Radiation Therapy: Joint Review Committee on Education in Radiologic Technology (JRCERT).

#### **DCHS Professional Organizations**

The Association of Schools of Allied Health Professions (ASAHP) is an organization of university and college based-education units dedicated to the education of allied health professionals. As of October 2007, ASAHP's membership consists of 112 academic institutions, two professional associations and approximately 200 individual members. More information for ASAHP can be found at <http://www.asahp.org>.

1. Athletic Training: National Athletic Trainers' Association
2. Biomedical Laboratory Science: American Society for Clinical Laboratory Science
3. Cytotechnology: American Society of Cytopathology
4. Health Informatics and Information Management: American Health Information Management Association
5. Magnetic Resonance Imaging: Society of Nuclear Medicine and Molecular Imaging
6. Nuclear Medicine Technology: Society of Nuclear Medicine and Molecular Imaging
7. Nutrition and Dietetics: The American Dietetic Association

8. Occupational Science and Occupational Therapy: American Occupational Therapy Association
9. Physical Therapy: American Physical Therapy Association
10. Radiation therapy: American Society of Radiologic Technologists
11. Physician Assistant Education: American Academy of Physician Assistant

### **Dean's Coordinating Council (DCC)**

The Dean will share information with the DCC membership and seek counsel on various university and college matters. Members include: Dean, Associate Deans, Department Chairperson, and President of the DCHS Faculty Council.

### **Standing Committees**

All Doisy College of Health Sciences Faculty/Staff Committees will have an elected or appointed chairperson that is responsible for reports and actions of the group. Each committee will take its own minutes and forward approved minutes/monthly report to the Assistant to the Dean by the 10<sup>th</sup> of each month. Committees serve in an advisory capacity to the Dean. An annual report of the committee's work and document outcomes should be submitted to the Assistant to the Dean by May 15<sup>th</sup> of each year.

1. Academic Grievance Committee
2. Affiliations Committee
3. Awards Committee
4. Doisy College of Health Sciences Education Council (DCEC)
5. Scholarship Committee

### **Ad Hoc Committees**

Ad hoc committees will be implemented on an as needed basis and are intended to accomplish a specific task and function solely until that prescribed task has been accomplished.

### **DCHS Rank and Tenure**

Chair Travis Threats

Tenure Members: Anthony Brietbach, Kitty Newsham, Tim Randolph

Non-Tenue Members: Kelly Hawthorne, Kathy Kienstra

### **DCHS Faculty Council – Article I**

1. The Faculty Council (FC) of the Doisy College of Health Sciences (DCHS) is comprised of: an Executive Committee (EC), at-large members and DCHS Faculty Senators (FS). Individuals serving in these roles are elected by DCHS full-time tenure-track, tenured, and non-tenure track faculty whose primary appointment is in the DCHS.
2. The Faculty Council of the DCHS shall meet to discuss and deliberate issues that are of special concern to the College. The Council shall serve as a mechanism through which the

faculty can participate in discussion of and input to basic College and University policies. To promote the interests of the Doisy College of health Sciences, the Council shall have the right to recommend action to the Dean or to proper University authorities with regard to matters concerning the welfare of the College, its faculty and students.

3. All members of the Faculty Council – Executive Committee (FC-EC) (excluding the past FC-EC chair), members at-large of the FC, and FS members of the FC are eligible to vote.
4. A Quorum is required to conduct business. A Quorum of the Faculty Council shall consist of 9 voting members. A majority of votes will determine the results.
5. Electronic voting is permitted.

Members: Kathy Kienstra, President; Marcey Kennedy, Secretary; President-Elect

### **DCHS Faculty Senate Representatives (Three year Terms)**

Randy Richter

### **University Policies**

1. [Affirmative Action](#)
2. [Americans with Disabilities Act \(ADA\)](#)
3. [Communicable Diseases](#)
4. [Diversity](#)
5. [Email, Internet, and Remote Access](#)
6. [Emergency Operations and Closure Policy \(including weather\)](#)
7. [Identification \(ID\) Policy](#)
8. [Immunizations](#)
9. [Information Security Management Policy](#)
10. [Liability Insurance](#)
11. [Logos-Saint Louis University](#)
12. [Drug Screening Policy \(Faculty, Staff, and Students\)](#)
13. [Record Retention and Management](#)
14. [Sexual Harassment and Assault](#)
15. [Staff Vacation Policy](#)

### **Faculty & Administration-Related Policies and Procedures**

1. [University Faculty Manual](#)
2. [Faculty Sabbatical Leave](#)
3. [Faculty Contract Process](#)
4. [Promotion and Tenure Guidelines](#)
5. [Retired and Emeritus Faculty Policy](#)

6. [DCHS Faculty/Staff Travel Policy](#)
7. [DCHS Faculty Council Bylaws](#)
8. [DCHS Rank and Tenure Committee Procedures](#)

## **Student Related Policies and Procedures**

1. [Academic and Professional Integrity](#)
2. [Academic Transcript](#)
3. [Accommodations](#)
4. [Advising and Mentoring](#)
  - a. [Academic Advisors](#)
  - b. [Faculty Mentors](#)
5. [Adding or Dropping Classes](#)
6. [Course Evaluations Procedure](#)
7. [Course Extensions](#)
8. [Course Registration](#)
9. [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)
10. [Grade Appeal](#)
11. [Graduate Assistantships](#)
12. [Graduate Assistantships Eligibility Criteria](#)
13. [Leave of Absence](#)
14. [Military Withdrawal](#)
15. [Test Proctor/Testing Out](#)
16. [Transfer Admission/Credit](#)
17. [Withdrawal and Enrollment Changes](#)
18. [DCHS Academic Grievance](#)

## **Clinical Education**

The DCHS Clinical Coordinator assists with the management and administrative functions of clinical contracts between departments and clinical facilities. Maintains clinical database.

1. [DCHS Academic Affiliation Agreement Template](#)
2. [DCHS Listing of Current Affiliations Sites](#)
3. [DCHS Criminal Background Check Policy](#)
4. [DCHS Drug Screening Policy](#)
5. [DCHS Guidelines for Education Preceptor](#)

## **Research Standards**

1. [Cost Transfer Policy](#)
2. [Gifts and Sponsored Program](#)
3. [Procedures for Submitting Proposal for Grants](#)
4. [Grants, Contracts and Agreements](#)

5. [Basic Proposal Timeline](#)
6. [Procedures and Timelines for Submission of Proposals for External Funding](#)
7. [Grant Submission Timeline \(DCHS\)](#)
8. [Human Subjects Research](#)
9. [DCHS Grants with F&A Incentive Program](#)
10. [DCHS Publication Fee Support](#)
11. [DCHS Research Wet Lab Occupancy Guidelines](#)
12. [DCHS Research Wet Lab Application Form](#)

When Submitting Grants:

- a. **Notify your chair immediately.** Please discuss percentage of time committed to project (work load).
- b. **When to contract DCHS Grants Manager:** For research, you have a funding target and you have discussed with your chair, contact grants manager [karla.meshey@health.slu.edu](mailto:karla.meshey@health.slu.edu).
- c. **When to contract DCHS Associate Dean:** For research you have discussed with your chair, contact DCHS Associate Dean for Research [jesus.garciamartinez@health.slu.edu](mailto:jesus.garciamartinez@health.slu.edu), 977-8505.
- d. **If you do not have a funding target:** For research without a funding target, contact ORS & CFR, Terri at 977-2215 or Michele at 977-6814.
- e. **If you are working on statistical analysis and you have discussed with your chair:**  
Contact: Ian Katz ([ian.katz@slu.edu](mailto:ian.katz@slu.edu))