
DCHS Quick Reference Guide

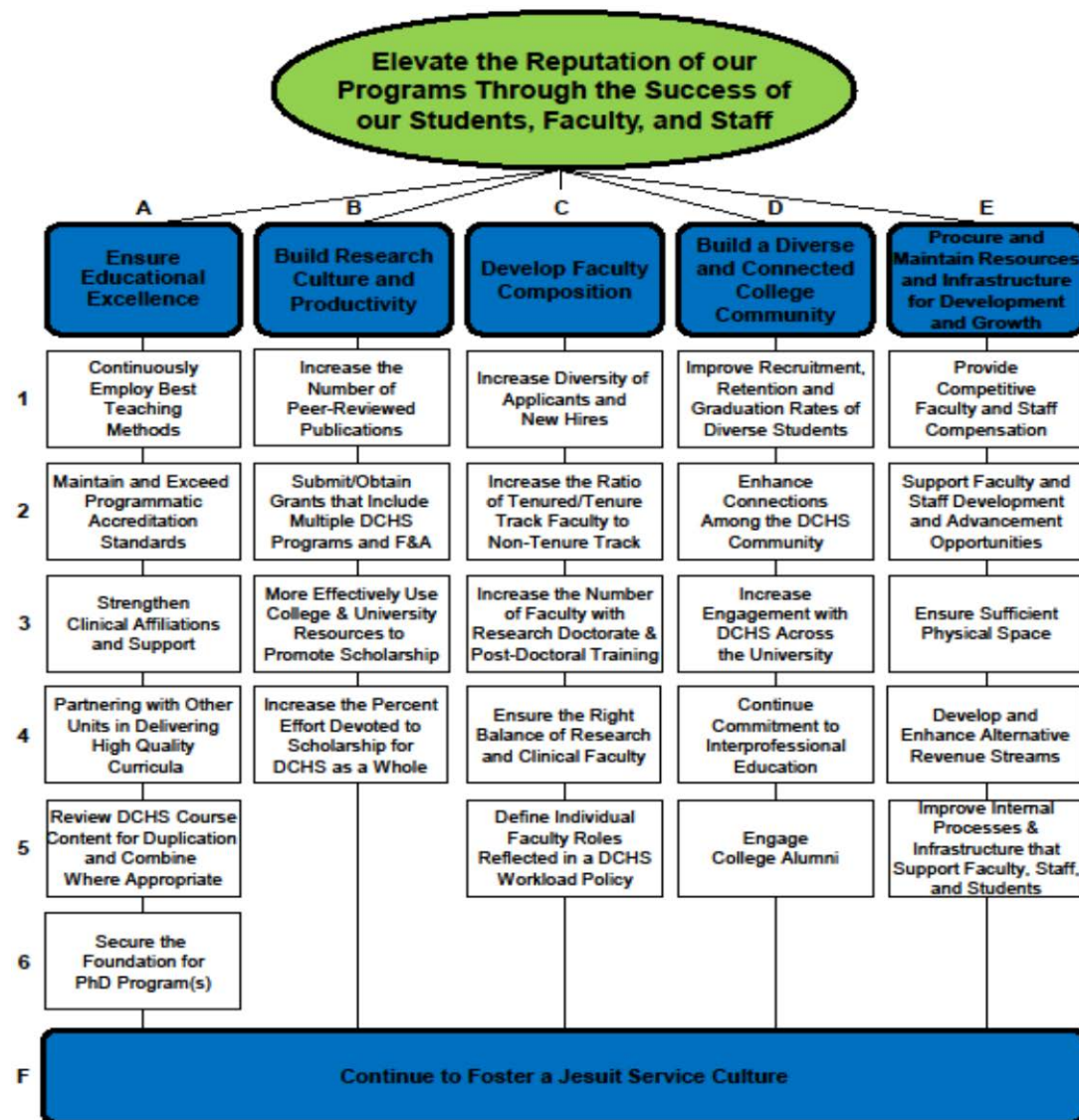
July 2016

Mission

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

Strategic Map

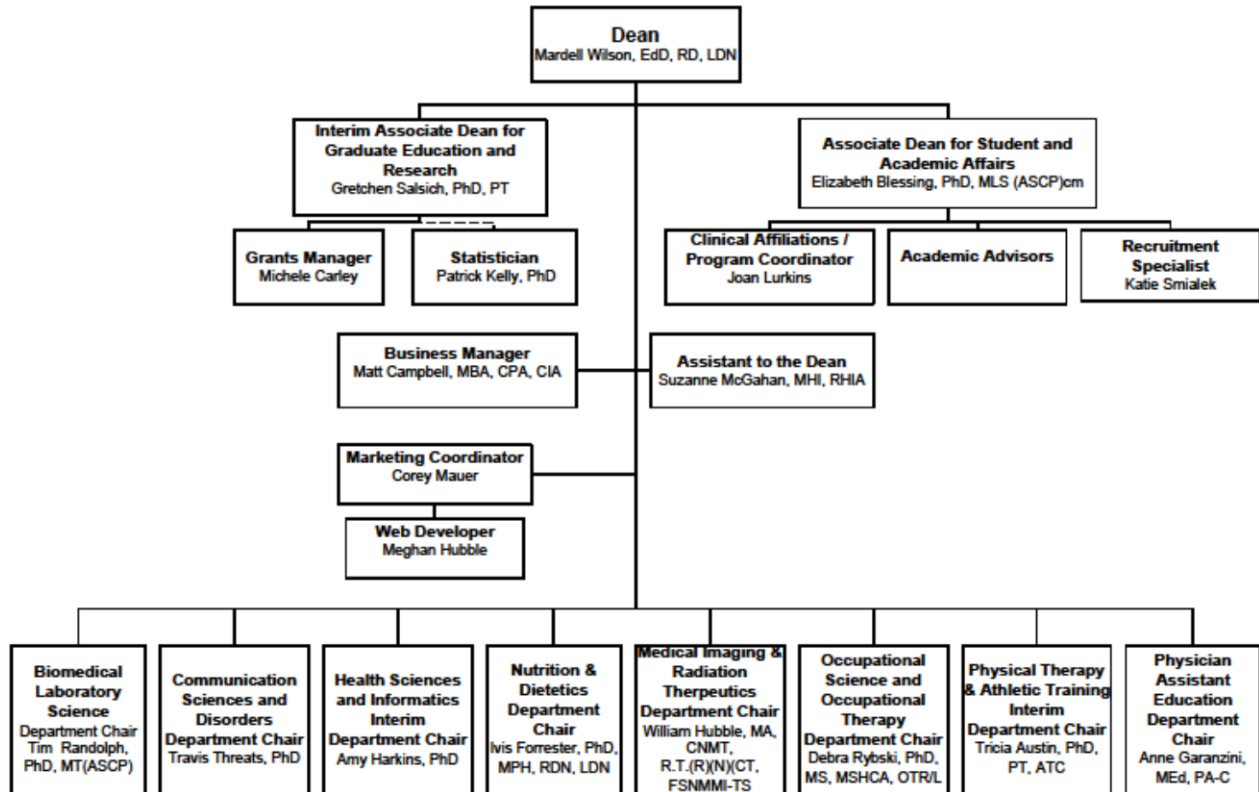
Saint Louis University Doisy College of Health Sciences Strategic Map: 2015-2018



Organizational Chart

Doisy College of Health Sciences

(7/1/2016)



DCHS Directory

DCHS DIRECTORY as of July, 2016				
Dean's Conference Room 1064 - Phone # 7-8614	Phone Ext	Room	E-mail	
DEAN'S OFFICE	FAX # 7-8503	977-8501	3113	
Wilson, Mardell, Ed.D., RD, LDN - Dean	7-8500	3116	wilsonma	
Blessing, Elizabeth, PhD, MLS(ASCP) ^{CM} – Associate Dean – Associate Dean for Student & Academic Affairs	7-8691	3109	eblessin	
Campbell, Matthew, MBA, CPA, CIA – Business Manager	7-8605	3106	mcampb19	
Carley, Michele, BA - Grants Manager	7-8615	3107	mcarley	
Central Services Desk 2	7-5474	3051		
Hubble, Meghan – Web Designer	7-8697	3051	mhubble	
Kelly, Patrick, PhD - Statistician	7-8682	1027	kellypv	
Lurkins, Joan – Clinical Coordinator	7-8616	3108	lurkinsj	
Mauer, Corey – Marketing Coordinator	7-8698	3053	mauerc	
McGahan, Sue, MHI, RHIA – Assistant to the Dean	7-8613	3110	mcgahans	
Salsich, Gretchen, PhD, PT – Interim Associate Dean of Graduate Education and Research	7-8690	3112	salsichg	
Smialek, Katharine – Recruitment Specialist	7-2570	3051	smialekkt	
BIOMEDICAL LABORATORY SCIENCE BLS (IMS, MLS, CYTO)	FAX # 7-1155	977-8518	3096	
Randolph, Tim, PhD, MT(ASCP) – Chairperson, Associate Professor	7-8688	3101	randoltr	
Duberg, Donna, MA, MS, MT(ASCP) SM – Assistant Professor	7-8687	3100	dduberg	
Ezekiel, Uthayashanker, PhD, MB(ASCP) ^{CM} – Associate Professor	7-8689	3094	uezekiel	
Hebert, Mona, B.S., MLS(ASCP) ^{CM} – Instructor	7-8620	3095B	hebertml	
Heuertz, Rita M. PhD, MT(ASCP) – Professor	7-8610	3099	heuertzr	
Kosfeld, Minh, PhD, MLT(ASCP) ^{CM} – Assistant Professor	7-9817	3080	kosfeldmd	
List, Larry, MS, PA (ASCP) ^{CT} – Program Director of Cytotechnology, Instructor	7-8685	3102	listlw	
Reed, Amanda, Ed.M, MLS(ASCP) ^{CM} – Program Director of MLS, Instructor	7-8686	3098	areed19	
Daniel, Hillary, MS, RHIA – Administrative Assistant I	7-8692	3096	danielhl	
COMMUNICATION & SCIENCES DISORDERS (CSD) McGannon Hall, Suite 220				
Threats, Travis, PhD – Chairperson, Professor	7-3175	227	threatst	
Adrian, Angela	7-2942	020	aadrian	
Battles, Tara	7-2944	014	battlestj	
Brammer, Mitzi	7-2480	233	brammerms	
Chiu, YiFang	7-2946	243	chiuy	
Evans, Minnie (Jean)	7-7194	023	mevans33	
Evans, Yolanda	7-2950	018	yeavns	
Fischer, Maureen	7-2945	010	mfisch17	
Frisella, Rebecca	7-2924	015	rfrisel1	
Hoffman, Julia	7-2943	016	hoffmajj	
Hwa-Froelich, Deborah	7-3380	251	hwafroda	
Postman, Whitney	7-2825	241	postmanwa	
Steele Sara	7-2941	253	ssteele1	
Thurmon, Saneta	7-3372	231	thurmonsh	
Dalton, Kellie	7-3365	023	daltonk2	
Follmer, Cheryl	7-2940	229	Cfollme2	
HEALTH SCIENCES & INFORMATICS HSI	FAX # 7-1016	7-8705	3082	HSI
Harkins, Amy, PhD – Interim Chairperson	7-8710	3086	harkinsa	
Howe, Julie, MBA, D-ABMDI – Instructor	7-8707	3084	howej	
Neal, Teresa, MHA, RHIA – Program Director of HIIM, Instructor	7-8704	3085	nealtt	
Osterbur, Elaina, PhD – Assistant Professor	7-4191	3089	eosterbu	
Seale, Deborah, PhD – Assistant Professor	7-8701	3086	dseale	
Wolter, Julie, MA, RHIA, FAHIMA – Associate Professor	7-8720	3088	wolterjl	

Flynn, Andrea – Administrative Assistant I	7-8705	3082	flynnaw
MEDICAL IMAGING & RADIATION THERAPEUTICS MIRT (MIT, MRI, NMT, XRT)	FAX # 7-7950	977-8526	3019
Hubble, William, MA, CNMT R.T.(R)(N)(CT), FSNMMI-TS – Chairperson, Associate Professor	7-8594	3006	hubblewl
Bicklein, Sherry, MHI, RT (R)(T) – Clinical Coordinator, Assistant Professor	7-8647	3003	sbicklei
Botkin, Crystal, MPH, CNMT, PET – Clinical Coordinator, Assistant Professor	7-8592	3004	cbotkin
Kennedy, Marcey, MA, ARMRIT, RT(MR) – Program Director MRI, Instructor	7-5343	3007	mkenne39
Kienstra, Kathy, MAT, RT(R)(T) – Program Director Radiation Therapy, Associate Professor	7-8630	3002	kkienst1
Turner, Austin, MS, CNMT, R(MR) – Clinical Coordinator, MRI Instructor	7-8601	3005	turnerja
Streb, Michele, BS – Administrative Assistant II	7-8526	3019	streb
NUTRITION & DIETETICS DIET	FAX # 7-8520	977-8523	3076
Forrester, Ivis, PhD, MPH, RD, LDN – Chairperson, Professor	7-8660	3070	forresterit
Brewer, Dan, MS, RD, LD – Chef, Instructor	7-3274	Salus 0045	dbrewer5
Eliot, Katie, PhD, MS, RD, LD – Assistant Professor	7-8669	3069	keliot
Jenkins, Steve, MA – Chef – Assistant Professor	7-4162	Salus 110	sjenki10
Jones, Lori, MS, MPH, RD, LD – Assistant Professor	7-8666	3065	jonesl5
Kress, Kathy, MS, RD, LDN – Associate Professor	7-8675	3067	kressk3
Landfried, Lauren, MS, RD, LD – Instructor	7-8664	3063	Lbeck10
Linsenmeyer, Whitney, MS, RD, LD – Chef, Instructor	7-6563	Salus 0045	wkline
Milster, Michael, MS, CEC, CCE, CFBE – Chef, Instructor	7-4165	Salus 111	mmilster
Moore, Amy, PhD, MS, MPH, RD, LD – Assistant Professor	7-8671	3064	artemear
Parkhurst, Todd – Chef, Instructor	7-8674	3079	parkhutk
Rahman, Rabia, MS, RD, LD – Assistant Professor	7-8624	3074	rahmanr
Ramel, Melissa, MS, MPH, RD, LD – Instructor	7-8523	3076	mreyno14
Weiss, Edward “Ted”, PhD – Associate Professor	7-8662	3068	eweiss4
Iezzi, Carolyn – Administrative Assistant I	7-8665	3077	ciezzi1
Linck, Marian – Administrative Assistant I	7-8667	3076	linckm3
Osborn, Megan – PT Support Staff	7-8665	3077	mosborn5
Rettig, Laura – Administrative Assistant I	7-6563	Salus0045A	lrettig1
Steinbrueck, Shaina – Sous Chef		Salus	ssteinb6
Young, Jeanne – Administrative Assistant	7-8663	3073	youngjm
OCCUPATIONAL SCIENCE & OCCUPATIONAL THERAPY MOT	FAX # 7-5414	977-8514	2020
Rybski, Debra, Ph.D., MS, MSHCA, OTR/L – Chairperson, Associate Professor	7-8568	2012	rybski
Ahmad, Omar, Ph.D., OTD – Associate Professor	7-8574	2010	sahmad13
Aldrich, Rebecca, Ph.D., OTR/L – Assistant Professor	7-8577	2015	raldrich
Eichler, Jeanne, MOT, OTR/L, MT – Assistant Professor	7-8583	2023	jeichler
Jaegers, Lisa, Ph.D., OTR/L – Assistant Professor	7-8572	2011	ljaegers
Kalb, Julia, MS, OTR/L – Instructor	7-8565	2020A	jhenders
Matlock, Cynthia, Ph.D, MBA, OTR/L – Assistant Professor	7-8571	2013	cmatloc3
Muir, Sherry, Ph.D., OTR/L – Assistant Professor	7-8581	2008	smuir
Serfas, Katie, OTD, OTR/L – Assistant Professor	7-8582	2014	kserfas
Walsh, Sarah, MOT, OTR/L – Instructor	7-8573	2020B	walshsr
Elwyn, Jennifer – Program Coordinator	7-8576	2018C	jelwyn
Rocca, Alicia – Administrative Assistant I	7-8580	2020	roccaa
Wolf, Kathleen – Administrative Assistant III	7-8579	2018D	wolfkm
PHYSICAL THERAPY & ATHLETIC TRAINING DPT & MAT	PT FAX # 7-8513	AT FAX # 7-6988	977-8505
Austin, Tricia, PhD, PT, ATC – Interim Chairperson, Associate Professor	7-8531	1014	austintm
Held-Bradford, Elissa, PhD, PT – Part-time Faculty	7-8554	1013	
Beckel, Carol, PhD, MA, PT – Assistant Professor (Physical Therapy)	7-8539	1007	beckelcl
Bennett, Jason, PhD, PT, SCS, ATC – Assistant Professor (Physical Therapy)	7-8652	1004	jbenne22
Breitbach, Anthony, PhD, ATC – AT Program Director, Associate Professor (Athletic Training)	7-8654	2005	breitbap
Davenport, Mary Jo, - PT, MS, PhD – Associate Professor (Physical Therapy)	7-8533	1027	davenportm
Dorsey, Lisa, PhD, MBA, PT – Assistant Professor (Physical Therapy)	7-8551	1025B	ldorsey2

FitzGerald, Jill, PT, DPT, CSCS – Assistant Professor (Physical Therapy)	7-8756	1011	jfitzg21
Flach, Alicia, PT, DPT, NCS – Assistant Professor (Physical Therapy)	7-8538	1030	flachad
Frese, Ethel, PT, DPT, CCS – Professor (Physical Therapy)	7-8535	1005	freseem
Gutekunst, David, PhD – Assistant Professor (Physical Therapy)	7-8541	1008	gutekunstdj
Hawthorne, Kelly, PT, DPT, GCS – Assistant Professor (Physical Therapy)	7-8066	1003	hawthokd
Hayes, Ann, PT, DPT, OCS – Associate Professor (Physical Therapy)	7-8534	1017	hayesam
Howell, Tim, EdD, ATC, CSCS – Assistant Professor (Athletic Training)	7-8637	2006	thowell4
Kettenbach, Ginge, PhD, PT – Associate Professor (Physical Therapy)	7-8543	1025A	kettenba
Levenhagen, Kim, PT, DPT, WCC – Assistant Professor (Physical Therapy)	7-8548	1016	levenhkm
Markee, Michael, ATC, PT, DPT, OCS, COMT – Instructor (Athletic Training)	7-8109	2004	mmarkee
Newsham, Kitty, PhD, ATC – Associate Professor (Athletic Training)	7-8507	2007	knewsham
Richter, Randy, PhD, PT – Interim Program Director, Professor (Physical Therapy)	7-8545	1010	richterr
Salsich, Gretchen, PhD, PT – Professor (Physical Therapy)	7-8544	1012	salsichg
Scholtes, Sara, PhD, DPT, PT – Assistant Professor (Physical Therapy)	7-8546	1015	sscholte
Sebelski, Chris, PT, DPT, OCS – Associate Professor (Physical Therapy)	7-8724	1006	csebelisk
Yemm, Barb, PT, DPT, OCS – Assistant Professor (Physical Therapy)	7-8537	1018	byemm1
Ashford, Sherry – Program Assistant, Sr.	7-8542	1029	ashfords
Hrasky, Kristin – Administrative Assistant I	7-8505	1026	hrasky
Kelly, Patrick, PhD - Statistician	7-8682	1027	kellypv
Mullikin, Erica – Administrative Assistant III	7-8550	1029	mullikine
Young, Rachel – Clinical Coordinator	7-8511	1029	rayoung
PHYSICIAN ASSISTANT EDUCATION PAED	FAX # 7-8649	977-8521	3025
Garanzini, Anne, MEd, PA-C – Chairperson, Assistant Professor	7-8644	3013	garanzac
Chang, Caroline, MMS, PA-C – Assistant Professor	7-8639	3015	achang22
Danter, Carol, MPAS, PA-C – Program Director, Assistant Professor	7-8641	3016	cdanter
DelRosario, Genevieve – MHS, PA-C – Assistant Professor	7-8635	3012	gdelrosa
Storm, Jennifer, MS, PA-C – Assistant Professor	7-8636	3010	jduggan3
Warner, Chezna, MHS, MSW, PA-C – Assistant Professor	7-8633	3011	cwarner8
Werner, Christine, PhD, PA-C, RD – Professor	7-8640	3017	wernerbcm
White, Mary, ascj, MS, PA-C – Assistant Professor	7-8643	3014	whitem
McCormack, Helen, MBA – Program Coordinator	7-8648	3029	hmccorma
Wright-Gully, Sherry, BA – Administrative Assistant II	7-8632	3025	wrightsd
DCHS ACADEMIC ADVISORS	977-8992	SON 114	Fax # 7-8757
James, Kelly – Academic Advisor	7-8983	SON 114	kellyjames
Neiman, Louise – Academic Advisor	7-8942	SON 114	neiman
Tiefenbruck, Brian – Academic Advisor	7-8215	SON 114	tiefenba

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 10th 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 15th of each year.

1. Academic Grievance Committee
2. Affiliations Committee
3. Awards Committee
4. Doisy College of Health Sciences Education Council (DCEC)
5. Education Technology Committee
6. Marketing and Recruitment Committee
7. 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

Omar Ahmad: Term expires December 31, 2017 (Current term began January 1, 2015)

Rita Heuertz: Term expires December 31, 2015 (Current term began January 1, 2013)

Kathy Kienstra: Term expires December 31, 2017 (Current term began January 1, 2015)

Gretchen Salsich: Term expires December 31, 2016 (Current term began January 1, 2014)

Chris Werner: Term expires December 31, 2015 (Current term began January 01, 2013)

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. In order 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 those votes will determine the results.
5. Electronic voting is permitted.

Members: Anthony Breitbach, President; Marcey Kennedy, Secretary; Elaina Osterbur, President-Elect

DCHS Faculty Senate Representatives (Three year Terms)

Sherry Bicklein: 2016-2018

Julie Howe: 2016 - 2018

Steve Jenkins: 2014-2017

Chris Werner: 2014 - 2017

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, mcarley@slu.edu, 977-8615.
- c. **When to contract DCHS Associate Dean:** For research you have discussed with your chair, contact DCHS Associate Dean for Research salsichg@slu, **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 Patrick Kelly, kellypv@slu.edu, [314.977.8682](tel:314.977.8682)