



Office of Faculty Affairs and Professional Development

Newsletter

Spring 2021

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## Faculty Development



With the increased use of Zoom for meetings, many OFAPD and/or SOM sponsored professional development events are recorded and posted on the official OFAPD website for future viewing.

Website: <https://www.slu.edu/medicine/about/faculty-resources/office-faculty-affairs/faculty-development/index.php>

**For example, by visiting our website you can find...**

### ***Understanding and Reducing Diagnostic Error***

Philip Vaidyan, M.D. - Feb. 5, 2021

### ***Nutrition for a Stressed Day***

Abigail Frech, R.D.N., L.D.N. - Feb. 26, 2021

### ***The AHEAD Advantage: How to Optimize the Research Project Life-Cycle***

Leslie Hinyard, Ph.D. - March 18, 2021

### ***How to do Well and Good in Medicine - Developing Skills for Values-Driven Leadership***

Ira Bedzow, MA, Ph.D. - Mar. 12, 2021

### ***Navigating Success as a Woman in Academic Medicine: A Perspective***

Roslyn B. Mannon, M.D. - Mar. 5, 2021

## Upcoming Faculty Development Opportunities

Date/Time	Topic	Speaker(s)	Information
April 8 12:15-12:45 PM CST	Promotion (WIMS Brown Bag Session)	Jane McHowat	<b>Title:</b> Navigating the SLU School of Medicine Promotion Process <b>Audience:</b> all interested SLUSOM <b>Zoom:</b> <a href="https://slu.zoom.us/j/97874200333">https://slu.zoom.us/j/97874200333</a> Passcode: 990193 <b>RSVP:</b> <a href="https://forms.gle/gwTYhdvcibTWpybV6">https://forms.gle/gwTYhdvcibTWpybV6</a>
April 21 12:15-12:45 PM CST	OPO Reporting (WIMS Brown Bag Session)	Lisa Israel & Jane McHowat	<b>Title:</b> Establishment of an Office of Professional Oversight at Saint Louis University School of Medicine: A Deeper Dive Into Utilization and Themes Present <b>Audience:</b> all interested SLUSOM <b>Zoom:</b> <a href="https://slu.zoom.us/j/92115357591">https://slu.zoom.us/j/92115357591</a> Passcode: 070678 <b>RSVP:</b> <a href="https://forms.gle/ETm56NDkUPmyEntD6">https://forms.gle/ETm56NDkUPmyEntD6</a>
May 13 12:15-12:45 PM CST	COVID Survey Results (WIMS Brown Bag Session)	TBD	<b>Title:</b> From the Faculty's Mouth: An Overview of the Faculty's Perceptions of COVID-19 Institutional Changes <b>Audience:</b> all interested SLUSOM <b>Zoom:</b> <a href="https://slu.zoom.us/j/99264059743">https://slu.zoom.us/j/99264059743</a> Passcode: 623286 <b>RSVP:</b> <a href="https://forms.gle/cSiBV3hpxJC2PhMK9">https://forms.gle/cSiBV3hpxJC2PhMK9</a>
June 8 12:15-12:45 PM CST	Mentoring	Aline Tanios	<b>Title:</b> Women Mentoring Women: The Why, Who, and When <b>Audience:</b> all interested SLUSOM <b>Zoom:</b> <a href="https://slu.zoom.us/j/99861936645">https://slu.zoom.us/j/99861936645</a> Passcode: 372965 <b>RSVP:</b> <a href="https://forms.gle/yHTebPQXQeNvCntR9">https://forms.gle/yHTebPQXQeNvCntR9</a>

*The Department of Pediatrics and Office of Faculty Affairs and Professional Development will offer Faculty Development seminars this Summer in July/August. The schedule is currently being put together and will be available soon. Sessions will be held on Wednesdays at noon via Zoom. Sessions will be available for later viewing.*

## Promotion Timeline

### **April 2021**

OFAPD emails promotion eligibility list to SOM department chairs. SOM department chairs notify faculty

### **April-October 2021**

Department and faculty member work together to complete their promotion dossiers

Completed dossier (including all letters of recommendation) is reviewed by Internal Department Review Committee (internal deadlines will vary across departments; see your department admin)

### **October 1, 2021**

Deadline for departments to submit promotion dossiers to Office of Faculty Affairs and Professional Development for SOM Credentials Committee review

### **October 8, 2021**

Promotion dossiers are distributed to Credentials Committee for review

### **October 29, 2021**

Credentials Committee meets to discuss promotion dossiers and make recommendations

### **November 19, 2021**

Dean of the SOM makes recommendations for promotions. Faculty who have submitted dossiers will be notified by the Dean on the status of the application. In accordance with the Faculty Manual, recommendations to this point will not be shared by any person other than the Dean. A faculty member can decide to continue or withdraw their application from further consideration.

### **December 1, 2021**

Deadline for OFAPD to submit promotion dossiers to the Provost's Office of Faculty Affairs

### **December 2021 - March 2022**

Provost's Office of Faculty Affairs compiles and distributes dossiers to the University Committee on Academic Rank and Tenure (UCART)

Review of all University promotion dossiers by UCART.

UCART recommendations are forwarded to the Provost

### **April 2022**

Presentation by UCART of promotion dossiers to Provost

Provost reviews promotion dossiers

### **April-May 2022**

Provost mails notification letter to each faculty member regarding the final promotion decision, with copy to Dean and department chair.

## Promotion: FAQs

### **Who ultimately grants or denies promotion?**

*The only individual who can grant/deny promotion is the Provost of the University. All other levels of the process - the internal department review committee, the department Chair, the SOM Credentials Committee, the SOM Dean, and the University Committee on Academic Rank and Tenure - only vote whether to recommend or not recommend the awarding of promotion to the Provost.*

*To be clear, this means that a faculty member can be "not recommended" by each level and still have their promotion packet moved forward in the process. Only the applicant - not any committee or other individual - has the right to decide whether an applicant's dossier continues forward at any stage of the process.*

*In the past, the Provost has approved promotion for individuals who were not recommended by previous committees. On the flip side, the Provost has also denied promotion for individuals who were recommended by previous committees.*

### **When am I eligible to apply for promotion?**

*Non-Tenure Track and Tenure Track: In most cases, after rank has been held for at least five years.*

*Note: The Faculty Manual states, "Early applications for promotion and/or tenure must demonstrate they have met the applicable standards - not that they have exceeded them."*

### **When will my promotion be made effective?**

*For the coming cycle, all promotions are effective July 1, 2022.*

### **If my request for promotion and/or tenure is denied, can I try again next year?**

*Yes.*

### **How do I appeal the Provost's decision?**

*If the Provost denies the request for promotion and/or tenure, the applicant may ask for the grounds of the denial and may appeal the Provost's decision to the President of the University, whose decision is final and not subject to further appeal.*

*If appealing to the President of the University, after receiving and reviewing the Provost's explanation of the denial, the applicant can electronically send a formal letter to the President of the University requesting an official review of their promotion and/or tenure request. When emailing this letter, the faculty member will copy their department chair and Andy Griesenauer ([andy.griesenauer@health.slu.edu](mailto:andy.griesenauer@health.slu.edu)). When the President has made a final determination, a letter will be sent to the faculty member.*

### **Where can I find resources to assist me in applying for promotion and/or tenure?**

*The Office of Faculty Affairs and Professional Development (OFAPD) website has a Promotion and Tenure section that includes current dossier forms, resources, examples, and more. This website is updated in late spring when/if the Provost's office releases the newest forms and guidelines. A link to this website will be sent to all School of Medicine faculty by the OFAPD as soon as the information is available.*

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## **ABPM and ASAM Announcement**

The American Board of Preventive Medicine (ABPM) and the American Society of Addiction Medicine (ASAM) jointly announced the American Board of Medical Specialties (ABMS) approval of a four-year extension of the practice pathway in Addiction Medicine. This extension will allow physicians with substantial experience in the practice of Addiction Medicine, but who have not completed an Accreditation Council for Graduate Medical Education-accredited fellowship in Addiction Medicine, to apply for the Addiction Medicine certification exam through the 2025 Exam Cycle.

[American Board of Preventive Medicine >>>](#)

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## **Women in Medicine and Science (WIMS)**

Save the Date: September 15, 2021. The Spotlight on Women and Medicine and Science symposium this September will focus on mentoring. Our keynote speaker will be Wendy Ward, Ph.D., Associate Provost, University of Arkansas for Medical Sciences.

WIMS will start a mentoring program “Women Mentoring Women” after the symposium. Look for updates and a survey coming out soon.

There will be 3 brown bag sessions this semester (information in the Faculty Development section above). These sessions will occur from 12:15 PM -12:45 PM to accommodate clinic schedules. We are always interested in suggestions for future brown bag sessions.

If you are interested in becoming more involved in WIMS, please reach out to Jane McHowat.

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## SOM Faculty Assembly

- Big thanks to all in the development of a search policy for senior level SOM positions. The ECFA is pleased to see a policy that promotes an equitable process for, vice-deans, associate deans, and departmental chairs.
- Big thanks to Dr. Dina Calamur and the Faculty Affairs Committee (FAC) for their hard work to update the SOM bylaws to reflect current practice within the SOM. And a big thanks to the faculty body for approving those changes.
- The ECFA is working with the OFAPD and other administrative offices to develop an afterhours communication policy intended to promote greater work-life balance.
- The ECFA is supportive of the efforts of the Dean's office to implement recent recommendations from the AAMC to enhance shared governance.
- The ECFA has and will continue to keep faculty wellness on the agenda. We have provided Dr. Jacobs ECFA feedback/recommendations for consideration at the next SOM Executive Committee meeting. Please send the ECFA any thoughts you have about wellness, we are interested in identifying solutions for the root causes of “unwellness” amongst the faculty.

*As always, we welcome your feedback and questions; please contact any current member of the ECFA. T. Scott Isbell PhD, President, SOM Faculty Assembly/Chair, ECFA*

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## Office of Professional Oversight

The Office of Professional Oversight continues to see an increase of utilization, which has necessitated additional personnel to join the team. As of April 1, 2021, Emily Boyd joined the OPO as a Coordinator for Professional Oversight. Emily will be assisting with everyday administrative tasks that support Lisa Israel and will serve as an additional resource for members of the Learning Environment, including but not limited to Ombuds work, education and outreach, and data collection and reporting. The OPO will be officially moved into the Academic Pavilion by the end of April 2021. Keep an eye out for a new office email, climate survey regarding the OPO and new resources online. We are excited for the next chapter within the office and are looking for any ideas for improvement to better suit our stakeholder’s needs.

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## Notification from the SLU Committee on Outside Interests

The Department of Health and Human Services Office of Inspector General (HHS-OIG) has published a [Special Fraud Alert](#) to highlight the risks of remuneration related to speaker programs by pharmaceutical and medical device companies. There are instances where the venue or circumstances of speaker programs brings into question the educational value of the events, and the OIG suspects that the purpose of the remuneration to the speaker and attendees is to induce or reward health care referrals. This is a direct violation of the Anti-Kickback Statute. The SLU Committee on Outside Interests recommends health care providers review the Fraud Alert and exercise caution when making decisions about participating in speaker programs as a speaker or as an attendee. If you have any questions, please contact [Kerry.Borawski@health.slu.edu](mailto:Kerry.Borawski@health.slu.edu) or [libby.tempel@slu.edu](mailto:libby.tempel@slu.edu).

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## Tips for Managing Email

- ✓ Has email become unmanageable? Is your inbox full of unread messages? Does checking your email make you miserable? Try these tips to set some boundaries.
- ✓ Ask yourself if you need to send that out-of-hours email. Answering emails in the evenings and at the weekend tells your colleagues that you are always available and expect the same from them. Step away from your email in the evening and at the weekends. If you write emails to colleagues, delay sending until within working hours.
- ✓ Ask yourself if you need to attend to emails immediately. Turn off notifications and schedule time to check email—we waste too much time getting distracted by instant notifications. Set aside time during the day (whether that's 2-3 times a day or a few minutes every hour) to check email and use the rest of the time to focus on other tasks.
- ✓ Manage your inbox. Archive or delete emails after reading them the first time—we read emails repeatedly when our inbox is crowded. Create two folders to organize emails—one for emails that require further action and one for emails you might want to read again. Unsubscribe from unwanted emails so they don't clutter your inbox.
- ✓ Add a signature disclaimer. Write an explanation below your email signature that tells people how long it might take to receive a reply and increase transparency on how you work. Indicate typical response times so that people can plan ahead accordingly.
- ✓ Consider adding an out of office reply to carve out chunks of time. An out of office reply doesn't have to be reserved for vacations. Consider using this rule to create an email-free day on your calendar to allow you to concentrate on other efforts.
- ✓ In keeping with the above sentiments, the Office of Faculty Affairs will send out a single email each Wednesday with information requested to be sent to all faculty. Please make sure you send announcements to Andy Griesenauer with this schedule in mind.

## Faculty Spotlight

*Dr. Christine Jacobs is a Professor in the Department of Family and Community Medicine and the Acting Dean of the School of Medicine.*



**How long have you worked at SLU?**

Since 2008

**Why did you want to become a doctor and what is your favorite part of the job?**

I planned to become a veterinarian but changed my mind in college because I liked people so much. As a doctor, I really enjoy getting to know patients and working with them over the years and the intellectual challenge of complicated medical management.

**So far in your career, what do you consider to be your greatest**

**achievement?**

In 2011 we started the SLU Family Medicine Residency in St. Louis. Working with residents over the years has been a wonderful experience.

**What is the most helpful advice you've received?**

Look for the best in every person.

**If you were stranded on a deserted island, what one band or musician would help keep your sanity?**

Bruce Springsteen

**If you could have dinner with one person, living or dead who would it be?**

The US President

**If you could only eat one thing for the rest of your life, what would it be?**

Ice cream

**What book are you currently reading?**

Deacon King Kong by James McBride