Department of
Neurology & Psychiatry

Faculty Development Manual

SAINT LOUIS UNIVERSITY
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FACULTY DEVELOPMENT MISSION OF SAINT LOUIS UNIVERSITY

MISSION

The Department of Neurology & Psychiatry aims to 1) provide the best psychiatric and neurological care to patients and their families, 2) discover and investigate new treatments for psychiatric and nervous system disorders, 3) study psychosocial processes in psychiatric and neurological illness, and 4) educate the next generation of practitioners, as well as our patients and the lay community.

VISION STATEMENT

All members of the Saint Louis University Department of Neurology & Psychiatry will collaborate to support state-of-the-art neurological and psychiatric education, compassionate patient care, and a growing research enterprise. The Department will develop the most exciting intellectual environment in the Nation for investigation, treatment, and training in psychiatry and neurology. We will fulfill this Vision in an environment of mutual respect and collaboration.
Responsibilities of Faculty and Chair
Faculty members are expected to prepare a personal career development plan in accordance with the individual’s appointment; this plan should address the faculty member's personal, departmental, and institutional goals, and should identify resources needed to meet the goals. This plan should be discussed with and approved by the chairman. Additionally, the plan should be monitored yearly and changed as required. Faculty should make themselves familiar with the criteria for promotion and tenure. Faculty should prepare a proper curriculum vitae (see CV Sample for sample format, http://medschool.slu.edu/fac_dev/) that should be updated frequently.

- Chairperson Review (Formal)
  The chairperson of the Department conducts structured, semi-annual reviews of progress with all faculty. The reviews are designed, in part, to evaluate faculty performance regarding teaching, research, and service. Specific plans for faculty development in areas needing enhancement are discussed in this format, with re-evaluation in six months.

- Chairperson Communication (Informal)
  The chairperson is always available for informal discussion, planning, and guidance regarding faculty development. In addition, the chairperson is responsible for forwarding selected appropriate development opportunities to individual faculty, with Department support regarding time and financial requirements (e.g., for attendance at seminars, conferences, classes, etc.).

- Promotions and Tenure Committee
  The Promotions and Tenure Committee of the Department (which includes the chairperson) performs proactive, annual reviews of faculty performance. Its purpose is to advise faculty on progress toward promotion and/or tenure by identifying areas for improvement and directing faculty toward development activities. The criteria for promotion as set forth in the Saint Louis University Faculty Manual (www.slu.edu/services/HR/hrfacultymanual.html) are used to identify aspects of teaching, research, or community service requiring development. Both short- and long-term plans are produced, with periodic monitoring of progress. This process is designed to develop faculty for promotion and/or tenure well before they become eligible.

- Research Development
  The Department offers direction, guidance, and opportunities for research through the Research Division and Clinical Research Unit. Faculty with limited experience in conducting research can become involved in contract research as investigators or clinical raters. In addition, the faculty in the Research Division are available to advise inexperienced faculty on research design, data collection, funding sources, grant application writing, and/or manuscript preparation. The Chair has instituted a policy that all junior faculty must submit grant applications for internal review prior to submission.
Categories:
Teaching:
Faculty should maintain a teaching portfolio that contains teaching assignments, contact hours, development of teaching tools and/or documents and materials, students mentored, student and peer evaluations (when available), and publications arising from development of teaching materials.

Faculty should avail themselves of opportunities to improve teaching skills (see Teaching Portfolio). Examples of opportunities include faculty development seminar series, conferences and workshops offered by the Office of Curricular Affairs, and discipline specific national meetings. Faculty should be made aware of the Center for Teaching Excellence at SLU (http://www.slu.edu/centers/cte/). This program guides faculty in the preparation of a teaching portfolio, helps in the preparation of PowerPoint presentations, monitors and videos lectures with feedback and provides certification that the faculty member has completed the program. Faculty should document participation at all such activities in their teaching portfolios. The Chair and the Development Committee of the department shall encourage faculty to avail themselves of such opportunities. All faculty members are provided with space, secretarial support and computer and software adequate to their goals.

Research
At the time of appointment an agreement on percent effort in research is determined and renewed at the annual review. Protected time shall be made available according to the research effort involved and proportional to the salary support provided by the grants.

Infrastructure: laboratory space and ancillary space are provided investigators in accordance with the space allocation plan and availability. Personnel for help in preparation of grants for submission and monitoring of grant spending is available. Faculty mentoring and secondary appointments should aid in the development of collaborative research. Faculty must browse the website at Health Sciences Research Review Board -IRB, and Technology Transfer Office for information on faculty areas of research so that new, profitable collaborations can be established. Faculty is encouraged to attend research conferences and journal clubs in their areas of collaboration.

Financial resources are made available at time of appointment for faculty with a substantial research effort (seed money). Resources are available to help obtaining grant monies and include: grant writing assistance, interim research funding for those who must revise their applications or for initiation of new innovative projects, SLU 2000 grants, SOM funding for new translational research projects to allow for initial studies to support a ROI application, statistical support, and mentoring to promote effective collaborations (http://www.slu.edu/research/) Adequate library and computer support is available on site or on-line. Institutional programs that support Sabbatical leaves or short-term leaves to learn new techniques or to initiate new external collaborations are available (http://medschool.slu.edu/fac_dev/index.php?page=new_manager) Faculty are encouraged to present their data at national and international meetings and support for travel is provided by the department.

Clinical Service
Clinicians are expected to obtain advanced knowledge and skills in their area of expertise. Funds are available for preparation for Board examinations by attendance at review courses. Faculty must participate in and present at Grand Rounds. Faculty
members are encouraged to participate in regional and national organizations. The Department of Neurology & Psychiatry provides support for travel. Senior physicians will serve as mentors for junior faculty. Faculty must participate fully in all departmental educational activities such as case conferences and journal clubs.

Special health initiatives and links with community services are encouraged when appropriate. Faculty should document activities that enhance patient care and list evaluations of clinical skills. Faculty is encouraged to join and participate in their specialty and subspecialty organizations. Faculty members are encouraged to work toward fellowship status in their respective organizations.

**Administration**

For those faculty who wish to advance in a leadership role the SOM encourages the participation in programs (see Leadership Skills Resources) designed for such a purpose. Programs are available at all levels of faculty development to enhance leadership and administration skills. Some of the programs available include:

- Masters in Public Health (MPH).
- Executive MBA or MBA or MHA.
- Physician Executive Management Development Program.
- Participation on the UMG executive committee.
- Membership on the SLU Hospital Governing Board.
- Palatucci Advocacy Leadership Forum (Am. Academy of Neurology)
- Several national programs are available to enhance women leadership.
- Faculty development fellowship.

**Service**

The chair should encourage faculty, particularly senior faculty, to participate in community service activities. The concept of a community includes the University, school of medicine, hospital, departments, and the greater Saint Louis area, as well as national and international levels. Faculty should represent Saint Louis University in their service work. They should participate in university committees, hospital committees, national and international professional organizations. Faculty should also participate in volunteer activities with students on campus or in the community. Faculty should consider participation in volunteer organizations at the national and international level. Examples of service include, but are certainly not limited to, participation in:

- **Saint Louis Community**: Habitat for Humanity, events that support transplant patients, Open Door Clinic, Health Resource Clinic.
- **International Community**: Red Cross, Humanitarian aid, La Clinica.
- **University Community**: Faculty Senate
- **School of Medicine Community**: IRB (internal review board), Animal Care Committee, Executive Committee, Committee on Student Progress and Program Planning, and other standing committees or ad Hoc committees.
- **Clinical Practice Community**: UMG executive committee, UMG sub-committees, SluCare committees, etc.
- **Departmental Community**: Graduate student admissions committees, departmental executive committees, preliminary examination committees, dissertation committees, etc.
- **Hospital Community**: Hospital Governing Board, other hospital committees.
RESOURCES

TEACHING

• **Reinert Center for Teaching Excellence** ([www.slu.edu/centers/cte](http://www.slu.edu/centers/cte))

  Dedicated to promoting quality teaching at the University. Offers teaching seminars, consultations, retreats, lectures, websites, and resource guides for faculty teaching development.

• **Ethics Across the Curriculum Program** ([www.slu.edu/centers/ethics/about.html](http://www.slu.edu/centers/ethics/about.html))

  Dedicated to sustaining and enhancing faculty teaching, research, and service related to ethics. Offers lectures and workshops, developmental and informational opportunities related to ethics issues, and information exchange among faculty.

• **Information Technology Services/Instructional Media Center** ([www.slu.edu/services/ITS/IMC/overview.shtml](http://www.slu.edu/services/ITS/IMC/overview.shtml))

  Dedicated to training in and application of technology and computer use in teaching, research, and service. Offers a faculty institute on information technology, a faculty help center and reference guides, seminars, and a newsletter.

• **Libraries** ([www.slu.edu/libraries](http://www.slu.edu/libraries))

  The University has three main libraries:
  - Health Sciences Center Library ([www.slu.edu/libraries/hsc](http://www.slu.edu/libraries/hsc))
  - Pius XII Memorial Library ([www.slu.edu/libraries/pius](http://www.slu.edu/libraries/pius))
  - Omer Poos Law Library ([lawlib.slu.edu/library](http://lawlib.slu.edu/library))

  The libraries offer full support of faculty, including material acquisition; library research guidance; database access; seminars through the Information and Education Services Department (e.g., database and archive searching); inter-library loans; distance learning support services; teaching materials through the Faculty Development Room; and other resources.

• **Office of Curricular Affairs, School of Medicine** ([oca.slu.edu](http://oca.slu.edu))

  Dedicated to preparing medical school faculty for teaching and evaluation of medical students. Offers printed materials to guide medical school faculty in course development and evaluation; presentations, workshops, and conferences on teaching, including a medical journal club; individual faculty consultation; and a variety of general teaching resources.
RESEARCH RESOURCES (www.slu.edu/research/index.html)

- **Beaumont Faculty Development Award**

  Internal research support for development of faculty research programs and skills. (Medical school faculty are not eligible, but faculty in the Nursing School, Public Health, and Allied Health are eligible.)

- **Summer Research Awards** ([www.slu.edu/services/research/expertise/4.2.shtml](http://www.slu.edu/services/research/expertise/4.2.shtml))

  Internal research support for development of faculty research programs and skills. (Medical school faculty are not eligible, but faculty in the Nursing School, Public Health, and Allied Health are eligible.)

- **Marchetti Jesuit Endowment Fund**
  ([www.slu.edu/services/research/expertise/4.2.3.shtml](http://www.slu.edu/services/research/expertise/4.2.3.shtml))

  Seeks to identify and support reflection, dialogue, and research on issues and concerns that should be part of the profile of a Jesuit and Catholic university, but which, for whatever reason, may not receive the attention they merit. Focuses on questions and issues that are located at the intersection of faith and culture, which affect or are affected by religious knowledge or faith experience. Open to all faculty.

- **SLU2000 Designated Research Fund** ([www.slu.edu/SLU2000](http://www.slu.edu/SLU2000))

  Provides start-up funds, interim research support, and research incentive funds to University faculty. Primarily, but not exclusively, directed toward newly hired faculty.

- **Corporate and Foundation Relations**
  ([www.slu.edu/services/research/offices/3.3.shtml](http://www.slu.edu/services/research/offices/3.3.shtml))

  Provides faculty assistance in identifying potential sources of external funding and support from non-governmental agencies.

- **Office of Research Services** ([www.slu.edu/research/ors.html](http://www.slu.edu/research/ors.html))

  Provides faculty assistance in identifying potential sources of external funding and support.

- **Research Administration, Health Sciences Center**
  ([www.slu.edu/services/research](http://www.slu.edu/services/research))

  Acts as liaison with and monitors governmental grant agencies; functions as information clearinghouse for funding opportunities and award administration; helps match faculty and departmental interests and needs with potential funding sources; conducts training and information seminars for faculty and staff on grantsmanship.