

RESOURCES FOR FACULTY—9.2/017

Otherwise known as the FACULTY HANDBOOK

Welcome to the University of Minnesota Medical School, Duluth Campus! (aka Medical School Duluth or MSD). While our brother and sister faculty live in the Twin Cities, we live with our cousins at the University of Minnesota-Duluth (aka UMD) and with our fellow regional faculty of the College of Pharmacy. The beautiful views of Lake Superior from our campus and the good life in Duluth are things we are fortunate to enjoy.

Our campus is dedicated to education and research on behalf of rural and Native American communities. We are national leaders in training Native American Physicians, rural physicians and Family Medicine physicians. We have graduate programs in collaboration with UMD and with the Twin Cities campus and pipeline programs to encourage careers in science. Our researchers are nationally and internationally recognized in a wide variety of disciplines, including health disparities. We look forward to the contributions that you will make as part of our team.

This handbook is designed to help you understand "how we get things done in Duluth". If you have feedback, corrections or updates, please let us know.

Regards,
Paula M. Termuhlen, MD
Regional Campus Dean
University of Minnesota Medical School, Duluth Campus
Office: [218-726-7572](tel:218-726-7572)
Fax: [218-726-7383](tel:218-726-7383)

UMN Medical School Website -- <http://www.med.umn.edu/> (chart at end of document)

Duluth Campus Website

<http://www.med.umn.edu/about/our-campuses-duluth-and-twin-cities/duluth-campus>

- Biomedical Sciences (BMS) -- <http://biomedical.umn.edu/>
- Family Medicine & Biobehavioral Health (under construction)
Duluth campus information --
<https://familymedicine.umn.edu/education-training/medical-student-education/duluth>
- Rural and American Indian Health Equity Medical Discovery Team -- Henderson
<http://www.med.umn.edu/research/medical-discovery-teams/rural-and-american-indian-health-equity-medical-discovery-team>
- Administrative Center – Keith (jkeith@d.umn.edu; ext7573) (chart at end of document)
 - Faculty Affairs (Lang) – see below
 - Finance (Constanini) (fconstan@d.umn.edu; ext 6788)
 - Grants (Slattery) (aslatter@d.umn.edu; ext 8894)
 - HR (Johnson) – see below
 - IT (Schneeweis) – see below

MedHub – Medical School Faculty/Staff overall link <http://hub.med.umn.edu/>

Confidential Reporting for the University of MN

--<https://secure.ethicspoint.com/domain/media/en/gui/9167/index.html>

Incident Reports -- <https://www.meded.umn.edu/apps/mistreatment/>

*******Alphabetical Listing of Resource Materials*******

Admissions – Michaels (rmichael@d.umn.edu; ext 8872)

- Admissions process for Duluth --
<http://www.med.umn.edu/admissions/how-apply/first-time-applicant>
- Admissions Committee – Please contact your department head
- Incoming class statistics --
<http://www.med.umn.edu/admissions/how-apply/incoming-class-statistics>

Academic Health Center (AHC) Graduate and Research programs – Drewes (ldrewes@d.umn.edu; ext 7925)

- Organizational Chart
<http://hub.ahc.umn.edu/sites/default/files/AHC-health-sciences-org-chart-2014-02.pdf>
- Directory -- <http://www.health.umn.edu/about/directory-a-z>
- AHC Graduate programs --
<http://www.med.umn.edu/education-training/graduate-programs>

AHC Duluth Research Seminar Series, Duluth campus – Regal (jregal@d.umn.edu; ext 8950)

<https://hub.med.umn.edu/faculty-affairs/faculty-resources/ahc-duluth-research-seminar-series>

AHC Duluth Women’s Mentoring Program, Duluth campus -- Regal (jregal@d.umn.edu; ext 8950) Open to faculty and post-docs.

<http://hub.med.umn.edu/faculty-affairs/faculty-resources/ahc-duluth-womens-mentorship-program>

Bridges/Pathways – Clarke (bclarke@d.umn.edu; ext 6587)

<http://biomedical.umn.edu/programs/bridges-and-pathways>

Center of American Indian and Minority Health (CAIMH) – Owen

(mjowen@d.umn.edu; ext 6282) <http://www.caimh.umn.edu/>

Dean’s Office: Regional Campus/TC Campus – Termuhlen (ptermuhl@d.umn.edu; ext 7572)

<http://www.med.umn.edu/about/our-campuses-duluth-and-twin-cities/duluth-campus>

- Administration – Keith (jkeith@d.umn.edu; ext 7573)
- Equal Opportunity <https://diversity.umn.edu/eoaa/>
 - EOAA Reporting <https://diversity.umn.edu/eoaa/reportingresources>
- Facilities – UMD www.m.d.umn.edu
 - Emergencies/Closing -- <http://www.d.umn.edu/closings/>
 - UMD Campus Map -- <http://www.d.umn.edu/maps/>

- Grants and contracts submissions support – Angie Slattery (aslatter@d.umn.edu; ext 8894)
- Human Resources/Benefits – medical, dental, insurances, childcare, discounts, etc. – Johnson (john2141@d.umn.edu; ext 7898)
 - <http://hub.ahc.umn.edu/human-resources/resources-new-employees>
 - Diversity/GLBT <http://www.d.umn.edu/mlrc/ocd/>
 - Injuries – <http://policy.umn.edu/hr/workerscomp>
 - Sabbaticals & Leaves <http://policy.umn.edu/hr/facleave>
 - Benefits – <http://humanresources.umn.edu/benefits>

Departments -- Biomedical Sciences—Bemis/Perslin (ext 8551); Family Medicine & Biobehavioral Health—Westra/Liskiewicz ext 7916)

Check with your Department administrator about:

- Facilities
 - Email
 - Keys
 - Lab Space
 - Offices
 - Parking – Employee, visitor passes
 - Printing, Faxing
 - Telephone
 - Travel
- Finance/Accounting
 - Grants – pre/post-award
 - Library
 - Purchasing
 - Reimbursements
 - Subscriptions
- Experts listing – www.experts.umn.edu/en
- Evaluations – Faculty & non-faculty personnel
- Hiring – Faculty -- see Department Head
- Hiring -- Non-faculty personnel
- UMarket – purchasing procedures
- Website – Personal information & Lab webpages

Information Technology (DMED-IT) – Schneeweis (jschnee@d.umn.edu; ext7403)
<https://sites.google.com/a/d.umn.edu/dmedit/>

Faculty Affairs – Lang (jlange2@d.umn.edu; 8611)
<http://hub.med.umn.edu/faculty-affairs>
<http://www.med.umn.edu/about/our-campuses-duluth-and-twin-cities/duluth-campus>

Faculty Governance –

- 7.12 Statements
http://hub.med.umn.edu/sites/hub.med.umn.edu/files/duluth_campus_statement.pdf

- Academic Track Statement
https://hub.med.umn.edu/sites/hub.med.umn.edu/files/academic_track.final_web_version.pdf
- Constitution
http://hub.med.umn.edu/sites/hub.med.umn.edu/files/constitution_0.pdf
- By-Laws
http://hub.med.umn.edu/sites/hub.med.umn.edu/files/bylaws.current_june_2015.pdf
- Mentoring
 - AHC Women's Mentoring Group (Regal)
<http://hub.med.umn.edu/faculty-affairs/faculty-resources/ahc-duluth-women-mentorship-program>
 - Junior Faculty Mentoring Program – Duluth campus
http://hub.med.umn.edu/sites/hub.med.umn.edu/files/duluth_early-junior_faculty_mentoring_program_11.22.16.pdf
 - Master Mentoring Program
<http://hub.med.umn.edu/master-mentoring-program>
- Professional Development
 - <http://hub.med.umn.edu/faculty-affairs/career-mentoring-resources>
 - <http://hub.med.umn.edu/faculty-affairs/faculty-development-advancement-opportunities>
 - <https://www.ctsi.umn.edu/education-and-training/career-development-programs>
- Promotion and/or Tenure
 - <http://hub.med.umn.edu/faculty-affairs/promotion-tenure>

Foundation/Development – Heart (hcheart@umn.edu; ext 6876)

- University of MN Foundation (main page) <http://give.umn.edu/>
- Medicine and Health (under construction)
- Scholarships (under construction)

Global Research – al'Absi (malabsi@d.umn.edu; ext 8322) (under construction)

Graduate programs – Regal, Zimmer, Slattery

- **Integrated Biosciences Program** <http://www.d.umn.edu/ibs/index.html>

Manifold – (need to sign in)

<http://tools.lib.umn.edu.ezp2.lib.umn.edu/sbraun/manifold-medschool/index.php>

Masonic Cancer Center Seminars --

<http://www.cancer.umn.edu/education-and-training-opportunities/cancer-center-seminars/>

Medical Education/Curriculum – Johns (ajohns1@d.umn.edu; ext 8874)

<https://sites.google.com/a/d.umn.edu/dmedit/dmed-curriculum>

- Medical Educator Development and Resources (Duluth) --
https://www.meded.umn.edu/faculty/index_du.php

- Medical Educator Development and Scholarship schedule
<http://www.meded.umn.edu/meds/workshops/>
- Course Manager – Kate Krasway (ext 6715)
- Policies for Medical Education (Duluth)
https://www.meded.umn.edu/policies/index_du.php

Research – Cathy McCarty, PhD (cathy@d.umn.edu; ext 6351)

- Animal Services (Rose-Hellekant) – ansv@d.umn.edu -- For all Duluth resource questions -- Ian Aldrich (aldr0053@d.umn.edu) and/or Heidi Aldrich (aldri077@d.umn.edu)
IACUC – <http://www.research.umn.edu/iacuc/>
- Equipment Purchasing – see Department Head
Equipment – Maintenance – Annette Rod (arod@d.umn.edu) ext. 7475
Facilities and Equipment – Wendy Schwartz (wschwart@d.umn.edu) ext. 7911
- Human Subject Research Inquiry Support – Radovich (lradovic@d.umn.edu; ext 7940)
- Grants – Pre-award Angie Slattery (aslatter@d.umn.edu) ext. 8894
- Lab Safety (Duluth based) Annette Rod (arod@d.umn.edu) ext. 7475
Jean Cranston -- 218-726-7273
 - U of MN -- http://www.dehs.umn.edu/ressafety_rsp.htm
 - UMD -- <http://www.d.umn.edu/ehso/>
 - Training -- <http://www.d.umn.edu/ehso/ResearchPg2.html>
- Library/Pub Med <http://hsl.lib.umn.edu/biomed>
- Research Resources --
<http://www.health.umn.edu/research/resources-researchers>
- Office Vice President of Research <http://www.research.umn.edu/>
 - General Research Resources --
<http://www.research.umn.edu/forresearchers/resources.html>
 - IRB -- <http://www.research.umn.edu/irb/>
 - eResearch Central -- <http://www.research.umn.edu/erss/>
 - Sponsored Projects administration (SPA) -- <http://www.ospa.umn.edu/>
 - Clinical and Translational Science Institute -- <http://www.ctsi.umn.edu/>
 - Research Instrumentation Lab (Duluth campus) --
<http://www.d.umn.edu/ril/>
- Research Policy Library <https://policy.umn.edu/research>
- Whiteside Institute for Clinical Research – Odean (modean@d.umn.edu; ext 7495) www.slhduluth.com/clinical-research.aspx

Rural Physician Associate program (RPAP) – Christensen (rchrste@d.umn.edu; ext 7318)

<http://www.med.umn.edu/md-students/rural-physician-associate-program-rpap>

Seminars

- Medical Educator Development and Scholarship schedule
<http://www.meded.umn.edu/meds/workshops/>
- AHC Duluth Research Seminar Series, Duluth campus – Regal (jregal@d.umn.edu; ext 8950)

<https://hub.med.umn.edu/faculty-affairs/faculty-resources/ahc-duluth-research-seminar-series>

- Masonic Cancer Center Seminars --
<http://www.cancer.umn.edu/education-and-training-opportunities/cancer-center-seminars/>
- AHC Duluth Women's Mentoring Program, Duluth campus -- Regal (for faculty and post-docs) (jregal@d.umn.edu; ext 8950)
<http://hub.med.umn.edu/faculty-affairs/faculty-resources/ahc-duluth-womens-mentorship-program>

Student Affairs – Michaels (rmichael@d.umn.edu; ext 8872)

For specific student concerns, please contact the Duluth office or Dr. Michaels

- Student Resources https://www.meded.umn.edu/students/index_du.php
- Faculty Advisors https://www.meded.umn.edu/students/advisors/y12_du.php

Library/Pub Med <http://hsl.lib.umn.edu/biomed>

Whiteside Institute for Clinical Research – Odean (modean@d.umn.edu; ext 7495)
www.slhduluth.com/clinical-research.aspx

.....

Final:

--Medical School Organizational Charts

--Administrative Center Organization Chart