



West Virginia University School of Medicine New Faculty Handbook

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Welcome From Dr. Brick

Welcome to the faculty of the West Virginia University School of Medicine. This handbook is designed to introduce you to some of the people and services that are available to assist you in your teaching, research, and clinical work.

The WVU School of Medicine supports **four** missions: research, clinical care, education and service. We are geographically located across **three** campuses: Morgantown, Charleston and the Eastern Division. Our **two** practice plans: University Health Associates (UHA) and West Virginia University Physicians of Charleston (WVUPC), exist to serve **one** School of Medicine. Our faculty, staff and students are continually striving for excellence in all areas.

Excellence means we cross the chasm from potential to reality, from dreams to discovery. None of us can settle for anything less than excellence – to do so is selling ourselves short.

Our goals include making this the finest possible medical school for our students and faculty, providing West Virginia with health care that is second to none, and engaging in research that will not only be of great benefit to the public but to our profession. I encourage you to take advantage of the resources that WVU offers, to contribute your best efforts, and to offer scholarly and personal support to your colleagues as we work together toward these goals.

Sincerely,

James E. Brick, M.D.
Interim Dean



History Of The School Of Medicine

The story of West Virginia University's Health Sciences Center is a story of growth and change. WVU was established in 1867 as a land grant university. Some medical courses were part of the curriculum in the university's earliest years, but the first comprehensive medical education program was not established until 1903. An agreement with the College of Physicians in Baltimore allowed WVU students to complete their first two years of medical education in Morgantown and their final two years in Maryland.

In 1951, the West Virginia legislature passed a tax on soft drinks, known as the "pop tax," to fund the construction of University Hospital. In 1960, University Hospital opened at the WVU School of Medicine established a four-year curriculum. The School awarded its first medical degrees in 1962. [The Pylons](#) are a work of art, reflecting the history marks the entrance to the health sciences center.

In 1972, the Charleston Division of the Health Sciences Center was established. Ruby Memorial Hospital opened in 1988, replacing University Hospital. Chestnut Ridge Hospital, a psychiatric and chemical dependency facility, opened in 1988. The Mary Babb Randolph Cancer Center, Physician Office Center, and Mountainview Rehabilitation Hospital opened in 1990. In 1993, the Health Sciences Center was named for U.S. Senator Robert C. Byrd.

Today, WVU's Health Sciences Campus is a large, modern medical complex that includes Schools of Medicine, Dentistry, Nursing, and Pharmacy, three hospitals, a physician office building, and state-of-the-art cancer and eye centers. The School of Medicine serves more than 2,500 students with a variety of educational programs -- including medicine, physical and occupational therapy, medical technology, physical therapy, exercise physiology, continuing medical education, and others.



Faculty members provide advanced clinical care to more than 100,000 West Virginians throughout the state. The institution is making a major investment in new state-of-the-art facilities and improvements in education, research, and clinical care. Construction is underway of a \$40 million facility that will house the Blanchette Rockefeller Neurosciences Institute – named for U.S. Senator John D. Rockefeller's mother, who died of Alzheimer's disease. Ruby Hospital is also undergoing an expansion of beds and operating rooms that began in 2003.

For more information about the school, please visit <http://www.hsc.wvu.edu/som/>

School of Medicine Links of Interest

- [Previous Deans for the School of Medicine](#)
- [Previous Vice-Presidents for Health Sciences](#)
- [Major Historical Events for the School of Medicine](#)
- [Celebrating 100 Years of Health Professions Education in West Virginia](#)

Introduction To Key Administrators

Deans

Name	Title	E-mail	Phone	Beeper
James E. Brick, M.D.	Interim Dean School of Medicine	jbrick@hsc.wvu.edu	304-293-6607	
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C. Mitch Jacques	Dean Eastern Division	mjacques@hsc.wvu.edu	304-264-9202	

Vice President

Name	Title	E-mail	Phone	Beeper
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Assistant & Associate Deans

Name	Title	E-mail	Phone	Beeper
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Assistant & Associate Vice Presidents

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Department Chairs

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Regional Chairs

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Center Directors

Name	Title	E-mail	Phone	Beeper
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Interdisciplinary Biomedical Research Centers

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Richard Dey Ph.D.	Respiratory Biology & Lung Diseases	rdey@hsc.wvu.edu	304-293-5979	
Director to be named	Diabetes, Obesity & Metabolic Disorders			
John Barnett, Ph.D	Immunology & Microbial Pathogenesis	jbarnett@hsc.wvu.edu	304-293-2649	

Deans For SoP, SoD And SoN

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Georgia Narsavage	School of Nursing	gnarsavage@hsc.wvu.edu	304-293-4831	

Audiovisual Resources

Projectors and audiovisual needs can be reserved thru the Educational Technology Resources Unit (ETRU) on-line at <http://wvthenet.hsc.wvu.edu/> . If any problems are encountered contact Elaine at 293-4951. The audiovisual technicians are Wade and Sam, who can be reached at 293-0698, should any problems arise during the course of a lecture. Available also, from ETRU, are "Project 320" carts, which are television screens projecting off of the HSC 10 computer server.

Room 8606 is designated a "technology classroom" and therefore all necessary resources are available within the class. If a large class is anticipated (a combined class of 60) and/or an audio visually complex course, this classroom should try to be scheduled. Rooms 8602 and 8606 have microphone systems.

Additionally, some departments have audiovisual resources available for their faculty. Please check with the Department Administrator for this availability in your department.

Biomedical Communications

There is a biomedical illustration department on the ground floor of the Health Sciences Center. They will make slides for classroom or professional presentation. Color computer generated text slides take about two weeks. Photo slides from books take three to five days. BioMed Communications will also make posters for professional presentations. This takes about four to six weeks lead time. For more information contact Virginia at 293-3241.

Cafeterias

There are several cafeterias available to faculty, staff and students. The Health Sciences Center cafeteria is located on the ground floor of Health Science Center South. The Breakfast hours are 6:30 am to 10:30 am and lunch hours are 10:45 am to 2:00 pm. The John Jones Conference Center is located within this area as well.

There is a snack bar and vending machine area in Health Science Center North across from the book store. The hours for the snack bar are 7:00 am to 4:00 pm. Both of these cafeterias may close for special events or when the students are gone.

There is an extensive cafeteria on the fourth floor of Ruby Hospital and is open daily. The hours for Ruby Cafeteria are:

- Breakfast – 6:30 am to 10:30 am
- Lunch - 11:00 am to 3:30 pm
- Dinner - 4:00 pm to 8:00 pm
- Midnight Dining – 2:00 am to 4:00 am

Ruby Espresso is located in the West Lobby with the hours of 6:30 am to 9:00 am and 10:00 am to 12:45 pm.

The daily menus can be located on Ruby On-line and UHA On-line under “On the Menu”

School Of Medicine Committees

There are twelve committees associated with the School of Medicine. The current membership for these committees can be located at <http://www.hsc.wvu.edu/som/administration/committees/committees.asp>

The committees and a brief summary of their purpose follows:

Academic and Professional Standards Committee

West Virginia University School of Medicine Academic and Professional Standards Committee Charter

Purpose:

To review the academic and professional progress of the students enrolled in the MD degree curriculum, as outlined in the Policy on Academic and Professional Standards governing the MD Degree Program.

Membership:

- The committee will consist of at least 15 voting faculty members appointed by the Dean consisting of a balance between basic science and clinical faculty.
- There shall be at least one voting faculty representative from each clinical campus.
- The Director of the Combined MD/PhD program shall be a voting ex-officio member.
- The Assistant/Associate Dean for Student Services from each campus shall be non-voting ex-officio members.
- The Dean shall annually appoint a Chair and Vice Chair from the voting membership.

Duties and Responsibilities:

- Outlined in detail in the Policy on Academic and Professional Standards Governing the MD degree Program. <http://www.hsc.wvu.edu/som/students/aboutSoM/campusSchoolInfo/policies/index.asp>
- In addition, the committee shall make recommendations to the Dean and the faculty regarding standards for promotion and for awarding of the MD degree.
- Following review of each student on a regular basis, the committee will recommend those students who have satisfactorily met all the requirements for the degree as candidates to the faculty for their final consideration.

Meetings:

Regular standing meetings shall be scheduled by the Office of Student Services in consultation with the Chair prior to the beginning of each academic cycle. These meetings will occur at least four times annually and on an as needed basis.

Standards of Behavior Committee

West Virginia University School of Medicine Standards of Behavior Committee Charter

Purpose:

To review any instances of inappropriate behavior by faculty towards students that are brought forward after attempts to resolve the issue at other levels have failed.

Membership:

- The Standards of Behavior Committee will be appointed annually by the Dean of the School of Medicine.
- The committee will consist of at least two basic science faculty members and four clinical science faculty members from at least two of the campuses and the Assistant Vice President for Social Justice of the Health Sciences Center.
- The Dean will appoint an Associate Dean as an ex-officio officer.
- The Associate Dean will select one of the panel members to serve as Chair of the panel.

Duties and Responsibilities:

Outlined in the Policy for Standards of Behavior for Interactions with Students

<http://www.hsc.wvu.edu/som/students/aboutSoM/campusSchoolInfo/policies/studentMistreatmentPolicy.asp>

Meetings:

The committee will meet on an as needed basis as outlined in the policy.

Admissions Committee for the M.D. Degree

West Virginia University School of Medicine Admissions Committee Charter

Purpose:

To attract, evaluate, and select the best possible medical student applicants for the MD degree program in keeping with the School of Medicine mission and values. It maintains a preference for West Virginia resident applicants who are qualified by their academic record, aptitude, character, and drive to become successful medical doctors. Qualified non-resident applicants with the same qualities will also be considered for admission. Preference for non-residents includes ties to WV, WVU, and/or proximity to WV, as it is believed that they are more likely to contribute to the health care programs of the state in the future.

Membership:

- Members are appointed annually by the Dean to serve a one-year term. Members may be reappointed at the discretion of the Dean.
- The AC shall consist of at least 15 voting members.
- There will be representation from both the basic science and clinical faculty, and students in the fourth year of the MD degree curriculum.
- Fourth year medical student members must be in good academic and professional standing, and be able to attend a majority of committee meetings.
- Membership shall have representatives from each campus whenever possible.
- Retired faculty and community physicians are eligible to serve on the committee.
- An Associate Dean will serve as an ex-officio, non-voting member, as the Dean's representative.
- The Dean shall appoint a Chair and Vice Chair from the voting membership.

Duties and Responsibilities:

Members shall:

- Attend the annual orientation and committee meetings.
- Review applicant files and conduct interviews with applicants in a professional manner.
- Present those applicants interviewed to the AC in an organized, honest, and complete manner citing student academic qualifications, recommendations, and personal impressions of the interview.
- Vote on applicants to recommend acceptance or rejection, keeping in mind the School of Medicine mission and values.
- Represent the School by answering questions from the applicants or referring those questions to the Office of Student Services.
- Review and recommend annually to the Dean the minimum criteria for admission to the MD degree program, and other policies related to the admissions process.

The Chair of the AC shall:

- Conduct the meetings of the AC.
- Assist with planning the annual orientation for AC members.
- Recommend membership to the Dean.

- Meet with the AC Associate Dean to select matriculants from the candidates approved by the AC.
- Counsel applicants in the application process.

The Associate Dean assigned to staff the AC shall:

- Recommend AC membership to the Dean for approval.
- Maintain AMCAS application service.
- Maintain up to date information on national and school statistics on matriculants.
- Develop relationships with statewide and regional schools and counselors for a potential stream of acceptable applicants.
- Review potential applicants and select those who will be offered secondary applications and interviews.
- Meet regularly with the AC chair and attend AC meetings.
- Notify applicants of their status in the process following a review and recommendation from the AC as accepted, waitlisted, or rejected.
- Meet with AC Chair to select final matriculants from the pool of applicants deemed acceptable by the AC.
- Support the MedSTEP program for the Eastern Division, including service as interviewer and voting member of the program selection committee.
- Work with other Associate Deans to identify acceptable applicant profiles and report this to the AC.
- Present at the AC orientation each year and update the AC members of relevant new policies, procedures, and relevant data.
- Ensure that the AC meetings and applicant presentations are conducted fairly.
- Review and update the Technical standards for admission on an annual basis.
- Review and update application secondary forms, and matriculation health forms and requirements.
- Recommend application fees to the Dean.
- Send information to matriculating students to prepare for beginning the curriculum, including student orientation programs.

Meetings:

The committee will meet weekly from September through March and as needed.

Curriculum Committee

West Virginia University School of Medicine Curriculum Committee for the MD Degree Charter

Purpose:

To oversee the objectives, structure, content, teaching, management, and organization of the educational program leading to the MD degree. Through the Associate Dean for Medical Education, the Curriculum Committee advises the Dean with regard to these matters.

Membership:

The Dean of the School of Medicine appoints the membership annually. The Dean shall appoint a Chair from the voting membership.

The membership shall consist of:

- Faculty directors from all required 1st-year courses and a 1st-year student representative;
- Faculty directors from all required 2nd-year courses and a 2nd-year student representative;
- Faculty directors from each of the required 3rd-year clerkships and one 3rd-year student representative from each of the clinical campuses;
- Faculty directors from each of the required 4th-year clerkships and one 4th-year student representative from each of the clinical campuses; and
- Administrators and staff representing units that play a role in the education of students.
- The Dean may appoint faculty members from any clinical campus as at-large members.
- The Dean will appoint an Associate Dean as a non-voting, ex-officio member to provide staff support for committee functions.

It should be noted there is a total of 8 student members representing all the years of the curriculum and each campus. These students must be in good academic and professional standing to maintain membership.

Duties and Responsibilities:

The general duties regularly performed each year are consistent with the purpose described above. The agenda outlining specific tasks to be accomplished is stated at the beginning of each year. They typically include but are not limited to reviewing and recommending to the Dean:

- Elective proposals for the fourth year catalog
- Education programs, methods, evaluation approaches
- New educational requirements
- Course, clerkship, and curriculum evaluation

Meetings:

Meetings are held the first Monday of each month, when possible. The committee typically does not meet during the summer months (June, July and August). Other campuses and divisions are connected via video conferencing for all meetings. Minutes of the meetings are kept on file in the Office of Medical Education.

Continuing Medical Education Committee

West Virginia University School of Medicine Committee on Continuing Medical Education Charter

Purpose:

To provide physician expertise and guidance to the WVU School of Medicine Office of Continuing Medical Education. This expertise and guidance enables the Office of CME to function as a nationally accredited provider of continuing medical education credit through the Accreditation Council for Continuing Medical Education.

Membership:

- The committee is chaired by an Associate Dean.
- The Dean appoints a Vice Chair from the voting membership.
- At least one faculty member from each clinical department within the WVU School of Medicine will be appointed by the Dean to serve a three year term. These terms will rotate so as to permit for both continuity in membership and the opportunity to welcome new ideas.
- Ex-officio voting members will include at least one representative from each of the following areas: the Charleston Division, the Eastern Division, MDTV, Office of CME, Utilization Management, Office of Medical Education, and VA Affairs.

Duties and Responsibilities:

The members play a vital role in our efforts as an institution to provide high-quality continuing medical education to our constituencies.

Their duties and responsibilities are:

- To ensure that the educational content of all CME activities meets the guidelines set forth by the Accreditation Council for Continuing Medical Education.
- To establish Continuing Medical Education broad-based policies relating to the administration of the CME program.
- To provide an ongoing monitoring system to ensure that the policies adopted by the Committee foster an effective and efficient CME program.
- To ensure that the CME program meets the needs of the physicians of West Virginia.
- To assume a leadership role in the support and involvement of School of Medicine faculty in CME activities.

Meetings:

The CCME meets at least quarterly at times determined by the Chair.

Distinguished Teacher Committee

West Virginia University School of medicine Distinguished Teacher Committee Charter

Purpose:

The committee will annually recognize and reward exceptional teaching and/or innovation in teaching methods, course and curriculum design and instructional tools. A principal criterion for award is documentation that recipients are considered among the very best teachers, at any rank, in the School of Medicine (SOM).

Membership:

- The Dean may select SOM faculty, at any rank, with active academic appointments for membership. Typically, committee members serve a term of 3 years, but may be reappointed at the discretion of the Dean. Previous award winners are automatically appointed for membership in the subsequent year for at least one cycle.
- There shall be at least one faculty member from each degree program within the School of Medicine including but not limited to graduate programs (PhD), medical doctor (MD), physical therapy (PT), occupational therapy (OT), medical technology (MT), exercise physiology (EP), and masters of public health (MHP).
- An Associate Dean will be assigned to assist the committee as a non-voting ex-officio member.
- The Dean shall annually appoint a Chair from the voting membership.

Duties and Responsibilities:

- To establish, review and distribute criteria and guidelines for award selection.
- To solicit and review nominations for the award.
- To recommend to the Dean the faculty recipients of the annual SOM Distinguished Teacher Award.
- To forward the names of the recipients on to the West Virginia University Foundation Outstanding Teachers competition.

Meetings:

There shall be at least 5 meetings during the academic year.

- The first meeting shall welcome new committee members and establishes, reviews and distributes criteria and guidelines for award selection.
- The next two meetings would function as workshops reviewing established criteria and guidelines with nominees.
- At the fourth meeting, the committee membership selects the Distinguished Teacher Award winner from the list of eligible nominees who have completed the required application process. This recommendation is forwarded to the Dean for final approval.
- The final meeting discusses with membership both the problems and progress of the process for the past academic year and solicits suggestions for revision of award guidelines and selection criteria.

Revised 2/2/05

Research Development and Bridge Grant Review Committee

West Virginia University School of Medicine Research and Development and Bridge Grant Review Committee Charter

Purpose:

To critically evaluate the scholarly merit of Research and Development or Bridge applications and the likelihood that the principle investigator will obtain new or renewed extramural grant support for the project.

Membership:

- The committee will consist of at least 15 voting faculty members, from both the basic and clinical sciences, at the rank of Assistant Professor or higher, as appointed annually by the Dean.
- There shall be two co-chairs appointed by the Dean, one from a basic science department and one from a clinical department.
- Staff support will be provided by the Office of the Associate Vice President for Research and Graduate Education, as an ex-officio, non-voting member. This person will maintain all the records of the reviews.
- The Associate Vice President for Research and the Director of Fiscal Affairs in the Office of Research and Graduate Education will both serve as ex-officio, non-voting members.

Duties and Responsibilities:

- Members will be assigned primary or secondary reviewer responsibilities for as many as five or more RDG and/or Bridge applications in each cycle.
- Members will provide a typed review, plus an electronic copy, that contains at least but not limited to a brief description of the project's objectives, a summary of the scientific merit of the application, including its potential for external funding and an evaluation of the proposed budget. These critiques will be due to the Office of Research and Graduate Education at least 7 working days prior to the committee meeting.
- The Associate Vice President will summarize the goals of the internal grants program and provide a review of the grants funded in the previous review session at the beginning of each committee session.
- Primary and secondary reviewers will provide an oral summary of their critiques and recommend a priority score to the Committee.
- Each member will vote on each proposal, unless designated as a non-voting member.
- Final revised reviews are to be submitted to the Office of Research and Graduate Education within 2 working days of the committee meeting.
- Chairs will organize and administrate the meetings, review and approve each final critique before they are sent to the applicants, evaluate committee's progress, and recommend changes to the Vice President for Research and Graduate Education regarding policies and procedures of the committee.
- The Associate Vice President will evaluate the proposals and the Office of Research and Graduate Education will provide funding based on the scoring and recommendations of the committee.

Meetings:

Twice annually at times selected by the Co-Chairs, for the full committee. The Co-Chairs will meet more frequently as needed to assure the timely and efficient progress of the committee.

Graduate Program Admissions Committee for Biomedical Sciences

West Virginia University School of Medicine Common Admissions Committee for Graduate Programs in the Biomedical Sciences Charter

Purpose:

To attract, evaluate, and select the best possible graduate student applicants for the graduate degree programs in the Biomedical Sciences within the Schools of Medicine and Pharmacy, keeping in mind the mission and values of the Schools.

Membership:

- The individual graduate programs shall appoint annually one faculty member from each graduate program.
- Faculty members of the Admissions Committee will elect a Chair annually from the voting membership.
- One senior graduate student will be elected by the Graduate Student Organization (GSO) to serve as a voting member.
- The Chairperson of the Recruitment Committee will serve as an ex-officio, non-voting member.
- An Assistant Dean for Graduate Studies will serve as an ex-officio, non-voting member, as the Dean's representative.

Duties and Responsibilities:

- Pre-select applicants for invitation to the Graduate Programs Open House.
- Interview prospective graduate students.
- Following interview selections, applicant files will be distributed to the Assistant Dean for Graduate Studies, the Chair, the Graduate Program Coordinators, and faculty and student recruitment committees to make personal contact with the applicants.
- Select applicants following review of credentials and interviews, based on the number of training positions available as identified by the Graduate Program Coordinators and the Assistant Dean for Graduate Studies.
- Review and recommend annually the minimum admissions requirements for graduate programs including those areas where proficiency is required, and where undergraduate course work may be flexible.
- Develop and evaluate an instrument that considers various aspects of the applicant's record including but not limited to degrees earned, grade point average (GPA), coursework difficulty, GRE scores, research experience, letters of recommendation, level of interest for advanced training in a specific discipline and the personal interview.
- Provide to the Assistant Dean for Graduate Studies a rank-ordered list of qualified applicants for final selection.
- Formal offers of acceptance and other decisions recommended by the Committee shall be signed by the Chair, the Assistant Dean for Graduate Studies, and the Associate Vice President for Research.
- Serve as first-year advisors as assigned for each applicant accepting appointment to the graduate program.
- Review the academic progress of all students completing a full semester of graduate course work. Any student with a GPA below 3.0 shall be counseled by their advisor and placed on academic probation. Comprehensive first-year GPA must be 3.0 or higher to advance to the second year. Failure to meet this standard may result in dismissal from the graduate program.

- Following satisfactory completion of the first year of course work, students shall request admission to a specific graduate program with their names and full academic record forwarded to the program coordinator for consideration.

Meetings:

The Chair and/or the Assistant Dean for Graduate Studies shall call meetings as required to complete the duties of the committee in a timely and efficient manner.

Committee for Van Liere Research Convocation and Faculty Research Day

West Virginia University School of Medicine Committee for Van Liere Research Convocation and Research Day Charter

Purpose:

To enhance the interaction of faculty and students involved in research by coordinating a two-day on-campus event, which includes both the Van Liere Convocation and Health Science Center Research Day. The events are supported and sponsored by the Associate Vice President for Research and Graduate Education.

Membership:

- The Dean, School of Medicine, makes appointments to the Committee with at least one member representing each HSC school.
- The Dean selects a Chair from the membership.
- There will be at least five members of the School of Medicine faculty.

Duties and Responsibilities:

- To assist in the organization of the Van Liere Convocation and Health Science Center Research Day.
- To review and rank abstracts submitted by graduate students and health science professional students for oral presentation at the Van Liere Research Convocation.
- To judge and select award recipients of the Van Liere Research Convocation.
- To participate in the Health Science Center Research Day poster presentation event.
- To attend all meetings and participate in the planning of these events.
- To assist the students in the execution of presentations.
- To make arrangements for oral presentations, i.e., oversight of technical needs.
- To judge the oral presentations and provide assistance in all levels of the planning.

Meetings:

Meetings are held when planning stages begin and throughout the process. The first meeting is generally held in December to begin the planning and make some assignments for work to be done. Follow up meetings are scheduled as needed by either the Chair of the committee or the office of the Associate Vice President for Research and Graduate Education.

School-Wide Committee for Faculty Evaluation, Promotion and Tenure

West Virginia University School of Medicine School Wide Committee for Faculty Evaluation, Promotion and Tenure Committee Charter

Purpose:

To provide the annual assessment of the faculty as outlined in the School of Medicine Guidelines for Faculty Appointment, Promotion and tenure as indicated in the policies as published:
<http://www.hsc.wvu.edu/som/administration/committees/promotionTenureGuidelines.asp> or
www.wvu.edu/~acadaff/fac/policies/pt.htm

Membership:

- Shall consist of faculty members appointed annually by the Dean. There shall be a balance between clinical and basic science faculty, as well as a membership from faculty in both the tenure and clinical track.
- All campuses shall be represented with at least one member.
- All departments that exceed the equivalent of twenty full time faculty shall have at least one representative.
- All members shall vote on decisions of promotion, but only tenured faculty members shall vote on decisions of tenure.
- The Dean shall annually appoint a Chair and Vice Chair from the voting membership.
- The Chair shall vote only in case of a tie.

Duties and Responsibilities:

- To annually review and make recommendations for all faculty regarding retention, termination, promotion and tenure.
- To assure that recommendations regarding all faculty are made in accordance with the rules and regulations governing promotion and tenure of the School of Medicine, West Virginia University and West Virginia University Governing Board.
- To make recommendations to the Department committees and Chairs reviewing faculty regarding their evaluation process.
- To review and recommend to the Dean and the faculty revisions to the School of medicine Guidelines for Faculty Appointment, Promotion and Tenure as required or requested.

Meetings:

The Committee shall be scheduled to meet by the Chair after the closing of files of those faculty seeking promotion and/or tenure, which is typically December 31st. The Committee shall meet as often as necessary to complete its work within the timeframe established in the School of Medicine Guidelines for Faculty Appointment, Promotion and tenure.

Women in Health and Science Committee

The Women in Science and Health Committee fosters professional development, wellness and promotion of women in academic science and health and promotes successful recruitment and retention of women at West Virginia University Health Sciences Center. The committee currently consists of members from the Schools of Medicine, Nursing, Pharmacy and Dentistry. Function of the committee include, but are not limited to:

1. networking events;
2. promoting the accomplishments of women faculty;
3. identifying and nominating women faculty to AAMC Professional Development Conferences and ELAM;
4. Serving as the liaison to national committees in regard to women faculty and promoting the national Women in Medicine Month.

In addition to being asked to serve on one of the school-wide committees, you may be asked to serve on one of the departmental committees. The Chair of your department will be able to tell you of the committees associated with your specific department.

Graduate Medical Education Committee (GMEC)

West Virginia University School of Medicine School Wide Committee for Graduate Medical Education Committee (GMEC)

Purpose

The Graduate Medical Education Committee (GMEC) exists to provide oversight and governance to all graduate medical education training programs under the direction of the School of Medicine. It is to monitor and advise the Dean on all aspects of residency education and to ensure substantial compliance with the institutional, common program and specialty specific requirements of the Accreditation Council for Graduate Medical Education (ACGME).

Membership

- The Dean of the School of Medicine will appoint an Associate Dean as the Designated Institutional Official (DIO) responsible for GME and the functioning of the GMEC.
- The committee shall be chaired by a member of the GMEC that is appointed by the Dean.
- All Program Directors of ACGME programs shall be ex-officio voting members.
- The Dean shall appoint at least one faculty member from a clinical department and two faculty members from a basic science department within the WVU School of Medicine as voting members.
- The Dean shall appoint at least one member from the administration of West Virginia University Hospitals as a voting member.
- Resident physicians in the SOM shall nominate peers to serve as voting members. There shall be at least four resident physician voting members selected annually. Resident members must be in good academic and professional standing with their programs.
- The Dean may appoint additional members from the faculty as voting or non-voting members dependent on the needs of the GMEC and the School of Medicine.
- The Administrative Director of GME shall be an ex-officio non-voting member.
- Additional ex-officio non-voting members shall include the Dean and the President of West Virginia University Hospitals.

Duties and Responsibilities

The Dean and the DIO shall select at least three program directors and one resident member from the GMEC to serve on the GMEC Taskforce which shall meet regularly along with the DIO, Chair of the GMEC and the Administrative Director of GME. This Taskforce shall be a working subcommittee of the GMEC with all the rights and responsibilities of the full GMEC. The Taskforce shall report directly to the GMEC, and minutes of all its activities shall be available to the full GMEC for review.

The GMEC reports to the Dean of the School of Medicine as the Chief Academic Officer for all educational programs within the School of Medicine and to the DIO.

Specific duties must include but are not limited to the following:

- To establish and implement policies and procedures regarding the quality of education and the work environment for the resident physicians in the SOM.
- To review at least annually the salary and benefits afforded to the resident physicians employed in the SOM.

- To establish and implement formal written policies and procedures to ensure compliance by all programs and institutions utilized in GME for the SOM with all aspects of the ACGME duty hour requirements.
- To regularly monitor compliance of programs and institutions with the established duty hour requirements.
- To review and approve all requests by programs for exceptions to the standard duty hour requirements prior to submission to the specialty Residency Review Committee (RRC).
- To ensure that resident physicians have appropriate supervision for all patient care and educational activities within the program curriculum.
- To ensure that all programs have both a written curriculum and a formal evaluation system based on the established ACGME core competencies.
- To establish and monitor policies for the selection, evaluation, promotion and dismissal of resident physicians in the SOM.
- To review all program accreditation letters from the ACGME.
- To review all progress reports and responses to all proposed adverse actions as requested by the ACGME.
- To monitor program action plans for correction of areas of non-compliance.
- To review the SOM's Institutional Review Committee (IRC) report and action plan for correction of areas of non-compliance.
- To review and approve all communications with the ACGME for all programs including but not limited to:
 - applications for new programs,
 - requests for changes in resident complement,
 - changes in length of training,
 - changes in participating institutions,
 - appointments of all program directors,
 - requests for either inactive status or reactivate status,
 - requests for voluntary withdrawal,
 - and appeals of adverse action.
- To conduct internal self study and review for all programs at approximately mid-cycle of scheduled ACGME site visits and review those reports and make recommendations to the program directors to address areas of concern and ensure substantial compliance with the institutional, common program and specialty specific requirements.

Meetings

The GMEC shall meet at least quarterly or more often as determined by the DIO and the Chair of the GMEC.

The GMEC taskforce shall meet at least ten times per year or more often as determined by the DIO and the Chair of the GMEC.

Computer Laboratory Facilities

HSC Library

There are 16 computer stations for faculty and student use in the Health Sciences Center Library on the second floor of Health Sciences Center North. The library stations offer word processing, spreadsheet applications and internet access. The library computers also offer access to the WVU catalogue system (Mountain Lynx) and connection to the National Library of Medicine (Medline and PubMed) as well as a number of other databases. These facilities may be accessed from the HSC home page from your office or home computer. To learn more about the Health Science Center Library, go to <http://www.hsc.wvu.edu/library/>.

Computer-Based Learning Center (CBLC)

The Computer-Based Learning Center (CBLC) is located on the second floor of the Health Sciences Center South. There are consultants available to help you with any computer questions. The labs can be scheduled for a class but you must do it before the semester begins. The CBLC computers offer word processing, spreadsheet applications, internet access and interactive server based software. The CBLC usually closes at 9:30 pm during the spring and fall semesters. Students have access to the center during the times that it is not otherwise scheduled. For more information on the Computer-Based Learning Center go to <http://iso.hsc.wvu.edu/cblc/>

Copy Centers

Copying

Copy machines are available in each department for low volume requests. Large volume copy requests are best handled through the Copy Center (293-5069) in the Health Sciences Center. In addition to course hand-outs they can also make books of copies for courses, including obtaining copyright releases on articles from books or journals. To use this service, materials must be in two months before the beginning of the semester.

In addition to this copy center there are four additional copy centers available to faculty, staff and students. For a schedule of hours of operation or more information go to <http://www.ia.wvu.edu/>

Chamber Of Commerce

The Morgantown Area Chamber of Commerce is located at 1009 University Ave, PO Box 658, Morgantown, WV 26507-0658 and the phone number is 800-618-2525 or 304-292-3311. They are also located on the web at <http://www.mgnchamber.org/>

Additional information about the Morgantown area can be obtained by visiting the “About our Community” section of Healthcare at West Virginia University at <http://www.health.wvu.edu/employment/live.html>

Map with distance and driving time to HSC Eastern Division locations and the Osteopathic School of Medicine

Emergency Evacuation

Emergencies

All departments participate in the School of Medicine Evacuation Plan. The plan calls for all occupants to evacuate the building whenever the fire alarm rings. You will take the students out the appropriate exit and go to the designated meeting place. When the “All Clear” announcement is heard, you may return to the building. Your department Administrator will be able to give the specific meeting place for your department.

School Of Medicine Faculty Awards

Distinguished Teacher Award

The West Virginia University School of medicine Distinguished Teacher Award is given yearly to recognize and reward exceptional teaching and/or innovation in teaching methods, course and curriculum design and instructional tools.

Recipients of this award are nominated by the students. The recipients of the award receive a \$500.00 monetary award, a plaque and their name added to the Distinguished Teacher Award plaque located in the hallway.

Nomination guidelines and criteria can be located on SOLE.

Distinguished Teachers Winners Page -

<http://www.hsc.wvu.edu/som/students/aboutSoM/campusSchoolInfo/awards/faculty/distinguishedTeacher.asp>

Deans Excellence Awards

The categories for the Dean's excellence awards are: educational Innovation, Clinical Service, Research, Community Service and Service to the School. Two awards are presented in each category. One award is presented to a senior faculty member, with the other award being presented to a more junior faculty member.

The recipient of these awards each receive a plaque and a monetary award of \$2,000.00 to be used towards travel, books, etc.

Other Awards

WVU Foundation Teacher Winners Page

<http://www.hsc.wvu.edu/som/students/aboutSoM/campusSchoolInfo/awards/faculty/WVUfoundOutstandTeach.asp>

Other Faculty Awards and Winners

<http://www.hsc.wvu.edu/som/students/aboutSoM/campusSchoolInfo/awards/alumniAssociation/index.asp>

- [Alumni Association Awards David Z. Morgan Mentor Award](#)
- [Alumni Association Awards President's Young Alumnus Award](#)
- [Alumni Association Awards MacLachlan Basic Sciences Award](#)
- [Alumni Association Awards Distinguished Alumnus Award](#)

Faculty Development

There are numerous resources and programs offered within the Health Sciences Center and around the institution for support with faculty development. Health Sciences materials may be found at <http://www.hsc.wvu.edu/admin/facultydev/>

Faculty Discounts And Ticket Information

Faculty of West Virginia University receive discounts on several purchases.

You will also have the opportunity to purchase season football and basketball tickets at a discounted price. The applications for these should come in the mail in May for football and during the fall for basketball.

The WVU calendar of events can be found at <http://calendar.wvu.edu/>

Faculty Privileges

All faculty receive a faculty identification card. This permits access to the recreational facilities of the Natatorium and Coliseum.

For an additional fee faculty are also permitted to become members of the WVU Student Recreation Center and have full use of those facilities. An application for membership is available at the recreation center desk during business hours.

Information Systems

GroupWise

GroupWise is the information system that is used for sending and receiving mail, scheduling appointments and viewing the calendar. Additional information on GroupWise can be found at <http://oit.wvu.edu/groupwise/>.

To obtain your password, or for any problems, contact the HSC helpdesk at helpdesk@hsc.wvu.edu or 304-293-3631.

Clinical Information Services

For assistance with applications such as CHIP or MedSite contact the Ruby Help desk at 598-4357. For Training on these applications contact Computer Education at 598-4700.

Mix

The Mountaineer Information Xpress (MIX) is a Web platform for WVU students and faculty. The MIX is a digital tool to make communication easier for all members of the WVU community – both faculty and students. It is accessible from anywhere at anytime of day or night.

For more information on MIX and to locate your password go to <http://www.wvu.edu/~mix/> Contact the Office of Information Technology Support Services at oithelp@mail.wvu.edu or 304-293-4444 x 1 with any problems.

Star

Students and Technology Achieving Results (STAR) web system is available Monday 7:00 A.M. through Saturday 11:00 P.M., except for Tuesday and Thursday mornings from 1:30 A.M. to 4:30 A.M.

For more information on STAR including PIN and contact information go to <http://star.wvu.edu/> Contact the Office of Information Technology Support Services at oithelp@mail.wvu.edu or 304-293-4444 x 1 with any problems.

Sole

Secure Online Environment (SOLE) is the WVU Health Sciences Center's portal for online education and information. It is a web-based tool for students to access courses and for instructors to build and maintain those courses.

Developed by Academic Technologies as an open-ended system for online course development and management, SOLE harnesses the communication power of the Internet within a single-login, user-friendly environment. SOLE has the capability to allow you to establish a "single point of access" for selected external modules, such as helpful databases.

To receive a SOLE account one should go to <http://sole.hsc.wvu.edu>. Click on the link "Request a SOLE account" located on the right hand side of the page under Help. For any problems contact Information Technologies at 304-293-2491.

Library Information

Use of the Library

As a faculty member, you have the use of all campus libraries (<http://www.libraries.wvu.edu/>), which include Wise Library (downtown), Evansdale Library on the Evansdale campus next to the Engineering Building and the Health Science Center Library located on the second floor of Health Science Center North. Your University faculty ID card is all that is needed to check anything out of the library. Faculty have the ability to check out most books for a semester.

The Health Sciences Center library will put material on reserve for classes. This is generally done by a request submitted at least one month before the semester begins. There is also an e-reserve option offered by the library. More information concerning this option, along with library hours and directions can be found on the library's web page at: <http://www.hsc.wvu.edu/library/>

News Media And Communications

The Public Information/Communication staff of the HSC (293-7087) serves the School (and the other Health Sciences schools), WVU Hospitals and UHA. If you become aware of student achievements, research results, awards or other information that may be of interest to the rest of the campus or the public at large, please contact this office for assistance.

WVU communicators often work with the local and national news media to report on developments the university. To protect patient privacy, news media representatives are not permitted in patient care areas with an escort from the public information staff. This office also handles advertising, Internet sites (www.health.wvu.edu and <http://www.hsc.wvu.edu/som/> among others), and other communications tools used by WVU.

Phone Systems

Ruby Phones

WVU Hospitals and University Health Associates use the OptiPoint 500 digital telephone system.

Training on how to use the phone, or documentation can be obtained from the West Virginia University Hospital Education Training & Development Computer Education located in room HSC B-26.

From 3rd floor of Ruby, follow hallway past Radiology, Nuclear Medicine, go through the tunnel into HSC, we are the second door on the left at the end of the tunnel. Their hours of operation: Monday through Friday 7:30am - 4:00pm. You can reach them by phone at (304) 598-4700, or on the web at Rubyonline. From Rubyonline, on the left navigation choose training, and then click on Computer Education to view a listing of the courses and download the documentation.

HSC Phones

The Health Sciences Center uses the Cisco IP Phones.

For hands-on training or documentation on how to use the HSC phone system, contact the Computer-Based Learning Center located on the second floor of Health Sciences South. The CBLC can be reached at 293-6128 or on the web at <http://iso.hsc.wvu.edu/cblc/CBLC.html>.

The CBLC spring and fall hours of operation: are Sunday, 2pm – 9:30pm, Monday through Friday 8 am - 9:30pm and Friday 8am – 5pm. Summer hours are Sunday, 2pm – 6pm, Monday and Thursday 8 am - 9pm and Tuesday, Wednesday and Friday 8am – 5pm.

Quick Dial Information – Dialing Ruby Extensions from HSC

In order to dial Ruby extensions that begin with 4 or 6 (e.g., 598-4xxx or 598-6xxx), you must dial 9-598-4xxx (or 9-598-6xxx). These extensions that begin with 4 or 6 are considered external numbers, and therefore may be dialed directly.

For internal Ruby extensions — those starting with 2, 3, and 5 — you must first dial 9-598-4000 for the main Ruby switchboard. As soon as the greeting begins, press 1, then press 7xxxx (x's represent the 4-digit extensions beginning with either 2, 3, or 5). At this point, you will hear hold music while you are transferred to the extension.

POC Phone Numbers And Campus Maps

- [POC / Ruby map](#)
- [HSC Campus Map](#)

First Floor

- Eye Institute _____ 304-598-4820
- Otolaryngology _____ 304-598-4825
- MRI – POC _____ 304- 598-6168
- Medical Records _____ 304- 598-4809
- Medical Transcription _____ 304- 598-6852
- Pharmacy _____ 304- 598-4848
- POC Info Desk _____ 304-598-4805x3800

Second Floor

- Orthopaedics _____ 304-598-4830
- Pediatrics _____ 304-598-4835
- POC X-Ray _____ 304-598-4845

Third Floor

- Med Group Practice/65+ _____ 304-598-4850
- Medical Specialties _____ 304-598-4855
 - Cardiology _____ 304- 598-4862
 - Gastroenterology _____ 304-598-4867
 - Infectious Disease _____ 304- 598-4867
 - Nephrology _____ 304-598-6802
 - Occupational Med _____ 304- 598-4867
 - Pulmonary _____ 304- 598-4862
 - Rheumatology _____ 304-598-4867
 - Sleep Disorder _____ 304-598-4862
- Medicine Suite 3 _____ 304- 598-4865
 - Derm/Podiatry/Medabolic
- EEG & EMG _____ 304-598-6060

Third Floor (Eye Institute)

- Neurology _____ 304- 598-6127
- Neurosurgery _____ 304- 598-6127

Fourth Floor

- Pre Adm Testing _____ 304-598-4885
- Surg. Specialties _____ 304-598-4890
- OB/GYN _____ 304-598-4880
- Ultrasound _____ 304-598-3159x2733
- Administration _____ 304-598-4875

Health Science Center

- Family Medicine _____ 304-598-6900
- Behavioral Med _____ 304-293-5272

Miscellaneous

- Cancer Center _____ 304-293-4500
- Cheat Lake _____ 304-594-1313
- Dental Clinic _____ 304-293-5831
- Pain Treatment Center _____ 304-598-6216

Toll Free

- UHA _____ 800-842-3627
- Cheat Lake _____ 800-594-1313
- Family Medicine _____ 800-983-6362

Ruby Numbers

- Admissions _____ 304- 598-4146
- EKG _____ 304- 598-4265
- Emergency Dept. _____ 304-598-4172
- Employee Health _____ 304-598-4160
- Film Room _____ 304-598-4794
- HR _____ 304-598-4075
- Information _____ 304- 598-4000
- Parking _____ 304-598-4029
- Ruby HIM _____ 304-598-4109
- Same Day Surgery ____ 304-598-6200x6300
- Social Services _____ 304-598-4126
- Wheelchairs _____ 304-598-4107
- X-Ray _____ 304-598-4250

Other Important Numbers

- Temporary Privileges
- Medical Staff Affairs _____ 304-598-4160
- Ellen Seese _____ 304-598-4156
- Benefits Tammy Cramer ____ 304-293-4103
- Payroll _____ 304-598-4008
- Employee Health _____ 304-598-4160

- Hospital ID card
- Cathy Patterson _____ 304-293-6924

- Medsite (electronic medical records)
- Sign on information _____ 304-598-4357
- CHIP Sign on information ____ 304-293-6128

- PACS (electronic x-ray viewing)
- Medical Staff Affairs _____ 304-598-4160

- HPF _____ 304-598-4093
- (electronic data of scanned hand-written records)

- Optio _____ 304-598-4093
- (resource for forms to print)

- Dictation system access ____ 304- 598-4114
- Parking Permit _____ 304-293-5502

- TID (long distance access code)
- Laura Roth _____ 304-293-4683

Promotion & Tenure

All faculty at West Virginia University are reviewed annually in accordance with University and School of Medicine policies, procedures and guidelines. More information on the School of Medicine's promotion and tenure procedures are available at <http://www.hsc.wvu.edu/som/administration/committees/promotionTenureGuidelines.asp>.

West Virginia University's policies on promotion and tenure can be found at <http://www.wvu.edu/~acadaff/fac/policies/pt.htm>

Research

Starting Research

All full-time faculty in the School of Medicine, both in tenure and clinical track appointments, are obligated to show evidence of annual scholarly activity. For clinical track faculty, this is minimally in the form of regular peer-reviewed publication. Clinical track faculty may also be involved in clinical research, bench research and clinical trials studies. Tenure track faculty are expected to show a consistent publication record as well as extramural funding.

Within the Health Sciences Center, the most central source of information about beginning a research program may be found with the Office of Research & Graduate Studies located on the 2nd floor, room 2267 HSS. A helpful web page administered by this office may be found at the following web site: <http://www.hsc.wvu.edu/som/resoff/>

The WVU Office of Research Compliance covers the areas of Human Subject Protections, Animal Welfare, and Biosafety. Their website <http://www.wvu.edu/~rc> will provide information on policies and procedures, guidelines, forms, educational programs, and monitoring and accountability in these areas.

- **Human participant** research requires approval of the Institutional Review Board (IRB) for the Protection of Human Research Participants. The IRB meets twice monthly for full board (quorum) review and protocol deadlines are 2-3 weeks prior to the scheduled meeting dates. IRB protocols require a series of approval signatures, including department chairperson, potentially hospital or POC representatives, other collaborating faculty department chairs and the Associate Vice-President for Research and Graduate Students at the HSC that represents the dean's approval for the School of Medicine. With all the reviews and signatures required, it is a good idea to have a protocol completed and in the signature process at least two weeks before it is due to the IRB. The appropriate human protocol forms may be found at this web site: http://www.wvu.edu/~rc/irb/irb_form.htm. The IRB meeting schedule is at the following web site: http://www.wvu.edu/~rc/irb/staf_dat.htm
- **Animal research** requires the submission of an Animal Care and Use Protocol Statement. The Animal Resources in the Health Sciences Center is located on the ground floor, G-154 HSN. The form, protocol, and dates and deadlines for submission can be found at the following web site: http://www.wvu.edu/~rc/acuc/acu_prot.htm.
- **Biohazard research** also has specific regulations requiring approval from the Institutional Biohazards Committee (IBC). The IBC protocol statement form, guidelines and regulations can be found at the following web site: http://www.wvu.edu/~rc/ibc/ibc_prot.htm.

Grant applications and associated protocol statements must be submitted through the HSC Office of Research & Graduate Studies as well as WVU Office of Sponsored Programs. Once again, it is recommended to allow two weeks for review and signatures prior to the submission deadline. Information about how to matriculate through the grant review process, grant sources, and application forms for intramural and extramural funding may be found at either of the following web site: <http://www.wvu.edu/~osp> OR http://www.hsc.wvu.edu/som/resoff/grants_research/resourcesForResearchers.asp.

Several sources of intramural funding are available to help faculty establish a research program. These are:

1. **Research Development Grants.** The Health Sciences Center Office of Research and Graduate Studies administer these grants. The awards are reviewed in two categories--basic science and clinical. Typical funding ranges between \$8,000-\$12,000, but not to exceed \$12,000.

2. **Research Bridge Grants.** The Health Sciences Center Office of Research and Graduate Studies administer these grants. The awards are made to investigators whose external grant were not renewed or for investigators with a new project who received a positive extramural score, but was not funded. Typical funding ranges between \$25,000-\$35,000, but not to exceed \$40,000.
3. **WVU Senate Grants for Research and Scholarship.** These grants are administered through Sponsored Programs and awarded through the Senate Committee on Research, Research Grants, and Publications. The grants are designed to stimulate and support creative scholarship and research conducted by full time faculty and to encourage development of additional support from other sources. Typical funding averages about \$9,000, but not to exceed \$15,000.
4. **WVU Public Service Grants.** These grants are administered through Sponsored Programs and awarded through the Service Committee. The grants are designed to stimulate and support public service project by full time faculty and staff for the citizen of West Virginia that addresses a need. Typical funding ranges between \$5,000-\$10,000.
5. **WVU Faculty Travel Grants.** These grants are administered through Sponsored Programs and awarded through the Senate Committee on Research, Research Grants, and Publications. The grants provide support for full time faculty for travel to present scholarly work. The maximum funding is \$550 for assistant professors, \$450 for associate professors, and \$400 for professors. An additional \$150 may be available for international travel.
6. **WVU Faculty Development Grants.** These grants are administered through Sponsored Programs and awards are made by the Faculty Development Grant Committee to provide support for faculty to attend or sponsor workshops. Typical funding ranges between \$600-\$700 and usually do not exceed \$1,000.
7. **WVU International Grant Program.** These grants are administered through Sponsored Programs and awarded through the Office of International Programs and the Office of the Provost. These grants are open to all faculty and the focus can be varied. The form for this program is the same as the Faculty Development grants. Typical funding averages about \$1,000.
8. Periodically, The WVU Office of Extended Learning offers grants for web course development. Information on this can be found at their web site: <http://www.elearn.wvu.edu/>

University Health Associates (UHA)

University Health Associates is West Virginia's largest multi-specialty physician group practice. Created in 1971, the WVU Medical Corporation was chartered as a private, non-profit corporate entity for the purpose of supporting the WVU School of Medicine. This corporation has since evolved into University Health Associates.

UHA initially managed the patient billing function for the clinical faculty physicians at WVU. Prior to UHA, physicians individually collected payment for their services.

Today, UHA functions in the administrative roles of billing & collections, human resources, accounting, operations management and clinical support for the Schools of Medicine and Dentistry.

University Health Associates
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Telephone: 304-293-4270
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<http://www.hsc.wvu.edu/uha/hr/>

West Virginia University Human Resources

The Department of Human Resources staff and their associates in the regional and business offices of the University are available to assist all employees, supervisors, and managers with personnel information and guidance regarding workplace issues.

We provide counsel, process instruction, interpretation of policies and procedures and perform an auditing function with regard to compliance with WVU policies, procedures and state and federal laws.

Please feel free to contact the resource with your human resource questions.

Business Hours: 8:00am-5:00pm (Monday-Friday)

WVU Department of Human Resources
P. O. Box 6640
One Waterfront Place 2nd Floor
Morgantown, WV 26506-6640

Offices: 304-293-5700
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<http://www.hr.wvu.edu/index.cfm>