



# VANDERBILT UNIVERSITY

## *SCHOOL OF MEDICINE*

Faculty Quick Reference Guide

*August 2024*





# Welcome... from the CEO & Dean!

## The Past & Present

It was here at Vanderbilt that I received my MD and PhD in pharmacology in 1990. I trained in cardiac anesthesiology and in critical care medicine at Johns Hopkins, joining their faculty in 1995. Returning to Vanderbilt University Medical Center (VUMC) in 1998 as our associate dean for Physician Scientists, I led an NIH-funded research program aimed at the genomics of cardiac drug therapy and cared for our patients during and after cardiac surgery in our operating rooms and surgical ICU. At age 39, I became more engaged in leadership, becoming chairman of Anesthesiology and 3 years later the medical center's chief research officer.

Since 2009, I've had the privilege of serving as the chief executive of VUMC and as dean of the Vanderbilt Medical School. VUMC is leading worldwide efforts to bring personalized medicine from research concepts to bedside care, integrating advances in biomedical informatics, basic and clinical research, and precision genomics. After nearly two decades of development, BioVU is the nation's largest single-site DNA repository linked to electronic health records with nearly 300,000 samples. The NIH Data and Research Support Center for the US Precision Medicine "All of Us" Program is now based at VUMC.

In 2015-16, I was asked by university leaders to co-lead a process that legally and financially separated VUMC from the university. We formed an independent, not-for-profit academic medical center that maintains our strong, historic academic relationship with the university. Having undergone remarkable growth since that time, we are the working and learning home to over 40,000 people. With the highest-ranked adult and children's hospitals in the Southeast by US News and a vast array of distinctive programs, VUMC is now the world's largest heart transplant program and the Mid-South's largest NCI-designated comprehensive cancer center.

## The Future

I am honored to welcome you to this very special place. It is my hope that this orientation session not only provides you with tools to be successful but introduces you to our very distinctive caring and collaborative culture.

Today you will hear from key leaders who will share our resources and programs, while also emphasizing the priority we place on being engaged with fellow co-workers. An institution that values all people, we seek to make diversity and inclusion intentional as we build a more equitable workplace. You will also have an opportunity to fulfill several of your compliance training requirements, of great importance to keeping our atmosphere safe and rewarding.

We will only be as successful as the people here, and it is my highest priority to support and encourage you throughout your VUMC career. As one of the nation's leading medical centers with extraordinary resources and capabilities, I am mindful of our responsibility not only to the people of this region, but to the globe. Now more than ever, our community, the nation and the world are depending on us! Thank you for joining us, and I look forward to meeting you and working with you in the days ahead.

**Jeffrey R. Balsler, MD, PhD**  
President and CEO, VUMC  
Dean, Vanderbilt University School of Medicine

# OFFICE OF FACULTY AFFAIRS

## MEET THE DEANS

**Donald Brady, MD**



Executive Vice Dean  
*Academic Affairs*

Welcome, from the Office of Faculty Affairs team. It is our privilege to support the faculty of the School of Medicine in its many missions. Our areas of responsibility and oversight include faculty appointments and promotions, academic development, training and compliance, and conflict of interest assessment and management. We welcome the opportunity to partner with you. In collaboration with the Department Chairs and Center Directors, we oversee and help shape programs for faculty development across the Medical Center.

Considerable effort in the office is focused upon streamlining the processes by which faculty meet the compliance, educational, and regulatory requirements attendant to their professional endeavors. The members of the office staff stand ready to assist you and are able to provide guidance in administrative matters related to your faculty appointment and in policy and procedural issues which govern your relationship with the School of Medicine and Vanderbilt University. Please let us know how we can help you. Welcome aboard -- we're glad you're here at Vanderbilt!

**Maureen Gannon, PhD**



Associate Dean  
*Faculty Development*

- Faculty development programs


 [maureen.gannon@vumc.org](mailto:maureen.gannon@vumc.org)

**Steve Meranze, MD**



Associate Dean  
*Faculty Affairs*

- Faculty compliance
- Faculty conflict of interest


 [steven.meranze@vumc.org](mailto:steven.meranze@vumc.org)


**Saralyn Williams, MD**



Associate Dean  
*Faculty Affairs*

- Faculty appointments and promotions

 [saralyn.williams@vumc.org](mailto:saralyn.williams@vumc.org)

 615.875.8089


# OFFICE OF FACULTY AFFAIRS


## MEET THE STAFF




### Shannon Ontiveros, MS

Director  
OFA

 [shannon.ontiveros@vumc.org](mailto:shannon.ontiveros@vumc.org)

 615.322.8384


 <https://www.vumc.org/faculty/faculty-orientation-training-office>


- Performs administrative oversight of the Office of Faculty Affairs (OFA).
- Supports faculty in completion of required compliance training.
- Supports faculty in conflict of interest and commitment disclosure, review and management for School of Medicine and Nursing faculty.




### Joey Ingram, MLIS

Senior Program Manager  
*Systems and Educational Technology*

 [jo.e.ingram@vumc.org](mailto:jo.e.ingram@vumc.org)

 615.875.1298

 <https://www.vumc.org/faculty/office-faculty-affairs>


- Acts as liaison with VUMC IT on OFA software solutions.
- Provides training to faculty and staff on OFA technology resources.
- Supports faculty in completion of required compliance training.
- Facilitates educational sessions for administrators.



### Lindsey Patrick-Wright, MLIS

Senior Program Manager  
*Faculty Appointments and Promotions*

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 615.322.4045


 <https://www.vumc.org/faculty/appointments-promotions>


- Processes faculty actions.
- Supports faculty review committees.
- Processes retired and Emeritus/Emerita faculty.
- Provides informational support for department administrators regarding faculty actions.




### Diane Sussman

Senior Program Manager  
*Faculty Committees*

 [diane.sussman@vumc.org](mailto:diane.sussman@vumc.org)

 615.322.5940

 <https://www.vumc.org/faculty/ endowed-chairs>


 <https://www.vumc.org/faculty/faculty-leaves-absence>


- Conducts department chair and senior leader searches.
- Submits endowed chair nominations.
- Processes and supports faculty review committees.
- Processes FMLA and faculty leaves.
- Submits endowed directorships nominations.




### Lisa Tarr

Senior Program Manager  
*Faculty Development Programs*

 [lisa.tarr@vumc.org](mailto:lisa.tarr@vumc.org)

 615.875.3488

 <https://www.vumc.org/faculty/professional-development>

- Coordinates new faculty orientation.
- Plans and executes faculty development programs and events.
- Coordinates faculty spring assembly and faculty awards.
- Supports nomination process for the Academy for Excellence in Clinical Medicine.


# FACULTY DEVELOPMENT RESOURCES


## Office of Faculty Affairs - Faculty Development




**Maureen Gannon, PhD**

Associate Dean, *Faculty Development*  
OFA

 [maureen.gannon@vumc.org](mailto:maureen.gannon@vumc.org)

 615.936.2676

 <https://www.vumc.org/faculty/professional-development>

- Provides professional development programs for faculty members.
  - cohort-based programs for all faculty ranks
  - workshops and seminars for all faculty ranks
- Provides resources for additional School of Medicine faculty development programs
- Hosts New Faculty Orientation
- Oversees the Academy of Excellence in Clinical Medicine and the Faculty Awards
- Check out the flyers in your orientation folder for more information.

## Educator Development & Center for Professional Health

Educator Development Program (EDP): a comprehensive faculty development program that:

- Enhances all faculty teaching skills in various settings (clinical, classroom, lab, lecture skills, etc.).
- Provides training to advance skills as an educator, researcher, leader.


Center for Professional Health (CPH): a comprehensive program that:


- Addresses physicians and other healthcare providers' professionalism and health and well-being, both as prevention and as professional development.





**Charlene M. Dewey,  
MD, MEd, MACP**

Assistant Dean, *Educator Development*  
Director, *Center for Professional Health*

 [charlene.dewey@vumc.org](mailto:charlene.dewey@vumc.org)

 615.936.0678

 <https://www.vumc.org/ohse/educator-development-program>

 <https://www.vumc.org/cph>


## Eskind Biomedical Library




**Philip Walker, MLIS, MSHI**

Director  
*Eskind Biomedical Library*

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 615.936.2200

 <https://www.library.vanderbilt.edu/bio-medical/>

The Annette and Irwin Eskind Family Biomedical Library and Learning Center provides access to a comprehensive collection of knowledge-based information resources, research tools, and user-centered services to the Vanderbilt University and Vanderbilt University Medical Center. We strive to be a proactive, innovative, and collaborative partner strategically aligned with the academic, research, and clinical enterprise.

# FACULTY WELLNESS RESOURCES

## Office of Health Equity (OHE)

- Office of Health Equity (OHE): serves as an institutional home for nurturing and catalyzing educational, research, clinical, and operational initiatives and partnerships to address and prevent health inequities.
- Office of Diversity and Inclusion (ODI): serves to cultivate a workforce that is diverse and inclusive, and reflects the populations we serve. ODI is primarily a resource for staff and faculty.
  - Check out the flyer in your orientation folder for more information.
- Office for Diversity Affairs (ODA): seeks to recruit and retain students and trainees from diverse backgrounds and is committed to their success and full participation. ODA is primarily a resource for learners.



**Consuelo H. Wilkins,  
MD, MSCI**

Senior Associate Dean  
*Health Equity and Inclusive Excellence*

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☎ 615.875.6261

🌐 <https://www.vumc.org/healthequity/>

## Health & Wellness



**Lori Rolando,  
MD, MPH, FACOEM**

Executive Director  
*Faculty & Staff Health and Wellness*

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☎ 615.936.0961

🌐 <https://www.vumc.org/health-wellness/>

- Occupational Health Clinical (OHC): protects faculty and staff health while they are at work through programs to monitor exposure to workplace hazards and treat work-related illness and injury.
- Work/Life Connections EAP: promotes problem solving and stress resilience through group education and individual counseling or coaching.
- Health Plus: provides health promotion and prevention services that promote healthy lifestyles 24 hours a day, at home and at work
- Check out the flyer in your orientation folder for more information.

# RESEARCH RESOURCES

## PANEL

### Edge for Scholars

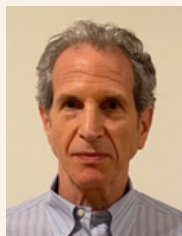
- The Edge for Scholars office is your Vanderbilt home for academic faculty career development across the spectrum of basic, translational, and clinical research. Our team provides tools to promote careers, demystify the nature of academic life, teach strategy, develop stronger approaches to inevitable challenges, and encourage both scholars and their mentors.
- Edge for Scholars is the home of the Newman Society. The Elliot Newman Society is for all physician-scientists and PhD scientists supported by Vanderbilt Faculty Research Scholars (VFRS), K12 programs or by individual career development awards such as NIH Ks, VA CDAs, and foundation awards.
- Check out the flyers in your orientation folder for more information.



**Julie Bastarache, MD**  
Assistant Vice President  
*Clinical and Translational Scientist  
Development*

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☎ 615.322.4246  
🌐 <https://edgeforscholars.vumc.org/>

### Biomedical Research Education & Training (BRET)



**Walter Chazin, PhD**  
Senior Associate Dean  
*BRET*

✉ [walter.j.chazin@vanderbilt.edu](mailto:walter.j.chazin@vanderbilt.edu)  
☎ [615.343.9502](tel:615.343.9502)  
🌐 <https://medschool.vanderbilt.edu/bret/faculty-and-staff-resource/>

BRET is the office of the Senior Associate Dean that provides support for biomedical grad students, postdocs, and the faculty who train them.

- Trainee recruitment & diversity initiatives
- Trainee finance & student travel
- 1st year graduate programs
- Postdoctoral appointments & international support
- Institutional training grants
- Trainee career & professional development & wellness
- Responsible Conduct of Research training
- Trainee database, outcomes, and program evaluation
- Policies relating to research training

# RESEARCH RESOURCES

## PANEL


### Office of Clinical & Research Safety (OCRS)


- Facilitates and promotes safety, health and environmental management for the University and Medical Center.
- Oversees compliance with Biological Safety, Radiation Safety, Chemical Management and Hazardous Waste, and Hospital/Clinical Safety.
- Supports faculty in setting up laboratories through assessment of safety procedures and equipment.
- Provides training on issues of safety in patient care, laboratories and administrative areas.

#### Kevin Warren

Associate Vice President  
OCRS



 [kevin.warren@vumc.org](mailto:kevin.warren@vumc.org)

 615.322.0925


 <https://www.vumc.org/safety/>


### Institutional Animal Care & Use Committee (IACUC)



#### Ron Emeson, PhD

Chair  
IACUC

 [ron.emeson@vanderbilt.edu](mailto:ron.emeson@vanderbilt.edu)

 615.936.1688

 <https://www.vumc.org/vumc-acup/acup-committees>

- Ensures highest standards of animal care while facilitating critically needed research.
- Uses online protocol/animal procurement software, ARIES and Topaz.
- Hosts New Principal Investigator Orientation.
- OAWA Protocol Analysts can assist with staff training and Post Approval Monitors (PAM) can assist with compliance.


### Office of Research


- Supports the Discover, Learn and Share strategic direction across the biomedical research enterprise within VUMC, the School of Medicine and beyond.
- Provides shared research resources, administrative expertise and professional guidance to enable the trans-disciplinary environment and highly collaborative culture that advances discovery and training for all Vanderbilt research faculty, trainees, students and staff.


#### Susan Meyn

Associate Vice President  
Research Resources



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 615.322.0470

 <https://www.vumc.org/oor>



# HUMAN SUBJECTS

## PANEL

### Research Support Services



**Lesa Black, PhD**

Research Services Specialist  
VICTR

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☎ 615.343.1899

🌐 [https://www.vumc.org/  
research-support-  
services/welcome](https://www.vumc.org/research-support-services/welcome)

Assists investigators in navigating the complex human research process at Vanderbilt University. Research Services Consultants, experienced professionals in conducting research or Institutional Review Board activities, provide guidance in the following areas:

- Study organization
- IRB navigation
- Training
- Protocol development
- Preparation of study related documents
- Funding and contractual agreements
- Overall program advisory (IMPACTT)

### Vanderbilt Clinical Research Center (CRC)

- Inpatient and outpatient research facility staffed with personnel dedicated to conducting clinical research patient care.
- These resources are available to Vanderbilt University and Meharry Medical College clinical investigators and their study teams.
- Locations:
  - Medical Center North (MCN)
  - Doctor's Office Tower Unit (DOT)

**Lana Howard,  
BSN, RN, CCRP**

Manager, *Patient Care Services, CRC*  
VICTR

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☎ 615.322.2312

🌐 [https://starbrite.app.vumc.org/  
maincrc](https://starbrite.app.vumc.org/maincrc)



### Human Research Protections Program



**Shannon Simmons,  
MS, NCC, CIP**

Learning & Development Manager  
*Human Research Protections Program*

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☎ 615.322.2918

🌐 <https://www.vumc.org/irb/>

- Reviews all proposals involving human subjects in research.
- Four committees meet weekly to review protocols.
- Allows online submission of applications.
- Faculty must complete human subjects protections training before submitting to the IRB for review.

# RESEARCH LOGISTICS

## PANEL

### Office of Sponsored Programs (OSP)

- Assists with the submission of grant proposals for external support of research and service activities.
- Supports investigators who have or plan to apply for external funding and departmental administrators who assist these investigators with proposal preparation and award administration.

**Shane Crouse**  
IT Manager  
OSP



✉ [shane.crouse@vumc.org](mailto:shane.crouse@vumc.org)

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🌐 <https://www.vumc.org/sponsored-programs/home>

### Office of Sponsored Programs - Contract Management



**John Plummer, PhD**  
Director  
OCM

✉ [john.p.plummer@vumc.org](mailto:john.p.plummer@vumc.org)

☎ 615.343.2667

🌐 <https://www.vumc.org/contracts-management/home>

- Serves as the Medical Center office for contract intake, processing, negotiation and management.
- Reviews both research and non-research contracts including but not limited to federal subcontracts, professional service, data use and industry agreements.
- Supports VUMC community to fulfill research, education and patient care missions.

### Foundation Relations

- Builds partnerships with foundations to secure funding for the Medical Center's research, programs and educational initiatives.
- Identifies and cultivates relationships with prospective foundation funders.
- Assists in proposal development and partnering on the grant submission process.
- Strengthens the foundation partnership before, during and after the grant period.

**Adele White**  
Senior Director  
Foundation Relations



✉ [adele.white@vumc.org](mailto:adele.white@vumc.org)

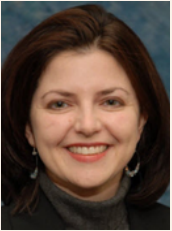
☎ 615.936.1599

🌐 <https://www.vanderbilthealth.org/foundation-relations>

# RESEARCH LOGISTICS

## PANEL

### VUMC Finance



**Tesha Garcia-Taylor,**  
MBA, CFRA, CCRS  
Associate Director  
VUMC Finance

-  [tesha.garcia-taylor@vumc.org](mailto:tesha.garcia-taylor@vumc.org)
-  615.343.9646
-  <https://www.vumc.org/finance/academic-enterprise-support>




- Partners with faculty and department administrators to provide financial research compliance support.
- Manages VUMC effort reporting compliance initiatives and conducts effort interviews for faculty and staff.
- Coordinates the Faculty Research Compliance Expert program.
- Works closely with the other VUMC Post-Award offices on research compliance, policy, and procedures.

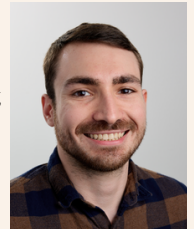
### VUMC Biostatistics Resources

- [Vanderbilt Biostatistics Data Coordinating Center](#) (VBDCC): can assist you with project and trial design, data collection and curation, analysis and interpretation of results, dissemination of your findings, and other aspects of executing and communicating your work
- [Vanderbilt Technologies for Advanced Genomics Analysis and Research Design](#) (VANGARD): allows investigators to leverage the opportunities provided by next-generation sequencing and other genomics technologies
- [Biostatistics Collaboration Center](#) (BCC): provides, enhances, and/or facilitates statistical collaborations involving the design, conduct, analysis, or publication of biomedical research at Vanderbilt
- [Biostatistics Clinics](#): virtual, free consulting sessions to Vanderbilt and Meharry investigators who have methodological questions about their research projects or published articles
  - Clinic Themes:
    - **Mondays:** health services research, diagnosis, prognosis
    - **Tuesdays:** high-dimensional data
    - **Wednesdays:** surgery, anesthesiology, emergency medicine/critical care medicine
    - **Thursdays:** clinical and health research
    - **Fridays:** basic and animal research
    - **First Tuesdays and Thursdays:** HIV

#### **Bryan Blette, PhD, MS**

Assistant Professor  
Department of Biostatistics

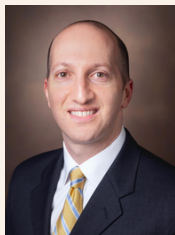
-  [bryan.blette@vumc.org](mailto:bryan.blette@vumc.org)
-  615.875.9415
-  <https://www.vumc.org/biostatistics/nfo>



# CLINICAL TOPICS

## RESOURCES AND REGULATIONS

### Center for Experiential Learning & Assessment (CELA)



**Keith Obstein, MD, MPH**  
Assistant Dean  
*Simulation in Medical Education*

✉ [keith.obstein@vumc.org](mailto:keith.obstein@vumc.org)

☎ 615.875.6736

🌐 <https://cela.app.vumc.org/>

- CELA is committed to supporting faculty in providing learners with opportunities to develop and deliberately practice key knowledge, skills, and behaviors that will optimize their performance in real-world clinical settings.
- The ultimate goal of simulation-based medical education is to improve patient care and reduce medical errors, particularly during complex and high-risk clinical situations.

### Undergraduate Medical Education (UME)

- The vision of Vanderbilt University School of Medicine is to shape a future in which all persons reach their full health potential.
- The core values of Vanderbilt University School of Medicine are integrity, inclusion, humility, equity, mutual respect, and excellence.
- The mission of Vanderbilt University School of Medicine is to catalyze the advancement of impactful discovery, servant leadership, and lifelong learning.

**Bill Cutrer MD, MEd**  
Senior Associate Dean  
*UME*

✉ [bill.cutrer@vanderbilt.edu](mailto:bill.cutrer@vanderbilt.edu)

☎ 615.875.7700

🌐 <https://medschool.vanderbilt.edu/curriculum>



### Graduate Medical Education (GME)



**Kyla Terhune, MD, MBA, FACS**  
Associate Dean  
*GME*

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🌐 <https://www.vumc.org/gme/>

- The Office of Graduate Medical Education is committed to supporting the trainees, faculty and staff in our many residency and fellowship programs for new physicians.
- VUMC trains more than 1,200 house staff in more than 100 accredited specialty and sub-specialty programs.
- Offers experiences in a major teaching facility with diverse patient populations, state-of-the-art technology, cutting-edge research and outstanding faculty.