

# Medical School Administration Offices

Brief descriptions of each of the offices are included below.

## **Office of the Dean** (763-9600)

The Office of the Dean consists of Dean, **James O. Woolliscroft, M.D.**, and his staff. The Dean, with the assistance of his staff, is responsible for all aspects of the administration of the Medical School. The Associate Deans and senior staff report to the Dean, as do all Medical School Department Chairs and Unit Directors. The Dean reports to the Executive Vice President for Medical Affairs, Robert P. Kelch, M.D., and to the Provost on academic and faculty matters.

## **Basic Sciences Programs and Services** (615-4788)

Under the direction of **Katrina Ward Hope**, this office provides administrative staff support to all Basic Science units, departments and programs. This office manages program initiatives for the basic sciences, provides administrative consultation to faculty and staff on operational financial issues, serves as the primary contact for issues regarding the Life Sciences Institute, and provides staff support to the Endowment for the sciences units and programs in the Medical School, to promote a work environment that encourages collaboration innovation and creativity

## **Clinical Affairs** (936-5214)

Associate Dean for Clinical Affairs **John E. Billi, M.D.** and his staff work closely with the Dean and Senior Associate Dean for Clinical Affairs/Executive Medical Director of the Faculty Group Practice to coordinate the Medical School's "clinical deans" group. Implementation of "lean thinking" as a uniform approach to quality improvement across UMHS is a major focus of the office.

Additional functions include a lead, coordinating or advisory role in: pay for performance and clinical data analysis initiatives; planning of new clinical programs, health ventures and facilities; pharmacy improvement initiatives; development of clinical information systems; liaison with affiliated hospitals; faculty credentialing issues; third-party payor and managed care relations; health policy and legislative matters affecting the faculty group practice and clinical training programs; and community initiatives to meet the needs of under-served populations. The Associate Dean also serves in a liaison role with external physician organizations, IPAs, group practices, major employers in Southeast Michigan and professional organizations such as the state and county medical societies.

## **Diversity and Career Development** (764-8185)

As the Associate Dean for Diversity and Career Development, **David Gordon, M.D.**, oversees efforts to promote diversity within our Medical School. These efforts

particularly focus on faculty and medical student recruitment and development, and on creating a new Minority Health Research Program for the Medical School. Dr. Gordon also works with our pipeline programs to encourage high school and undergraduate minorities towards the health professions. He also assists the Associate Deans for Faculty Affairs (Dr. David Bloom) and Student Programs (Dr. Rachel Glick) in general issues pertaining to faculty and students.

### **The Center for Computational Medicine and Biology (CCMB) (615-5510)**

CCMB, under the direction of **Gilbert Omenn, M.D., Ph.D.**, was created to facilitate interdisciplinary research in computational medicine and biology and to forge collaborative relationships with faculty across campus and the US. Computational medicine and biology utilizes advanced computational methods applied to biological or medical questions to provide new solutions and develop new hypotheses. Over 100 UM faculty from all areas of campus are affiliated with the center.

### **Facilities Management and Planning (647-2788)**

The Office of Medical School Facilities Management and Planning, under the direction of **Horace Bomar**, has oversight responsibility for all day-to-day operations and maintenance issues within Medical School buildings. All facilities-related issues and problems should be directed to the Facilities Office. Facilities Management and Planning is also responsible for the initiation and coordination of all physical facility planning, renovation and new construction on the Medical School campus, and space management. Other areas of responsibility include mail delivery services, material management services, and coordination with campus service providers including Public Safety and Security, Occupational Safety and Environmental Health, Plant Operations, and Plant Extension.

### **Faculty Affairs (763-0253 or 615-6981)**

The Office of Faculty Affairs, under the direction of **Margaret Gyetko, M.D.**, is responsible for all faculty personnel actions including faculty appointments and promotions. The Office serves as a resource to individual faculty and departments on faculty issues and programs. Questions regarding policies and procedures affecting faculty may be directed to Margaret Gyetko, M.D., Associate Dean for Faculty, Jayne Thorson, Ph.D., Assistant Dean for Faculty Services & Research Faculty, David Gordon, M.D., Associate Dean for Diversity and Career Development, Elisabeth Quint, M.D., Assistant Dean for Clinical Faculty, James Albers, Ph.D., Assistant Dean for Instructional Faculty.

### **Faculty Group Practice**

The Clinical Affairs of Medical School Administration consists of Senior Associate Dean **David Spahlinger**, Associate Deans **John E. Billi**, Associate Vice President for Medical Affairs, and **Darrell Campbell**, Chief of Staff of UM Hospitals and Health Centers. The

clinical deans and their staffs work closely with the Dean and Executive Associate Dean of the Medical School as professional representatives on clinical and faculty practice issues. Dr. Spahlinger serves as Executive Medical Director of the Faculty Group Practice.

Specific functions of the Clinical Deans offices include: strategic planning for the School's clinical mission, provision of leadership to clinical redesign efforts, provision of support to the faculty group practice, oversight and management of ambulatory care at the Health System, advising on clinical faculty work force needs and credentialing, management of professional billing and compliance for medical services provided by Medical School faculty, leading quality improvement and clinical data analysis initiatives, oversight of medical management and disease management programs, participation in planning of new clinical programs, health ventures and facilities, medical direction of the "UM IPA" (the Medical School faculty when involved in providing care to managed care patients), and participation in the development of clinical information systems. Additional functions include: coordination of affiliated hospital relations and facilitation of the needs of the School's educational programs in various clinical settings, third-party payer and managed care relations, monitoring health policy and legislative matters affecting the faculty group practice and clinical training programs. The Clinical Deans also serve as liaisons with external physician organizations, IPAs, group practices, major employers and professional organizations.

### **Finance** (647-4169)

The Finance Office, under the direction of **David Mohr**, Director of Financial Services, is responsible for all financial activities of the Medical School including budgeting, financial planning, capital financing, business plans, cost accounting, financial analysis, annual and special audits, development and maintenance of internal accounting controls, and All Funds accounting and reporting.

### **Graduate Medical Education** (764-3186)

The Office of Graduate Medical Education, under the direction of the Associate Dean and Director of Graduate Medical Education, **Lisa Colletti, M.D.**, provides support for the University of Michigan's residents, fellows, and faculty involved in the education of post graduate trainees. The Office works closely with the GME Review Board, a group elected from the Program Directors, to manage the Institution's Graduate Education Programs and provide institutional oversight for the 70 graduate education programs sponsored by the University of Michigan. The Graduate Medical Education Office also provides support to Program Directors in their educational leadership roles, facilitates resident appointment processing, supervises internal reviews, coordinates inter-institutional agreement processing, and works to ensure the highest quality educational experiences for all residents.

### **Grant Review & Analysis Office** (763-4272)

The Grants Review & Analysis Office, led by **Heather Offhaus**, director, is responsible for reviewing all Medical School proposals requesting funds from external sponsors for research-related activities and all material transfer agreements for compliance with sponsor, University and Medical School policies. The office is available to provide advice and guidance on research policies and funding. Additionally, the office is responsible for analysis of NIH and all other external sponsor submission and award research trends for the school, department, and faculty.

### **Human Resources & Staff Development (936-8064)**

Medical School human resources programs and activities for non-instructional staff are coordinated by the Human Resources and Staff Development Office directed by **Judy Hallberg**, SPHR. This office provides a variety of human resource services to enhance the personal effectiveness, technical knowledge and skill of staff and management. Services include staff development programs, compensation systems and programs, diversity programs and activities, policy development, interpretation and enforcement, conflict resolution, staff communications and new staff orientation. In addition, this office provides advice to management and staff on individual and workforce concerns.

### **Information Systems (763-6751)**

Medical School Information Services (MSIS), directed by **Glenn Hiller**, supports a wide variety of information technology needs for the Medical School. These include administrative information systems, professional billing, and managed care applications to meet the business needs of the Faculty Group Practice and Managed Care Office, support for the Learning Resource Center, and network infrastructure services. Network infrastructure services include desktop hardware and software support, network file storage, database support and network application support. MSIS works in conjunction with campus-wide and external information technology partners to provide these services.

### **Institutional Review Board (IRBMED) (763-4768)**

Directed by **Jan Hewitt**, the purpose of the Institutional Review Boards of the University of Michigan Medical School (IRBMED) is to promote the protection of human participants in research conducted at the Medical School and UMHHC, including research conducted off-site by University faculty and staff as University employees or in connection with their University appointments. The IRBMED is composed of five distinct boards (A1, A2, B1, B2, C1) of approximately 110 members. The IRBMED protects the rights and welfare of participants in clinical trials and other human subjects research studies by careful review and monitoring of research in accordance with applicable laws, regulations, and University policies.

### **Medical Development and Alumni Relations Office (998-7705)**

The mission of the Office of Medical Development and Alumni Relations, under the direction of **Jim Thomas**, is to develop philanthropy for the Health System from its alumni/ae, foundations, corporations, faculty, staff, grateful patients and friends and to strengthen the alumni/ae network. In recent years, the Office has raised about \$50 million annually to support medical education, research, clinical care, and construction projects within the Health System. To accomplish its goals, the Office of Medical Development and Alumni Relations includes staff with responsibilities for identification and cultivation of donors, solicitation (asking for gifts), and stewardship (acknowledging gifts and maintaining relationships with major donors). Staff members include the major gift team, alumni relations staff (who work with the Medical Center Alumni Society and the network of alumni/ae across the U.S.), events planners and communications staff (who produce the Medical School magazine, [Medicine at Michigan](#)) and produce print, video and Web materials related to medical development. In addition the staff includes data management, gift processing and stewardship personnel.

### **Medical Education** (763-3265)

The Office of Medical Education (OME), under the direction of **Joseph Fantone, M.D.**, Associate Dean for Medical Education, provides comprehensive support for faculty and students in the educational program for the M.D. degree. OME staff members consult with Curriculum directors and special program instructors to ensure they have the appropriate administrative and technical support they need to deliver the curriculum. In addition, OME staff regularly work with medical students to provide access to resources within the curriculum and beyond.

The Associate Dean for Medical Education directs the curriculum for the M.D. degree and the curriculum evaluation program. The Associate Dean also chairs the Component Directors/Assistant Component Directors Committee, the Curriculum Policy Committee, the Academic Review Boards and Medical School Hearing Committee.

### **Medical School Communications** (764-2220)

Medical School Communications, directed by **Kara Gavin**, manages media and press relations, as well as the Medical School website. The department also offers advisory and implementation services in the areas of internal and external communications including website development.

### **Michigan Institute for Clinical and Health Research** (Formerly Center for the Advancement of Clinical Research) (998-7474).

MICHR, under the direction of Associate Dean for Clinical and Translational Research **Daniel Clauw, M.D.**, and **Administrative Director Dorene Markel**, was created by the Medical School as an instrument for the advancement of clinical research. The purpose of MICHR is to facilitate innovative clinical investigation by providing, in coordination with the University of Michigan's NIH-funded General Clinical Research Center (GCRC), the infrastructure to advance investigator-initiated clinical research at the

University of Michigan through a set core services. MICHR also has a clinical research facility at its location at Domino's Farms, for outpatient clinical research studies.

### **Michigan Nanotechnology Institute for Medicine in Biological Sciences (M-NIMBS) (763-0633)**

The Michigan Nanotechnology Institute for Medicine and Biological Sciences (M-NIMBS) is a multidisciplinary team of chemists, physicists, engineers, pharmacists, (bio)informatics specialists, and biologists collaborating on nanoscience in biology and medicine. Directed by **Dr. James R. Baker, Jr.** and **Claire Verweij**, the interaction among these groups should accelerate discovery in nanoscience. It currently involves approximately 60 faculty, in a "no-walls" model using facilities in the Engineering, Medical and LSA schools. The long-term goals of this Institute are to advance science and commercialize discoveries, to enhance competitiveness for externally funded grants and contracts, to establish a Rackham Certificate program in Nanotechnology, and to design and offer an undergraduate overview Nanotechnology course taught by multiple faculty.

### **Program in Biomedical Sciences (PIBS) (647-7005)**

Graduate students entering the Program in Biomedical Science (PIBS) at the University of Michigan are offered flexibility in the choice of any of the participating Ph.D. programs, while retaining the small, focused environment of each of the individual training programs under the direction of **Harry Granito**, Graduate and Post Doctoral Programs Manager. Entering students can immediately begin training in any of thirteen participating programs, or take a course of study compatible with several programs. In the meantime, students engage in research rotations in two to four laboratories of their choice out of over 300 graduate research mentors available in the thirteen programs. PIBS has been set up so that students are not required to make final decisions until the end of their first year on which research laboratory or training program they will enter.

### **Research and Graduate Studies (615-1332)**

The Office of Research and Graduate Studies, has a long history of supporting the research and education missions of the University of Michigan Medical School. The office is directed by two Associate Deans **Miriam Meisler, Ph.D. and Galen Toews, M.D.** and Senior Associate Dean, **Steven Kunkel, Ph.D.** Advances in biomedical science are occurring at a rapid pace. The recent expansion of knowledge in genomics, proteomics, metabolomics, nanotechnology, and stem cell biology are examples of these advances. A key next step is translating these advances into solutions that improve human health and well-being. This makes for exciting and challenging times in biomedical research and education. A goal of ORGS is to facilitate research in innovative areas of biomedical science and help translate this knowledge into practice.

ORGS Mission:

- Identify emerging scientific areas and ensure U-M is poised to be a leader in those fields
- Develop and maintain the infrastructure required for conducting cutting-edge research
- Support world-class graduate education and post-graduate training
- Provide continuing education for research team members
- Identify the needs of the research community and align our services to meet those needs

As you pursue research and educational activities at the University of Michigan Medical School, you will find that the Office of Research and Graduate Studies (ORGS) is an important and valuable resource. The Associate Deans and Staff are uniquely qualified to advise and assist you.

### **Student Programs** (764-0219)

The Office of Student Programs (OSP), under the direction of Associate Dean **Elizabeth Petty, M.D.**, serves our future, current and past medical students in diverse and important ways. OSP is responsible for admissions and orientation, financial aid, registration and scheduling, academic records, and student affairs, which include personal, academic, and career counseling, and support to our many active student organizations. The Student Biomedical Research Programs and National Residency Match Program are also administered through OSP. OSP is led by the Associate Dean for Student Programs who directs the various programs, activities and student initiatives, and supervises several assistant deans, directors, and employees who provide the broad range of student-oriented services designed to make both the educational and the personal experience of our students rewarding and complete.