



Department of Anatomy & Neurobiology Boston University School of Medicine

Department Handbook for Faculty

Anatomy and Neurobiology Handbook
Department of Anatomy & Neurobiology
Boston University School of Medicine
Department Handbook for Faculty

Supplement to the Boston University Faculty Handbook

The **Boston University Faculty Handbook** can be found at <http://www.bu.edu/handbook/> and includes important information related to:

- [Appointments & Promotions](#)
- [Human Resources](#)
- [Leaves & Absences](#)
- [Ethics](#)
- [Governance](#)

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I. GENERAL RESOURCES

- A. **Faculty Online Resources.** Boston University provides faculty with online resources and tools to access and manage personal employee information, and resources for teaching and research.

Faculty Central <http://www.bu.edu/faculty/> is a site dedicated to providing the most accurate and helpful resources and links to Boston University faculty members.

Faculty Link: <http://www.bu.edu/tech/services/admin/the-links/faculty-link/>

Administrative systems available through the Faculty Link provide faculty access to class schedules, class lists, advisee lists, and final exam schedules, as well as academic and contact information for students in their current classes for both the Charles River and Medical Campuses.

BUworks <http://www.bu.edu/buworks/>

BUworks provides integrated administrative tools and processes needed to support the university. Faculty can access information about employee self-services (personal profile, benefits, enter time, and pay statements), and work-related finances (sourcing and procurement for research and classroom teaching needs). More information about BU Works can be found at <http://www.bu.edu/tech/services/admin/fin-hr-proc/central/>

Blackboard Learn <http://www.bu.edu/tech/services/teaching/lms/blackboard/>

BBLearn is the learning management system at Boston University. Faculty can manage the courses they teach and their learning materials. Faculty can also manage the courses they are taking, if any, including courses for research compliance.

For more information on several other faculty services and resources available at the BU Medical Campus (BUMC), Charles River Campus (CRC) and Boston Medical Center (BMC) please visit:

BU calendar: <http://www.bu.edu/calendar/> - for information of university holidays, the academic calendar and intersession and other BU events.

For daily campus news, read BU Today at <http://www.bu.edu/today/>

BU Sustainability: <http://www.bu.edu/sustainability/>

Charles River Campus: <http://www.bu.edu>

Boston Medical Center: <http://www.bmc.org/patients.htm>

- B. **IT Resources and Services:** Contact the BU Tech Web (<http://www.bu.edu/tech/>) for any concerns about BU Login and Kerberos passwords, email accounts, computer and software support and purchase, or support for faculty online resources (BUworks, Faculty Link, Blackboard Learn). For any problems specific to BUMC internet network access and on-site computer and network support contact the BUMC IT department at: <http://www.bumc.bu.edu/it/support/contact/>. Below is a list of common IT support services and links available and useful to faculty:

1. BU log in and Kerberos password set-up and support:

<http://www.bu.edu/tech/services/support/iam/authentication/kerberos/kerberos/>

BU login name and Kerberos password are used across most computing resources at the University. They are required for connecting to the secure BU wireless network, accessing BU e-mail, Faculty research, teaching and personal online resources (BU Works, Faculty Link, Blackboard Learn)

2. Email account support: <http://www.bu.edu/tech/services/comm/email/>
3. Wireless network access: <http://www.bu.edu/tech/services/support/networks/wireless/>
4. Remote access to the BU network: <http://www.bu.edu/tech/services/support/remote/>
5. Software freely available to BU faculty:
<http://www.bu.edu/tech/services/support/desktop/distribution/>
6. Computer and software purchasing: <http://www.bu.edu/tech/support/purchase/>
7. Technical support for online faculty resources:

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For BUworks: <http://www.bu.edu/tech/services/admin/fin-hr-proc/central/>

Faculty Link: <http://www.bu.edu/tech/services/admin/the-links/faculty-link/>

Blackboard Learn: <http://www.bu.edu/tech/services/teaching/lms/blackboard/>

C. Identification Cards and Building Access: For obtaining/replacing ID cards and obtaining/reinstating card key access, please contact the BUMC ID office: 710 Albany Street room 102; M-F, 7-9:00 a.m. and 12:30-3:00 p.m. For more information visit <http://www.bumc.bu.edu/publicsafety/services/id/>, call (617) 638-6879 or email dg-idoffice@bmc.org For departmental access requests not related to animal facilities, please contact Melissa Kelly (mae@bu.edu).

D. BUMC Map and Building Directory: Boston University Medical Campus (BUMC), located in the historic South End of Boston, comprises the Boston University School of Medicine, the School of Public Health, the Henry M. Goldman School of Dental Medicine, and the Division of Graduate Medical Sciences. Boston Medical Center (BMC) is a medical facility intermingled with BUMC and is the primary teaching affiliate of the School of Medicine. Facilities and resources for faculty are also available at the BU Charles River Campus, located in the Fenway-Kenmore-Allston neighborhood of Boston.

A complete map and directory of building address for BU and BUMC can be found at <http://www.bu.edu/maps/>.

More information about maps and directions specific to BUMC can be found at <http://www.bumc.bu.edu/about/map-directions/>.

A BUMC Building index specifying the building addresses, names and letter index (if any) are found at <http://www.bumc.bu.edu/about/map-directions/building-index/>.

E. Departmental Faculty and Staff Directory: The Department of Anatomy & Neurobiology central office is located on the 10th floor of the BU School of Medicine Instructional building at 72 East Concord St (L 1004).

Faculty: Departmental Faculty Offices and Research laboratories are located across various buildings on the Medical Campus:

- 72 East Concord St. (L) Instructional Building, School of Medicine - Classrooms, lecture halls, Departmental Office, and location of faculty offices and laboratories
- 700 Albany St. (W) – location of faculty offices and research laboratories
- 650 Albany St. (X) Evans Biomedical Research Center – location of faculty offices and research laboratories
- 780 Harrison Ave (R) Housman Research Center – location of faculty offices and research laboratories

For a complete listing of faculty offices and laboratory locations please visit <http://www.bumc.bu.edu/anatneuro/our-people/faculty/>

Administrative Staff: The Office of Financial and Grants Administration (<http://www.bumc.bu.edu/ofga/>) offers support for all awarded grants and finances, including purchases for teaching and research, salary, and student stipends. Administrative support is also available for the use and coordination of the Medical Gross Anatomy Lab and the Anatomical Gifts program.

Fredric Majnoun

Director, Office of Financial and Grants Administration

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Anatomy & Neurobiology Department
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Financial and Grants Administrator
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Financial and Grants Administrator II
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Robert A. Bouchie
Director, Anatomical Gifts program and
Laboratory Manager of the Medical Gross Anatomy Lab
780 Harrison Ave (Housman Research Building) R-1002
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Lee Lacopucci
Assistant Laboratory Manager of the Medical Gross Anatomy Lab
Director, Forensic Anthropology Anatomical Gift Program
780 Harrison Ave (Housman Research Building) R-1002B
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F. Parking and Transportation Services: The BU Medical Campus Office of Parking & Transportation Services (**OPTS**) is located at 710 Albany St. (near the entrance to the parking garage). You can visit this office to learn more about BU and BUMC's Parking and Transportation Services, check out options for Staff Parking and Permits and purchase MBTA passes.

1. Information about obtaining a BUMC parking permit, rate structure, garage hours, parking on the Charles River Campus (reciprocal parking) as well as many other parking and transportation related topics can be found on the OPTS website <http://www.bumc.bu.edu/parking/>
2. Information about alternative means of transportation to and from BUMC/BMC is available at the Transportation Solutions for Commuters, Inc. (TranSComm) website <http://www.bumc.bu.edu/transcomm/>. TranSComm, Inc. is a transportation management association that coordinates the transportation needs of the BUMC/BMC community. The website includes helpful links on public commuter train and bus services and passes (MBTA),

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- commuter bike information (Hubway, bike routes, safety and parking), and the carpool and hybrid programs at BUMC
3. BU Shuttle (BUS) service is offered between the BU Medical *and* Charles River Campuses. The BUS schedules can be found at <http://www.bu.edu/thebus/>. In addition, an online website and a mobile phone app, BU mobile, with real time BUS tracking is available. You can also follow updates on BUS service via twitter ([@BUShuttle](https://twitter.com/BUShuttle))
 4. There are other free shuttle services for the BU Medical Campus Community (inner campus shuttle, evening “T” shuttle, Boston VA Medical Center shuttle). The shuttle schedules can be found at <http://www.bumc.bu.edu/transcomm/shuttle-buses/>
 5. The Massachusetts Bay Transportation Authority (MBTA) services Boston and surrounding communities. Information on train and bus routes can be found at <http://mbta.com/>. BUMC Employees may sign up for monthly, pre-taxed by payroll deduction for monthly MBTA passes <http://www.bumc.bu.edu/transcomm/mbta-service/bumc-employees/>
 6. Information on Parking and Transportation services at the Charles River Campus is available through <http://www.bu.edu/parking/>

G. Facilities Control, Public Safety and Emergency Response

For any issues regarding security and emergency response call:

Command and Control Center/ Public Safety

617-414-4444 (or dial ext. 4-4444 from any BUMC phone)

Office: 750 Albany St.

**The Control Center can also be reached via emergency call boxes located around BUMC/BMC.*

For non-emergency facilities issues (e.g., temperature control, plumbing) call Control:

617-638-4144 (or ext. 8-4144 from any BUMC phone)

Service calls are dispatched from the control center 24 hours a day, 7 days a week.

The Command and Control Center is run by the BUMC Public Safety Department (<http://www.bumc.bu.edu/publicsafety/>), which is responsible for providing a safe and secure environment and minimizing the opportunity for the loss of personal and institutional assets. Their services include:

- Providing public safety escorts (i.e., walking to and from parking garages)
- Addressing facility concerns: flooding, heating issues etc.
- Addressing general public safety concerns

BU also has University-wide emergency mobile, phone and email alert systems in place, by which all staff, faculty and employees receive continuously updated information on public safety concerns and police activity within BU campuses and nearby areas.

For work-related medical services:

Boston Medical Center Occupational & Environmental Medicine (for general work-related health concerns and yearly flu shots) <http://www.bu.edu/buohc/contact-us/medical-contacts/>
Preston Family Building (F5) 5th Floor, 732 Harrison Avenue
Phone: 617-638-8400 (7:30a-4pm)

Research Occupational Health Program (for research work-related health concerns) <http://www.bu.edu/rohpc/>
72 E. Concord Street, Evans Building, Room 825
Phone: 617-414-ROHP (7647)
Email: rohpc@bu.edu

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H. Library Resources: Several BU libraries are available for print and online references and services to support education and research at BU (<http://www.bu.edu/library/>).

1. E-journals: <http://www.bu.edu/library/research/collections/ejournals/>
2. The BUMC Alumni Medical Library <http://medlib.bu.edu/>
3. The Mugar Library on the CRC <http://www.bu.edu/library/mugar-memorial/>
4. Science and Engineering Library on the CRC <http://www.bu.edu/library/sel/>

I. Campus Food and Dining Options: There are several food and dining options at the BU Medical Campus and Boston Medical Center.

1. Chequers, (Basement, 72 E. Concord St.; L Instructional bldg, School of Medicine)
M-F, 11a-4pm
2. Peet's Coffee (lobby, 72 E. Concord St. School of Medicine, L Instructional bldg)
M-F, 7a-4pm
3. Subway Sandwiches and City Convenience, (700 Albany St. W building), M-F 7a-6p
4. Newton Pavilion Cafeteria (88 E. Newton St., on second floor)
M-F, 6:30 am - 7 pm; Sat, Sun 7 am - 7 pm
5. Menino Pavilion Cafeteria (840 Harrison Ave., on the second floor)
M-F, 6:30 am - 7 pm; Sat, Sun 7 am - 7 pm
6. Outtakes Quick Cuisine (in the lobby of Menino Pavilion and Newton Pavilion)
M-F, 6:30 am - 7 pm
7. MG's Café (on the first floor of the Doctors Office Building, 720 Harrison Ave.)
M-Th, 6:30 am - 5 pm, F, 6:30 am - 3 pm

Various vendors are also available on the first floor of the Yawkey Ambulatory Care Center, including Dunkin Donuts and the D'Angelo Sandwich Shop. Additionally, there are a number of restaurants and sandwich shops in the South-End neighborhood surrounding BMC (<http://www.bu.edu/today/2015/getting-to-know-your-neighborhood-the-south-end/>).

J. Other Facilities and Resources

Mailing services: The Departmental mailroom is located on ground floor of 72 E. Concord St. (L Building). A FedEx facility is located at 700 Albany St (W building).

ATMs and Banking:

ATMs are located at

72 E. Concord St. (L Building): Bank of America ATM, Sovereign bank ATM

700 Albany St (W building): Bank of America ATM

Full banking service available at:

Metro Credit Union

710 Albany St, Boston, MA 02118

Phone:(877) 696-3876

II. NEW FACULTY RESOURCES

A. Faculty/ Laboratory Website: The department of Anatomy and Neurobiology includes primary Faculty and secondary Faculty who have a primary appointment in another department. The updated list of Faculty can be found on the following page: <http://www.bumc.bu.edu/anatneuro/our-people/faculty/>. This page contains the contact information (i.e. office location and phone number) for most Faculty. From this page, you can also access each laboratory/Faculty member's individual page.

B. Orientation for New Faculty/ Benefits

1. Special faculty orientation sessions are held at the beginning of each academic year. For a copy of the schedule, or to schedule a new faculty member to attend an orientation session, a member of the hiring department should contact Human Resources at 617-353-2380. All regular full- and part-time faculty members who attend new employee orientation will be instructed to report to the ID office, located at 710 Albany Street, to receive a Terrier ID Card the week of their orientation. New faculty will receive special instructions for creating your BU login name and Kerberos password from the Registrar or Human Resources. Medical Campus employees will need a Terrier Card to request an email account, UIS access, or a Kerberos password. Please contact the Department Financial and Grant Administrator Yuki Fujita, who will help you through the process. More information about the Terrier ID card can be found at: <http://www.bu.edu/terriercard/>
2. The Department of Human Resources (**HR**) at Boston University is located on the Charles River Campus at 25 Buick Street, 2nd Floor, Boston, MA 02215. An HR branch is also present on the Medical Campus and located on 801 Massachusetts Avenue, 4th Floor, Boston, MA 02118. The BU Human Resources page is at: <http://www.bu.edu/hr/>
3. BU login name and Kerberos password are used across most computing resources at the University. They are required for connecting to the secure BU wireless network, accessing BU e-mail, Faculty research, teaching and personal online resources (BUworks, Faculty Link, Blackboard Learn etc...). Setting Up Your Username and Password: <http://www.bu.edu/tech/services/support/iam/authentication/kerberos/kerberos/>.
4. Setting up BU email. Contact BUMC IT services to set up BU email account <http://www.bumc.bu.edu/it/comm-collab/accounts/email/>
5. Obtaining ID card and building access:
Visit the BUMC ID office at room 102 at 710 Albany Street, (617) 638-6879. email dg-idoffice@bmc.org. Web address: <http://www.bumc.bu.edu/publicsafety/services/id/>
6. Parking and Transportation. Learn more about options for Parking, transportation, and MBTA passes at the BU Medical Campus Office of Parking & Transportation Services (**OPTS**) located at 710 Albany Street or visit: <http://www.bumc.bu.edu/parking/>
7. For information on benefits and other HR resources: <http://www.bu.edu/hr/>

C. BUworks (Salary Statements, Reporting, Grant Management)

1. BUworks provides the integrated administrative tools and processes needed to support BU.
2. BUworks can be accessed using a Kerberos password and user ID at: <http://www.bu.edu/buworks/>. The menu includes the following items: employee self-service, finance, reporting and procurement. You can access your benefits and salary statements on the BUworks employee self-service page.

D. Leaves of Absences

The policy for leaves and absences can be found in the Boston University Faculty handbook at: <http://www.bu.edu/handbook/leaves-absences/>. Other information about sabbaticals can be found on the BUSM bylaws (requires Kerberos and username): <http://www.bumc.bu.edu/busm-facultycentral/school-of-medicine-bylaws-2/>

E. Fitness, Health and Dental Services

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FitRec at BU. Discounted gym memberships and classes is available on the Charles River Campus to BU faculty and their families at the BU Fitness and Recreation Center (FitRec) <http://www.bu.edu/fitrec/>.

Health services: The Boston Medical Center is a teaching affiliate of the BU School of Medicine. Patient services and resources at the BMC are accessible to faculty, staff and students at BUMC (<http://www.bmc.org/patients.htm>). The BU Charles River Medical Practice (<http://www.bu.edu/charlesmed/>) is an affiliate of BMC and is located at 930 Commonwealth Ave. Boston, MA 02215.

Dental services: Two BU dental health centers provide dental services for eligible faculty, staff and students:

Charles River Campus: The dental Center is located at 930 Commonwealth Ave. (<http://www.budentalcenter.com/locations/930-commonwealth-avenue-office/>)

Medical Campus: 100 East Newton St, which is the teaching affiliate of the BU Dental School (<http://www.budentalcenter.com/locations/100-east-newton-street-office/>).

F. Living in Boston (Lodging & Entertainment)

1. There are many online resources available about Boston and its suburbs.
2. A few facts about Boston: <http://thoughtcatalog.com/karen-noble/2012/09/11-things-you-should-know-about-living-in-boston/>.
3. Interesting link if you relocate to Boston: <http://www.boston-online.com/relocation.html>
4. A list of the 10 best places to live in Boston and its suburbs: <http://www.movoto.com/guide/boston-ma/best-boston-suburbs/>.
5. You will find on this page a list of perks, discounts and resources available to BU Faculty: <http://www.bu.edu/hr/lifebu/employee-perks-discounts-and-resources/>.

III. RESEARCH

A. Research Compliance

Boston University (BU) and Boston Medical Center (**BMC**) are committed to conducting all research activities incorporating the highest levels of ethical and research integrity and complying with legal standards. Academic and medical research is subject to a myriad of laws, regulations, and/or other binding agreements both challenging and complex. The Office of Research Compliance (**ORC**) supervises, coordinates and implements these activities at BUSM and BMC.

The compliance program at BU and BMC integrates and coordinates the significant requirements with which we must comply. Because multiple operational units are responsible for the overall effort to manage potential risk, this website will help researchers and staff find the offices responsible for regulations and policy-making. This site also has information about related offices and resources. The policies and programs administered by the Research Compliance office fall under the umbrella of the Boston University [Code of Ethical Conduct](#).

For policies, forms, and training requirements for conducting research with human subjects and animals at Boston University, please visit the Office of Research Compliance website <http://www.bu.edu/orc/>.

B. Grant Preparation Support

The Office of Proposal Development (**OPD**) was established at the School of Medicine to provide technical and skilled administrative support to faculty and principal investigators when developing grant and contract proposals for external funding.

The OPD supports researchers by focusing on the administrative components of the proposal preparation process. Researchers can focus their time and energy developing and writing innovative science proposals and creating programs that are crucial to successful applications. Prior to forwarding to the Office of Sponsored Programs at BU for final review and approval/submission, the OPD can assist in most aspects of the Pre Award proposal development process.

***If you are considering applying for a grant or contract, the OPD asks that you contact them as soon as possible, ideally at least 4 weeks prior to the application deadline. Note that the OPD is closed during the winter holiday intersession.*

Please begin to prepare for submission of your grant by visiting the OPD website <http://www.bumc.bu.edu/proposaldevelopment/>.

C. Office of Financial and Grants Administration

The Office of Financial and Grants Administration (**OFGA**) was created to provide a centralized and specialized resource for research administration throughout the School of Medicine. Members of the OFGA team are specifically trained to be experts in research administration and reporting processes and are tasked with working cooperatively with each department to streamline the research administration process. OFGA strives to provide a standard and consistent process for reporting, analyzing, and projecting research spending across the School of Medicine, including maintaining a balanced budget for all grants by coordinating best practices across the organization.

The OFGA website is at <http://www.bumc.bu.edu/ofga/>

The OFGA Administrator for the Department of Anatomy and Neurobiology is Yuki Fujita (Room L-1004, yukifuji@bu.edu). Please contact Yuki upon receipt of an award.

D. Post-Award Financial Operations

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Post Award Financial Operations (PAFO) works closely with the University's research community to provide seamless processes from pre-award to post-award activities while ensuring compliance and consistency with overall fiscal management. PAFO's responsibilities include the research accounting and financial management functions, time and effort certifications, indirect cost rate calculation and negotiations, service center administration, property management, coordination of the annual OMB Circular A-133 audit and periodic agency audits, the creation and implementation of related policies and business processes, and oversight of systems and training. For further information, please visit <http://www.bu.edu/cfo/post-award-financial-operations/>.

** NOTE - Faculty should contact Yuki (yukifuji@bu.edu) rather than contacting PAFO directly. **

E. Sourcing and Procurement

Strategic Sourcing is an integrated business process for developing and executing comprehensive sourcing plans that ensure the availability of materials and services at the right time and quality at the lowest total costs to the BU community. For the procurement of goods and services for education and research, please visit http://www.bu.edu/sourcing/shoppers_guide/.

Most purchases are made from registered BU vendors and are processed via a "Shopping Cart" through the BU Works Central Portal. For assistance with procurement access, or for guidance on what process should be followed in any particular instance, you can contact our Department Administrative Coordinator, Melissa Kelly, at mae@bu.edu.

F. Core Facilities

For information about Core facilities and services available to researchers on the Boston University Medical Campus please visit <http://www.bumc.bu.edu/busm/research/cores/>. Some of these cores are institutional research cores, and are available on a fee-for-service basis to all investigators, both within and outside Boston University. Other types are core services supported by individual departments, specific grants, or groups of investigators, and may be available to other University researchers as fee-for-service, or as a collaborator.

G. Academic Travel/ Expense Reimbursement

1. The BU Travel Services website is located at: <http://www.bu.edu/travelservices/>.
2. BU Travel Card: Faculty and staff are required to use the University Travel Card when using university funds when making travel arrangements and during the trip. All Travel should be booked using your University US Bank Visa card. If you do not have a travel card, please contact our Department Administrator, Melissa Kelly (mae@bu.edu) to obtain a card and for guidance on reimbursements and card reconciliation.
3. How-to: PDF tutorials on how to make travel arrangements in Concur, start an Expense Report, use the Concur Mobile app, etc. is available through BU Travel Services: <http://www.bu.edu/travelservices/resources/training/>.
4. BU travel policies are available at: <http://www.bu.edu/travelservices/resources/policies/>.

H. Hiring for your Laboratory

1. For non-student employees and volunteers: Please contact our OFGA Administrator, Yuki Fujita (Room L-1004, yukifuji@bu.edu) for guidance.
2. Student employees (Work-Study students, graduate students, UROP students): Please contact our Administrative Coordinator, Melissa Kelly (L-1004, mae@bu.edu) for guidance.

Work Study: Undergraduate, graduate, and professional students can be hired through the Federal Work Study Program for work during the academic year and during the summer. General information is available through the Student Employment Office at: <http://www.bu.edu/seo/supervisors/>. Please contact Melissa Kelly (mae@bu.edu) for guidance on posting work-study jobs.

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UROP is the Undergraduate Research Opportunities Program at Boston University, directed by Paul Lipton, Ph.D. (palipton@bu.edu). UROP facilitates [undergraduate participation](#) in faculty-mentored [research projects](#). Funding opportunities exist and the program is flexible, allowing research study in any academic area University-wide. Faculty mentors looking for a student researcher can place an advertisement at <http://www.bu.edu/urop/mentors/>. Student research awards (100% paid by UROP) and faculty matching grants (50% paid by UROP) are available. UROP staff and members of the UROP Faculty Advisory Committee are listed at: <http://www.bu.edu/urop/about/staff/>. Projects may be undertaken at either the Charles River or Medical Campus, on a volunteer basis or for academic credit. Students can also apply for a student research award (100% paid by UROP) or for a Faculty Matching Grant (50% paid by UROP, 50% paid by faculty mentor. For more information, please visit <http://www.bu.edu/urop/about/urop/>. Please contact Yuki Fujita (yukifuji@bu.edu) for volunteer UROP positions, and contact Melissa Kelly (mae@bu.edu) for paid UROP positions.

IV. TEACHING AND MENTORING

A. Ph.D. Program, Department of Anatomy and Neurobiology

This Program includes courses in Anatomy and Neuroscience that are: (1) part of the Medical School curriculum; (2) offered within the Department or (3) offered by another department on the Medical Campus. An integral part of the program is the requirement for students to participate as Teaching Fellows in Medical and Graduate school courses as part of our Vesalius Teaching Apprenticeship. Research is a major component of the PhD curriculum. Students participate in laboratory rotations during the first year of graduate study and typically become affiliated with a research laboratory at the end of the first year. The PhD program is designed to produce well-rounded biomedical scientists who expect to include both research and teaching in their career. For additional information on required courses and elective courses/seminars, please go to:

<http://www.bumc.bu.edu/anatneuro/neuroscience-programs/anatomy-neurobiology-track/>. If you have further questions please contact the Director of the Graduate Program, Dr. Jennie Luebke at jluebke@bu.edu.

B. M.S. Program, Department of Anatomy and Neurobiology

The MS Program, also called the Vesalius Program, is a nationally recognized program in which students are trained in both the biomedical sciences and in the principles of teaching in the biomedical sciences.

Vesalius students take first year medical and graduate school courses to obtain a solid foundation in the biomedical sciences and in the principles of brain function. They then use this rigorous environment to train to become an effective educator. The Vesalius Program offers small advanced teaching courses combined with one-on-one mentoring with experienced and award winning faculty. By the time they graduate, our students have extensive mentored teaching experience.

For additional information please go to <http://www.bu.edu/vesalius/>; on this page you will find a link to the MS Degree Program Guideline. If you have further questions please contact the Director of the Masters Program, Dr. Ann Zumwalt at azumwalt@bu.edu.

C. Medical and Dental School Curriculum

1. School of Medicine

- i. The School of Medicine offers a traditional four-year MD program as well as a seven-year combined program with the Boston University College of Arts & Sciences.
- ii. The Office of Academic Affairs at the Boston University School of Medicine oversees the medical education curriculum. Information about this office can be found at <http://www.bumc.bu.edu/busm/education/academic-affairs/>.
- iii. Medical school course and clerkship information can be found at <http://www.bumc.bu.edu/busm/education/academic-affairs/academic-program/>.
- iv. View the detailed BUSM-I, -II, -III and -IV academic calendars and schedules at: <http://www.bumc.bu.edu/busm/education/academic-affairs/academic-calendars/>.
- v. The Boston University School of Medicine offers combined MD/PhD, MD/MBA, MD/MSCI and MD/JD programs. Additional information can be found at: <http://www.bumc.bu.edu/busm/admissions/degree-programs/>.

2. School of Dental Medicine

- i. The Henry M. Goldman School of Dental Medicine offers a traditional four-year Doctor of Dental Medicine (DMD) program as well as a seven-year combined program with the Boston University College of Arts & Sciences. Additionally, a two-year Advanced Standing (AS) Program is offered for internationally-trained dentists who would like to practice dentistry in the United States.
To view the detailed DMD-I, -II, -III, -IV and AS-I, -II courses and requirements, please navigate to <http://www.bu.edu/academics/sdm/courses/>

D. BU and BUSM Graduate Programs. In addition to our Departmental graduate programs, our Faculty are involved in a number of other programs as described below:

1. The Graduate Program for Neuroscience involves both the Charles River and the Medical Campuses. To view the program requirements, required courses and elective courses/seminars, please go to <http://www.bu.edu/neuro/graduate/curriculum/>.
2. The Division of Graduate Medical Sciences (GMS) at Boston University School of Medicine (BUSM) offers numerous MA and MS programs. Information on the Master's degree programs can be found at <http://www.bumc.bu.edu/gms/gateway/prospective/m-a-m-s-programs/>. Examples of such programs are:
 - i. Clinical master's degree programs include: Bioimaging, Clinical Investigation, Genetic Counseling, Mental Health Counseling and Behavioral Medicine, Physician Assistant.
 - ii. Master's degree programs in the Forensic Sciences include: Biomedical Forensic Sciences, Forensic Anthropology.
 - iii. Research based Master's degree programs include: Biomedical Research Technology, Nutrition and Metabolism, Pathology.
 - iv. Community engagement Master's degree programs include: Clinical Investigation, Healthcare Emergency Management, Medical Anthropology and Cross Cultural Practice.
 - v. Professional preparation Master's degree programs include: MS in Medical Sciences program, MS in Oral Health sciences as well as the Vesalius Program, which is offered through the Department of Anatomy Neurobiology (see above).
3. The Division of Graduate Medical Sciences (GMS) at Boston University School of Medicine (BUSM) also offers numerous PhD programs. Some of these programs are grouped under one umbrella, the Program in Biomedical Science (**PiBS**). Students have also the option to enroll in specific Departmental programs.
 - i. GMS program in Biomedical Science (PiBS): Students who have entered through PiBS participate in an integrated Foundations in Biomedical Sciences (**FiBS**) curriculum with content coordinated across courses, programs and departments. The core curriculum spans 1.5 semesters. The FiBS core modules (each 2 cr) include (i) Protein Structure, Catalysis & Interaction, (ii) Structure and Function of the Genome, (iii) Architecture & Dynamics of the Cell and (iv) Mechanisms of Cell Communication while elective modules include (i) Translational Genetics and Genomics, (ii) Molecular Metabolism, (iii) Physiology of Specialized Cells as well as Program specific modules such as (iv) Comprehensive Immunology and (v) Concepts in Virology. All graduate students (not just students entering through the PiBS pathway) are eligible to enroll in FiBS modular courses. Additionally, trainees experience laboratory rotations and engage in journal clubs and research seminars. After students select a laboratory for their dissertation research, students will join the department/program with which the mentor is affiliated and continue towards Ph.D. candidacy in that discipline.
 - ii. Direct entry through a Department/Program: Other Ph.D. programs are specifically offered in Anatomy and Neurobiology, in Behavioral neuroscience or in Pharmacology and Experimental Therapeutics.

For detailed curriculum information on the School of Medicine Ph.D. programs navigate to: <http://www.bumc.bu.edu/gms/gateway/prospective/phd-programs/phd-curriculum/>

E. Course Development Resources

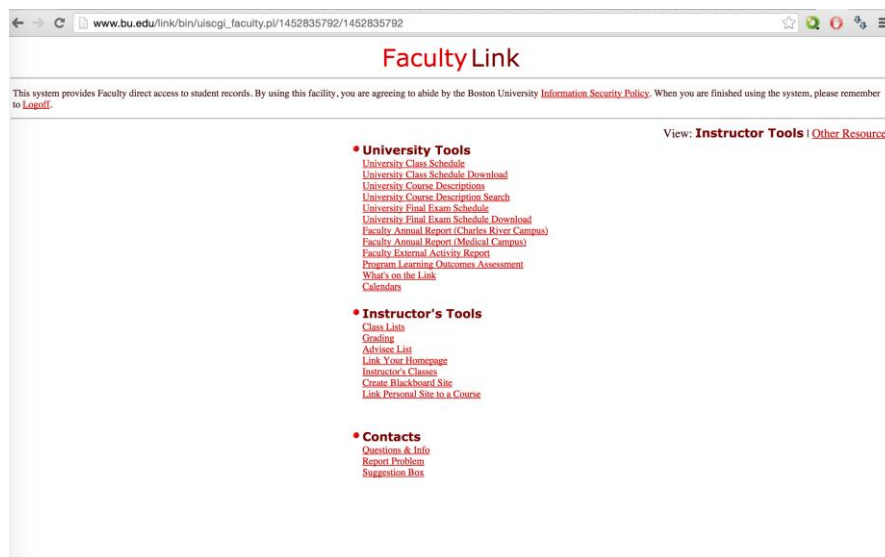
The Center for Excellence and Innovation in Teaching (CEIT) is a BU-wide offers extensive teaching resources. The Center was established in 2001 to promote and support exemplary teaching, to facilitate the continued professional development of faculty as teachers, and to introduce new faculty to the culture of excellence in teaching at Boston University. The center resources are organized into five main categories as follows: 1) Course Design; 2) Engaging

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your Students; 3) Teaching with Technology; 4) Grant Support through the Center for Excellence in Teaching and Office of Provost Support and 5) Supplemental Teaching Materials. The center provides a wealth of information, from course design and writing a syllabus to engaging students inside and outside of the classroom. These resources can be found at <http://www.bu.edu/ceit/teaching-resources/>.

F. Faculty Link

Faculty link includes numerous on-line instructor tools. Faculty can navigate to their class list, grading page, advisee list, etc. The faculty link login page can be found at, <https://weblogin.bu.edu/web@login3?jsv=1.5p&br=un&fl=0>. You will need your username and Kerberos password to enter the site. Please note that some of these functions are not linked to courses taught in the medical and dental schools (e.g. class list, grading). A screenshot of the Faculty Link pages is shown below:



G. Blackboard Learn

1. Blackboard Learn is a web-based learning management system used throughout the Charles River and Medical Campuses. This resource has many capabilities; for example, instructors can easily post course materials, send emails, post announcements and post grades. Additional features such as on-line quizzes, survey tools and live interaction/communication with students are also available. Information on how to obtain and use a Blackboard Learn site can be found at: <http://www.bu.edu/tech/services/teaching/lms/blackboard/instructors/>. In addition, Blackboard Learn training sessions are periodically offered; the date/times can be found at <http://www.bu.edu/tech/about/training/classroom/courseware/>.

H. Room Scheduling

The Payne Library and Alan Peters Seminar Room are located in the Department of Anatomy and Neurobiology, and reservations are scheduled through our Department. Please e-mail Melissa Kelly mae@bu.edu (alternate contact: Lee Farris leeanne@bu.edu) to request one of these two rooms. Availability for the Department of Anatomy and Neurobiology can be viewed at the following link: <http://www.bumc.bu.edu/anatneuro/student-resources/library-and-seminar-calander/>

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To schedule a room outside the Department, email your request to the Office of Resource Schedule: emc_roomscheduling_bumc@bu.edu. This office is located in the Educational Resources Center on the third floor of the Medical School, in L-310. Additional information on room scheduling can be found at <http://www.bumc.bu.edu/bumc-emc/ors/>.

I. BUMC Educational Media Center

The Educational Media Center is a resource for instructional technology as well as photography, illustration, graphic design and web design services. For additional information please navigate to <http://www.bumc.bu.edu/bumc-emc/>.

J. GMS Appointment

Faculty members in the Department of Anatomy and Neurobiology are not automatically members of the Graduate Medical Sciences (GMS) Faculty. In order to mentor graduate students, faculty must have a GMS appointment. The Committee on GMS Faculty Membership reviews nominees for membership. Information on this committee can be found at <http://www.bumc.bu.edu/gms/gateway/facultystaff/gms-committees/committee-on-gms-faculty-membership/>.

The on-line GMS faculty membership form can be found at: <http://www.bumc.bu.edu/gms/gateway/facultystaff/re-commitment-of-gms-faculty-membership/>.

V. CAREER DEVELOPMENT

A. Appointments

Appointments for full-time faculty at BUMC are described in the general BU Faculty Handbook. More information is available at: <http://www.bumc.bu.edu/provost/ap/>. The most recent Guidelines for Faculty Appointments & Promotions in the School of Medicine (PDF format) can be found at: <http://www.bumc.bu.edu/busm-facultycentral/guidelines-for-faculty-appointments-promotions-in-the-school-of-medicine/>. See also BU Faculty Central in the Faculty Development Resources section at the BUSM Faculty Central website: <http://www.bumc.bu.edu/busm-facultycentral/>.

B. BU/BUSM/A&N Promotions

1. Promotions for full-time faculty are described in the Faculty Handbook. Note that tenure is not awarded at BUMC. Faculty appointments at the Associate or Full Professor level must be approved by Dr. Robert Brown, the University President. More information about promotion standards and procedures is available at: <http://www.bumc.bu.edu/provost/ap/>. The most recent Guidelines for Faculty Appointments & Promotions in the School of Medicine (PDF format) can be found at: <http://www.bumc.bu.edu/busm-facultycentral/guidelines-for-faculty-appointments-promotions-in-the-school-of-medicine/>. See also BU Faculty Central in the Faculty Development Resources section at the BUSM Faculty Central website: <http://www.bumc.bu.edu/busm-facultycentral/>.
2. An explanation of required documents and downloadable forms, including checklists and the **BU CV template**, can be found at: <http://www.bumc.bu.edu/provost/ap/appforms/>

C. BU/ BUSM Faculty Advancement Course

The Academy for Faculty Advancement, now called the **Early Career Program**, is a structured, longitudinal career development program for early career faculty. Topics include mentoring, difficult conversations, resilience, the BU CV, work-life integration, finding funding, etc. All early-career BUMC Faculty are eligible to apply. General information about the program can be found at <http://www.bumc.bu.edu/fpf/professional-development/early-career/> and at <http://www.bumc.bu.edu/facdev-medicine/facdevprograms/ecfdp/>. Contact Robina Bhasin for more information (rbhasin@bu.edu).

D. Faculty Development/ Sabbatical

1. Faculty development resources are available at BUSM Faculty Central: <http://www.bumc.bu.edu/busm-facultycentral/>.
2. Annual review for faculty: Faculty meet with the Department Chair for an annual review. Prior to the meeting with the Chair, every faculty member will be asked to fill out an online form using the Faculty Development System, which is available at BUSM Faculty Central: <http://www.bumc.bu.edu/busm-facultycentral/>.
3. Sabbatical and leaves of absences are described at: <http://www.bu.edu/handbook/leaves-absences/sabbaticals-and-leaves-of-absence/>
4. CTSI mini-sabbatical program: The Clinical and Translational Science Institute (CTSI) at BUMC offers a mini-sabbatical program. More information about eligibility and application procedures is available at: <http://www.bu.edu/ctsi/2015/12/03/mini-sabbatical-award/>. Note this website is subject to change.
5. A&N Faculty Mentorship: There is currently no formal mentorship program. The Department recognizes the need for such a program and we are working on its implementation.

E. Media Public Relations

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1. Please refer all members of the media to the Gina DiGravio (638-8480) in the Communications Office. In order to ensure consistency, accuracy and the favorable positioning of the medical campus and the hospital, as well as to protect patient confidentiality and the interests of researchers and clinicians, all contacts with or responses to the media should be made by the Communications Office.
2. Writing a press release: Promote your research with the help of the BUMC Communications Office. BU Public Relations can help by writing press releases. More information on working with the media can be found at: <http://www.bumc.bu.edu/comm/working-with-the-media/>.
3. Publicize an event: A variety of communications tools to publish your event are listed at: <http://www.bumc.bu.edu/comm/publicizing-events-at-boston-university-medical-campus/>.
4. Public Relations services on the Charles River Campus: <http://www.bu.edu/news/our-services/>.