PAC meeting

November 18, 2014
Distinguished Mentor luncheon and Q&A

- November 7, 2014
- Well attended – 41 signed in, ~50 attended
- Areas of focus
  - Communication – written and oral
  - Interviewing and networking
  - Professionalism
- Other
  - Requested that event info be synced to their calendars
  - Develop specific IDP that includes future career options
  - Ways to open a dialogue with mentor
    - Blog to make suggestions anonymously
  - “certify” mentors
Grant writing incentive program part 1

- Postdocs will receive a $200 stipend bonus for submitting a fellowship application; funded by CGHS
  - Received awards:
    - Jordy Saravia (Pediatrics) $200 – September
    - Mallika Palamoor (Ophthalmology) $200 – October
    - Souvik Banerjee (Pharmaceutical Sciences) $200 – October
  
  - Awards pending:
    - David New (Ophthalmology) $200 – October
    - Eun-Ah Ye (Ophthalmology) $200 – November
    - Satish Singh (Medicine-Cardiology) $200 - November
Grant writing incentive program part 1

Instructions on how to inform the PDO that a postdoc has submitted a grant

Dear Postdocs,

In April of this year, the Postdoc Office announced a new incentive program for you. For each grant that you submit to a non-UTHSC organization, you will receive a $200 bonus on a subsequent paycheck! We want to recognize you for your effort in trying to obtain independent funding.

To receive the bonus, the Postdoc Office needs to know that you submitted a grant. When you are routing your proposal in PAMS, please remember to list the College of Graduate Health Sciences (CGHS) as an affiliated department. The attached document provides step-by-step instructions for doing just that.

If you already submitted a grant (after April 11, 2014) and did not select the CGHS as an affiliated department, please send me an email with a snapshot of the pertinent information from PAMS and we will manually enter the information. However, beginning November 10, 2014 postdocs will be required to make the selection in PAMS themselves.

Good luck with your grants!
Monica
Grant writing incentive program part 2

- Grant writing incentive program for postdoctoral trainees, part 2
  - PAC members were in favor of a one-time stipend increase of $2500 upon receipt of a Notice of Award; funded by the mentor
    - Must not put postdoc over NIH salary limit
    - Give bonus at time of notice of award
  - Must be made from non-federal funds
  - Open for discussion
  - PAC recommended that the Chancellor fund the incentive
  - I discussed this with Don Thomason and it will be tabled until we have data on number of grants submitted and funded
Postdoc term limits

3 and 6 month letter templates from St. Jude
Annual Progress Report

- Launching today or tomorrow
  - Will be an electronic “survey”
  - Postdoc fills out majority of report and submits
  - Mentor gets an email informing them that they need to fill out 1 question
- Copies will be sent to postdoc and mentor
- Copy will be kept in file in PDO

Health Science Center
Postdoctoral Office

INDIVIDUAL DEVELOPMENT PLAN AND ANNUAL PROGRESS REPORT FOR UTHSC POSTDOCTORAL FELLOWS
DEADLINE: December 5, 2014
Changes to International Office

• Regulations governing J-1 exchange visitors have been revised by the Department of State and will go into effect Jan. 5, 2015.

• Most impact to UTHC
  • English proficiency and health insurance

• New criminal background checks for Peggy and Connie every 4 years, as well as a greater emphasis on cross-cultural experiences for our J-1s to deal with.
Changes to International Office

• Discuss increasing the minimum funding amounts we require in order to issue a J visa document. Here are the current amounts, which we have used for at least 10+ years:

<table>
<thead>
<tr>
<th>UT HEALTH SCIENCE CENTER MINIMUM REQUIRED FUNDING AMOUNTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exchange Visitor alone</strong></td>
</tr>
<tr>
<td>$1,250/month</td>
</tr>
<tr>
<td>$15,000/year</td>
</tr>
<tr>
<td><strong>Exchange Visitor + spouse</strong></td>
</tr>
<tr>
<td>$1,666/month</td>
</tr>
<tr>
<td>$20,000/year</td>
</tr>
<tr>
<td><strong>Exchange Visitor + spouse + 1 child</strong></td>
</tr>
<tr>
<td>$1,875/month</td>
</tr>
<tr>
<td>$22,500/year</td>
</tr>
<tr>
<td><strong>Each additional child</strong></td>
</tr>
<tr>
<td>$100/month</td>
</tr>
<tr>
<td>$1,200/year</td>
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</tbody>
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• We have lower minimum funding requirements than Vanderbilt and U of Mississippi
IDP – should we expand the IDP on our campus?

Individual Development Plan for Postdoctoral Scholars
Adapted and used with permission from the Federation of American Societies for Experimental Biology (FASEB)'s Science Policy Committee

Individual Development Plans (IDPs) for postdoctoral scholars provide a planning process that identifies both professional development needs and career objectives for the individual postdoc. Furthermore, IDPs serve as a communication tool between postdoctoral scholars and their mentors. An IDP can be considered one component of a broader mentoring program that needs to be instituted by all types of research institutions.

Goals of the IDP:
- Help the postdoctoral scholar identify:
  - Long-term career options he or she wishes to pursue and the necessary tools to meet these; and
  - Short-term needs for improving current performance.

Benefits of the IDP:
The IDP provides postdoctoral scholars with a process that assists in developing long-term goals. Identifying short-term goals will give postdocs a clearer sense of expectations and help identify milestones along the way to achieving specific objectives. The IDP also serves as a tool for communication between the postdoctoral scholar and his or her faculty mentor/supervisor/PI.

Outline of IDP Process:
The development, implementation, and revision of the IDP require a series of steps to be conducted by the postdoctoral scholar and her or his mentor. These steps are an interactive effort, so both the postdoc and the mentor must participate fully in the process.

BASIC STEPS

Step 1:
Conduct a self-assessment; look at your skills, interests and identify areas where you want to improve, gain more knowledge or strengthen skills.

Step 2:
Discuss goals and opportunities with mentor.

Step 3:
Write an IDP, share with mentor and revise, if needed.

Step 4:
Implement the IDP.

--- for Postdoctoral Fellows

--- for PI/faculty Advisor/Mentors

CAREER GOALS

What type of career is the postdoc interested in pursuing (faculty position in a research institution, faculty position at a teaching college, research scientist in industry, entrepreneur, etc.): [ ]

What does the postdoc need to achieve/accomplish to pursue his/her career goals (keep in mind the postdoctoral position is meant to be one that fosters independence as a researcher and a scientist; what will the postdoc need to be competitive for the career s/he wants to pursue)? [ ]

When does the postdoc anticipate starting his/her job search? [ ]

Are there issues/concerns that impact the postdoc’s job search (such as visa issues, limited ability to move to a different area, etc.)? [ ]

This document was developed by Dr. Rhonda Sutton, North Carolina State University, Office of Postdoctoral Affairs.
PhDA Events

- September 18 – Postdoc Appreciation Week luncheon
- Nov 7 – Mentor Academy luncheon with Q&A session
- Dec 10 – Research Day; travel awards; presentation awards
- Feb – Valentine’s Day lunch
- March – NPA meeting
- April – Career Day; travel awards; Postdoc of the Year Awards
- May – End of Year Celebration; Mentor Academy Awards