Extension letters

- Should we generate extension letters toward the end of the each year?
  - Can be for another year
  - Can be for X months until project is finished or funds are exhausted
  - UTHSC attorney recommends that we do it
Annual Progress Report

• Electronic survey launched in November
  • We had a few glitches but they were fixed
    • Revised due date of December 11
    • A few are still coming in
  • We will summarize the files and will give a report in January/February
  • Does PAC want to see reports or summary only?

Health Science Center
Postdoctoral Office

INDIVIDUAL DEVELOPMENT PLAN AND ANNUAL PROGRESS REPORT FOR UTHSC POSTDOCTORAL FELLOWS
DEADLINE: December 5, 2014
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) 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 initiated 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 goals
  - 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

**...for Postdoctoral Fellows**
- 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 PI/Faculty Advisor/Mentors**
- Become familiar with available opportunities, especially those offered through the NC State University Office of Postdoctoral Affairs (OPA) [http://postdocs.ncsu.edu](http://postdocs.ncsu.edu).
- Discuss opportunities with postdoc.
- Review postdoc's IDP and offer input.
- Establish regular review of progress and help revised the IDP as needed.

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**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.)?

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

- Previously not required to fill out exit survey
- Should it be mandatory?
- Should it be more robust?
- Should it be more like the survey grad students take?

Postdoctoral Research Trainee Exit Survey

Thank you for taking the time to complete this survey. Information from the survey will be used in a confidential manner to help enhance the postdoc program for future postdocs and mentors. Please e-mail the completed form to postdoc@uthsc.edu or mail to the Postdoc Office, 920 Madison, Room 807, Memphis, TN 38163.

1. Name of department at UTHSC: ________________________________

2. How did you learn about the postdoc position at UTHSC?
   - Advertisement
   - Found faculty member using internet
   - Colleague
   - Met faculty member at a conference
   - Graduate Advisor/Mentor
   - Other, please specify: ________________________________

3. Were you given contact information for current or former postdocs in the lab prior to taking the position?
   - Yes
   - No

4. Were you interviewed for your position prior to accepting an offer?
   - Yes
   - No

5. During your training, did you receive any performance evaluations from your mentor?
   - Yes, written
   - Yes, oral
   - No

6. In the most recent year how often did you meet individually with your mentor?
   - Daily
   - Weekly
   - Monthly
   - Less than Monthly

7. How many scientific conferences did you attend? ______ Presentations given? ______

8. How many manuscripts did you write based on your past doctoral work? ______ Abstracts? ______

9. How many manuscripts have been published from your work at UTHSC? ______

10. Did you attend workshops provided by UTHSC Postdoc Office/Postdoc Association?
    - Yes
    - No
Exit Survey

Should we adopt the exit survey that the grad school uses?
RCR

- "Terry Ackerman has no problem with postdocs attending the IP801 course, and welcomes them. Class is 2h once per week in the spring term (Tues 3-5), 10 sessions. Below is the course description. Postdocs just need to attend 4 or more sessions and get a confirmation/signature from him.

- "This course consists of a study of the ethical principles and related federal and state laws that govern scientific research. Through a combination of lecture and case study discussion, students learn both the substance and application to scientific research of ethical principles and related laws. Topics addressed include research with human subjects, research with animals, the use of human biological materials, privacy and confidentiality of research and medical records, conflicts of interest, scientific misconduct, ownership of research, responsible reporting of research, and ethical training practices."
Postdoc term limits

Postdoctoral Fellow term limits
- Postdoctoral Fellowship appointments are designed to provide additional training beyond the terminal degree and thus are of a temporary nature
- All Postdoctoral Fellowships will now have 5 year/8 year term limits that follow same guidelines as NIH and St. Jude
- The Postdoc Handbook lists a 5 year limit in each lab already, so this is not a large modification from current rules
- Postdocs who are already on campus will be required to leave their current lab (or be promoted to a staff position) at or around their 5 year anniversary
- If, after 5 years, a current postdoc moves to a new lab, they can only remain there for 3 additional years, up to the 8 year maximum
Postdoc term limits

• Any time off for a leave of absence will not apply toward the term limits
• Former postdoctoral fellows who have advanced in their career (e.g., Research Associate, Asst. Professor) may not return to fellow status unless there is a clear training benefit to the individual in question (e.g., re-tooling, complex skill development)
• Letters will be sent out to mentors and postdocs at 1 year, 6 months and 3 months prior to the postdoc reaching the term limit.
• UTHSC postdoc who were brought on prior to September 20, 2014 will have a 2 year grandfather period to complete their training. This will apply only to the 8 year maximum limit, as we previously had a 5 year limit in any one laboratory.
• The PAC discussed this issue at multiple PAC meetings and was approved.
MEMORANDUM

TO: Dr. PI
Dr. Fellow
Department of XXX

FROM: Gerard P. Zambetti, PhD, VP and Director, APO in Biomedical Sciences
Laura Netten, Postdoctoral Operations Administrator

COPY: Dr. XXX, Chair, Department of XXX
Dr. Richard Gilbertson, Scientific Director
Tonna Bruce, Administrative Director, Academic Programs Office

DATE: November 17, 2014

SUBJECT: Fellowship Extension Required Effective XXX, Three Month Reminder

On XXX, Dr. XXX will have been a Postdoctoral Fellow at St. Jude for XXX years and overall a Postdoctoral Fellow for XXX years. St. Jude Children's Research Hospital Policy #30.005 states that a fellow may not exceed five years postdoctoral training at St. Jude and may not exceed eight years training in total.

In compliance with this policy, Dr. XXX's fellowship at St. Jude will officially end on XXX. If there are reasons you wish to continue Dr. XXX's fellowship beyond this date, an extension needs to be approved by the Scientific Director. An Extension Cover form, a memo outlining your request and the reasons for the same, and an updated CV of Dr. XXX should be submitted to the VP/Director of Academic Programs for review and action. Additionally, efforts expended during the past few months to seek the next professional move for Dr. XXX should be included in the request packet. This extension request packet should be received in the Academic Programs Office no later than thirty (30) days before the end date of the current appointment.

Dr. XXX's visa will expire on XXX. If visa renewal is indicated, you will need to begin the extension process as soon as possible.

Thank you!

3 and 6 month letter templates from St. Jude
“In August, 2011, responsibility for the PDO was transferred to the CGHS. That CGHS responsibility includes but is not limited to:

- administration of the PDO
- fiscal responsibility for the PDO
- being the responsible party for all PDO activities
- administration of all postdoctoral fellow appointments
- responsibility for the postdoctoral fellow training environment (RCR, CBC, IDP, etc.)
- responsibility for adjudicating grievances

Other colleges do not share these responsibilities for our postdoctoral fellows, or any of the trainees in the CGHS. Therefore, the time-limit policy (among all CGHS policies) is not a campus-wide academic policy.

The mission of the PAC is to help guide the PDO in the training of our postdoctoral fellows, taking input from all of the sources deemed necessary. The CGHS and PDO stand behind the PAC’s authority provide such guidance.”
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
Next meeting

• Next PAC meeting
  January 20, 2015

• Happy Holidays!