

# PAC meeting

February 24, 2015

Rescheduled from February 17 Inclement Weather day



# Important issues in upcoming meetings

- Offer letter updates
- Handbook updates
  - Compact obligations of mentors and postdocs
  - IDP
- Exit survey

# Taleo update

## Application Process

- We met with Donna Lenoir and shared the comments that arose at the January PAC meeting
- Update meeting scheduled for Friday Feb 27 to get feedback from programmer
  - Will report at March PAC meeting



# Offer Letter Update

## **SAMPLE FINAL POSTDOC OFFER LETTER** **Fixed Term**

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Re: Postdoctoral Research Fellow

Dear Dr. \_\_\_\_\_:

We are pleased to offer you the position of Postdoctoral Research **Fellow** in the Department of \_\_\_\_\_, in the College of \_\_\_\_\_, at The University of Tennessee Health Science Center, for a one year term beginning [date] and ending [date]. Your stipend will be \$\_\_\_\_\_ per [month/year] or as required by law, and will be funded from the research funds (UT account # \_\_\_\_\_) of Dr. \_\_\_\_\_. The State of Tennessee has no state income tax; federal income tax, as well as, Medicare and social security taxes, will be withheld, if applicable.

### OPTIONAL TEXT ABOUT THE HIRING DEPARTMENT HIGHLIGHTING ITS POSITIVE ATTRIBUTES.

Located in Memphis, a dynamic Mid-South city rich in culture, history, diversity, music and cuisine, the University of Tennessee Health Science Center is one of the largest, most comprehensive academic health centers in the United States with a solid commitment to postdoctoral training. UTHSC is an Equal Employment/Affirmative Action Title VI/IX/ Section 504/ ADA/ADEA Employer.

Petzinger, Mark... 2/5/15 5:22 PM

**Comment [1]:** "Fellow" is a legally important designation; "trainees" are probably entitled to overtime under the FLSA

Petzinger, Mark... 2/5/15 5:07 PM

**Deleted:** Trainee

Petzinger, Mark... 2/5/15 5:09 PM

**Deleted:** es [withholding (federal income tax).

Petzinger, Mark... 2/5/15 5:09 PM

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Petzinger, Mark... 2/5/15 5:09 PM

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# Offer Letter Update

You will be covered by the Claims Commission workers compensation. Also, we will provide single coverage health insurance at no cost to you. Additional coverage for your dependent(s) is available for an additional cost to you (employee co-pay); the University provides the remaining costs for dependent(s) coverage (employer co-pay). Up to two weeks/year of annual leave and reasonable sick leave will be provided, in addition to university holidays/administrative closings.

Due to your status as a special employee you will not be eligible for state retirement or longevity benefits.

Additional information about health insurance as well as other benefits and activities for Postdoctoral Research Fellows can be found at [www.uthsc.edu/postdoc](http://www.uthsc.edu/postdoc).

Petzinger, Mark..., 2/5/15 5:15 PM

**Deleted:** Because this is a training position you will not be eligible for retirement or longevity benefits.

Petzinger, Mark..., 2/5/15 5:22 PM

**Comment [2]:** The web page must be updated to reflect "Fellow" as opposed to "Trainee".

# Offer Letter Update

Additional information about health insurance as well as other benefits and activities for Postdoctoral Research **Fellows** can be found at [www.uthsc.edu/postdoc](http://www.uthsc.edu/postdoc).

It is expected that funding for this position will be available for one year, as provided by the Department of \_\_\_\_\_. **Your** postdoctoral research **fellow** position **must** be renewed annually, **in writing, and is** contingent upon acceptable job performance and continuation of funding.

**Your responsibilities in this position are to**

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Petzinger, Mark..., 2/5/15 5:22 PM



**Comment [2]:** The web page must be updated to reflect "Fellow" as opposed to "Trainee".

Petzinger, Mark..., 2/5/15 5:18 PM



**Deleted:** Trainees

Petzinger, Mar..., 2/9/15 12:08 PM



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Petzinger, Mark..., 2/5/15 5:20 PM



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Petzinger, Mar..., 2/9/15 12:10 PM



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Petzinger, Mar..., 2/9/15 12:08 PM



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# Offer Letter Update

This letter supersedes all previous communication about this position. We look forward to your joining our department and expect a mutually rewarding experience.

Sincerely yours,

\_\_\_\_\_  
[Principal Investigator]

\_\_\_\_\_  
[Department Chair]

\_\_\_\_\_  
Monica M. Jablonski, PhD  
Associate Dean, Postdoctoral Affairs

I accept the position as outlined in this letter.

\_\_\_\_\_  
[prospective Postdoctoral Fellow]

\_\_\_\_\_  
[date]

cc: The Department of Human Resources

Petzinger, Mark..., 2/5/15 5:21 PM

Deleted: Trainee

# Offer Letter Renewal Update

\*\*\*\*\*  
POST DOCTORAL FELLOW RENEWAL LETTER

VIA: EMAIL

Re: Renewal of Postdoctoral Fellowship

This email renews your position of Postdoctoral Research Fellow as originally offered in our letter of \_\_[date]\_\_. The term of this renewal is for one year, starting on \_\_[date]\_\_ and ending on \_\_[date]\_\_. Your employment as a Postdoctoral Fellow expires at the end of the term unless renewed in writing and is contingent upon acceptable job performance and continuation of funding.

The only change in conditions is that your pay will be \$\_\_\_\_\_, and [any other changes].

If you accept the position and the changes noted above, please send a return email with the statement "I accept".

Congratulations,

\_\_[university official]\_\_

CC: the PDO in the email



# Handbook Updates

- We have incorporated all of the many changes that have taken place in the Postdoc Office and on campus
- Compact?
- IDP?
- Postdoc hiring procedures in Taleo

# 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 12 – Valentine's Day lunch, Career Development Lecture and chocolate competition
- 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  
March 17, 2015