

PAC meeting

March 17, 2015

Postdoc Job Posting

- In addition to the UTHSC Postdoc website, we post jobs on HigherEd.com and NatureJobs.com
- As of March 26, 2015, NatureJobs will no longer offer free job listings
- We are currently evaluating other options, as well as negotiating with Nature to continue to provide this service to our university

Offer Letter Update

- New letter templates were generated to reflect the change in title of the position to Postdoctoral Fellow
- New template was generated for email extension of the position for each year
- Sent out to mentors and business managers on March 2, 2015

Offer Letter Update

TEMPLATE POSTDOC RENEWAL EMAIL

Fixed Term

PLEASE COPY POSTDOC OFFICE IN YOUR CORRESPONDANCE

Re: Renewal of Postdoctoral Fellowship

Dear Dr. _____:

This email renews your position of Postdoctoral 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 will be an increase in your salary to \$_____.

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

Congratulations,

___[university official]__

UTTHSC Strategic Map

- Presentation by Don Thomason

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 Achievement Awards
- May – End of Year Celebration; Mentor Academy Awards

Next meeting

- Next PAC meeting
• April 21, 2015