

PAC meeting

September 15, 2015

PhDA Events

- September 21-26 National Postdoc Appreciation week
- Activities every day of the week
 - Tours of UTHSC core facilities
 - Professional photos for LinkedIn
 - Family picnic at Shelby Farms
 - 50% off food at Central BBQ for all UTHSC postdocs, students and employees



National Postdoc Appreciation Week

September 21-26, 2015

A week-long celebration honoring UTHSC's Postdocs!

Schedule of Events

Monday, September 21

Postdoc Meet & Eat Potluck
Please bring a vegetable, meat, or dessert dish to share
12-1 pm: Physiology Annex, 2nd floor Nash Bldg. (follow signs)

Tuesday, September 22

Molecular Resource Center Tour + Snacks
12-1 pm; Cancer Research Bldg., meet in the Lobby

Wednesday, September 23

Imaging Center Tour + Snacks
12-1 pm; Link Bldg., meet in the 2nd Floor Lobby (follow signs)

Thursday, September 24

LinkedIn Presentation & Lunch
12-1 pm, Freeman Auditorium, Hamilton Eye Institute;
Professional Pictures by Communications & Marketing;
1-3 pm; 920 Madison, #810
Please bring postdoc ID for pictures

Friday, September 25

Flow Cytometry Facility Tour + Ice Cream & Cookie Social
12-1 pm; MIB Bldg., meet in the Lobby

Saturday, September 26

Shelby Farms/Family Picnic Potluck
All family members invited!
2-6 pm: Picnic Area #5
See e-mail for information

All members from the UTHSC scientific community are welcome

Special Guest

- Mark Petzinger
 - Associate General Counsel, UTHSC
 - Language in offer letters
 - Annual renewals
 - Language in handbook regarding leave policies

TEMPLATE **FINAL** POSTDOC OFFER LETTER
Fixed Term (Rev 6/15)

DATE

NAME
ADDRESS

Re: Postdoctoral Fellowship

Dear Dr. _____:

We are pleased to offer you the position of Postdoctoral 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], 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.

We will provide single coverage health insurance at no cost to you. Additional coverage for your dependent(s) is available at a 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. You will be covered by the Claims Commission workers compensation. Due to your status as a special employee you will not be eligible for state retirement or longevity benefits.

Additional information about health insurance, the Postdoc Handbook, the Postdoc Compact, as well as other benefits and activities for Postdoctoral Fellows can be found at www.uthsc.edu/postdoc.

It is expected that funding for this position will be available for one year, as provided by the Department of _____. **Should grant funding be unexpectedly terminated during the first year, your position may be eliminated. Your remaining in this position is contingent you're your acceptable job performance and continuation of funding. Your postdoctoral fellowship must be renewed annually, in writing, and is contingent upon acceptable job performance and continuation of funding.**

Your responsibilities in this position are to _____.

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

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]

CC: The Postdoc Office

Items to address this year

- Term limit letters
- Handbook changes
- Exit survey
- Bonus for obtaining a grant

Next meeting

- Next PAC meeting
 - October 20, 2015