POSTDOCS 101:
Recruit, Appoint,
Manage & Mentor

Mary B. Bradley
Director, Post Graduate Affairs

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OFFICE OF POST GRADUATE AFFAIRS (OPGA)

- Created in November 2002
- Housed in DBBS - Division of Biology & Biomedical Sciences
- Resource for postdocs, faculty, dept. administrators & University
- Staff: Mary Bradley, Director
  Jillian Jones, Coordinator
  Dr. John Russell, Assoc. Dean
University-wide policy
WUSM Implementation
Effective July 1, 2004

Policies online at http://dbbs.wustl.edu/postdoc
POSTDOC POLICIES

Postdoc Definition:

- has a Ph.D., M.D. or equivalent terminal degree
- in a temporary training period of limited duration preparatory for a future career
- trains under the supervision of a faculty member or a department in research
- not part of a clinical training program
- Should be appointed within 3 years of PhD or 6 years of MD degree
2 Postdoctoral Appointment Titles

- **Postdoctoral Research Scholar**
  - Non-employee, stipend, usually on a fellowship or TG

- **Postdoctoral Research Associate**
  - Employee, salary, usually paid from a PI’s grant
POSTDOC POLICIES

- **5-year term limit** - includes both titles and time spent at other institutions
  - Request for Extension policy

- **Full-time postdoc appointments**
  - Requests for Temporarily Reduced Schedule

- **Minimum salary/stipend amount**
  - $35,000 through FY09 (reviewed annually by EF)

- **Letter of appointment/confirmation** (from DAs)
POSTDOC POLICIES

Postdoctoral Benefit Package

- Health/Dental Insurance
- Long Term Disability Insurance
- Optional Investment Savings
- Optional Life Insurance
- Postdoctoral Tuition Remission
- Vacation/Sick/Time Away
- Workers’ Compensation & Unemployment Insurance (employees only)

http://medschoolhr.wustl.edu
Post open positions on DBBS Jobs Board - [http://dbbs.wustl.edu/jobs](http://dbbs.wustl.edu/jobs)

Check the Prospective Candidates Database – [http://dbbs.wustl.edu](http://dbbs.wustl.edu), select “Faculty” then “Additional Resources”

OPGA recruitment activities
- Annual Meetings – recruiting DB
- Institute on Teaching & Mentoring
- Meet with prospectivepostdocs
MENTORSHIP TOOLS

- AAMC Compact between Postdocs and Mentors
  http://www.aamc.org/research/postdoccompact

- Individual Development Plan (IDP)

- Offer Letters

- Annual Reviews
Professional Development Program for Postdocs (PDP)

Topics: Funding Resources, Mentoring, Communication Skills, Presentation Skills, Research Integrity, Lab Finances, Lab Management, Time Management/Organizational Skills
Grant-Writing Workshop (fall)
- 4-part workshop – 2 lecture, 2 small group sessions
- Postdocs & graduate students only

Writing Journal Articles Workshop (spring)
- 3 part lecture series
- Faculty, students & postdocs
Postdoc Scientific Symposium
- ½ day event in EPNEC
- 5 postdocs speakers
- Keynote
- Poster session
- Faculty Mentor Award
OPGA SERVICES

- Orientation/Welcome Packets
- Postdoc Update e-Newsletter
- Social Events
- Website: http://dbbs.wustl.edu/postdoc

In Progress:
- Postdoc Database
The Career Center
Dr. Arlene Taich,
Graduate Career Specialist

- **Workshops:** Interviewing Skills, Networking, Phone Interviews, Negotiating, etc
- **Individual Career Counseling**
CONTACT US

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