

POSTDOCS 101: Recruit, Appoint, Manage & Mentor

**Mary B. Bradley
Director, Post Graduate Affairs**

March 2008

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

POSTDOC POLICIES

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

POSTDOC POLICIES

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>

RECRUITMENT

- Post open positions on **DBBS Jobs Board** - <http://dbbs.wustl.edu/jobs>
- Check the **Prospective Candidates Database** – <http://dbbs.wustl.edu>, select “Faculty” then “Additional Resources”
- **OPGA recruitment activities**
 - Annual Meetings – recruiting DB
 - Institute on Teaching & Mentoring
 - Meet with prospective postdocs

MENTORSHIP TOOLS

- **AAMC Compact between Postdocs and Mentors**

<http://www.aamc.org/research/postdoccompact>

- **Individual Development Plan (IDP)**

<http://opa.faseb.org/pdf/idp.pdf>

- **Offer Letters**

- **Annual Reviews**

OPGA SERVICES

■ Professional Development Program for Postdocs (PDP)

Topics: Funding Resources, Mentoring, Communication Skills, Presentation Skills, Research Integrity, Lab Finances, Lab Management, Time Management/ Organizational Skills

OPGA SERVICES

■ 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

OPGA SERVICES

■ 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

CAREER SERVICES

The Career Center

Dr. Arlene Taich,

Graduate Career Specialist

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

CONTACT US

Office of Post Graduate Affairs (OPGA)

Campus Box 8226

5th floor Becker Medical Library

<http://dbbs.wustl.edu/postdoc>

Mary B. Bradley, Director, Post Graduate Affairs
362-2591, bradleym@wustl.edu

Jillian G. Jones, Coordinator, Post Graduate Affairs
362-7456, jonesji@wustl.edu

John Russell, Assoc. Dean for Graduate Education
362-2558, jrussell@wustl.edu