Postdoctoral Administrators
Quarterly Meeting

April 14, 2016
10:00 a.m. – 11:30 a.m.
Clark Center S360
Agenda

- New Staff Introduction
- Programs Updates
- International Postdoc Town Hall
- Career Center
- Budgeting Tool
- 5th and 6th Year Extensions
- F1 OPT STEM Updates
- Clinical Trainee Appointments
- Updated Training Options and Drop In Open Labs
New Staff Introduction

Robin Sugiura
New Staff Introduction

- Program Coordinator - Rashmi Moran
  - Program support
  - Grant Writing Academy support
  - Verification requests
Program Updates

Robin Sugiura
Teaching Programs

• CIRTL Short Course on STEM Teaching for Postdocs: Online Course with In-Person Discussions  *accepting applications through April 18, course June 1-July 26
• Academic Chats with Rick Reis
  – Teaching in the CSU (California State University) System on May 17
  – Teaching at a Liberal Arts College or University on June 7
• Pedagogy Journal Club Meets Monthly, next on May 4
• Undergraduate Teaching Series for Postdocs with SJSU
  – Introduction to Learning Management Systems on April 18
  – Just In Time Teaching, On the Fly Lectures on April 25
  – Engaging the Student In and Out of the Classroom on May 2
  – Assessments on May 9
  – The Teacher-Scholar Model and Work-Life Balance on May 16
• Become a Grant Coach — Informational Meeting on April 26
• Creating Inclusive Classrooms on May 17
Communication Programs

• Improv for Communication: Introduction for Postdocs
• Vocal Yoga for Postdocs
• Advanced English Classes for Non-native Speakers
  – Spring: Oral Communication
  – Summer: Oral Communication, Accent Reduction, Professional and Academic Writing
• The Art of Asking Questions
Collaboration and Mentoring Programs

• Building Effective Teams on April 29
• Entering Mentoring
• Mentoring in Research Workshop on June 16-17
Wellness Programs

- Sleep Health for Postdocs with Dr. Rachel Manber on May 9
- Postdoc Wellness Fair and SpringFest Mixer on May 19
- Time Management
- Time Management In-Depth 3-week Workshop
- Burnout
- Mindfulness
- Stress Less for Good
- Cultivating Resilience Through Change
- Twice-Weekly Drop-In Yoga for Postdocs
- WorkLife Office on Finding Balance
International Postdoc Town Hall

Dr. Sofie Kleppner
International Postdoc Town Hall

• The Office of Postdoctoral Affairs is working with SURPAS to assess current resources for international postdocs and to develop resources for incoming international postdocs to facilitate their transition to Stanford

• We need your recommendations for improvement of this transition process!
School of Medicine
Career Center (SoMCC)

Elizabeth Kay
SoMCC – Who We Are

- Stephanie Eberle, M.Ed, Director
- Debra Rosenfeld, MA, LMFT, Career Counselor
- Elizabeth Kay, Program Coordinator
- Latislyha Steele, PhD, Associate Director, Biosciences Program
- Amanda Steele, Student Assistant
- Michelle Xu, Student Assistant
- Melissa Ko, Student Assistant
Your Dedicated School of Medicine (SoM) Career Center

• One of only a handful of SoM career centers in U.S.
• Provides specialized professional and career development services
• Serves 3,000+ bioscience students and trainees
SoMCC - Our History

• Developed from trainee advocacy:
  – Bioscience students and postdocs requested a dedicated career center
• Administrators listened
• In 2004, the SoM Career Center opened
SoMCC - Our Mission

• Provide career guidance, curriculum, and resources
• Support your career-of-choice goals
• Assist with your professional and career development throughout your training
SoMCC – Careers of Choice

• Academic research
• Academic teaching
• Biotech/medical device research
• Biotech/medical device business
• Management consulting
• Law
SoMCC - Careers of Choice (con’t)

- Finance
- Media/science communications
- Healthcare administration
- Government/policy
- Entrepreneurship
SoMCC – Our Services

• Counseling/coaching
• Curriculum
• Connections
SoMCC – Career Counseling/Coaching

• Individual, confidential appointments

• Assist with all career questions:
  • How do I make the most of my IDP?
    – How do I choose the right career for me?
    – What are my career options?
    – How do I prepare for my career of choice?
    – How do I get the job I want?
    – How can I be successful in my career?
SoMCC - Career Counseling/Coaching Services (cont.)

• Career exploration:
  – Discover your career interests, preferences, and values
  – Learn about your career options

• Assessment tests:
  – Myers-Briggs Type Indicator
  – Strong Interest Inventory
  – Values card sort
  – Motivated skills card sort
  – StrengthsQuest
  – Career Leader
  – MyIDP
SoMCC - Career Counseling/Coaching Services (cont.)

• Job searching
• Networking
• Career success skills
SoMCC - Career Counseling/Coaching Services (cont.)

• Document review:
  – CVs
  – Resumes
  – Cover letters
  – Research statements
  – Teaching statements
SoMCC - Career Counseling/Coaching Services (cont.)

• Mock interviews:
  – Practice interviewing
  – Learn strategy and techniques
  – Rehearse job talks and chalk talks
  – Learn negotiation skills
  – Increase confidence
SoMCC - Curriculum

• Foundations and Panels
• Development Workshops
• Preparation & Practice
• Transitions
SoMCC - Connections

• Biomedical and Biosciences Industry Expo (BBIE)
• Employer site visits
  – Genentech, InVitae
• SciMed database
  – Job and internship postings
  – Employer connections
SoMCC – How to Reach Us

• Email: somcareers@Stanford.edu

• Website: http://med.stanford.edu/careercenter/

• Newsletter

• Location: Medical School Office Building (MSOB), 1265 Welch Road
Budgeting Tool

Shannon Monahan
Budgeting Tool

• Live Demo
F1 OPT STEM Updates

Tammy Wilson
F1 OPT STEM Updates

What is OPT?
- F-1 students are eligible for 12 months of work authorization under Optional Practical Training (OPT)

What is STEM OPT?
- F-1 students with degrees on an approved list of Science, Technology, Engineering, or Math degrees can apply for a work authorization extension if the employer uses E-Verify
- F-1 must apply first for the 12 months of OPT and then apply again later for the extension period

Benefit of F-1 OPT and STEM OPT for hiring departments
- The F-1 has their own work authorization without needing Stanford to sponsor a J-1 or H-1B
F1 OPT STEM Updates

What?

• New rules were published on March 11, 2016 with significant changes:
  • Increased STEM OPT period
  • Increased employer oversight and reporting responsibility
• New rules go into effect on May 10, 2016
F1 OPT STEM Updates

Important changes for employers

• **Duration**: Increases work authorization from 17 months to 24 months after initial 12 month period (36 month total work authorization)

• **Training Plan, Form I-983** – completed by the F-1 student and employer before the F-1 can submit a request for STEM OPT with F-1 sponsor

• **Site visits** – Dept Homeland Security may conduct site visits to verify information on I-983
F1 OPT STEM Updates

Impact on appointing departments

– Form I-983 –

• Develop a formal training plan with the F-1 student
• Employer reporting requirement to F-1 sponsor
• Designated School Official (DSO) at their International Office:
  • Material changes to the employment
  • Early termination prior to end of EAD within 5 business days
  • Evaluations – requires annual / final evaluation by supervisor
• Plan is evaluated and kept on file by the F-1 sponsor
F1 OPT STEM Updates

Questions about STEM OPT?

• Stanford sponsored F-1 students working at Stanford (have a degree from Stanford) – contact the student advisors at the Bechtel International Center at internationalstudents@stanford.edu

• Non-Stanford sponsored F-1 students – contact the student’s degree-granting institution’s international office
F1 OPT STEM Updates

• Bechtel Training Sessions
  – Located in the Assembly Room of the I-Center
  – Monday, April 18\textsuperscript{th}, 9-10 am
    • Register:
      • \url{http://web.stanford.edu/dept/icenter/april18.fb}
  – Thursday, April 28\textsuperscript{th}, 3-4 pm
    • Register:
      • \url{http://web.stanford.edu/dept/icenter/april28.fb}
F1 OPT STEM Updates

Resources

- Study in the States STEM OPT Hub: [https://studyinthestates.dhs.gov/stem-opt-hub](https://studyinthestates.dhs.gov/stem-opt-hub)
  - Form I-983 tutorial: [https://studyinthestates.dhs.gov/assets/stem-opt-hub/story.html](https://studyinthestates.dhs.gov/assets/stem-opt-hub/story.html)
- NAFSA STEM OPT Rulemaking page: [www.nafsa.org/stemoptrule](http://www.nafsa.org/stemoptrule)
  - Overview and explanation of the new rule
5th and 6th Year Extensions

Al Murray
5th and 6th Year Extensions

- Postdoctoral policy is updated to include 5 years (60 months) of combined total research experience in a standard term appointment
  - No additional supporting documents are required
- For 6th year extensions please follow the instructions on the job aid, here:
Clinical Trainee Appointments

Alistair Murray
Debra Porzio
Clinical Trainee Appointments

- Review Postdoc Web Forms Job Aid:
  - [http://postdocs.stanford.edu/admin/how-to/job_aids.html](http://postdocs.stanford.edu/admin/how-to/job_aids.html)

- Required documents to be uploaded for approval by OPA are copies of:
  1. MD Diploma;
  2. CA Medical License;
  3. Completely filled, Initialed and Signed Patient Contact Care Form;
  4. Billing Agreement, if applicable; and CV.
Clinical Trainee Appointments

• If funding and benefits are provided by SH&C, no clinical appointment is required even if in a research year.

• House Staff, Residents and Clinical Fellows who apply for and are awarded Research grants, sponsored projects and fellowships must have an academic appointment with Stanford University. These trainees must be dually appointed with both SH&C and OPA as Clinical Trainee.

• Reappointments:
  – Required documents to be given to GME on an annual basis are copies of:
  – 1. Completely filled, Initialed and Signed Patient Care Contact Form;
  – 2. Copy of original offer letter;
  – 3. Email notification from OPA of the appointment approval.
Updated Training Options

Alistair Murray
Updated Training Options

• Postdoc Policy and Web Forms Training
  – Submit HelpSU ticket to schedule training
    • Option One: One-on-one or small group, in-person training sessions in MSOB, OR
    • Option Two: On your desktop via conference software
Postdoc In-Class Training

• Postdoc Admin Training for Postdoc Policy and Web Forms:
  – First Friday of every month, 8:30 am – 10:30 am
  • **1265 Welch Road, MSOB, x140**
  • Postdoc Admin Training at MSOB is staffed only by OPA (no PeopleSoft/GFS)
  • MSOB does not have computers, so you may want to bring your laptop

• PeopleSoft Open Labs for help with GFS, other PeopleSoft systems and STARS:
  – Every Friday, 9:00 am – Noon
  – **Birch Modular, Lab B (215 Panama St)**
Open Forum

Questions?

HelpSU.stanford.edu

(Category: “Student Services”; Request Type: “Postdoctoral Affairs”)