Postdoctoral Administrators
Quarterly Meeting

November 10, 2016
10:00 a.m. – 11:15 a.m.
Clark Center Auditorium
Agenda

- Announcements – Sofie
- Programs Updates – Robin
- Position Posting Page Update - Annelies
- New Postdoc with Medical Emergency (within first 30 days) - Denise
- Visiting Postdoc Policy – Tammy
  - Case Study Quiz with Poll Everywhere - Tammy
- Winter Closure Appointment/Visa Deadlines – Al
- Postdoc Winter Closure Policy Memo – Al
- Open Lab and In-Person Training Classes - Al
Announcements

Dr. Sofie Kleppner
Dear Stanford family,

This year’s election season has been among the most divisive in memory. For many in our community, the presidential campaign and election have generated great uncertainty, regardless of political preference.

As a community, we must address the divisiveness we have witnessed with the respect, candor, and intellectual clarity that befits our academic mission. We write to reaffirm the university’s commitment to supporting open discussion, and to supporting each and every member of our community. Later today, and in the coming days, the university will be in touch with more details about support resources and opportunities to gather together.

Even as we maintain our focus on education and research in service to the world, we must reaffirm our bedrock values of free expression, diversity and inclusion. This includes promoting a culture where all opinions can be heard and respected. Our university is enriched by the perspectives we each contribute.

Marc Tessier-Lavigne, John Etchemendy, Persis Drell
Announcements

• GFS Audit is underway; make your Information Only line entries NOW!

• Question Persuade Refer (QPR) Training Class
  – Hold the date – Wed., November 30, 2016, 1-3:30 PM
  – Register: https://www.onlineregistrationcenter.com/register/222/page1.asp?m=267&c=817

• Protocol for death of a postdoc available
Program Updates

Robin Sugiura and Rashmi Moran
Program Updates

• Coming this year: lots of programs especially in
  – Teaching
  – Communication
  – Academic Career Preparation
  – Wellness

• Improv for Communication, Postdoc Pedagogy Journal Club, and Academic Chats are going strong!

• Teaching Certificate soft launch

• New Diversity Initiative: PRISM
Position Posting Updates

Annelies Ransome
Position Posting Updates

• Admins: how to post, edit, or close a position post
  – Go to Position Posting page: http://postdocs.stanford.edu/secure/prospects_positions.html
  – Complete the Google Form to submit post
  – Submit HelpSU ticket to edit or close post
  – Postings are updated weekly and are automatically removed after 3 months from posting date
Position Posting Updates

1. http://postdocs.stanford.edu/admin/

Position Posting Updates

• Postdocs: how to search for open positions
  – Go to Position Listing page:
  – Download spreadsheet of open positions
  – Review openings listed
Position Posting Updates

• http://postdocs.stanford.edu/prospects/
New Postdoc with Medical Emergency (within first 30 days of appointment)

Denise Livengood
New Postdoc with Medical Emergency (within first 30 days of appointment)

- http://postdocs.stanford.edu/admin/
  - Appointment has started but Postdoc not yet enrolled in a benefit plan
  - Postdoc should seek and pay for treatment
  - Postdoc must save receipts for reimbursement after benefit plan selected
  - More details at:
New Postdoc with Medical Emergency (within first 30 days of appointment)

1. http://postdocs.stanford.edu/admin/

What to do if a postdoc's official Stanford appointment has started and they need immediate medical care but they have not officially enrolled in postdoc health insurance.

1. If Postdoc Will Enroll in Stanford Healthcare Alliance (SHCA)
   - The postdoc should get treatment at one of the options below and pay out of pocket (tell them to save the receipts). After enrollment is completed they can work with a Member Care Specialist with SHCA to get reimbursed
   - SHCA-affiliated care options:

   NOTE: IF POSTDOC IS EXPERIENCING A LIFE THREATENING EMERGENCY, CALL 911 (OFF-CAMPUS) OR GO TO THE NEAREST HOSPITAL
   - Stanford Hospital Emergency Room - after urgent care hours of operation
   - Urgent Care - STANFORD EXPRESS CARE (same- and next-day appointments for minor injuries and illnesses)
     650.736.5211
     Hoover Pavilion, 211 Quarry Road, Suite 302, Palo Alto, CA
     Mon – Fri 10 a.m. – 9 p.m.; Sat – Sun 9 a.m. – 5 p.m.
     Find out more about the Express Care Clinic.

2. If Postdoc Will Enroll in Actena Choice POS II
   - The postdoc should get treatment at one of the options below and pay out of pocket (tell them to save the receipts). After enrollment is completed they can work with Actena to get reimbursed
   - Actena-affiliated care options:

   NOTE: IF POSTDOC IS EXPERIENCING A LIFE THREATENING EMERGENCY, CALL 911 (OFF-CAMPUS) OR GO TO THE NEAREST HOSPITAL
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     Find out more about the Express Care Clinic.

Other In-Network Urgent Care or Hospital ER Options:
http://www.actena.com/site/search/site_id=DirectLink&externalPlanCode=ACPMIC/Acme_OpenAccess.POS
Visiting Postdoc Policy

Tammy Wilson
Visiting Postdoc Policy – RPH 10.9


• THIS IS NOT YET LIVE FOR APPOINTMENTS

• Appointments administered by each Schools’ Deans’ Office

• Non-paid affiliate visitor rank for individuals who hold postdoctoral scholar status at another institution

• Invited by members of the Professoriate to visit Stanford for the purpose of advanced studies, research or training

• Non-paid: no Stanford financial support or benefits

• No rights or privileges like those for Stanford postdoctoral scholars

• Will receive ID card for use of libraries and recreation facilities
ARE YOU READY TO TEST YOUR “POSTDOC” or “VISITING POSTDOC” KNOWLEDGE?
Get out your smartphones for a QUIZ!

To join the Quiz

TEXT: OFFICEOFPOST120 to 22333
You will receive a confirmation text
Postdoc or Visiting Postdoc?

- **Scenario 1**
  - Your favorite PI tells you s/he has invited a Postdoc from Yale to travel to Stanford to complete one year of postdoctoral work on his/her research project.
  - Yale will provide a subcontract on the PI’s research grant in the amount of the Postdoc’s annual salary.
  - The PI will provide funds for Stanford’s overhead costs from other PI resources.
  - How do you appoint this Postdoc?
Postdoc or Visiting Postdoc?

Scenario 1 - How do you appoint this Postdoc?

- Appoint with OPA as a Postdoc: 72%
- Appoint with Dean’s Office as a Visiting Postdoc: 28%

Poll is full and no longer accepting responses
Postdoc or Visiting Postdoc?

- **Scenario 1 Follow Up**
  - Answer: Postdoc. Why?
  - Postdoc will not be affiliated with Yale for the duration of the Stanford appointment.
  - Yale will provide a subcontract on the PI research grant to cover the postdoc’s annual salary.
  - PI will cover benefits, overhead, and all other appointment costs.
Postdoc or Visiting Postdoc?

• **Scenario 2**
  • A new PI in your department is building up his lab and trying to keep his startup expenses low.
  • The PI tells you he has made an offer to a Postdoc who has just received a prestigious two-year Marie Curie fellowship award.
  • While reviewing the award documents you find a condition of the award requires this Postdoc to be employed by another research institution for the duration of the award period.
  • How do you appoint this Postdoc?
Postdoc or Visiting Postdoc?

Scenario 2 - How do you appoint this Postdoc?

- With OPA as a Postdoc: 24%
- With Dean’s Office as a Visiting Postdoc: 76%

Poll is full and no longer accepting responses.
Postdoc or Visiting Postdoc?

- **Scenario 2 Follow Up**
  - Answer: Visiting Postdoc. Why?
  - The fellowship requires the Postdoc to be employed by another institution for the duration of the award.
  - Stanford Postdocs cannot be simultaneously employed or appointed a Postdoc at another institution while a Postdoc at Stanford.
Postdoc or Visiting Postdoc?

**Scenario 3**
- A PI in your department asks you to begin the appointment process for a new Postdoc who has a three-year foreign fellowship.
- The first two years of funding are paid directly to the Postdoc to pursue advanced study at a U.S. university.
- To receive the third year of funding, the Postdoc is required to return to the research institution in his home country to complete the fellowship.
- Throughout the duration of the three-year award period, the Postdoc is required by the home institution to maintain and pay for his foreign health care insurance.
- How do you appoint this Postdoc?
Postdoc or Visiting Postdoc?

Scenario 3 - How do you appoint this Postdoc?

Poll is full and no longer accepting responses

80% With OPA as a Postdoc

20% With Deans Office as a Visiting Postdoc
Postdoc or Visiting Postdoc?

• **Scenario 3 Follow Up**

• Answer: Visiting Postdoc. Why?
  
  – The postdoc is employed by the research institution in his home country.
  
  – The employer requires the Postdoc to maintain and pay for foreign health care coverage.
  
  – Stanford Postdocs cannot be simultaneously employed or appointed a Postdoc at another institution while a Postdoc at Stanford.
Winter Closure Appointment and Visa Deadlines

Alistair Murray
Winter Closure Deadlines

- Postdoc web forms involving a J-1 Visa:
  - New appointment with DS-2019: December 6th
  - Reappointment with DS-2019 extension: December 9th
  - Change in start date or early termination with amendment of existing DS-2019: December 9th
Winter Closure Deadlines

• Postdoc web forms involving an H-1B visa:
  – Initial appointment or reappointment: **November 9th**

• Postdoc web forms for US citizens and permanent residents:
  – Initial appointment or reappointment: **December 16th**
Postdoc Winter Closure Policy

Alistair Murray
Postdoc Winter Closure Policy

• University designated holidays are:
  – Thanksgiving Holidays: Thursday, November 24 and Friday, November 25, 2016
  – Winter Closure Holidays: Friday, December 23 and Monday, December 26, 2016; and Monday, January 2, 2017

• Additional 3 paid days off:
  – Wednesday, December 21; Thursday, December 22; and Tuesday, December 27, 2016

• Vacation/unpaid time off days:
  – December 28, 29, 30, 2016 and January 3, 2017

• See the official OPA email of November 9th for additional terms and conditions
Open Lab and In-Person Training

Al Murray
Open Lab and In-Person Training

• Open Lab and Classroom 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**
    • MSOB does not have computers, so bring your laptop

• PeopleSoft Open Labs for help with GFS, other PeopleSoft systems and STARS:
  – Friday, every other week, 9:00 am – Noon
  – **Birch Modular, Lab B (215 Panama St)**
  – Submit HelpSU to PeopleSoft GFS for remote session assistance or for specific dates for “every other Friday”
Open Forum

Questions?

HelpSU.stanford.edu

(Category: “Student Services”; Request Type: “Postdoctoral Affairs”)
PLEASE DO NOT email postdocaffairs@Stanford.edu for urgent matters.