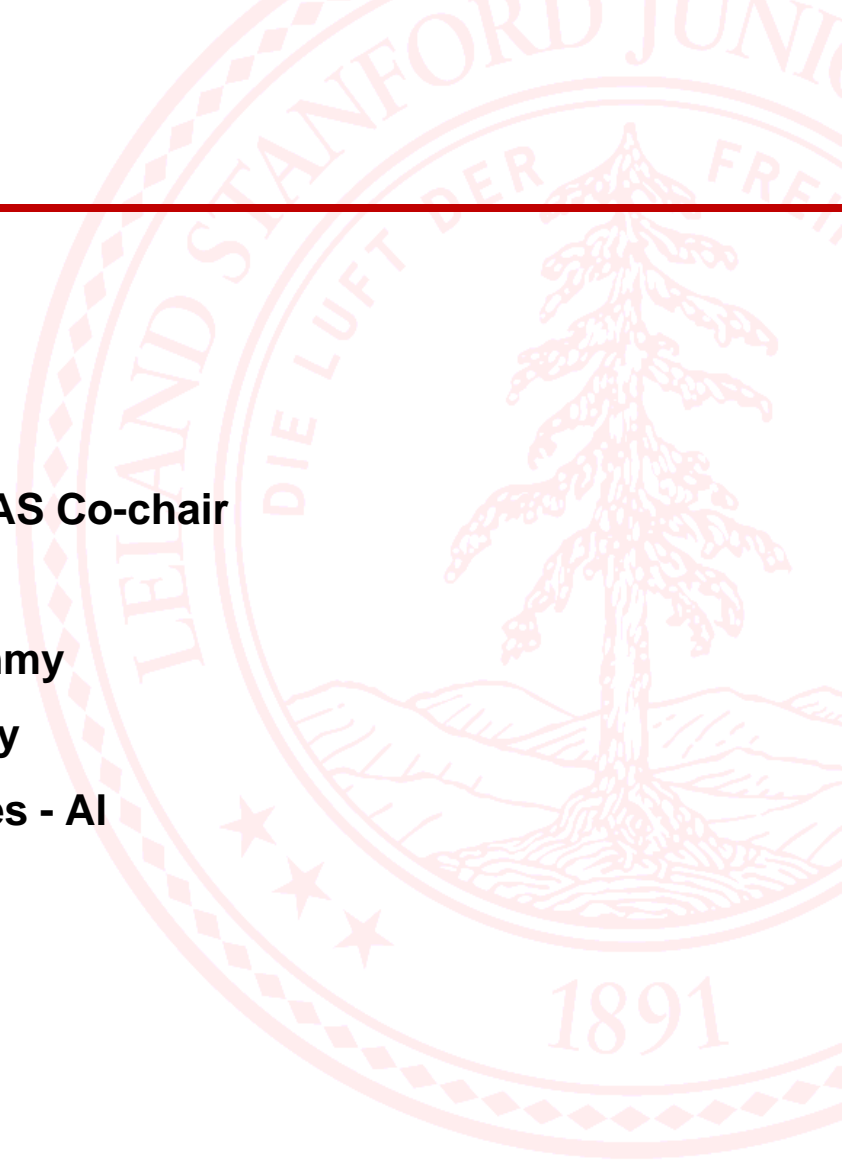# Postdoctoral Administrators Quarterly Meeting

February 2, 2017
10:00 a.m. – 11:30 a.m.
LKSC 130

Agenda

❖ **Announcements – Sofie**

❖ **Programs Updates – Sofie**

❖ **SURPAS – Jesse Isaacman-Beck, SURPAS Co-chair**

❖ **2016 NIH-NSF Survey - Shannon**

❖ **Updating F1 OPT and PR Records – Tammy**

❖ **Research Experience Calculator - Tammy**

❖ **Open Lab and In-Person Training Classes - Al**

Announcements

Dr. Sofie Kleppner

Announcements

- **International Scholars from countries affected by Executive Order**

Program Updates

Dr. Sofie Kleppner

Program Updates

- Teaching Certificate Launching today!

- Upcoming Programs:
    - CIRTL Flipped Class on STEM Teaching
    - Academic Chats: Applying for Academic Positions
    - How to Receive Criticism and Make It Work for You
    - Postdoc Pedagogy Journal Club: Disciplinary Thinking and Learning Bottlenecks
    - Turbocharge Your Writing
    - Time for Research

Program Updates

- Remaining Scientific Management Series lectures:
  - Getting Funding and How to Write a Grant
  - Mentoring: Fostering Independence
  - Understanding Technology Transfers
  - Mentoring: Communication & Expectations
  - Teaching

SURPAS:

Stanford University Postdoc Association

A brief introduction to Stanford Postdoc Administrators

Jesse Isaacman-Beck (SURPAS Co-Chair, 2017)

02.02.17

Who IS SURPAS? What is our mission?

•<u>Our Mission</u>

The mission of the Stanford University Postdoctoral Association is to enrich the Postdoctoral experience at Stanford, to enable Postdoctoral Scholars to explore opportunities, and to empower Postdoctoral Scholars to become leaders in areas of their choice.
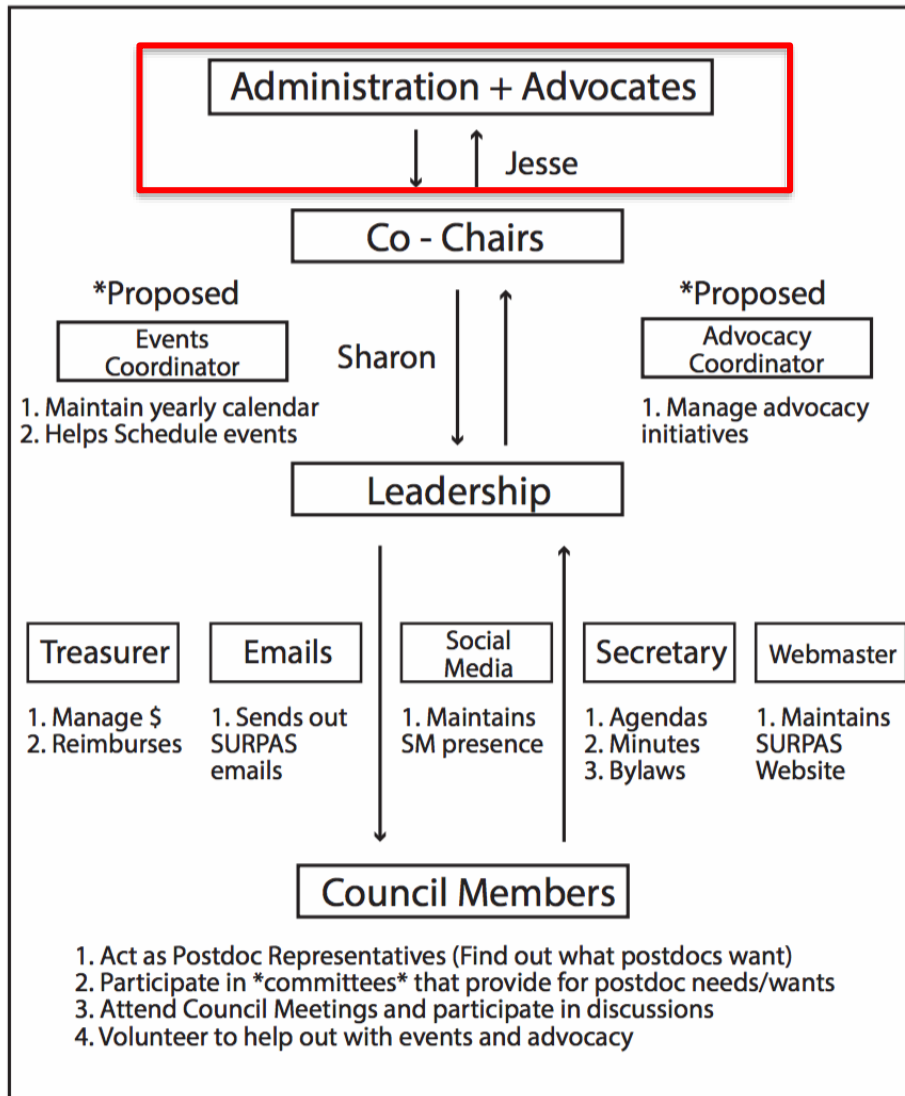
- Generate community-building events (Happy Hours, Coffee Chats, Hikes)

- Advocate for Postdoc needs (Housing, Salary, Transportation (GoPass!)

- Guide Postdocs to career development opportunities

•<u>Who We Are</u>

- Currently 17 Council Members
  - School of Medicine (10)
  - School of Humanities and Sciences (3)
  - School of Engineering (2)
  - School of Earth Science and the Environment (2)

WE REPRESENT <u>ALL</u> POSTDOCS!

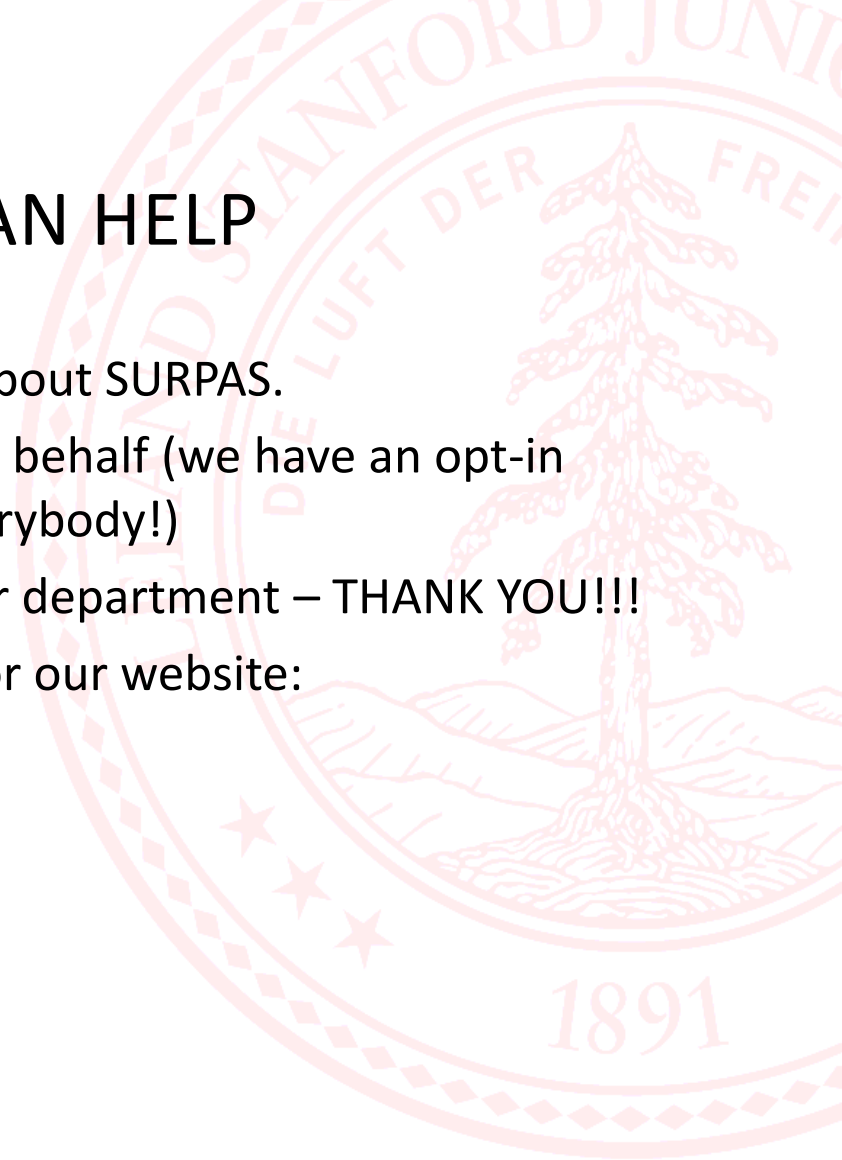# Our Organization and Current Goals

- **•<u>Short Term Goals</u>**

- Fill our council (Our council has room for 30 - we only have 17)

- Ensure the council represents the ~2400 postdocs from 7 schools here at Stanford

- Advocate for the needs of ALL Postdocs

•Will You Help Us?

HOW YOU CAN HELP

- **Talk** to the postdocs in your department about SURPAS.
- **Email** postdocs in your department on our behalf (we have an opt-in listserve, but we know we don't reach everybody!)
- **Keep connecting** with the Postdocs in your department – THANK YOU!!!
- **Refer** Postdocs in need of guidance to us or our website:
  - www.surpas.org/contact-us/
  - Surpasleadership@stanford.edu
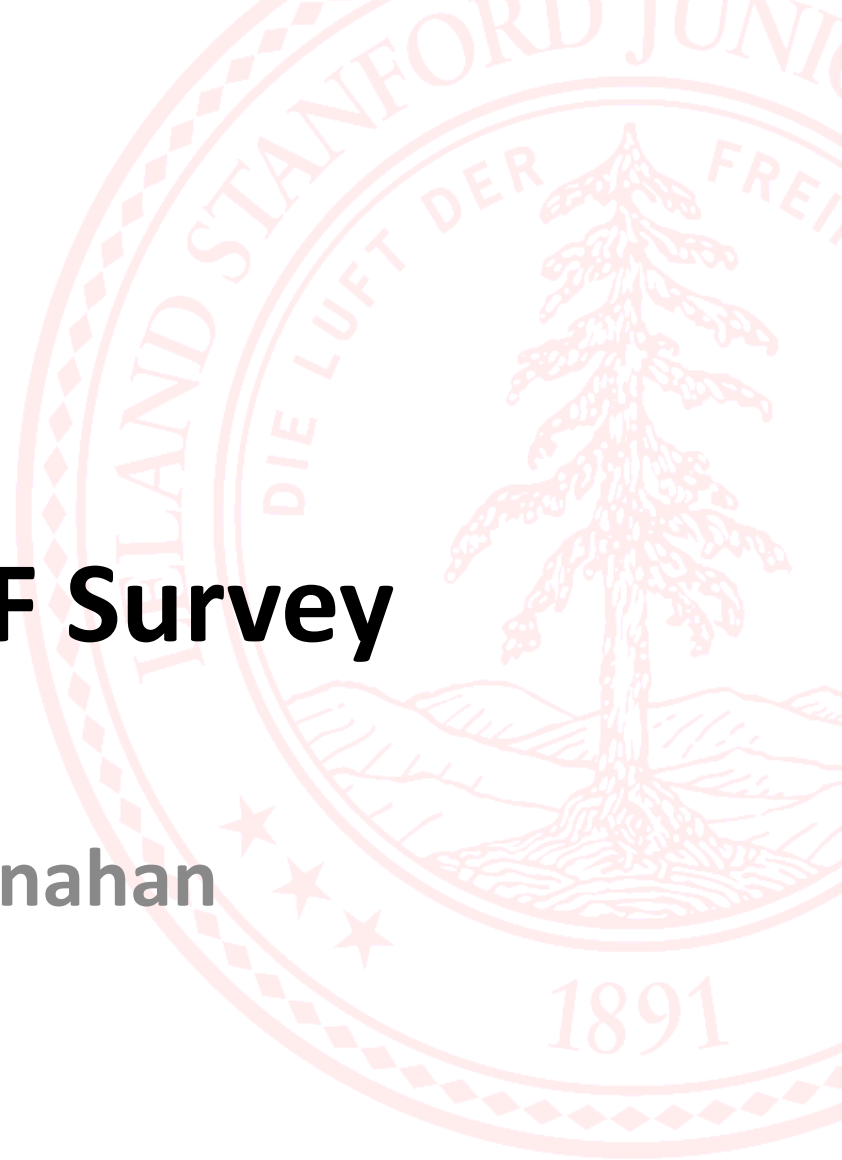
QUESTIONS? IDEAS? PLEASE CONTACT US!

- Jesse– jisaacma@stanford.edu (Current Co-Chair)
- Sharon – greensi@stanford.edu (Current Co-Chair)
- Permanent: surpasleadership@stanford.edu

- Follow us, our events and progress on:
- Facebook
- Twitter
- Instagram – Stanfordsurpas

WE WANT TO HEAR FROM ALL POSTDOCS!

2016 NIH-NSF Survey

Shannon Monahan

2016 NIH-NSF Survey

- Shannon's Part
  - Again in 2016/17, Shannon will acquire and upload all postdoc data (*Bio/Demo, Funding Source, Degrees*)
  - In the SOM, bioscience grad student data will also be entered

- Your (Admin) Responsibility
  - Respond to any inquiries re: big shifts in numbers
  - **Provide data for Non-Faculty Researchers** (*Gender and Degree info*) – instructions forthcoming by email

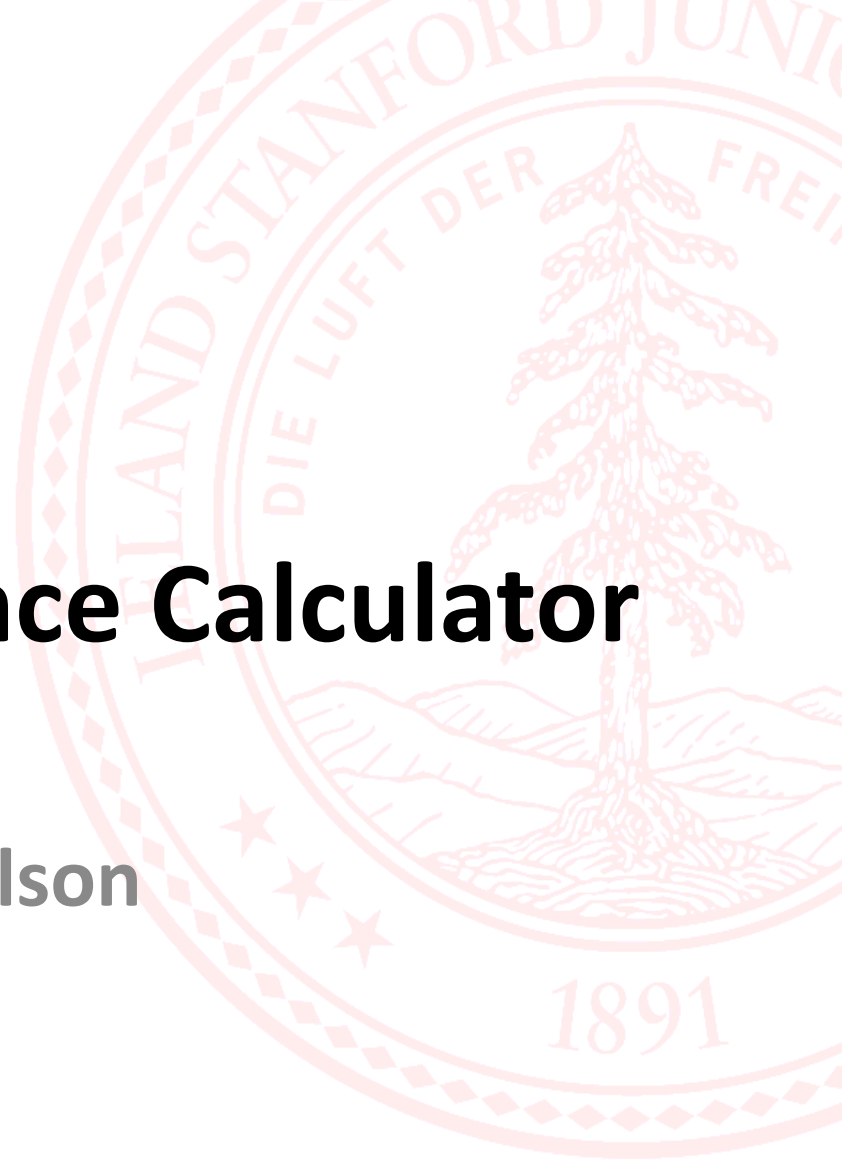# Updating F1 OPT and PR Records

Tammy Wilson

Updating F1 OPT and PR Records

- **OPA approves new appointments and reappointments in advance of receipt of F1 OPT work authorization (EAD cards)**

  - **Results in missing data in PeopleSoft; we need your help to maintain the accuracy of visa records**

  - **Please remember to upload to the recommendation form a copy of initial EAD and STEM EAD cards when received, and notify your OPA manager by email**

  - **This practice is also true for postdocs who have obtained permanent residence (Green Cards)**

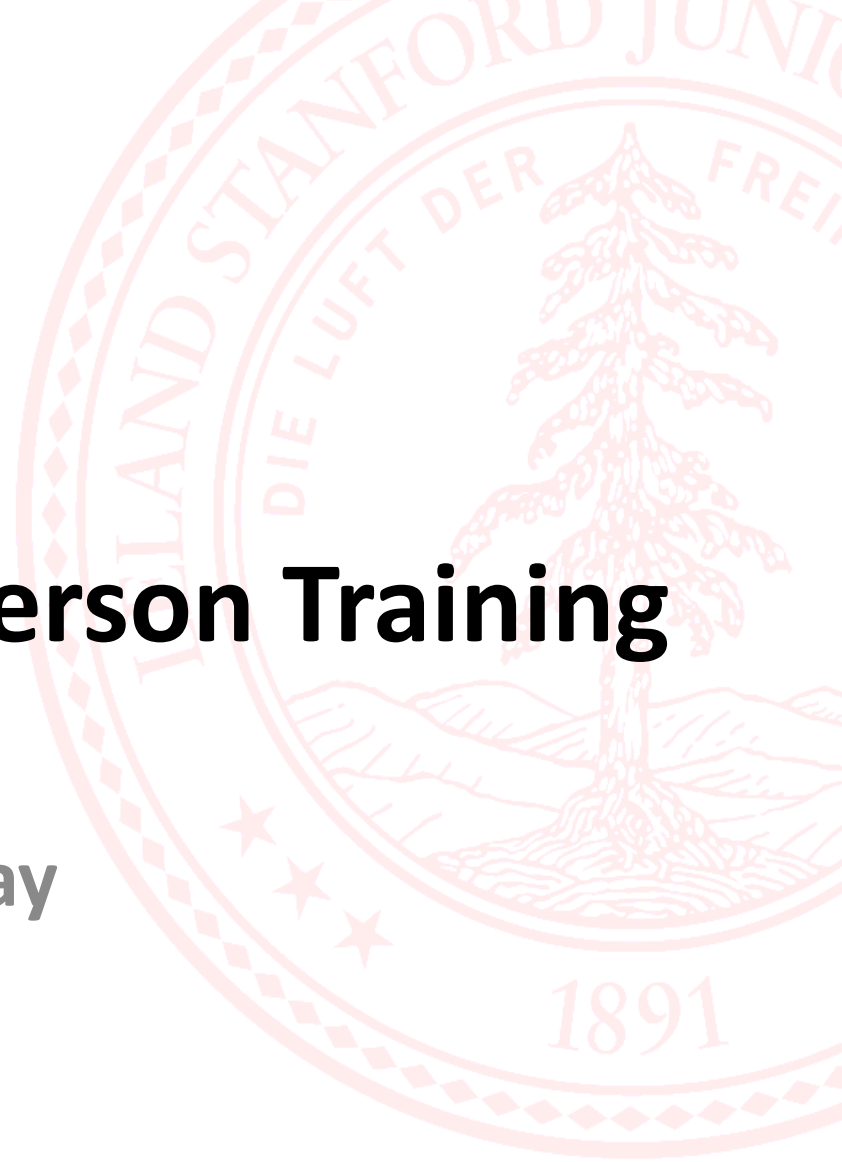# Research Experience Calculator

Tammy Wilson

Research Experience Calculator

- **Research Experience Calculator must be uploaded to the Recommendation form for:**
  - **New appointments when the postdoc has previous research experience or other employment after the doctoral degree**
  - **Department transfer (new appointment) of a postdoctoral appointment from one Stanford department to another Stanford department**
  - **Any discounts for previous research experience must be noted on the recommendation form at time of appointment approval or risk losing the discount**

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

- **NEW!** PeopleSoft Open Labs for GFS and GFS BI Reports have changed to 1:1 Remote Sessions:
  - Submit HelpSU to PeopleSoft GFS for remote session
  - Help is available Monday – Friday, 7 am – 3 pm
  - https://helpsu.stanford.edu or http://gfs.stanford.edu
  - By phone: 5-HELP (4357)
  - OBI Financial Reporting is still available at Friday Open Labs

Open Forum

Questions?

HelpSU.stanford.edu

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