

The background features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text "STANFORD UNIVERSITY" at the top, "DIE LUFT DER FREIHEIT" on the sides, and "1891" at the bottom.

Postdoctoral Administrators Quarterly Meeting

July 28, 2011
10:00 a.m. – 11:30 a.m.
Clark 360

Agenda

1. New Staff Introductions
2. Summer Programming Updates
3. CB change in cycle timing
4. Policy Updates
 - a. Exceptions – Term limit
 - b. Concurrent Clinical Instructor (C/E) Positions
5. Ask Jane
6. HelpSU Reminder
7. PeopleSoft Project

New Staff Introductions

- Annelies Ransome, Associate Director for Administration
 - PeopleSoft and Other Systems Liaison and Management within OPA
 - Oversee the day-to-day administration of OPA
 - Campus-wide policy and procedures communications and training
- Beth Leman, Associate Director for Programs
 - Educational Programs
 - Postdoc Workshops and Courses
 - Student Life Programming

Summer 2011 Programs

Emergency Grant-in-Aid Fund 2011

Application Deadline – Wednesday, July 27th

Notification Date: Monday, August 8th

Description: To help postdoctoral scholars who have significant financial difficulty paying for their family's health care premiums in 2011

Mentoring in Research

9:00AM-12:00PM

Friday, July 22nd & 29th

Clark Center, S362

Instructors: *Sofie R Kleppner, PhD*, is the Academic and Research Program Officer for the Stanford Cardiovascular Institute and *Emily A. Lilo, MPH*, is Program Manager with CHP/PCOR

Description: Postdoctoral Scholars who work or anticipate to work with undergraduate and graduate students and who would like to assess their competencies and build their skills as mentors.

Academic and Professional Writing for Postdocs (Non-Native Speakers): Starting Well Mini Intensive Course

10:00am-12:00pm

Session 1: August 5, 8 & 10 OR Session 2: August 26, 29 & 31

Location: TBD

Instructor: Phil Hubbard, Director and Senior Lecturer, English for Foreign Students

Description: This workshop focuses on the two parts of a research paper that most determine a reader's initial response to it: the abstract and introduction. Includes: examples brought in by the instructor, abstracts brought in by participants for peer review, and one individual tutorial meeting.

Summer 2011 Programs (cont.)

Advanced English Skills for Non-Native Speakers I: Oral Communication Mini Intensive Course

3:30pm-5:30pm

Session 1: August 15, 16 & 17 OR Session 2: August 23, 24 & 25

Location: TBD

Instructor: Dominic Wang, Instructor, English for Foreign Students

Description: This course will focus on helping students improve their oral communication skills for academic and daily life. Content will include such topics as idiom and slang usage, academic listening and discussion skills, and conversation strategies.

Summer Social: Welcome Orientation for New Arrivals ! >>tentative<<

4:00-5:00pm

Location & Date: TBD (~August 17th or 26th)

Description: Welcome and Introduction to New Postdoc s who arrived in July. Will include overview of communication, resources and programming, and an opportunity for “meet-and-greet”

R Programming Workshops – Co-Sponsorship with Lane Library:

10am-12pm - August 5th & 9th -- Basics of R Programming: Part I & Part II

1-3pm - August 11th -- Using R for Gene Expression Analysis: Part 1

10am-1pm - August 18th -- Using R for Gene Expression Analysis: Part 2

10am-1pm - August 25th -- Using R for Gene Expression for Analysis – Bring Your Data: Part 3

Instructor: David Rau

Postdoc Benefits

Leaves of Absence

- ❖ If medical, please inform postdoc benefits
- ❖ Short Term Disability: Salary paid - 52 weeks, Stipend paid – 180 days
- ❖ Long Term Disability: 181st day regardless of pay type – integrates with VDI
- ❖ FMLA and Termination

J Visa insurance requirements

- ❖ Pre-existing conditions including maternity coverage
- ❖ Will default to HMO plan at 31 days without certificate of coverage

Payment of insurance premiums

- ❖ Stanford ePay
- ❖ Mailing notification of overdue accounts to Postdoc home address

Postdoc Benefits

Future Moms Incentive Program

- ❖ \$50 gift card per trimester of active participation
- ❖ Must enroll by second trimester to be eligible
- ❖ Program begins August 1st

2012 Open Enrollment

October 31 to November 15, 2011

- ❖ Two Benefit Fairs – dates and locations TBA
- ❖ Rate increase – increase in high cost claims over last year

Stanford Hospital and Clinics & Anthem contract

- ❖ Negotiations ongoing
- ❖ Contract renewal date of 9/1/11
- ❖ Affect of non renewal on HMO and PPO plan

CB Change in Cycle Timing

- Department & Postdoc insurance premiums now charged based on Medical, Dental, Vision, and Disability bills—the bills are based on data from ClearBenefits
 - This is to ensure a zero balance in the postdoc insurance accounts at the end of the month and improve reconciliation processes
 - Reconciliation process will include any necessary retro charges, refunds and adjustments to departments and postdocs due to timing as they are listed on the bills
- Bills are processed based on *approved* changes made two days before the 1st of each month
 - Ex. August bill & charges will be based on a July 29th evening run date
 - Ex. If changes are made and/or approved on July 30th, adjustments and the new charges will be reflected in September charges

Policy Updates

- 1. Postdoc Term Limit of Five Year is in Effect.** Exceptions will be rarely granted and final decisions on all term limit exceptions by the Vice Provost for Graduate Education.
- 2. School of Medicine Clinical Instructor (CE)/Postdoctoral Scholar appointments.** The new policy applies to concurrent appointments for postdoctoral scholars:
 1. Joint appointments may not compromise the training elements for the postdoc
 2. Clear distinction between trainee and CI responsibilities must be articulated
 3. Contact Jane Volk-Brew in Academic Affairs or Alistair Murray in OPA
- 3. Visiting Student Researchers**
 1. New classification for researchers at Stanford who are graduate students at another institution
 2. Will be the default classification for soon-to-become postdocs if a degree completion letter from the institution is NOT provided at the start of the appointment start date.
 3. Monthly appointment. Not subject to funding requirements. Fees and other expenses required.

New AskJane Solutions

- August 15, 2011 - Student Services Center will transition the AskJane database to new software, IntelliResponse.
 - Improved and consolidated content
 - AskJane question box can be added to any web page
 - New IntelliResponse Features for End Users
 - Top 10 question button
 - Rating system for Answers
 - List of other topics that may be of interest

New AskJane Solutions

- New IntelliResponse Reporting Functions for AskJane Partners (departments with FAQs in AskJane)
 - Percentage of questions answered
 - Percentage of questions not answered and content recommendations
 - Tally of questions by country and state of origin
 - Shows if use of other information channels decreases over time (i.e., fewer phone calls, walks-ins)
- Remember to use AskJane.stanford.edu for frequently asked questions and give your feedback if your question isn't there!

Reminder: HelpSU

1. <http://helpsu.stanford.edu>

Central Office Issues > Postdoctoral Affairs OR
Student Services > Postdoctoral Affairs

Tickets escalated or forwarded to other offices as necessary:

Registrar's Office for Web Forms technical support

Student Services Center for postdoc bill questions

Effective Immediately:

Inquiries/questions  <http://helpsu.stanford.edu>

Documents Only*  postdocaffairs@stanford.edu

* Until AUGUST 12, 2011

PeopleSoft Project Update

The Postdoc Web Forms are live in PeopleSoft.

Four Departments, Two Schools and One Independent Lab are currently using the system (soft launch group):

- Chemistry, Pathology, Anesthesia, Microbiology and Immunology and Electrical Engineering
- Schools of Earth Sciences and Education
- Freeman Spogli Institute

Campus-wide Go Live Date:

Thursday, **August 25, 2011**

Last date to submit any paper new appointments:

Friday, August 12, 2011

Moratorium of Appointment Actions (by paper/email): **August 15 to 24, 2011**

Hold all reappointment and termination actions until August 25, 2011

Prepare Accordingly!

Office of Postdoctoral Affairs

July 28, 2011

PeopleSoft Project Update

What You Need to Do:

1. **Discuss with your manager and identify individuals for various roles.**
2. **Sign up on STARS in one of the following sections for the required training course: OPA-1011-080411**

08/04/2011, 1:00 PM - 3:00 PM Li Ka Shing Center, RM: LK120

08/08/2011, 9:00 AM - 11:00 AM Li Ka Shing Center, RM: LK120

08/08/2011, 1:00 PM - 3:00 PM Li Ka Shing Center, RM: LK120

08/15/2011, 9:00 AM - 11:00 AM Li Ka Shing Center, RM: LK120

08/17/2011, 1:00 PM - 3:00 PM Li Ka Shing Center, RM: LK120

3. **Submit security requests via HelpSU on the Project webpage.**

No paper submissions of appointment-related transactions will be possible after August 12, 2011. Additional training may be scheduled in September.

Open Forum

Questions?

AskJane.stanford.edu

HelpSU.stanford.edu