

Postdoc Administrators Quarterly Meeting November 8, 2018

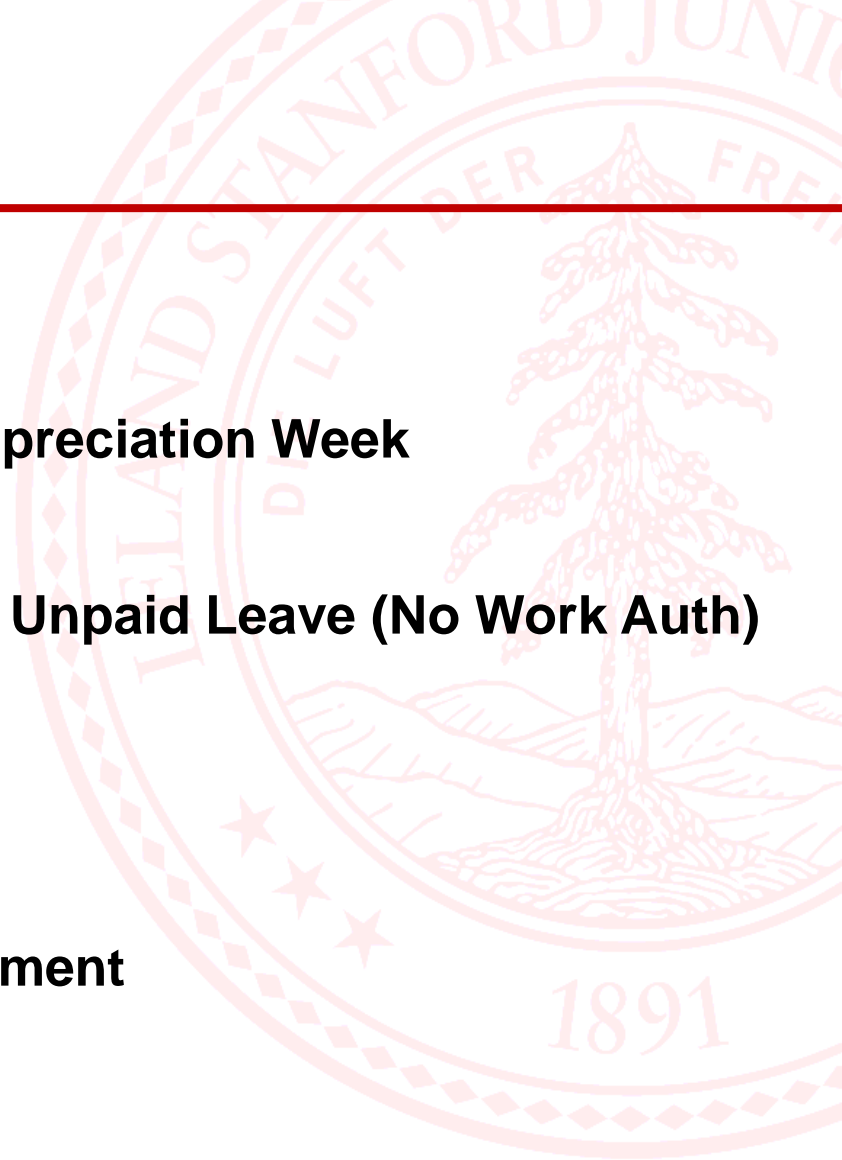


Stanford

Office of Postdoctoral Affairs
All Postdocs. All the Time.

Agenda

- ❖ **Welcome!**
- ❖ **Highlights of National Postdoc Appreciation Week**
- ❖ **Design Your Postdoc Curriculum**
- ❖ **Insurance Issues for Postdocs on Unpaid Leave (No Work Auth)**
- ❖ **Harassment Prevention Training**
- ❖ **Clinician Educator Updates**
- ❖ **Change Form Updates**
- ❖ **GFS Redesign Retraining Requirement**
- ❖ **6th Year Processing Timeline**
- ❖ **Web Form Processing Deadlines**
- ❖ **Winter Break Policy,**



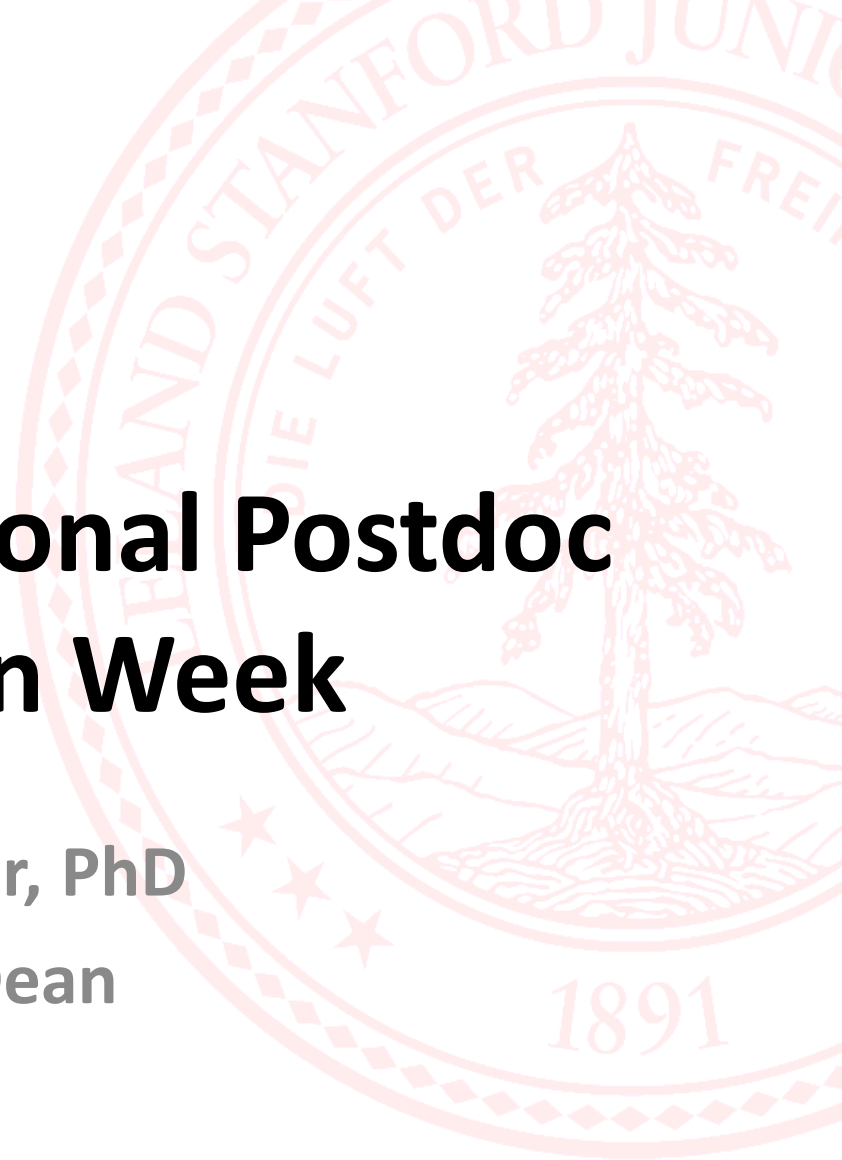
Welcome!

Sofie Kleppner, PhD
Associate Dean



Highlights of National Postdoc Appreciation Week

Sofie Kleppner, PhD
Associate Dean



•National Postdoc Appreciation Week 2018

Stanford University National Postdoc Appreciation Week 2018 Events

OPA Fall Festival

1400 Attendees

- Barbecue
- Balloons
- Band



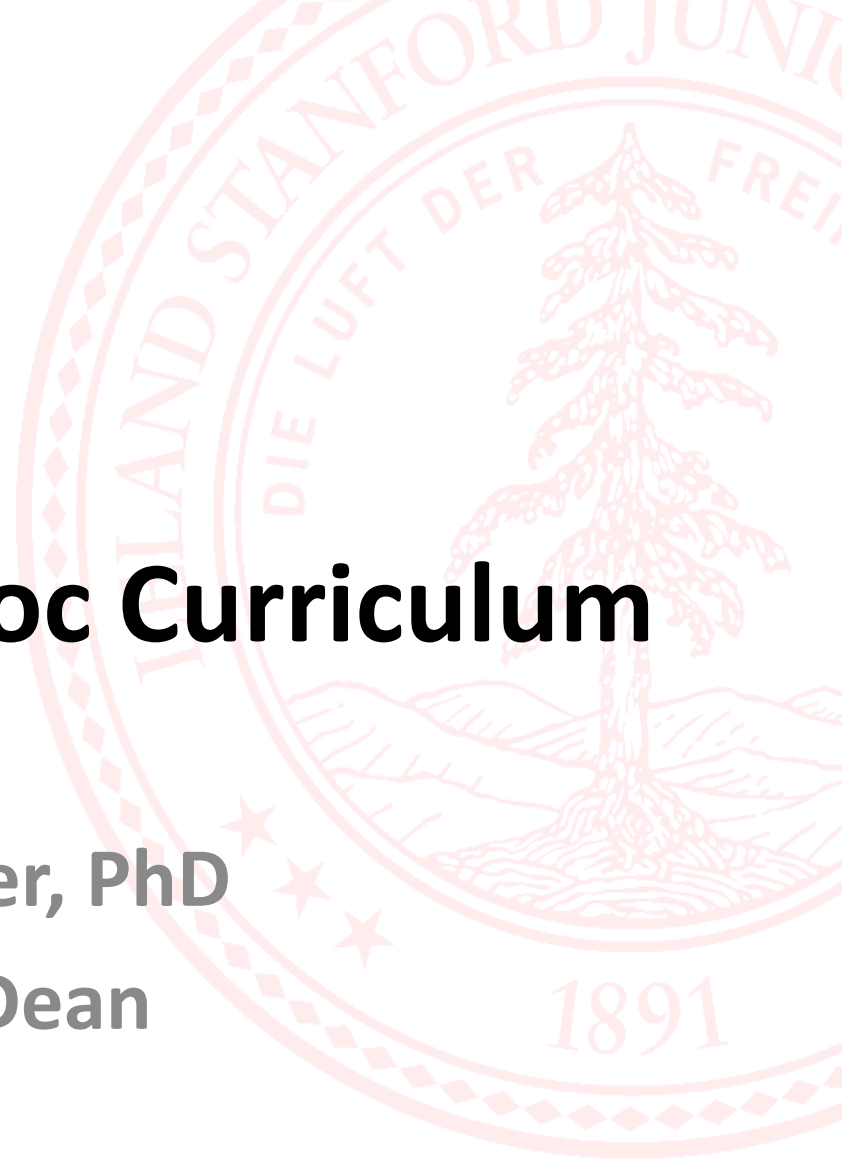
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SURPAS Coffee Green Library 10-11am	SURPAS Coffee VA 10-11am	OPA Designing Your Postdoc 9am-12pm	SURPAS Coffee E-Quad 10-11am	SURPAS Coffee Discovery Walk 10-11am	
SURPAS Meditation 12-1pm		SURPAS Coffee Dean's Lawn 1:30-2:30pm	OPA Yoga 12-1pm	OPA Stress Free for Good 12-1pm	
SURPAS Ice Cream Social 3-4pm		SURPAS Dish Hike 5-7pm	OPA Fall Festival 4:30-6:30pm	SURPAS Therapy Pet-a-Dog & Juice Bar 3-4pm	SURPAS Bay Area Postdocs Picnic Dolores Park, SF 3-6pm
OPA Yoga 5:30-6:30pm	SURPAS Happy Hour 6-8pm	SURPAS Open Mic Night 7:30-9:30pm		SURPAS Pub Crawl 5-7pm	
	OPA Haunted Stanford Tour 8-9:30pm				

Last Updated 9/6/18

Design Your Postdoc Curriculum

Sofie Kleppner, PhD

Associate Dean



Design Your Postdoc

The background of the slide 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 'LELAND STANFORD JUNIOR' at the top, 'DIE LUFT DER FREI' on the right, and '1891' at the bottom. The seal is surrounded by a decorative border.

Scalable model for postdocs in the first quarter (pre-IDP)

- Challenge:
 - Welcome 900 postdocs each year
 - Develop community
 - Match the right resources at the right time
- Objectives
 - Encourage postdocs to think deeply about holistic training plan
 - Normalize questions
 - Identify resources

Design Your Postdoc

The background of the slide 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 'LEND STANFORD JUNIO' at the top, 'E LUF DER FREI' on the right, and '1891' at the bottom. The seal is surrounded by a decorative border.

- Tools
 - Values Assessment (from Preparing for Faculty Careers)
 - Balance Dashboard (Designing your Life)
 - Professional Development Wheel (adapted from VPGE)
 - Plan Design
 - Resource Fair – small groups, 8-minute rotation (Prototype)
 - Career Centers
 - Scholarship
 - Professional Development
 - Community (SURPAS)
 - Wellness (SURPAS)
 - Teaching

Design Your Postdoc

A large, faint watermark of the Stanford University seal is visible in the background on the right side of the slide. The seal features a redwood tree in the center, surrounded by the text 'STANFORD JUNIOR UNIVERSITY' at the top, 'DIE LUFT DER FREI' on the right, and '1891' at the bottom. The seal is partially obscured by the text of the slide.

- Benefits
 - Active learning techniques enhance engagement
 - Multiple aspects of training raised for consideration
 - Resources identified in the context of a long-range plan
 - Opportunity to define and explore communities
 - Sets a tone

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 Latin motto "DIE LUFT DER FREI" (The Air of Liberty) around it. The year "1891" is at the bottom, and "L. Q. RICHARDSON" is at the top. The text "STANFORD JUNIOR" is also visible at the top.

Insurance Issues for International Postdocs on Unpaid Leave Due to No Work Authorization

Denise Livengood
Benefits Analyst

Insurance Issues – Unpaid Leave Due to No Work Authorization

- Common Reasons Why International Postdocs may go on unpaid leave due to no work authorization:
 - Awaiting issuance of initial work authorization documents at start of appointment
 - unpaid leave at start of appointment is rare, in most cases, start date delay is the better course of action
 - Current visa status has lapsed while awaiting transition to a new visa status
 - Current visa status not timely extended

Insurance Issues – Unpaid Leave Due to No Work Authorization

- International Postdocs on unpaid leave due to no work authorization:
 - Cannot receive compensation from Stanford:
 - No salary and stipend payments
 - No benefits coverage payments
- **OPA MUST BE NOTIFIED** when a postdoc takes unpaid leave due to loss of work authorization
 - OPA should be notified in all cases of unpaid leave via Leave of Absence web form

Harassment Prevention Training

A large, faint watermark of the Stanford University seal is visible in the background on the right side of the slide. The seal features a redwood tree in the center, surrounded by the Latin motto "DIE LUFT DER FREI" and the year "1891". The outer ring of the seal contains the text "STANFORD JUNIOR".

Annelies Ransome

Associate Director of Operations

Sexual Harassment Prevention Training

- Email sent on 10/25/18
- Postdoctoral Scholars,
 - To reiterate the email from July 24th from the [Sexual Harassment Policy Office](#) and [Office of Postdoctoral Affairs](#), Stanford University is committed to increasing awareness about sexual harassment, misconduct, and discrimination to ensure a welcoming and safe environment for students, postdocs, faculty, and staff.
 - The university is requiring postdocs to complete Harassment Prevention training. On **October 23rd**, you should have received a STARS Assignment email assigning you to the Harassment Prevention Training for Non-Supervisors, Academic Personnel and Postdocs (course code SHP-2000).
 - **Your deadline to complete this training is: January 21, 2019.**

Clinician Educator Updates

Annelies Ransome

Associate Director of Operations



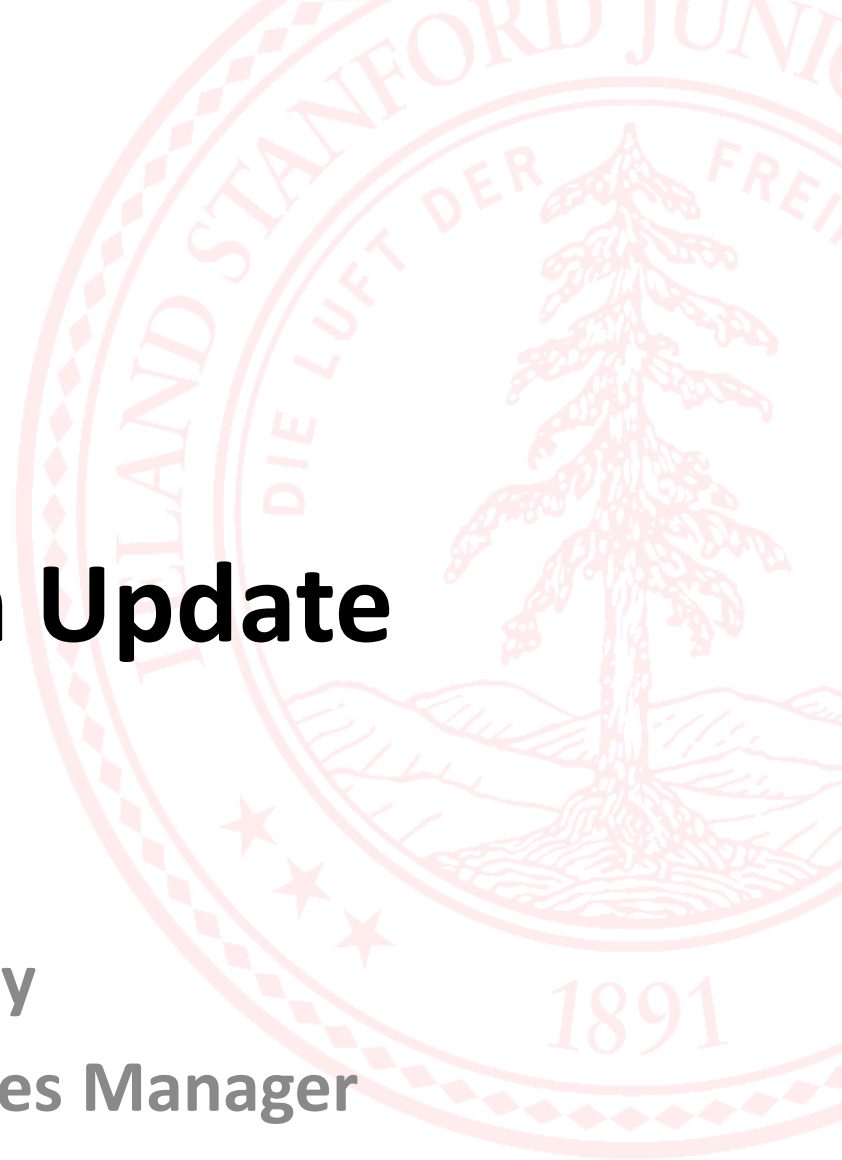
Clinician Educator Updates

- Email sent: : Thursday, November 1, 2018
 - **Subject:** Sponsorship of Postdoctoral Scholars at Stanford
 - Recent discussions between the [Office of Postdoctoral Affairs](#) and the [School of Medicine Office of Academic Affairs](#) have clarified the policy that sponsorship of a postdoctoral appointment is limited to members of [the Professoriate](#), which excludes the [Clinician Educator](#) appointment line. Clinician Educators may serve as secondary mentors for postdoctoral scholars, but cannot serve as the faculty sponsor.
 - Any Clinician Educator currently serving as a faculty sponsor, and who wishes to remain so, must contact Jessica Salas-Mendonça, Director of Academic Affairs, Clinician Educators and Instructors, to request an exception to this policy. Her email address is jessmen@stanford.edu.
 - Documentation of all exceptions must be uploaded to the postdoctoral appointment's "Recommendation Form" by the [departmental postdoctoral administrator](#). Such an exception will be required in order for the Office of Postdoctoral Affairs to continue supporting any appointment with a Clinician Educator listed as the faculty sponsor.

Change Form Update

Al Murray

Postdoctoral Services Manager



Change Form Update

New Change Form Option:

Research Experience/PGY Change

- Correct prior research experience (PD)
- Declare months to discount for leaves (PD)
- Correct PGY level (MF)

Request Type

Appointment dates change Faculty change Funding change Research Experience / PGY change

Change Form Update

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For Research Postdocs

- Option 1: Correct the Prior Months Research (entered on the Rec Form)
 - May be used to reflect PhD Lab discount not originally declared on Rec Form for old appointments
 - Or just general corrections
- Option 2: Declare months of leave taken *during* the postdoc appointment
 - Accounting for unpaid leave of absence, maternity/paternity, etc.

Change Form Update

For Research Postdocs, choose one or both, as needed:

Research Experience / PGY change

Correction to Prior Month Research

Currently listed as: 5

Correction to Prior Months Research at start of appointment:

New research experience as of start date 10/01/2018 is 5

Research months deduction for leaves:

Total months of leave to date: 0

Additional months leave:

New research experience as of appointment end date 03/31/2019 is 11

Notes:

Change Form Update

For Medical Fellows

- Only update the PGY if the original PGY entered on the Rec Form was incorrect
- (not used to update year-to-year)

Research Experience / PGY change

Correction to PGY on Recommendation Form:

Currently listed as: 3

New PGY at start of appointment:

New PGY as of start date of 12/12/2018 is 3

Notes:

Change Form Update

A large, faint watermark of the Stanford University seal is visible in the background on the right side of the slide. The seal features a tree, a mountain range, and the text 'LELAND STANFORD JUNIOR' and 'DIE LUFTE DER FREI' around the perimeter, with the year '1891' at the bottom.

These updates will:

- Improve and maintain good data
- Account for leaves so that a postdoc appointment can be extended as needed
- Ensure the system reports the correct required minimum salary level based on months of experience

GFS Redesign Retraining

Al Murray

Postdoctoral Services Manager



Financial Aid Office - GFS Redesign Retraining Requirement

- GFS Redesign separated GFS Entry into 3 modules:
 - Graduate Student Aid
 - Postdoctoral Scholar Aid
 - Non-Matriculated Student Aid
- On November 12th FAO will announce retraining requirements for the above modules
- The training must be completed by January 31st or authority will be revoked

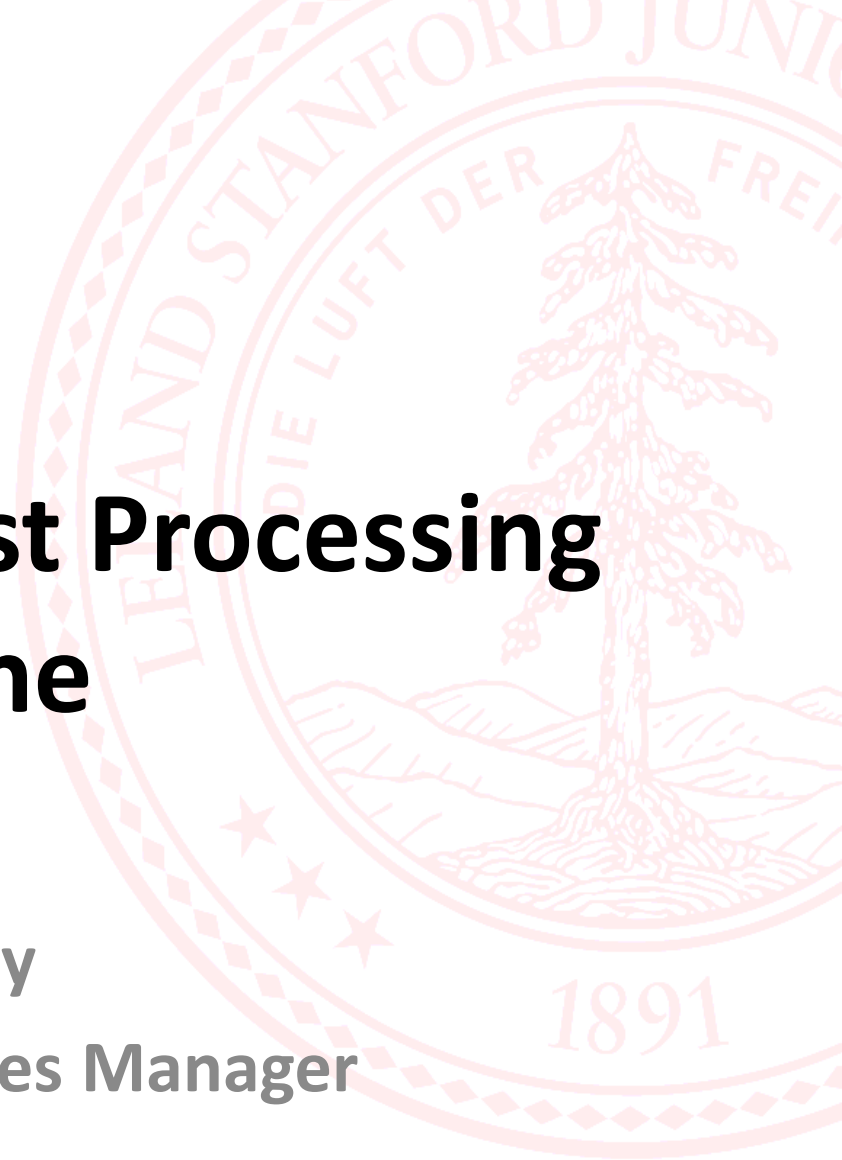
Financial Aid Office - GFS Redesign Retraining Requirement

- GFS-1000: Introduction to Managing Financial Support in GFS (25 minutes, required for all roles)
- GFS-1001: Managing Graduate Aid in GFS (40 minutes, required for grad entry)
- GFS-1002: Managing Postdoctoral Scholar Support (45 minutes, required for postdoc entry)
- GFS-1003: Managing Non-Matriculated Student Aid (30 minutes, required for non-matric entry)

Sixth Year Request Processing Timeline

Al Murray

Postdoctoral Services Manager



Sixth Year Request Processing Timeline

- Requests for appointment extension into a partial or full 6th year of training must include supporting documents and review by Faculty Subcommittee
- Faculty Subcommittee decisions can take up to **6-8 weeks**
- For 5th year Postdocs who may be extended:
 - Please review with PI and Postdoc **at least 3 months in advance** of appointment end date for a potential 6th year extension
 - For international postdocs, **an additional 1-2 months** should be added to this timeline to account for visa processing, as transition to a new visa is often part of this extension process
 - Late submission of 6th year requests have resulted in:
 - Appointment lapse - end date passes before extension decision made
 - International postdocs forced to go on unpaid leave when current visa status expires

Winter Break Web Form Processing Deadlines

Tammy Wilson

Postdoctoral Services Manager



Winter Break Processing Deadlines

- The Office of Postdoctoral Affairs will be closed from Monday, December 24th, 2018 through Friday, January 4th, 2019; regular operations will resume on Monday, January 7th, 2019
- OPA reviews web forms in start date order and approves accurate and complete appointment actions within seven business days from receipt
- The following deadlines apply to Postdoc Web Form transactions (new appointments, changes, terminations) that need to be reviewed and processed prior to winter break

Winter Break Processing Deadlines

- **Postdoc appointments with J-1 Visa:**
 - **December 7th:** Initial Appointment and DS-2019
 - **December 10th:** Reappointment and DS-2019 extension
 - **December 10th:** Change in start date or early termination and amendment of existing DS-2019

Winter Break Processing Deadlines

- **Postdoc appointments with H-1B visa:**
 - **November 2nd:** Initial Appointments or Extension of Appointment for holders of H1B visas** in order to meet Bechtel's deadline of November 2nd
***This applies to petitions that do not require Review Board decision. Please contact Tammy Wilson, tjwilson@stanford.edu, if you have questions.*

Winter Break Processing Deadlines

- **Postdoc appointments with F1 OPT status, Permanent Resident status, or US citizen:**
 - **December 17th:** Complete and accurate postdoc web form transactions with a January 2019 start date submitted by will be approved and a PeopleSoft student record created/updated no later than the end of business on Friday, December 21st

Winter Break Postdoc Policy

Tammy Wilson

Postdoctoral Services Manager



Winter Break Postdoc Policy

- University designated holidays are:
 - **Thanksgiving Holidays: Thursday, November 22 and Friday, November 23, 2018**
 - **Winter Closure Holidays: Monday, December 24, Tuesday, December 25th, 2018, and Tuesday, January 1, 2019**
- Additional 3 paid days off if group/lab observes shutdown and staff receive 3 additional paid days off:
 - The additional days off with pay may be taken on any normal workday of the winter close that is not a regularly scheduled day off or designated holiday
- Vacation/unpaid time off days:
 - For other workdays during the winter close not designated as University holidays or paid days off, postdocs may use accrued vacation or approved time off without pay when group/lab is shutdown
 - Postdocs may work remotely without using vacation days during the close period, with prior PI approval
- See the official OPA email of November 6th for additional terms and conditions

Open Forum

Questions?

[HelpSU.stanford.edu](https://helpsu.stanford.edu)

*Select "Other", then
"Category: Central Office Issues," and
"Request Type: Postdoctoral Affairs."*

For Postdoc Benefits: postdocbenefits@stanford.edu (not HelpSU)

Note: please do not email postdocaffairs@stanford.edu for urgent matters.