

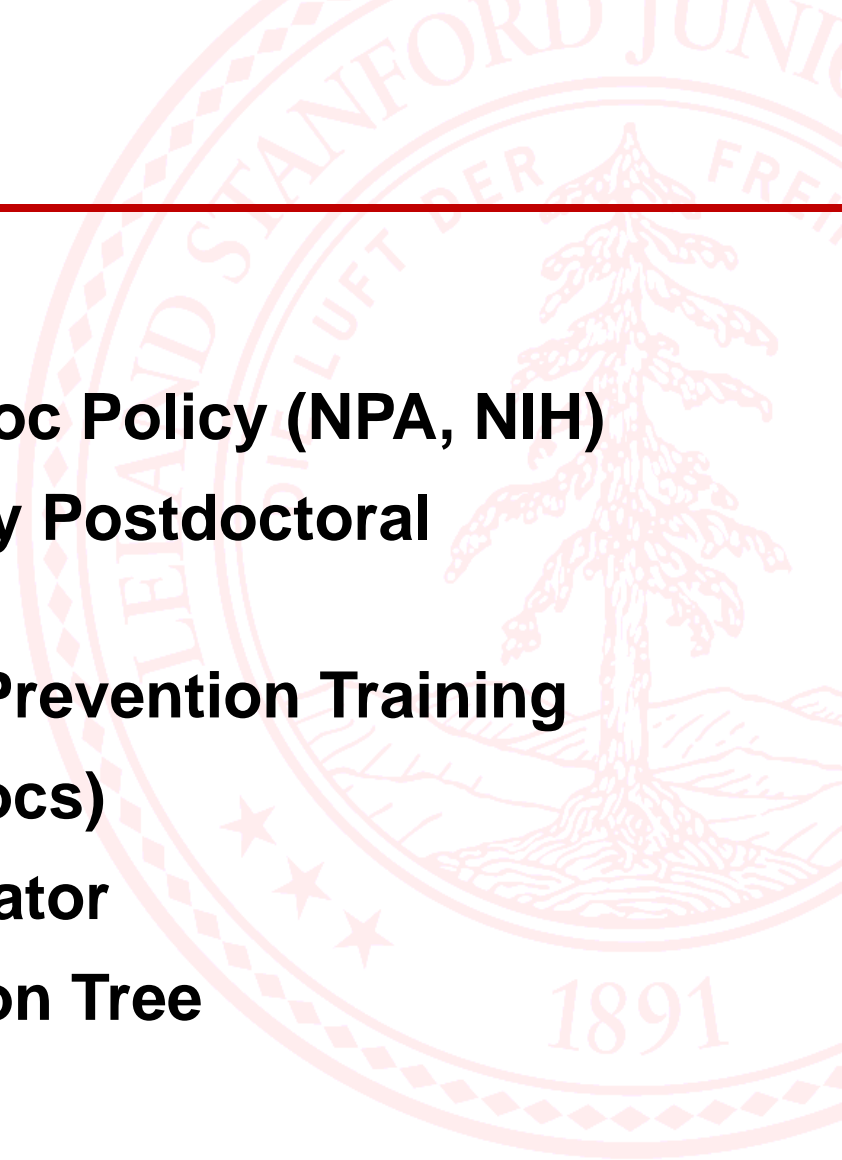
Postdoctoral Administrators Quarterly Meeting

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 'LUDWIG STANFORD JUNIOR' at the top and '1891' at the bottom. The words 'DIE LUFT DER FREI' are also visible on the right side of the seal.

April 12, 2018
10:00 a.m. – 11:30 a.m.
Alway M106

Agenda

- ❖ **Welcome!**
- ❖ **Highlights of National Postdoc Policy (NPA, NIH)**
- ❖ **SURPAS (Stanford University Postdoctoral Association)**
- ❖ **Coming Soon: Harassment Prevention Training**
- ❖ **Leaving Stanford (for Postdocs)**
- ❖ **Research Experience Calculator**
- ❖ **Clinical Appointment Decision Tree**



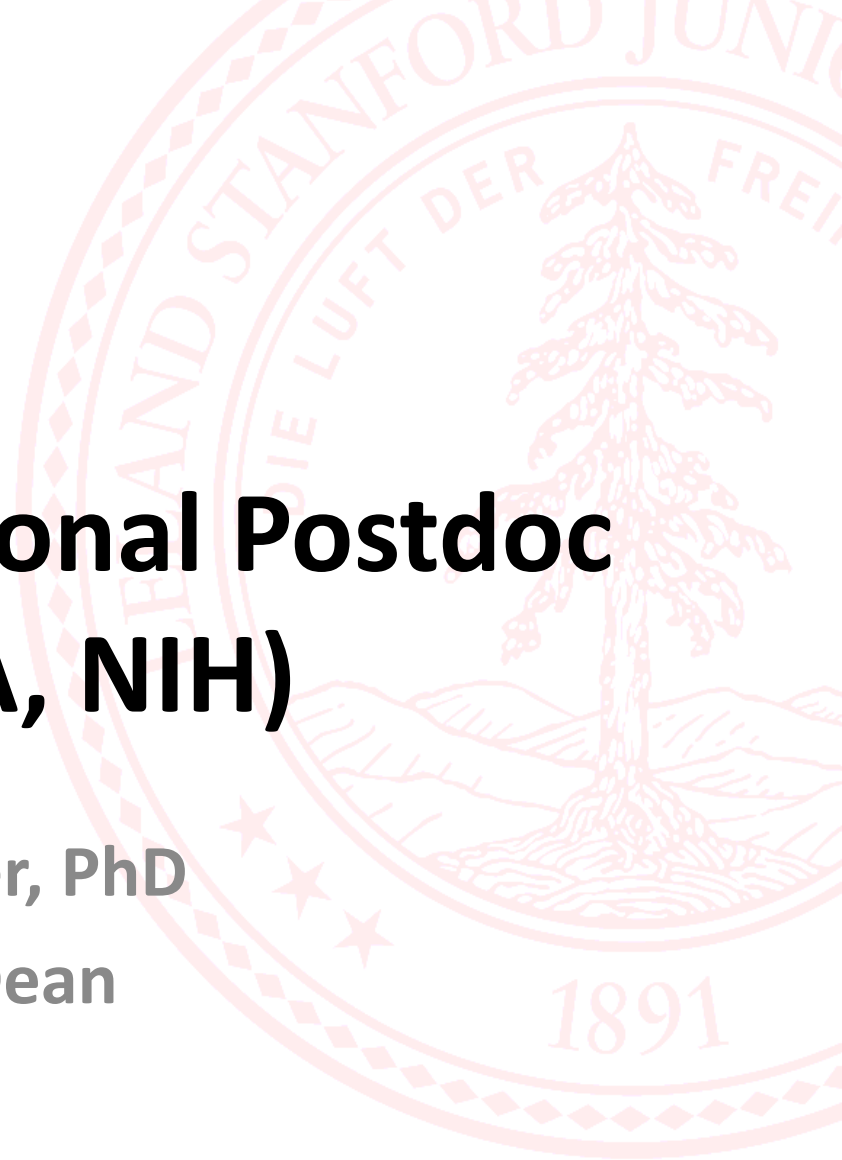
Welcome!

Sofie Kleppner, PhD
Associate Dean

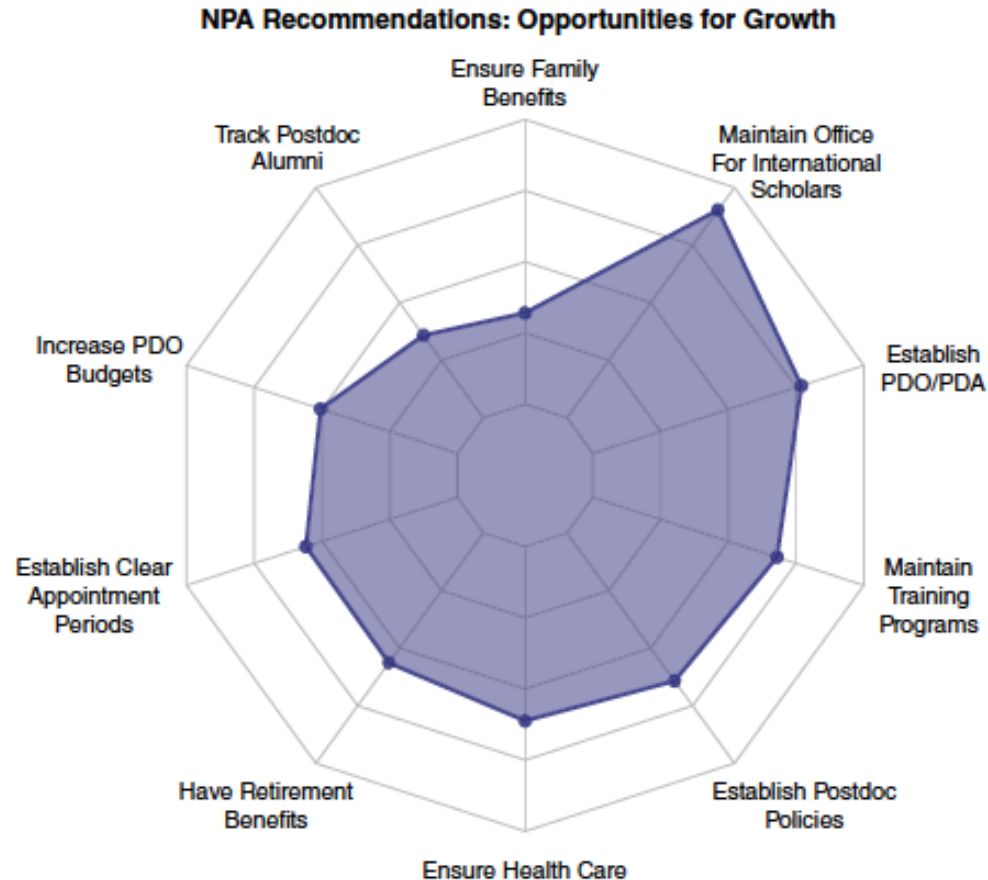


Highlights of National Postdoc Policy (NPA, NIH)

Sofie Kleppner, PhD
Associate Dean

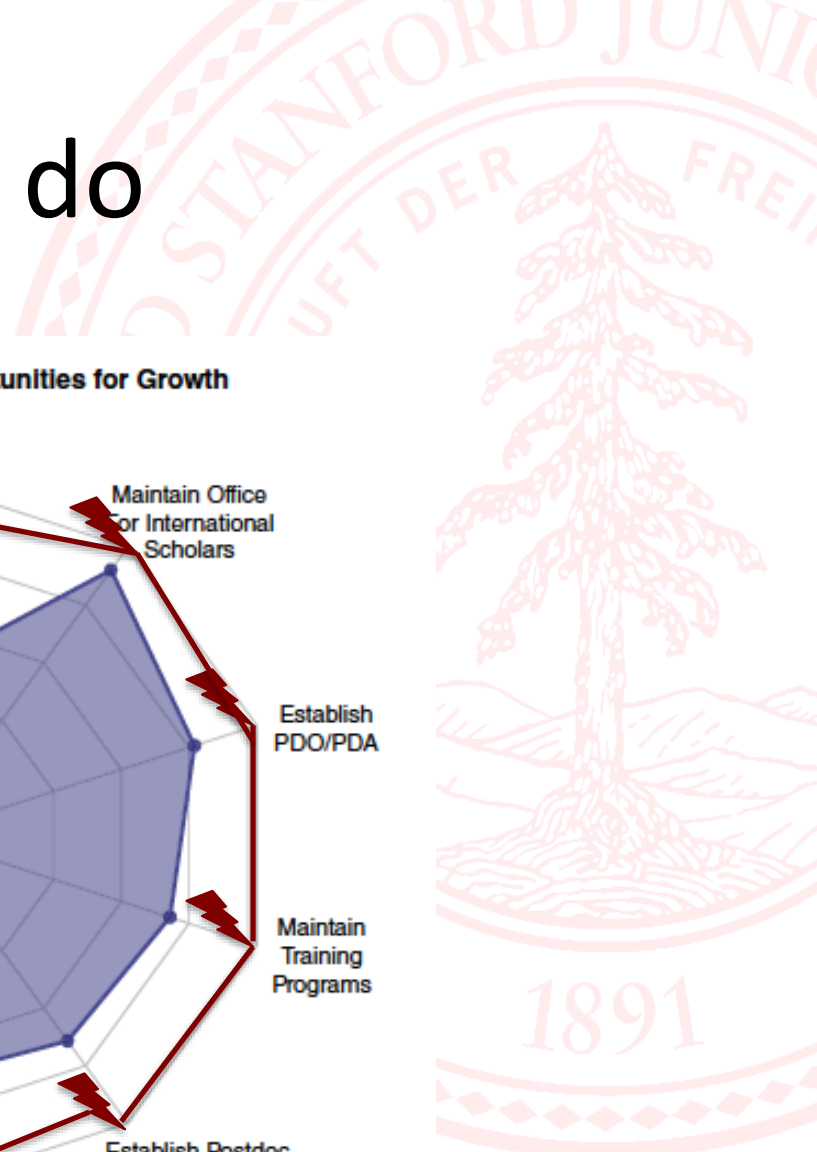
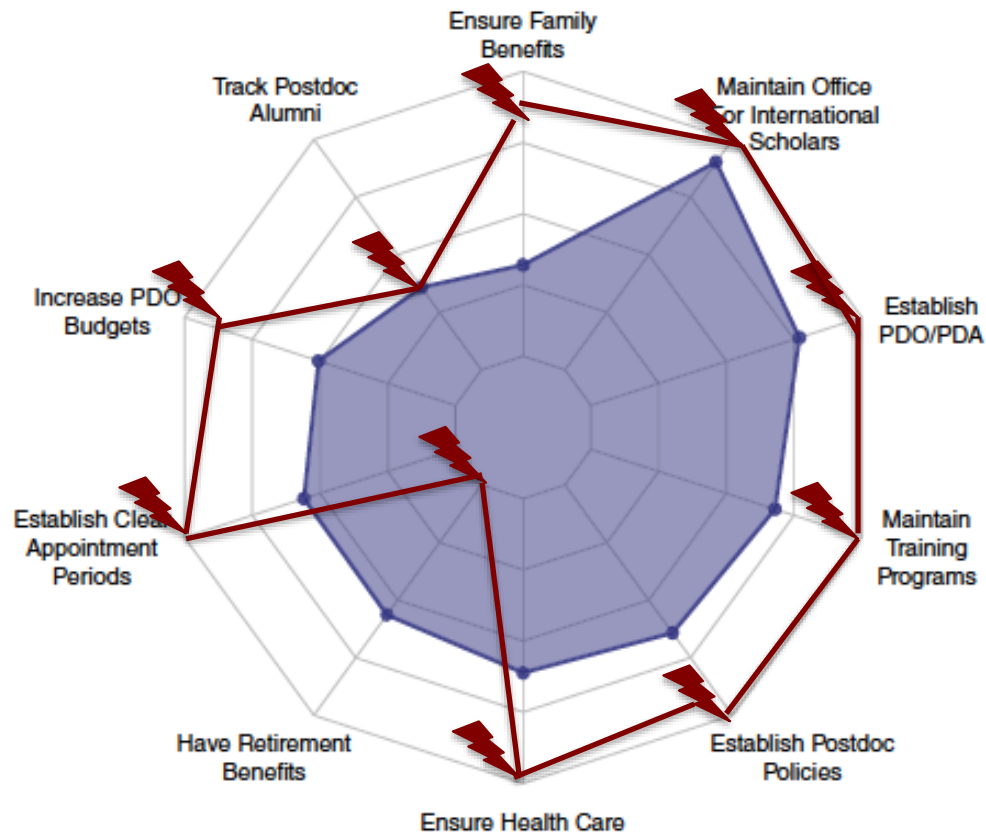


What everyone does



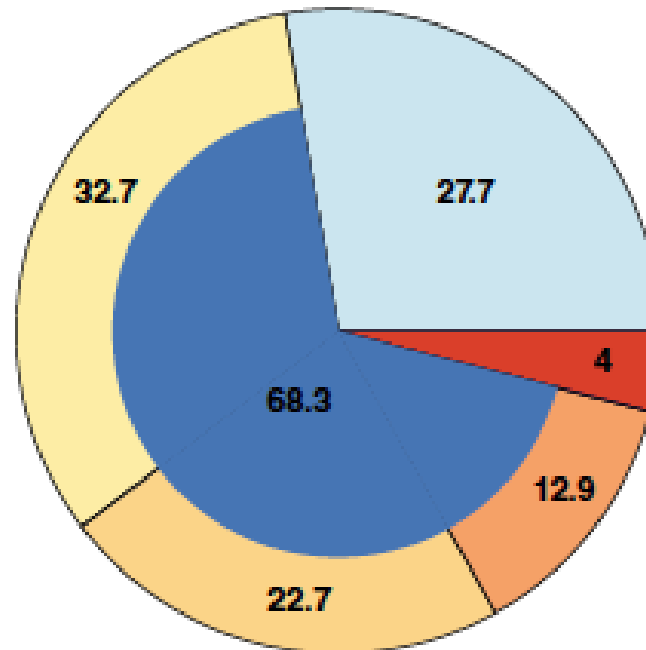
What we do

NPA Recommendations: Opportunities for Growth



Who is doing what?

Tracking Alumni (percent)



- | | |
|--|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> Possibly in 1 year |
| <input type="checkbox"/> No | <input type="checkbox"/> Unlikely in 1 year |
| <input type="checkbox"/> Likely, in 1 year | <input type="checkbox"/> Unknown |

Development Programs: Number of Postdocs

82	76	24	18	18	12	59	88	59	41	94	47	35	29	24	53	1-100
88	67	25	54	25	17	79	79	71	58	92	62	54	42	50	50	101-250
95	82	27	36	50	36	82	82	82	77	86	68	68	59	77	73	251-500
88	69	38	75	50	38	81	94	75	88	94	62	88	50	50	69	501-750
100	80	40	80	100	20	100	80	80	80	100	80	40	40	80	60	751-1,000
100	90	0	50	50	30	100	90	70	60	100	60	60	30	90	90	1,000+

Development Programs: BEST Award?

100	90	60	60	80	50	100	90	90	80	100	80	90	60	70	80	Yes
90	71	23	48	42	21	85	85	73	61	92	60	58	45	60	65	No

Grant Writing
 Science Writing
 Mock Study
 Academic Lab Mgmt
 Academic Project Mgmt
 Industry Project Mgmt
 Teaching Skills
 Presentation Skills
 Negotiation Skills
 Interpersonal Skills
 Responsible Conduct
 Diversity and Outreach
 English Language Training
 International Legal Issues
 Time Management
 Tech Transfer



News from NIH NOT-OD-18-154

Part-Time Training

trainees may request part-time training to accommodate medical conditions, disability, personal or family situations including child or elder care.

Part-time training must be at 50 percent effort or more and will not be approved to accommodate other sources of funding, job opportunities, clinical practice, clinical training, or non-training related responsibilities

Vacations and Holidays

NRSA trainees and fellows may receive leave for the same vacations and holidays available to individuals in comparable training positions at the awardee or sponsoring institution.

Sick Leave

NRSA trainees and fellows may continue to receive stipends for up to 15 calendar days of sick leave per year. Sick leave may be used for medical conditions related to pregnancy and childbirth. Parental Leave

NRSA trainees and fellows may continue to receive stipends for up to 60 calendar days (8 work weeks) of parental leave per year for the adoption or birth of a child.

Unpaid Leave of Absence

NRSA trainees and fellows must seek approval from the NIH awarding IC for an unpaid leave of absence. continued coverage of health insurance would be allowable

Extension of an Award or Appointment for Interruptions in Training

Requests for an additional period of graduate or postdoctoral NRSA support will be considered if an event unavoidably alters the planned course of the research training,

SURPAS:
STANFORD UNIVERSITY POSTDOC
ASSOCIATION

Co-Chairs

Anand Rao - School of Medicine

Lise Retailleau – School of Earth

WHO IS SURPAS? WHAT IS OUR MISSION?

Who We Are

1. To develop social and networking opportunities for Postdoctoral Scholars from all disciplines, in the interest of fostering a community of postdocs at Stanford.
 - 30 postdocs from all Stanford schools and diverse backgrounds
2. To promote inclusion and representation of all postdoctoral fellows and advocate for a postdoctoral community that better reflects the diversity that is crucial for research and other progress.



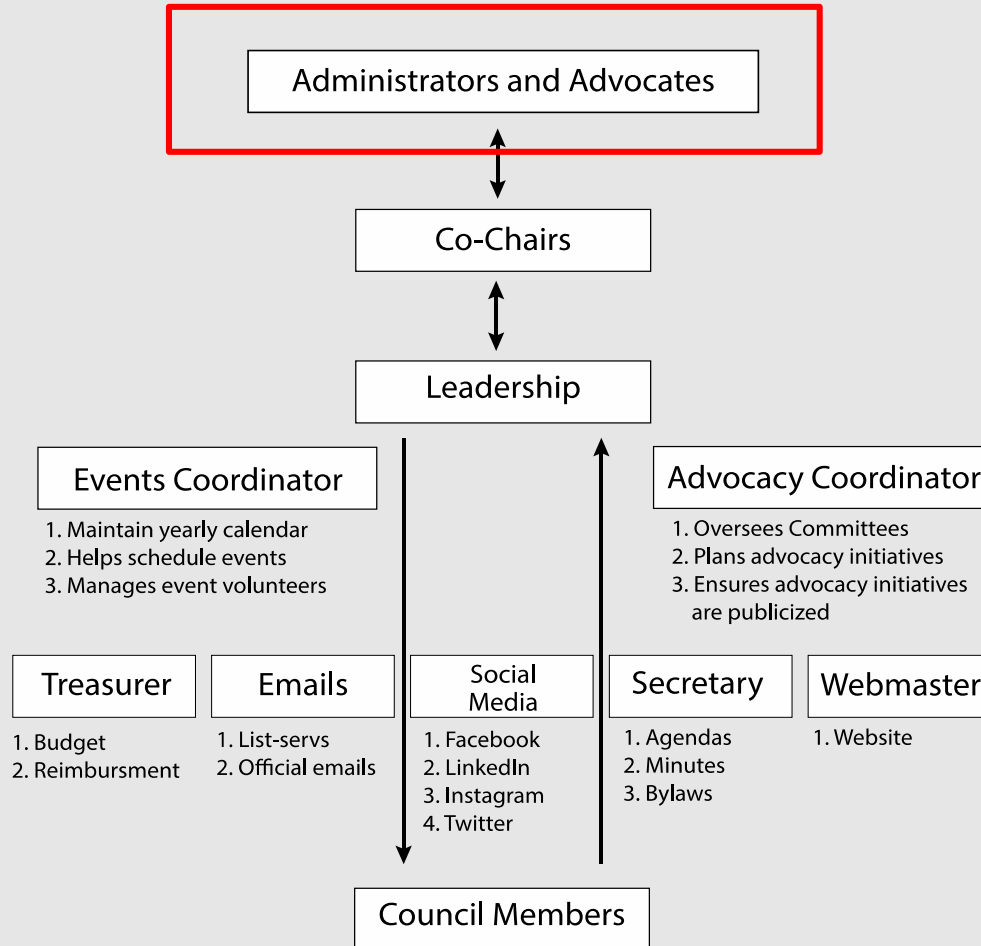
Our Mission

3. To work with University Administration to optimize the postdoctoral experience.
4. 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.
5. To ensure that postdoctoral benefits and salaries are commensurate with the high cost of living in the Bay Area.
6. To clearly define and communicate the Postdoctoral status at an institutional level.



WE REPRESENT ALL POSTDOCS!

OUR ORGANIZATION AND CURRENT GOALS



1. Postdoc representatives - find out what postdocs want
2. Participate on committees - provide for needs of postdocs
3. Attend council meetings and participate in discussions
4. Volunteer for events and advocacy initiatives

Short Term Goals

- Better address the needs of our minoritized postdocs and postdocs with dependents
- Ensure the council represents the 2300+ postdocs from 7 schools here at Stanford
- Advocate for the needs of ALL Postdocs

We'd love your help!

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!)
- **National Postdoc Appreciation Week! – Sept. 17 – 21, 2018**
- **Keep connecting** with the Postdocs in your department – THANK YOU!!!
- **Refer** Postdocs in need of guidance to us or our website
 - List of resources! – Community Centers, Resources for Families, etc.
 - www.surpas.org/contact-us/
 - Surpasleadership@stanford.edu

QUESTIONS? IDEAS? PLEASE CONTACT US!



Anand – anandrao@stanford.edu (Current Co-Chair)

Lise – retailleau@stanford.edu (Current Co-Chair)

Permanent: surpasleadership@stanford.edu

Follow us, our events and progress on:
Facebook

Twitter: StanfordSURPAS

Instagram – StanfordSURPAS

WE WANT TO HEAR FROM ALL POSTDOCS!

The background features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center. The text "LELAND STANFORD JUNIOR" is written along the top inner edge, "DIE LUFT DER FREI" along the bottom inner edge, and "1891" at the bottom. There are also three stars on the left side of the seal.

Coming Soon: Harassment Prevention Training

Annelies Ransome
Associate Director - Operations

Harassment Prevention

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.

- The new training can be found at [STARS All Learning Page](#).
- Questions about the training should be directed to Annelies.

Leaving Stanford (for Postdocs)

A large, faint, light red 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, with the Latin motto "DIE LUFT DER FREI" (The Air of the Free) above it and the year "1891" below it. The outer ring of the seal contains the text "STANFORD JUNIOR" and "1891".

Annelies Ransome

Associate Director - Operations

Leaving Stanford (for Postdocs)

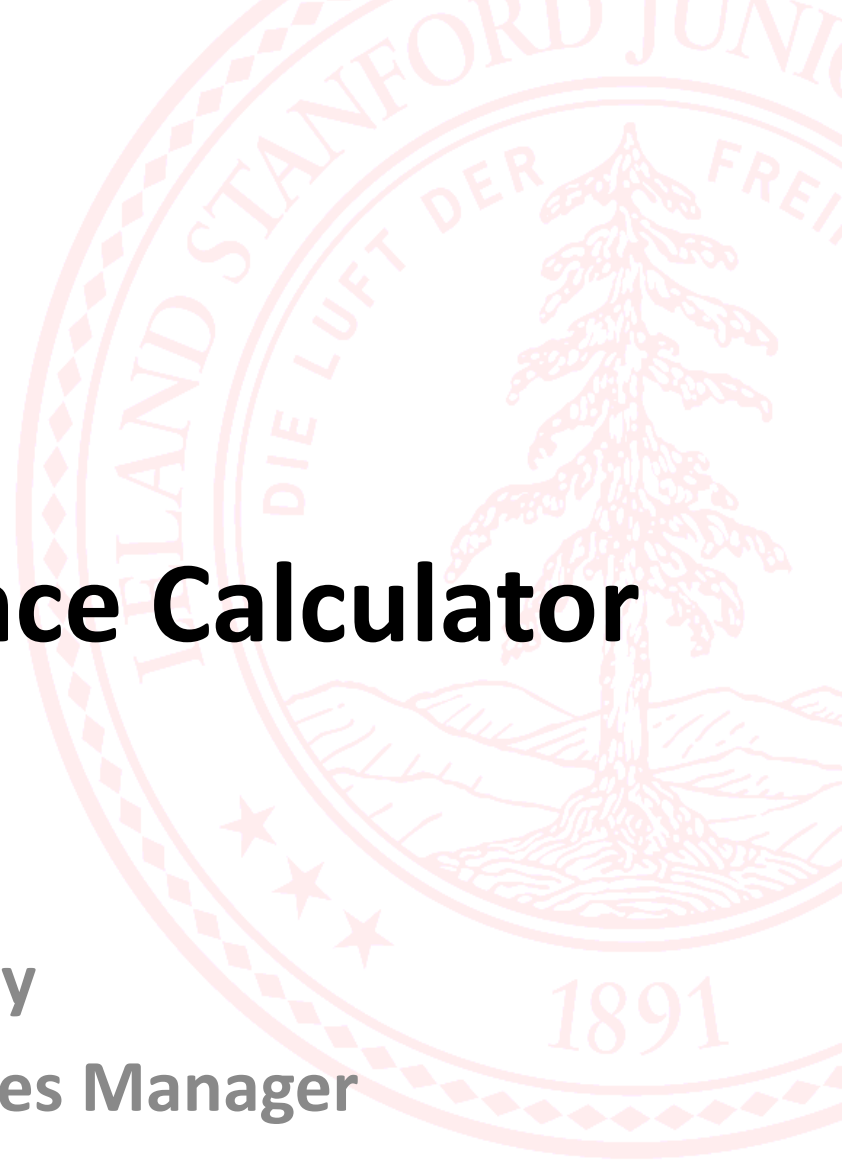
The background of the slide features a large, faint watermark of the Stanford University seal. The seal is circular and contains the text 'LELAND STANFORD JUNIOR' at the top and '1891' at the bottom. In the center of the seal is a redwood tree. The watermark is semi-transparent and serves as a background element for the slide.

- <https://postdocs.stanford.edu/current-postdocs/leavingstanford> (SUNet ID protected page)
- Topics Covered:
 - Notifying Your Departmental Postdoctoral Administrator
 - Stanford's Postdoctoral Exit Survey
 - Appointment Verification Requests & Letters
 - LinkedIn Group
 - Alumni Associations
 - Certificate of Completion

Research Experience Calculator

Al Murray

Postdoctoral Services Manager



Research Experience Calculator

- Follow the instructions below the calculator!

Postdoctoral Research Experience Calculator Instructions

For informational purposes only.

OPA verifies research experience by review of the Postdoctoral Data Form, Postdoc CV, and Postdoctoral Recommendation Form.

For term limit policy exception requests, please submit your completed Postdoctoral Research Experience Calculator in PDF format for OPA review, along with other required supporting documents (see RPH 10.3).

1. **General Information Text Boxes.** Enter the general information requested in the first three groups of text boxes above.

2. **Research Position(s) Text Boxes.** Enter all previous research experience positions and dates:

Include: Current Stanford postdoc appointment, any previous Stanford postdoc appointment (e.g., department transfer), Postdoctoral Scholar/Fellow, Research Associate/Assistant/Research Scientist, Visiting Postdoc, Visiting Scholar.

Exclude: Non-research Industry roles (Creative director, Founder, etc.), Instructor/Teaching, Visiting Student Researcher, Consulting, Internships/Residencies (for MDs), time appointed at Stanford as a Med Fellow, training related to medical sub-specialty accreditation - including research years for MDs. The calculator will populate the Research Experience Fields in years and months.

Additional Research Calculation Notes:

* Experience is counted from the degree verification date or the thesis approval date (may not be the same as degree conferral date).

* If the postdoc started a position at a University other than where they received their doctorate after the thesis is accepted, time counts even if it is prior to degree conferral date.

* Up to 12 months can be deducted only if the postdoc work was completed with the same PhD advisor, in the same lab, and the same research was conducted as for the PhD.

* If a postdoc candidate has held any kind of professorship, they should not be appointed as a postdoc, but rather a Visiting Professor or Visiting Scholar.

* Postdocs with MDs who are completing research after a second sub-specialty program will still have any prior research years included; a 6th year will be

* Dual-appointed postdocs and matriculated students - allow postdoc through the end of the matriculated degree (more than 5 years) but time as a postdoc is

* ARTS trainees should not be postdocs.

Postdoctoral Research Experience Calculator

Instructions Below

<i>Date of Request</i>	<i>Type of Request (e.g., New Appointment with Previous Research Experience, 6th Training Year Policy Exception, etc.)</i>

<i>Postdoc Name</i>	<i>Department Name</i>	<i>Postdoc Administrator Name</i>	<i>Faculty Sponsor(s) Name</i>

<i>Name of Doctoral Degree Institution</i>	<i>Date of Doctoral Degree Conferral</i>	<i>US Citizen or Current Visa Status? (ex: US Citizen, J-1 Visa, F-1 OPT, etc.)</i>	<i>Visa Issue to Address with this Request? (ex: Change of</i>
			<i>Request?</i>

<i>Research Position(s)</i>	<i>Institution Name</i>	<i>Start Date (mm/dd/yyyy)</i>	<i>End Date (mm/dd/yyyy)</i>	<i>Research Experience (in years)</i>	<i>Research Experience (in months)</i>	<i>Discounted Time (in months, enter digits only)</i>	<i>COMBINED RESEARCH EXPERIENCE (in years)</i>
				0	0		0
				0	0		0
				0	0		0
				0	0		0
				0	0		0
<i>COMBINED RESEARCH EXPERIENCE FROM ALL POSITIONS (If reappointment or transfer include current Stanford)</i>							0

<i>Reason(s) for any Discounted Time Noted Above: (ex: up to 12 months in PhD lab discounted per policy; time discounted for unpaid leave.)</i>	<i>Brief Explanation of any Significant Change in Field to be Considered in this Request: (Requests for sixth training year require full explanation and</i>

<i>Requested New Appointment or Reappointment with Term Limit Policy Exception</i>					
<i>Requested Start Date (mm/dd/yyyy)</i>	<i>Requested End Date (mm/dd/yyyy)</i>	<i>Research Experience (in years)</i>	<i>Research Experience (in months)</i>	<i>Combined Research Experience</i>	<i>COMBINED RESEARCH EXPERIENCE WITH NEW TERMS (in years)</i>
		0.00	0.00	0.00	0.00
<i>new terms can be approved with supporting documents to OPA managers. Requests beyond 60 months require faculty subcommittee review. For more information please see:</i>					
http://doresearch.stanford.edu/policies/research-policy-handbook/non-faculty-research-appointments/postdoctoral-scholars					
<i>Additional Notes:</i>					

Clinical Trainee Appointments

Al Murray

Postdoctoral Services Manager



Clinical Trainee Appointments

- When to Appoint Clinical Trainees at OPA?
 - For an “Academic Affiliation” with Stanford
 - If funding will come from Stanford University sources (training grants, etc.)
 - To facilitate eligibility for the Trainees to apply for external fellowships through RMG (American Heart Association, etc.)
- A Clinical Fellow appointment at OPA should be concurrent with a GME appointment
- A GME Clinical Fellow appointment does not require a concurrent appointment at OPA

Postdoctoral Appointment Checklist

Instructions:

1. Complete the checklist below.
2. Include this form along with the required materials listed below sequentially in one pdf file and email it to Mitra Haddad mhaddad@stanfordhealthcare.org in a "secure" email by June 1, 2018. Thank you!

Postdoc's full name (first & last name)

Program name

Date submitted to GME

Program Coordinator's name & phone #

Required Materials by GME Office

- 1. OPA Approval email from Al Murray
- 2. CV
- 3. ECFMG Certificate (If applicable)
- 4. [Patient Care Form](#)
- 5. HealthStream Clearance Transcript
- 6. Medical Board of CA License
- 7. Medical School Diploma
- 8. Stanford University Occupational Health Clearance Letter

- ACGME or Non ACGME
- Will need EPIC online training? Yes No
- LPCH LINKS/Cerner online training? Yes No

Notes: (pls. share any additional information you may like)

GME approval:

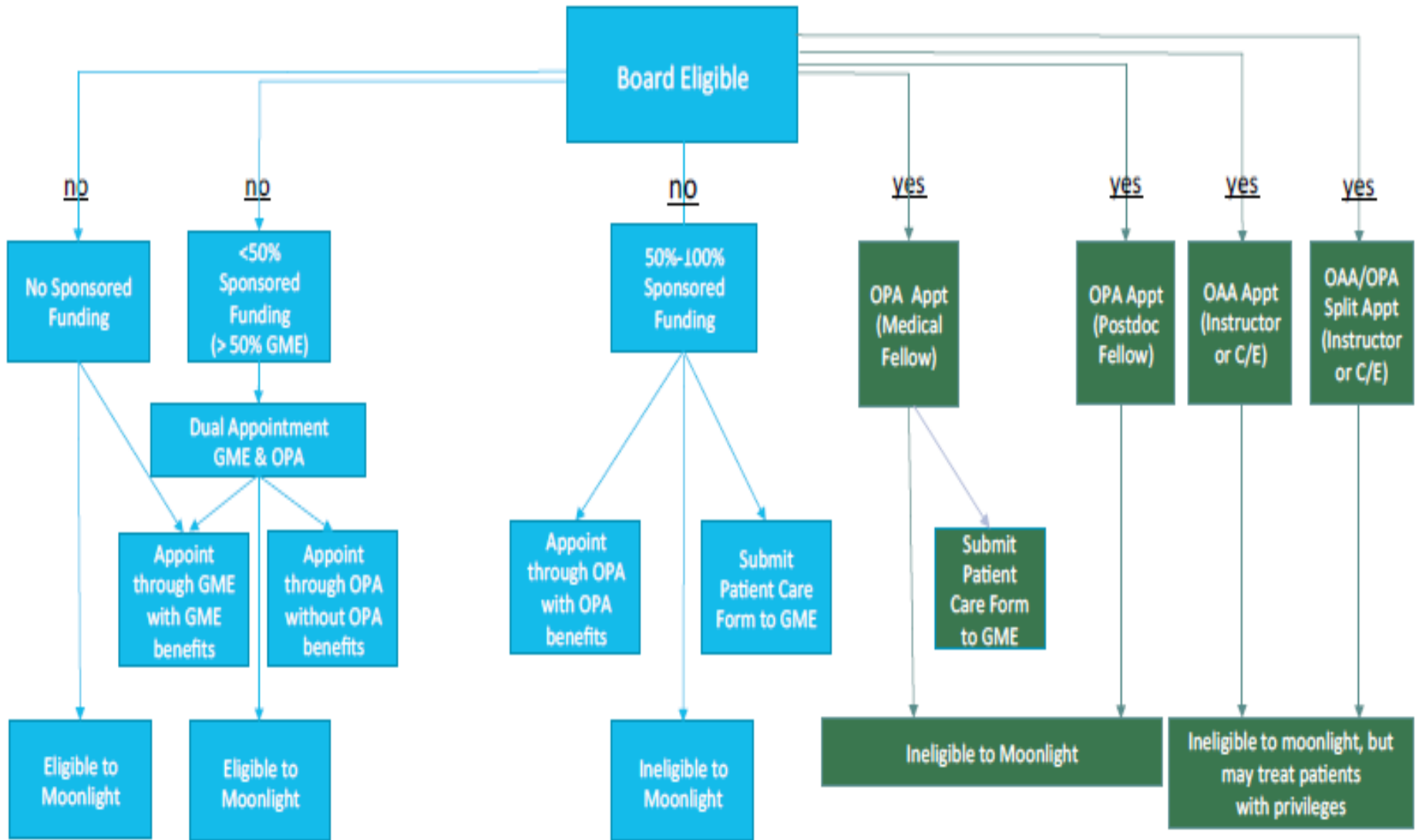
Ann Dohn

Designated Institutional Official name & signature

GME approval date

Stanford Graduate Medical Education, 300 Pasteur Drive, Room HC435, Stanford, CA 94305, MC 5207
Phone: (650) 723-5948, Fax: (650) 723-3045 gme.stanford.edu

Clinical Fellow Appointment Decision Tree



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.