

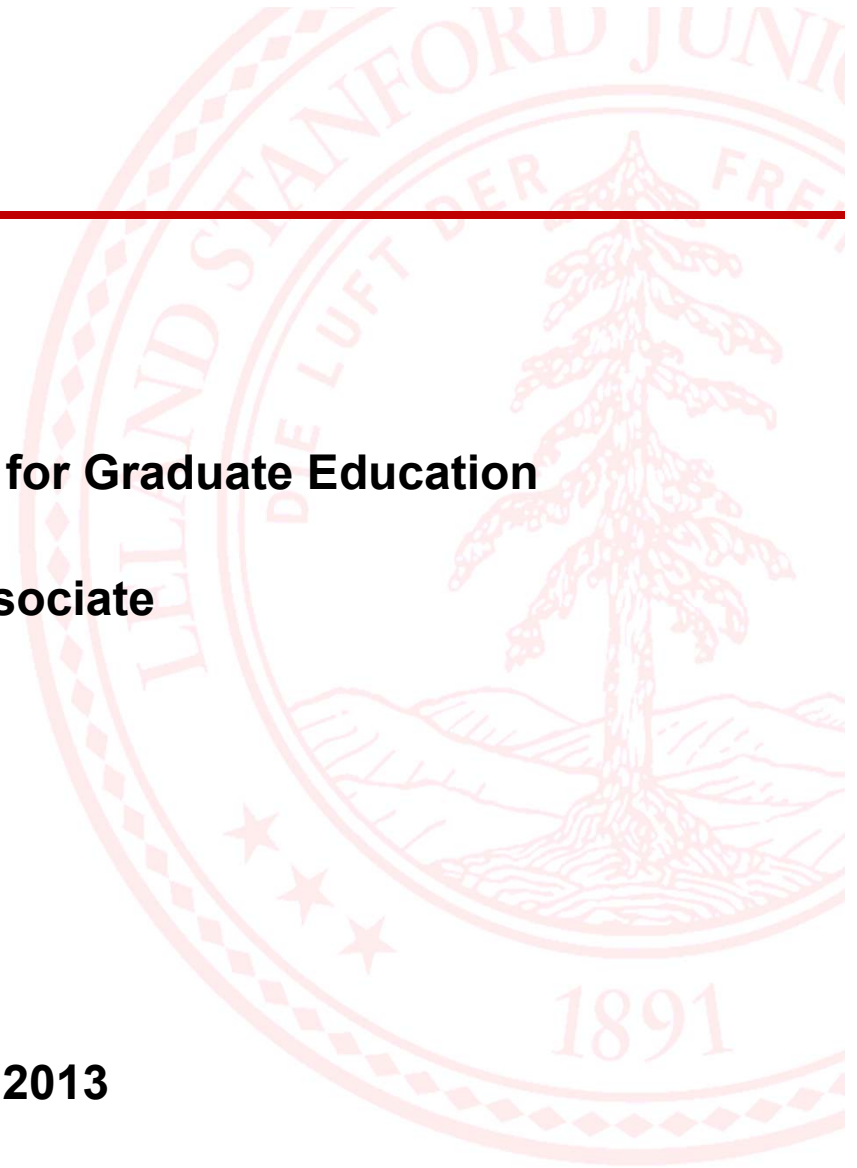
The background features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text "STANFORD JUNIOR UNIVERSITY" around the top and "1891" at the bottom. The seal is rendered in a light red color.

Postdoctoral Administrators Quarterly Meeting

February 14, 2013
10:00 a.m. - 11:00 a.m.
LKSC 130

Agenda

- **Introduction of New OPA Staff**
 - **Sofie Kleppner, Assistant Dean**
 - **Laleh Rongere, Assistant Director for Graduate Education Programs & Diversity**
 - **Carmen Torres, Administrative Associate**
- **Mentoring Form**
- **Benefits**
- **Appointment and Funding Reviews**
- **Clinical Appointment Training**
- **NSF/NIH Survey**
- **Web Update**
- **Meetings, Trainings and Open Labs in 2013**
- **Upcoming Programs for Postdocs**



Introduction of New OPA Staff

- **Sofie Kleppner**, Assistant Dean
- **Laleh Rongere**, Assistant Director for Graduate Education Programs & Diversity
- **Carmen Torres**, Administrative Associate

Mentoring

Sofie Kleppner



Facilitating Postdoc Mentoring

- Postdoc/Faculty Mentoring Form:

[http://postdocs.stanford.edu/faculty_mentors/
Fillable Initial Meeting Template Form%20V3
.pdf](http://postdocs.stanford.edu/faculty_mentors/Fillable_Initial_Meeting_Template_Form%20V3.pdf)

Benefits

Sandra DeGaine



Postdoc Benefits

- Termination process needs to occur within 30 days of last day worked
- Benefit charges will continue to accrue against the department in full until term is completed. Term charges are current month plus one month
- Benefit charges are not pro-rated. Example: if term date is March 1st, benefits will be charged for full month of March
- If postdoc is moving to staff position they need to attend staff benefits orientation

Postdoc Benefits

- Maternity disability leave is a 6-week minimum period
- Salary paid postdocs eligible for additional 6-week baby bonding period
- Liberty Mutual for salary paid postdocs
 - Pre-existing condition exclusion
 - If applicable, department will cover at 100%
- Standard insurance for stipend paid postdocs
 - No baby bonding period provided

Clinical Appointment Training

Al Murray



“Processing Clinical Trainee and Joint Clinician Educator Appointments”

- **Who should attend:** Departmental administrators who appoint clinical trainees or joint clinical fellow and clinician educator appointments (known as 90/10s or 80/20s)
- **When & Where:** March 4th, Alway Building, room 114. The session will begin at 10:00 am and end by 11:30 am.
- **Register in STARS:** Course number OPA-1201-030413

Appointment Reviews

Al Murray and Tammy Wilson



Appointment and Funding Reviews

- **Purpose:**

- Stanford should have current appointment records for all postdoctoral scholars and ensure that minimum funding requirements are met, in order to meet its stated policies and obligations internally and be in line labor and immigration regulations.

Appointment and Funding Reviews

- OPA will conduct periodic reviews to better help you follow University policy.
- Your Postdoctoral Services Manager will send you detailed instructions and spreadsheets of those records that need action.
- Please complete and route the required Change Request or Termination as soon as possible.
- Please submit questions via HelpSU and you will receive a timely response.

NSF-NIH Survey

Shannon Monahan



NSF-NIH Survey

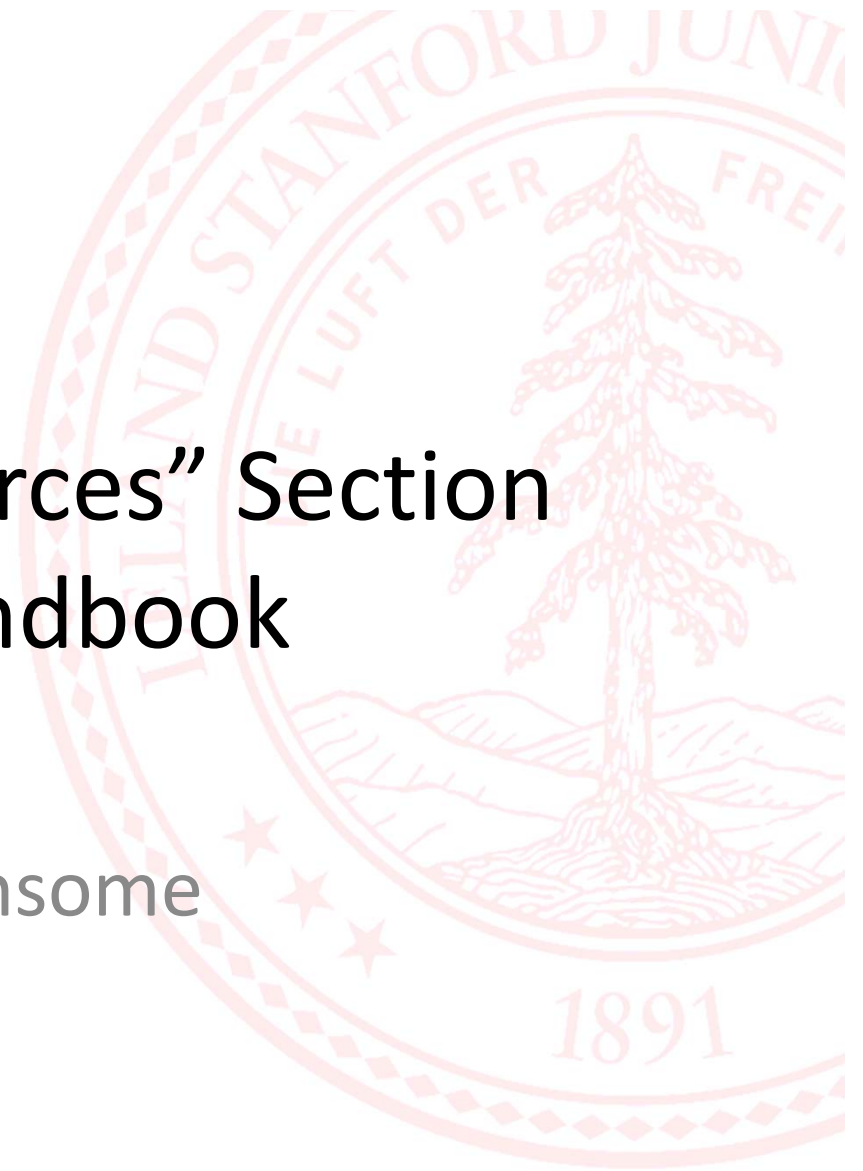
Reminder

Deadline for data submission from
departments/administrators is

Tomorrow, February 15th, 2013

New “Legal Resources” Section Postdoc Handbook

Annelies Ransome



postdocs.stanford.edu

Postdoc Handbook:

<http://postdocs.stanford.edu/handbook/index.html>

New “Legal Resources” page within the Handbook:

<http://postdocs.stanford.edu/handbook/legal.html>

Meetings and Open Labs in 2013

Annelies Ransome



Please save the following dates:

- **Quarterly Meetings for 2012:**
 - April 4, 2013, 10-11:30 AM in LKSC 130
 - July 25, 2013, 10-11:30 AM (room TBD)
 - Nov. 14, 2013, 10-11:30 AM (room TBD)
- **Clinical Appointments and Joint Clinical & C/E Appointments (for Med School only):**
 - March 4, 10:00-11:30 AM in Alway M114

Drop-in Open Labs

- Open Labs for Help with PD Web Forms (with OPA staff member):
 - First Friday of every month, 9:00 am – noon
**NEW LOCATION: [Birch Lab \(215 Panama St\)](#)
- Open Labs for Help with GFS:
 - Every Friday, 9:00 am – noon, [Birch Lab \(215 Panama St\)](#)

PD Administrator Trainings

Reminder: Descriptions of the professional development opportunities for postdoctoral administrators are online in one convenient location with links to the relevant courses in STARS:

<http://postdocs.stanford.edu/admin/profdev.html>

Please Note: PD Web Forms trainings for new administrators are currently scheduled on an as needed basis during Open Labs.

Programs

Laleh Rongere



New Postdoc Orientation

- **Upcoming Postdoc Quarterly Orientations* and Postdoc Mixers**
 - Thursday, April 25, 2013
 - Thursday, July 18, 2013
 - Thursday, September 19, 2013

*** Please save the dates for your new postdocs.**

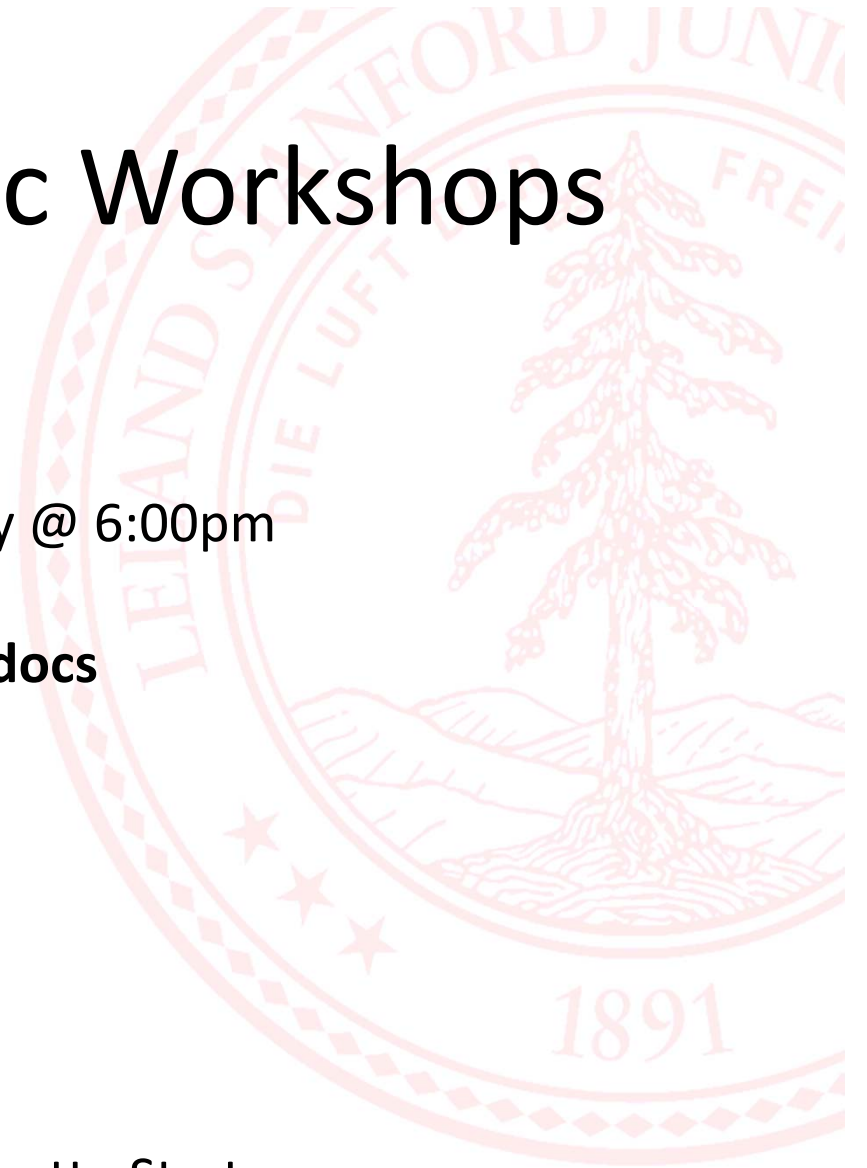
National Events

- **National Postdoc Association (NPA) Annual Meeting - March 15-17**
On the campus of the Medical University of South Carolina
- **National Postdoc Appreciation Week - September 16-20, 2013**
- For more detail, please check National Postdoctoral Association website at: www.nationalpostdoc.org



Upcoming Postdoc Workshops

- **H1B Visa & Permanent Residency**
Thursday, February 28, 2013
Presented by an immigration attorney @ 6:00pm
- **Tax Workshop for International Postdocs**
Wednesday, March 27, 2013
8 AM – Alway, M106
Presented by a tax consultant
- **Teaching Science Workshop**
Friday, July 26, 2013 - TBD
Presented by Drs. Kelly Skeff & Georgette Stratos



Postdoc Programs

Details available at: <http://postdocs.stanford.edu/education/>

- **Academic Chats - 12noon-1:30pm** (lunch is provided)
 - Friday, February 15, 2013, **The Flipped Classroom: Turning Traditional Education Inside Out**
 - Friday, March 22, 2013, **MOOCs (Massively Open Online Courses) and Their Implications for Beginning Faculty**
 - Friday, April 19, 2013, **Managing A Reserach Program - Insights for Beginners**
 - Friday, May 17, 2013, **Reserach Ethics - Critical Issues you Need to be Aware of**
 - Friday, June 14, 2013, **Starting Out Right as a Professor**
- **Scientific Management Series (SMS)- 5:15-6:30 pm**
 - Thursday, February 14, 2013 – **Jessica Notini, “Negotiation Skills I”**
 - Thursday, February 21, 2013 – **Jessica Notini, “Negotiation Skills II”**
 - Thursday, March 7, 2013 – **Kathy Ku, “Understanding Technology Transfers”**
 - Thursday, March 28, 2013 – **Sofie Kleppner, “Mentoring for Academic Science and Beyond”**
 - Thursday, April 4, 2013 – **Al Lane, “Current Issues in Research Ethics”**
- **iWrite/iSpeak** - March 25-29. 9am-1pm. Marianne Neuwirth
- **Setting Expectations Managing Perfectly** – Monday March 18, 2013 – 10:00am-12:30pm – Rania Sanford & Margo Horn

Open Forum

Questions?

[AskJane.stanford.edu](https://askjane.stanford.edu)

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

(Category: "Student Services"; Request Type: "Postdoctoral Affairs")