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

Office of Postdoctoral Affairs
**National Postdoc Appreciation Week 2018**

**OPA Fall Festival**
- 1400 Attendees
- Barbecue
- Balloons
- Band

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td>SURPAS Coffee Green Library 10-11am</td>
<td>SURPAS Coffee VA 10-11am</td>
<td>OPA Designing Your Postdoc 9am-12pm</td>
<td>SURPAS Coffee E-Quad 10-11am</td>
<td>SURPAS Coffee Discovery Walk 10-11am</td>
<td>SURPAS Bay Area Postdocs Picnic Dolores Park, SF 3-6pm</td>
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<td>SURPAS Meditation 12-1pm</td>
<td>SURPAS Coffee Dean’s Lawn 10-11am</td>
<td>SURPAS Coffee 12-1pm</td>
<td>OPA Yoga 12-1pm</td>
<td>OPA Stress Free for Good 12-1pm</td>
<td>SURPAS Bay Area Postdocs Picnic Dolores Park, SF 3-6pm</td>
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<td>SURPAS Ice Cream Social 3-4pm</td>
<td>OPA Happy Hour 5-6pm</td>
<td>SURPAS Open Mic Night 7:30-9:30pm</td>
<td>OPA Fall Festival 4:30-6:30pm</td>
<td>OPA Therapy Pet-a-Dog &amp; Juice Bar 3-4pm</td>
<td>SURPAS Pub Crawl 5-7pm</td>
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<td>OPA Yoga 5:30-6:30pm</td>
<td>OPA Haunted Stanford Tour 8-9:30pm</td>
<td>SURPAS Dish Hike 5-7pm</td>
<td>SURPAS Open Mic Night 7:30-9:30pm</td>
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Last Updated 9/6/18
Design Your Postdoc Curriculum

Sofie Kleppner, PhD
Associate Dean
Design Your Postdoc

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

• 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

• 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
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

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
New Change Form Option:  

**Research Experience/PGY Change**

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

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:

Correction to Prior Month Research
Currently listed as:
Correction to Prior Months Research at start of appointment: 5
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: 0
New research experience as of appointment end date: 03/31/2019 is 11
Notes: Explanation is required
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)
Change Form Update

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
• 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 24\textsuperscript{th}, 2018 through Friday, January 4\textsuperscript{th}, 2019; regular operations will resume on Monday, January 7\textsuperscript{th}, 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 2\textsuperscript{nd}:** Initial Appointments or Extension of Appointment for holders of H1B visas** in order to meet Bechtel’s deadline of November 2\textsuperscript{nd}**

  **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?

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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.