Postdoctoral Administrators Quarterly Meeting

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

- Ensure Family Benefits
- Maintain Office for International Scholars
- Track Postdoc Alumni
- Establish PDO/PDA
- Increase PDO Budgets
- Maintain Training Programs
- Establish Clear Appointment Periods
- Have Retirement Benefits
- Ensure Health Care

Office of Postdoctoral Affairs  postdocs.stanford.edu
Who is doing what?

Tracking Alumni (percent)

- Yes: 68.3%
- Possibly in 1 year: 27.7%
- Likely, in 1 year: 12.9%
- Unlikely in 1 year: 4%
- Unknown: 22.7%
### Development Programs: Number of Postdocs

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<thead>
<tr>
<th></th>
<th>1–100</th>
<th>101–250</th>
<th>251–500</th>
<th>501–750</th>
<th>751–1,000</th>
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### Development Programs: BEST Award?

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<th>Grant Writing</th>
<th>Science Writing</th>
<th>Mock Study</th>
<th>Academic Lab Mgmt</th>
<th>Industry Project Mgmt</th>
<th>Teaching Skills</th>
<th>Presentation Skills</th>
<th>Interpersonal Skills</th>
<th>Diversity and Outreach</th>
<th>English Language Training</th>
<th>International Legal Issues</th>
<th>Time Management</th>
<th>Tech Transfer</th>
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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.

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.

3. To work with University Administration to optimize the postdoctoral experience.

Our Mission

4. To strive for the professional enrichment and development of Postdoctoral Scholars.

5. To ensure that postdoctoral benefits and salaries are commensurate with the NIH salary scale and the high cost of living in the Bay Area.

6. To clearly define and communicate the Postdoctoral Scholar status at an institutional level.

WE REPRESENT ALL POSTDOCS!
Our Organization and Current 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

短期目标

- 我们需要你们的帮助！

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 listserv, 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/](http://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!
Coming Soon: Harassment Prevention Training

Annelies Ransome
Associate Director - Operations
Harassment Prevention

• The new training can be found at STARS All Learning Page.

• Questions about the training should be directed to Annelies.
Leaving Stanford (for Postdocs)

Annelies Ransome
Associate Director - Operations
Leaving Stanford (for Postdocs)

- [https://postdocs.stanford.edu/current-postdocs/leavingstanford](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-speciality program will still have any prior research years included; a 6th year will be included.
* 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 calculated.
* ARTS trainees should not be postdocs.
# Postdoctoral Research Experience Calculator

**Instructions Below**

<table>
<thead>
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<th>Date of Request</th>
<th>Type of Request</th>
<th>Policy Exception, etc.</th>
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<tr>
<th>Postdoc Name</th>
<th>Department Name</th>
<th>Postdoc Administrator Name</th>
<th>Faculty Sponsor(s) Name</th>
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<th>Name of Doctoral Degree Institution</th>
<th>Date of Doctoral Degree Conferral</th>
<th>US Citizen or Current Visa Status?</th>
<th>Visa Issue to Address with this Request?</th>
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<tr>
<th>Research Positions</th>
<th>Institution Name</th>
<th>Start Date (mm/dd/yyyy)</th>
<th>End Date (mm/dd/yyyy)</th>
<th>Research Experience (in years)</th>
<th>Research Experience (in months)</th>
<th>Discounted Time (in months, enter digits only)</th>
<th>Combined Research Experience (in years)</th>
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**Combined research experience from all positions (If reappointment or transfer include current Stanford):**

0

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**Reason(s) for any Discounted Time Noted Above:**

(ax: up to 12 months in PhD lab discounted per policy; time discounted for unpaid leave.

**Brief Explanation of any Significant Change in Field to be Considered in this Request:**

(Requests for sixth training year require full explanation and additional notes.)

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**Requested New Appointment or Reappointment with Term Limit Policy Exemption**

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<th>Requested Start Date (mm/dd/yyyy)</th>
<th>Requested End Date (mm/dd/yyyy)</th>
<th>Research Experience (in years)</th>
<th>Research Experience (in months)</th>
<th>Combined Research Experience (in years)</th>
<th>Combined Research Experience (in months)</th>
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New terms can be approved with supporting documents to OPA managers. Requests beyond 60 months require faculty subcommittee review. For more information please see:


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**Additional Notes:**

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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!

<table>
<thead>
<tr>
<th>Postdoc’s full name (first &amp; last name)</th>
<th>Program name</th>
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<tr>
<th>Date submitted to GME</th>
<th>Program Coordinator’s name &amp; phone #</th>
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## 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
<table>
<thead>
<tr>
<th>Option</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>Non ACGME</td>
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<tr>
<td>Will need EPIC online training?</td>
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<tr>
<td>LPCH LINKS/Cerner online training?</td>
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**Notes:** (pls. share any additional information you may like)

**GME approval:**

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<td>GME approval date</td>
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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
Open Forum

Questions?

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.