

Postdoc Administrators Quarterly Meeting November 7, 2019



Stanford

Office of Postdoctoral Affairs
All Postdocs. All the Time.

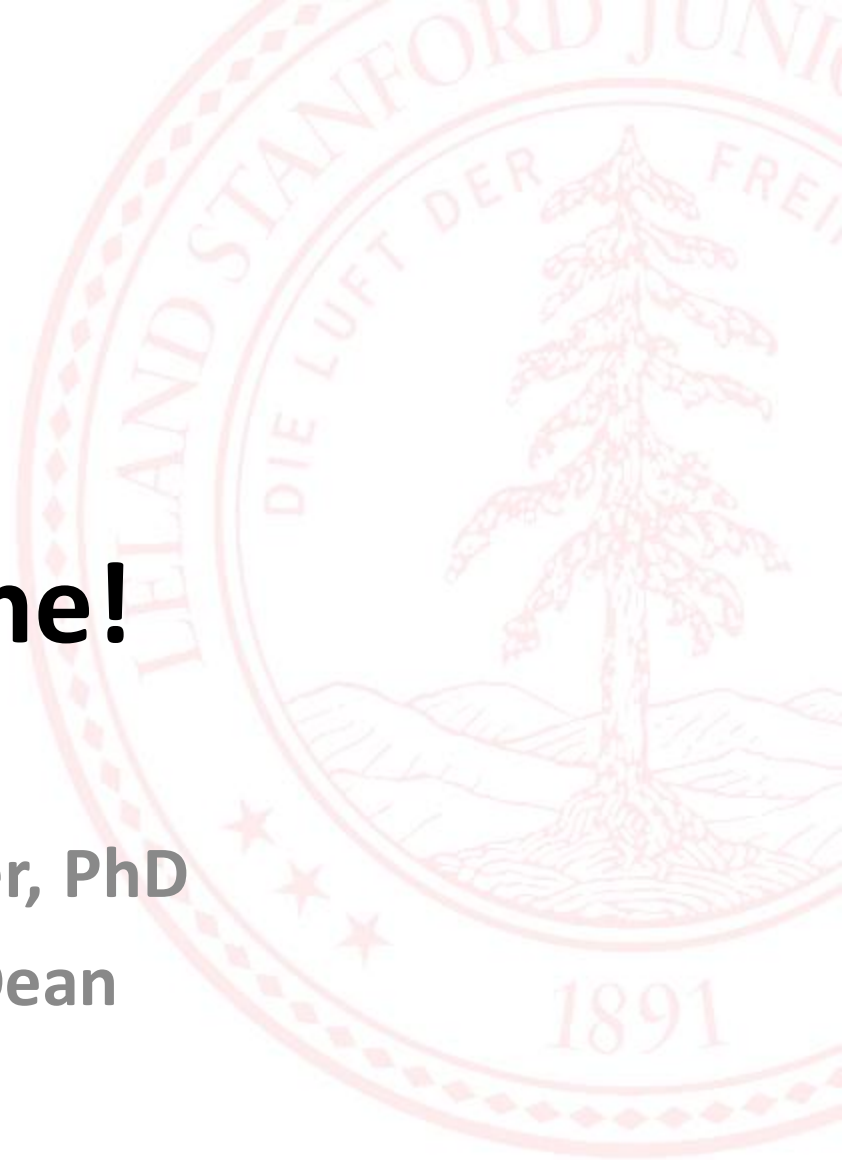
Agenda

- ❖ **Welcome!**
- ❖ **PRISM Program – Sofie**
- ❖ **Disability Accommodations and Transgender Guides – Sofie**
- ❖ **IDP System Update – Kevin**
- ❖ **Hardship Fund – Kevin**
- ❖ **Workflow Transactions - Urgent vs. Standard Processing – Kevin**
- ❖ **OPA-Admin Shadowing – Kevin**
- ❖ **Workflow Processing Deadlines – Al**
- ❖ **Winter Break Policy - Al**



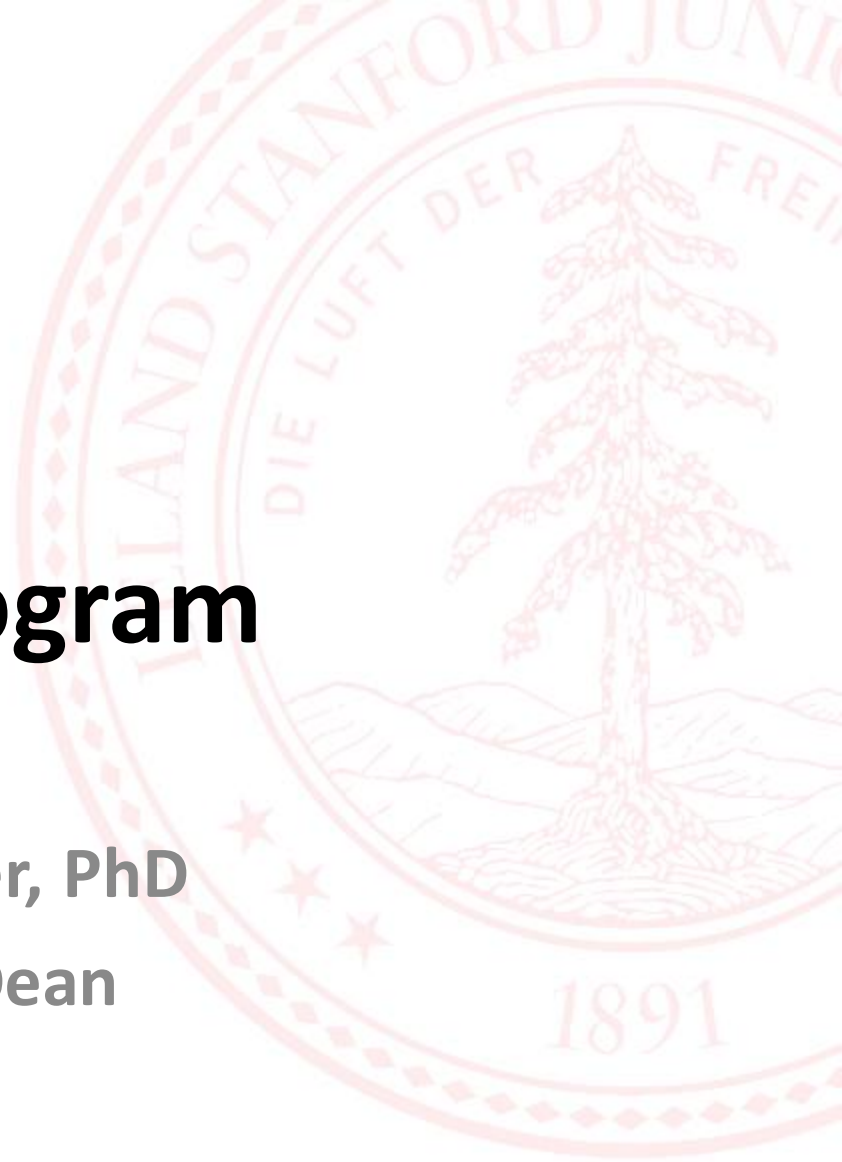
Welcome!

Sofie Kleppner, PhD
Associate Dean



PRISM Program

Sofie Kleppner, PhD
Associate Dean

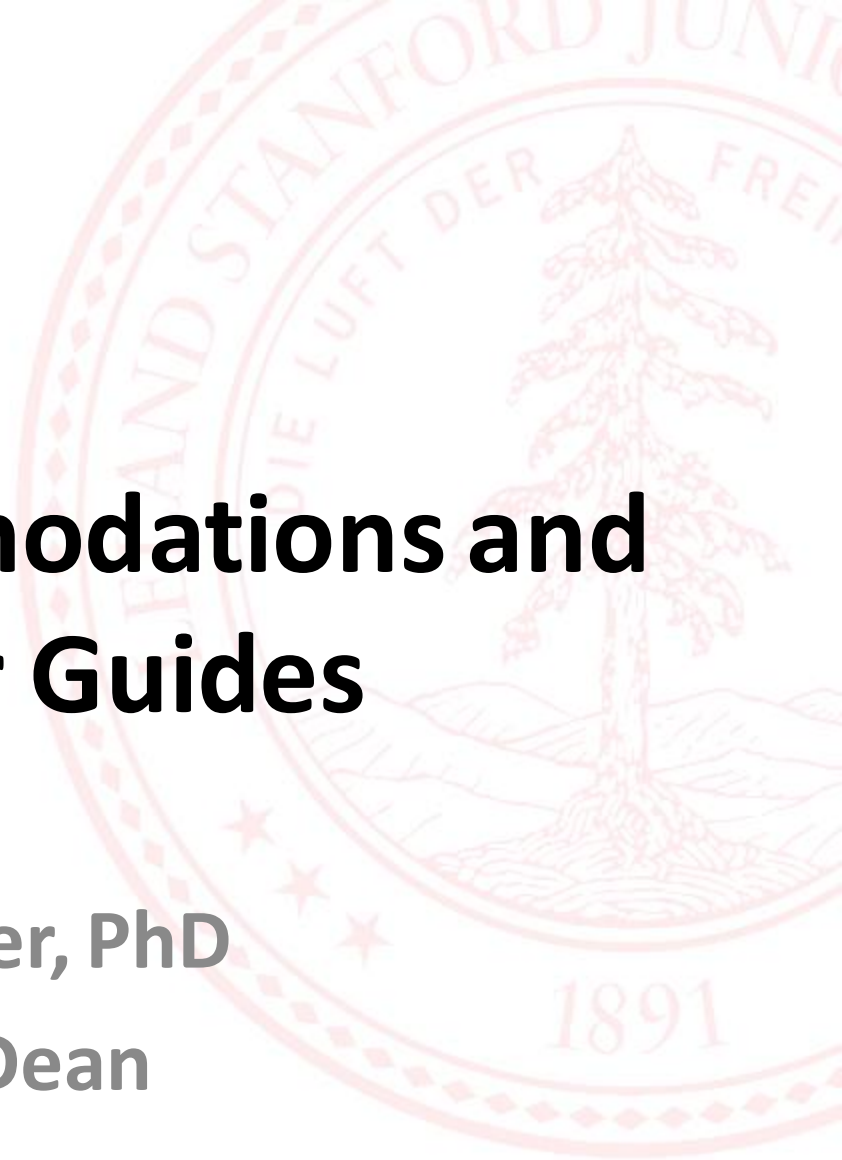


PRISM Program

- Postdoctoral Recruitment Initiative in Science and Medicine (PRISM)
 - Application cycle opens December 2019
 - Program runs May 20-23, 2020
 - Focus on underrepresented student populations in the sciences: minorities, gender identity/expression, sexual orientation
 - Successful applicants will meet with faculty who have shared research interests to determine a good fit for a potential postdoctoral appointment
 - More details available on the PRISM website:
<https://postdocs.stanford.edu/PRISM>

Disability Accommodations and Transgender Guides

Sofie Kleppner, PhD
Associate Dean



Disability Accommodations and Transgender Guides

- OPA works together with the Diversity and Access Office and the Office of Accessible Education to perform assessments and provide access to resources for postdocs who require a disability accommodation.
- For workplace and campus accessibility issues, the DAO is the main point-of-contact. For general disability accommodation assessments or assistive technology-related accommodations, the Office of Accessible Education is the main point-of-contact.
- If any work-related equipment accommodations are deemed necessary through assessments performed by DAO, OAE, or an EH&S ergonomics assessment, the faculty mentor and/or department are responsible for procuring and paying for the necessary equipment.
- The disability accommodations site will also provide guidance regarding campus accessibility, transportation to-and-from and within campus, and housing.
- A Postdoc Guide to Trans Resources will be available on the OPA website soon! Search: Trans Resources

Operations Updates

Kevin Heller, EdD
Associate Director of Operations



IDP System 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 in the center, surrounded by the text 'LELAND STANFORD JUNIOR' at the top and '1891' at the bottom. The seal is circular with a decorative border.

- Thanks to all the helpers!
- This week's IDP meeting: automated/custom reports.
- More testing to come:
 - Postdoc Admins
 - Postdocs
 - PIs

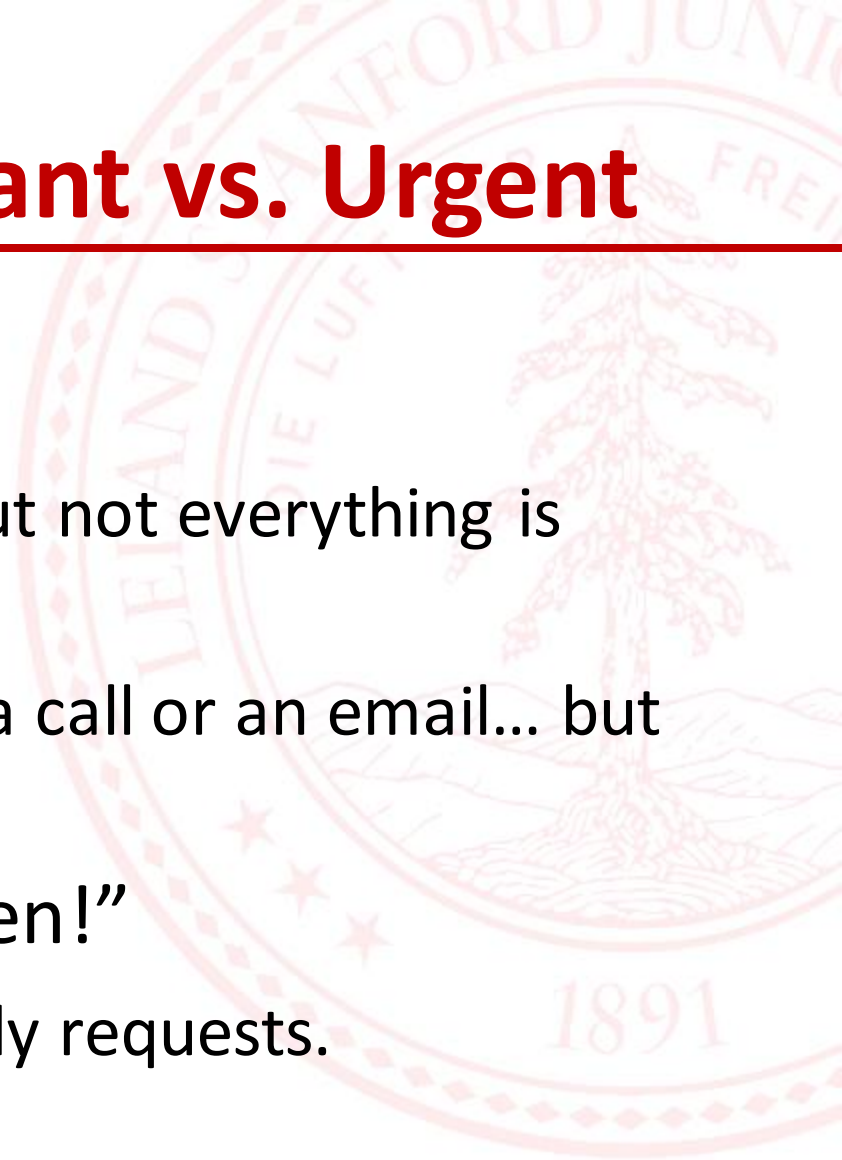
Hardship Fund and QT Umbrella Assistance Fund

- Google: “stanford, hardship.”
- Google: “stanford, umbrella fund.”



Workflow: Important vs. Urgent

- The Lake Wobegon Effect
 - Everything is important, but not everything is urgent.
 - Not all urgent items need a call or an email... but some do.
- “Send it back to the kitchen!”
 - The issue of extremely early requests.



Postdoc Admin Shadowing

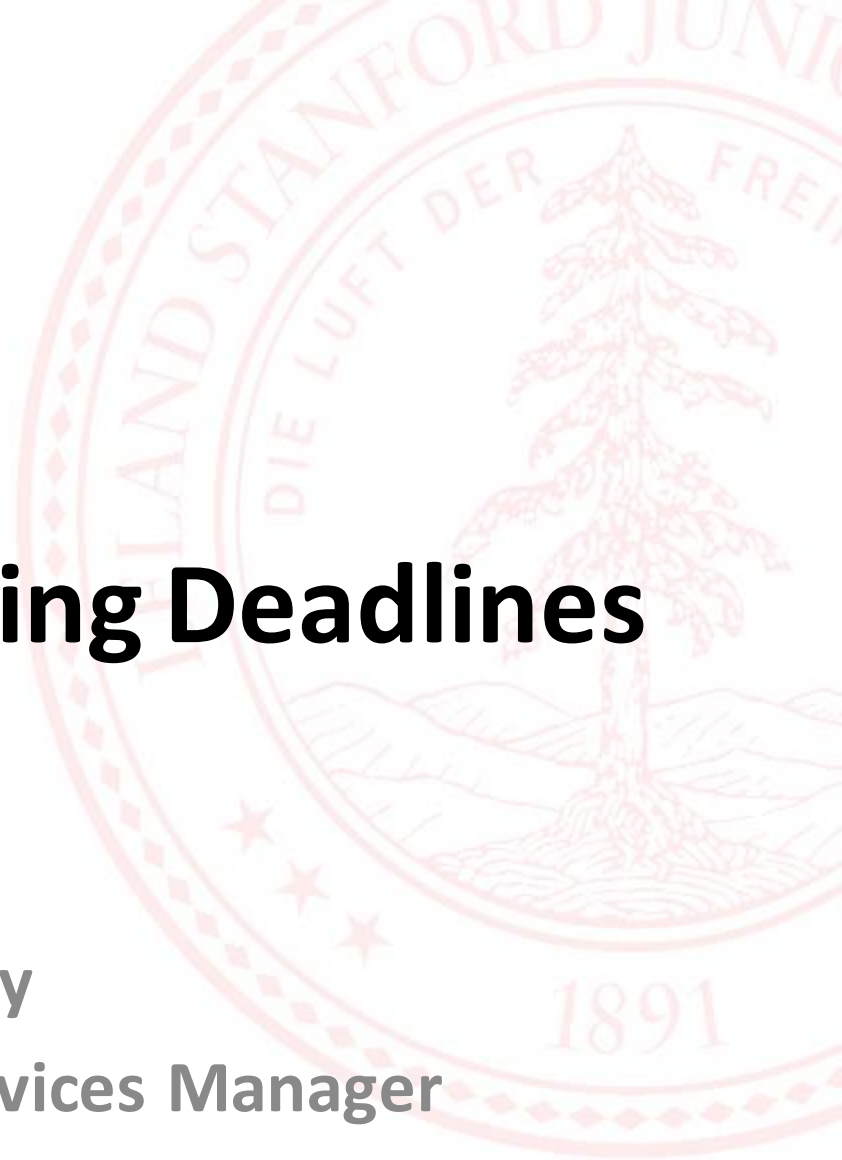
- Three purposes
 - Edification: I learn how things work, how Postdoc Admins really use the systems, and pain points.
 - Improvement of existing systems
 - Notes for new appointment system
- Volunteers?



Workflow Processing Deadlines

Al Murray

SOM Postdoctoral Services Manager



Workflow Processing Deadlines

- **J-1 Visa Appointments:**
 - **December 3rd, 2019 – January 6th, 2020:** J-1 Start Date Blackout Dates
 - **December 6th:** Initial Postdoc Appointments and DS-2019 with a January 6th or later start date in order to meet Bechtel's deadline of December 13th
 - **December 11th:** Appointment and DS-2019 Extensions or Amendments in order to meet Bechtel's deadline of December 18th
 - **If there is a change in start date, process a Change Form to indicate new start date if the Recommendation Form has already been approved by OPA and record loaded to PeopleSoft.*
- **US Citizen, F1 OPT, and Permanent Resident Appointments:**
 - **December 18th:** Complete and accurate postdoc web form transactions with a January 2020 start date submitted by will be approved and a PeopleSoft student record created/updated no later than the end of business on Friday, December 20th.
- **H-1B Visa Appointments: deadline of November 1st has passed.**

Winter Break Policy

Al Murray

SOM Postdoctoral Services Manager



Winter Break Policy

- University designated holidays are:
 - Thanksgiving: Thursday, November 28, and Friday, November 29, 2019
 - Winter Closure: Tuesday, December 24, Wednesday December 25, 2019, and Wednesday, January 1, 2020
- 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
- Time off with pay/unpaid time off days:
 - For other workdays during the winter close not designated as University holidays or paid days off, postdocs may use accrued time off with pay or approved time off without pay when group/lab is shutdown
 - Postdocs may work remotely without using time off with pay days during the close period, with prior PI approval
- See the official OPA email of November 7th for additional terms and conditions

Open Forum

Questions?

[https://stanford.service-
now.com/postdoctoral_services](https://stanford.service-now.com/postdoctoral_services)

Postdoc Benefits: postdocbenefits@stanford.edu (not Service-Now)

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