

Office of Postdoctoral Affairs

Summary of activities for 2014



This report summarizes the main programs and initiatives worked on by the Office of Postdoctoral Affairs (OPA) in 2014 and their current status:

Office Staffing:

- Director: Part-time, Office of Postdoctoral Affairs
- Volunteer Staff: Postdoctoral Affairs Advisory Committee
- Annual budget: \$20,000 (awards and programs)

Postdoctoral Affairs Advisory Committee:

<http://fora.aa.ufl.edu/Provost/Committees/Postdoctoral-Affairs-Advisory-Committee>

- 19 members comprised of UF faculty, postdoc mentoring award winners, administrators and postdocs, with 11 of the 19 being postdocs. 2 of the members are recent former postdocs. The Office of Postdoctoral Affairs Committee strives for at least 50% postdoc membership.
- 5 full committee meetings held in 2014, with meeting agendas and minutes posted on the committee site: <http://fora.aa.ufl.edu/Provost/Pages/Postdoctoral-Affairs-Advisory-Committee/Meetings>

Communication:

- **Continued Development and Enhancement of OPA Web site:**
<http://postdoc.aa.ufl.edu/>
- **Postdoc Listserv:**
 - Any UF employees with “postdoc” in their title: 793 subscribers
Automatically updated by HR/Enterprise Systems.
 - Listserv sublist:
 - Postdoc Readers: 157 subscribers. Readers include those who do not hold the title of Postdoctoral Associate but are interested in receiving information sent on the postdoc listserv. Includes faculty, staff and administrators.
- **Creation of Postdoc Info Listserv:**
 - 104 subscribers. Voluntary subscription for those wanting to get more frequent reminders and updates on workshops, social activities and deadline.
- **Weekly Distribution of Postdoctoral Update Newsletter:**
 - Distributed via email on the Postdoc listserv as well as posted online
 - <http://postdoc.aa.ufl.edu/postdoctoral-update>
 - 51 issues were published in 2014. Past issues posted here:
<http://postdoc.aa.ufl.edu/newsletter/past-issues/>
 - Newsletter is published weekly (every Tuesday).
 - Example Header and Table of Contents from recent Newsletter, November 18, 2014 Issue:

Postdoctoral Update

Office of Postdoctoral Affairs



OFFICE OF
POSTDOCTORAL AFFAIRS

CONTACT

PAST ISSUES

SUBMISSIONS

OFFICE OF THE
PROVOST

November 18, 2014

- Next Postdoc Workshop: December 8, 11am-1pm
- Developing a Teaching Statement for Postdocs Workshop
- OUTGrad Organization Meeting: Nov. 21
- Empowering Women In Tech Startups Spring Session Open for Applications
- AIMBE Solicits Applications for FDA Scholars Program
- Ladies Auxiliary VFW - Postdoctoral cancer Research Fellowship - due 1/14/15
- Reminder: UF Postdocs on Facebook and LinkedIn
- FREE Affiliate NPA Memberships
- Postdoc Info Listserv
- Houses for Rent: Faculty Housing and Postdoc Housing

Important Information re: Postdoc Insurance:

If you have questions about benefits enrollment or eligibility, please contact UF's [Human Resource Services'](#) GA and Post Doc Associate Benefits Office at hrrpostdocbenefits@admin.ufl.edu or (352) 392-0003.

Next Postdoc Workshop: December 8, 11am-1pm

CGRC (Cancer & Genetics Research Complex) Room 451A

Do you want to give yourself the definite advantage in your next job interview? Presenting yourself and what you do in the best light possible is something that requires practice. Dr. Thierry Dubroca, winner of the GAINnet FastPitch award, will

- **Welcome E-mails Sent to each new Postdoc from the OPA**

E-mail sent to new postdocs informing them of the office, Web site, listserv, newsletter, membership in the National Postdoc Association, and communication venues such as the postdoc Facebook group and LinkedIn group. 193 welcome emails were sent to postdocs in 2014.

- **Video Recordings of Postdoc Workshops Provided**

<http://www.youtube.com/user/ufpostdocs>

5 workshops videotaped and video files provided on the Postdoc YouTube channel. All workshop materials also provided online to make information and programs as accessible to as many postdocs as possible.

Second New Postdoc Orientation: Sept. 16, 2014, Emerson Alumni Hall

<http://postdoc.aa.ufl.edu/npo>

- 106 registered attendees and presenters. This year's event included a keynote address with Dr. Chris Hass, College of Health and Human Performance.
- Orientation segments were videotaped and provided online following the Orientation along with meeting materials.

Workshops:

- **Postdoc Development Workshop Series, coordinated by Postdoc Workshop Chairs on Postdoctoral Advisory Committee:**
- All workshops listed on: <http://postdoc.aa.ufl.edu/programs/uf-postdoc-development-workshops/> 8 workshops offered in 2014. Average number of attendees at each workshop: 25. In addition, most workshops are video recorded and made available online on the Postdoc YouTube site so postdocs who cannot attend due to scheduling conflicts or because they are off-site can still access some of the information covered. Presentation materials are also made available on the Web site. The UF Office of the CIO provides the video taping services at no charge to the Office of Postdoctoral Affairs.

2014 Workshops included:

- January 29, 2014: Taking Care of Head and Heart: A conversation about mental health and well-being (Alexandra Martinez, Counseling and Wellness Center)
- March 18, 2014: The Art of Selling YOU (Matthew Cowley, Career Resource Center)
- May 28, 2014: Postdoc Insurance Q&A (Paula Fussell, UF Human Resource Services)
- June 25, 2014: Academic Job Search Success (Chris Hass, Matthew Puszyk, Allison Kinney, Stephen Coombes)
- July 30, 2014: Team-Based Learning: An Exciting & Interactive Alternative to Lecture-Based Teaching (Wayne McCormack)
- October 6, 2014: Keys to Successful Grantwriting (Terrie Vasilopoulos)
- November 5, 2014: Developing a Teaching Statement for Postdocs (Kevin Folta)
- December 8, 2014: Elevator Pitch for Scientists (Thierry Dubroca)

Second Round of Outstanding Postdoc Mentoring Award Program:

<http://postdoc.aa.ufl.edu/mentoring-awards> Second group of faculty selected for the 2014 Postdoc Mentoring Awards recognized for doing an outstanding job of mentoring postdocs.

- 3 awarded in Spring 2014.
- Cost: 3 \$2,000 awards for \$6,000 total.
- Awardees recognized at the 2014 Postdoc Research Symposium.
- Third round of awards will take place in January 2015, adding three more mentoring award members to the group for a total of 9 awardees.

Postdoc Salary Minimums Established

In an effort to ensure fair compensation of all University of Florida employees, the university established a minimum salary for all Postdoctoral Associates at the University of Florida, effective October 1, 2013, to be no less than the minimum graduate student stipends. Postdoc salary

minimums were raised in 2014, and a UF Administrative Memo detailing the new postdoc salary minimums published October 3, 2014: <https://administrativememo.ufl.edu/2014/10/postdoc-salary-minimums-for-2014-15/>

Current minimums for 2014 for 12-month appointments are:

FTE	Annual	Biweekly Amount
1.0	\$34,800	\$1,333.33
.50	\$17,400	\$666.67
.33	\$11,484	\$440.00
.25	\$8,700	\$333.33

Continuation and Renewal of National Postdoctoral Association Affiliate Membership for University of Florida:

- Annual Cost: \$1,250
- Current UF Membership Subscribers: 426

Continued use of Postdoc Facebook and LinkedIn Sites by UF Postdocs

The Postdoc LinkedIn and Facebook sites are used by the OPA to help disseminate information about events and workshops. Postdocs also use the site for various discussions and to have specific questions or issues addressed.

Development of Postdoc Social Activities through Advisory Committee Social Chair:

<http://postdoc.aa.ufl.edu/social>

OPA Postdoc Social Chair continues to regularly organize social events for postdocs in a variety of settings. Postdoc social events were planned after postdoc development workshops and events such as the New Postdoc Orientation.

Service Promotion for UF Postdocs

The OPA has encouraged UF postdocs to enhance their portfolios with service activities. Postdocs were heavily recruited to serve as Alachua County Science Fair judges.

OPA Outreach

The OPA continues to do outreach in the UF community by participating in tabling and UF community engagement. For the 2nd year, the OPA tabled at the UF College of Medicine's Celebration of Research event on March 13 at the O'Connell Center. The OPA also tabled at the New Faculty Orientation on August 19 at Emerson Alumni Hall. Additionally, the OPA has attended 10 meetings with the UF Chief Bargainer held to discuss the new Graduate Assistants Union contract in which the OPA provides information to stakeholders attending those meetings on the OPA resources and services.

Postdoc Research Symposium

The Second Annual Postdoc Research Symposium saw over 120 postdocs and members of the UF community turn out for oral and poster presentations at Emerson Alumni Hall on April 21, 2014 at Emerson Alumni Hall. First place and second place winners were chosen for the oral

presentation category. Best in group for 4 groups were chosen in the poster presentation categories. <http://postdoc.aa.ufl.edu/programs/postdoc-research-symposium/> Dr. Kevin Folta delivered the keynote address on **Communication and Argument: The Most Important Scientific Skills**.

UF Postdoc Profile:

Postdoc staffing in Fall 2013 distributed by units/college totaling 572 postdocs.

