

Office of Postdoctoral Affairs Summary of activities for 2013



This report summarizes the main programs and initiatives worked on by the Office of Postdoctoral Affairs (OPA) in 2013 and their current status:

Office Staffing:

- Director: Part-time, Office of Postdoctoral Affairs
- Part-time Staff: 10 hours per week from February-August 2013
- 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>

- 13 members comprised of UF faculty, postdoc mentoring award winners, administrators and postdocs, with 6 of the 13 being postdocs. The Office of Postdoctoral Affairs Committee strives for at least 50% postdoc membership.
- 7 full committee meetings held in 2013, 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 of OPA Web site:** <http://postdoc.aa.ufl.edu/> including the following additions:
 - Postdoc Mentoring Award Website
 - Postdoc Frequently Asked Questions with HR Benefits Information
 - Web page with information for PI's
 - Postdoc Research Symposium Website
 - Web page with Tax Information for Postdocs
 - Website clearinghouse for Postdoc Housing information
- **Creation of Postdoc Listserv:**
 - Any UF employees with "postdoc" in their title: 867 subscribers Automatically updated by HR/Enterprise Systems.
 - Listserv sublist:
 - Postdoc Readers: 137 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:**
 - 57 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>
 - 46 issues have been published to date.
 - Newsletter is currently published weekly (every Tuesday).

- Example Header and Table of Contents from recent Newsletter, November 19 issue:

Postdoctoral Update

Office of Postdoctoral Affairs



OFFICE OF POSTDOCTORAL AFFAIRS
CONTACT
PAST ISSUES
SUBMISSIONS
OFFICE OF THE PROVOST

November 12, 2013

- [Next Postdoc Development Workshop: Dec. 12](#)
- [Reminder to Sign Up for FREE Grants Workshop: Nov. 15 Deadline](#)
- [Reminder: 2014 Postdoc Mentoring Awards](#)
- [Reminder: UF Postdocs on Facebook and LinkedIn](#)
- [FREE Affiliate NPA Memberships](#)
- [Postdoc Info Listserv](#)

Important Information re: Postdoc Insurance:

Effective July 1, 2013, the University of Florida's insurance plan for Postdoctoral Associates and Postdoctoral Fellows will be provided as part of GatorCare, the University's new self-insured health plan. The name of the plan is GatorCare Options. To view a plan brochure for GatorCare Options, please visit http://gatorcare.org/options_g.asp. For further details about GatorCare in general, please visit <http://gatorcare.org>.

Beginning July 1, 2013, newly hired Postdoctoral Associates and Postdoctoral Fellows will be able to complete their GatorCare Options enrollment via the myUFL system. Detailed instructions on how to enroll can be found on the attachment.

Important deadlines:

- New hires must complete enrollment within 60 days of hire.
- Qualifying event changes must be completed within 60 days of the event.
- Open enrollment elections must be completed prior to the end of open

- **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. 206 welcome emails sent to postdocs in 2013.
- **Mini-Orientations Held for New Postdocs**
Small group mini-orientation sessions held throughout the year to help new postdocs who started at UF following the 2012 New Postdoc Orientation. 8 mini-orientations were held in 2013 with about 50% of new postdocs attending.
- **Postdoc YouTube Video Channel Established**
<http://www.youtube.com/user/ufpostdocs>

All workshops videotaped and video files provided on a 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. 24, 2013, Emerson Alumni Hall

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

- 68 registered attendees and presenters. This year's event included information tabling by campus resources.
- 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/postdoc-workshops> 13 workshops offered in 2013. Average number of attendees at each workshop: 25. In addition, the 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.

2013 Workshops included:

- December 12, 2013: Critical Interview Skills for Postdocs
 - October 30, 2013: Mentoring (with Dr. Lorraine Tracey, Chair of the Board of Directors of the National Postdoctoral Association)
 - September 18, 2013: Keys to Success Grant Writing for Postdocs
 - August 23, 2013: How to Plan for Your Post-Postdoc
 - July 17, 2013: Postdoc CV Workshop
 - June 20, 2013: Leadership Workshop
 - June 5, 2013: GatorCare Health Insurance Information Session and Workshop
 - May 21, 2013: The Power of Feedback: Mentoring Skills
 - April 18, 2013: Management and Supervisory Skills for Postdocs
 - March 27, 2013: Immigration Questions for Postdocs
 - February 4, 2013: Everything You Wanted to Know About Becoming a Faculty Member
 - January 29, 2013: Tour of Sid Martin Biotechnology Incubator for Postdocs
 - January 10, 2013: Stress Management Workshop and Wellness Expo
- **Grant writing workshops**
 - Workshop provided through IFAS for faculty and postdocs. Provost's Office sponsored matching costs for registration fees for colleges sending postdocs to the workshops. 32 postdocs attended in March 2013.
 - Free grants workshop provided by the Office of Research on December 9-10, 2013 promoted by the Office of Postdoctoral Affairs to all postdocs. Approximately 100 postdocs signed up for the workshop.

First Round of Outstanding Postdoc Mentoring Award Program:

<http://postdoc.aa.ufl.edu/mentoring-awards> First group of faculty selected for the 2013 Postdoc Mentoring Awards recognized for doing an outstanding job of mentoring postdocs.

- 3 awarded in Spring 2013.
- Cost: 3 \$2,000 awards for \$6,000 total.
- Committee awardees join the Postdoctoral Affairs Advisory Committee and assist with programming to support and promote outstanding mentoring of postdocs.
- Awardees recognized at the 2013 Postdoc Research Symposium.
- Second round of awards will take place in January 2014, adding three more mentoring award members to the group.

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. HR worked to bring up the salaries of postdocs falling below the minimum. The OPA also worked with departments who had special considerations for postdocs below the minimum. UF Administrative Memo detailing the postdoc salary minimums published August 22, 2013:

<https://administrativememo.ufl.edu/2013/08/postdoc-salary-minimums/>

Current minimums for 2013 for 12-month appointments are:

FTE	Annual	Biweekly Amount
1.0	\$29,446	\$1,128.20
.50	\$14,723	\$564.10
.33	\$9,717	\$372.30
.25	\$7,362	\$282.05

Postdoc Needs Survey Conducted in June, 2013.

- Number of Respondents: 43
- Survey Quick Takes:
 - 37% reported Academic/Faculty as their long-term career goal, down from 74.2% in last year’s survey.
 - 98% reported working more than 40 hours/week.
 - 73.1% reported being Satisfied to Very Satisfied with their research mentorship, up slightly from last year’s 69.3%. 6.6% reported being very dissatisfied. 46.3% report being Satisfied to Very Satisfied with their career development mentorship, about the same as last year (46.7%)
 - 36.6% report being Satisfied to Very Satisfied with their current salary, up from 31.5% last year. 36.6% reported neutral – about the same as last year (34.8%).

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

- Annual Cost: \$1,250

- Current UF Membership Subscribers: 320

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 are usually planned after every monthly postdoc development workshop.

Service Promotion for UF Postdocs

The OPA has encouraged UF postdocs to enhance their portfolios with service activities. Notable opportunities postdocs have been provided this year are the opportunity to be an Alachua County Science Fair judge as well as a volunteer at the ScienceWriters Conference hosted by UF.

Postdoc Research Symposium

The First 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 8, 2013 at Emerson Alumni Hall. From over 80 submitted abstracts, first place and second place winners were chosen for the oral and poster categories.

The OPA would like to continue the Symposium in 2014 with a stronger emphasis on a workshop format to benefit all attendees and help postdocs develop presentation and communication skills

UF Postdoc Profile:

Postdoc staffing in Fall 2012 distributed by units/college totaling 578 postdocs.

Distribution of Postdocs by College (N=591)

Life science = 82%

