July 12, 2023

University of Michigan

# Postdoctoral Orientation

#### Welcome!

Please introduce yourself in the chat, share where you most recently moved from, and what school/college your position will be with.









### **Today's Presenters**

#### **Rackham Graduate School**

• **Jeremy Glover:** Program Specialist, Rackham Graduate School, <u>ilglover@umich.edu</u>

#### Office of Graduate and Postdoctoral Studies

- Kaylee Steen, Associate Director of Professional Development and Trainee Support, <a href="mailto:steenk@umich.edu">steenk@umich.edu</a>
- Michele Swanson: Director, Office of Postdoctoral Studies, <a href="mailto:mswanson@umich.edu">mswanson@umich.edu</a> (Absent)

#### **U-M Postdoctoral Association (UMPDA)**

• E. Sumeyra Turali-Emre: Postdoctoral Fellow, <a href="mailto:esumeyra@umich.edu">esumeyra@umich.edu</a>

#### Michigan Postdoctoral Association of the College of Engineering (M-PACE)

• Othman Oudghiri-Idrissi: Postdoctoral Fellow, othmanoi@umich.edu





# Today's Agenda

- Getting to know your postdoc colleagues
- UMPDA and MPACE
- Policies and benefits
- University resources
- Professional development resources
- Info about Ann Arbor







### In one word, how are you today?







# Chance to meet other postdocs

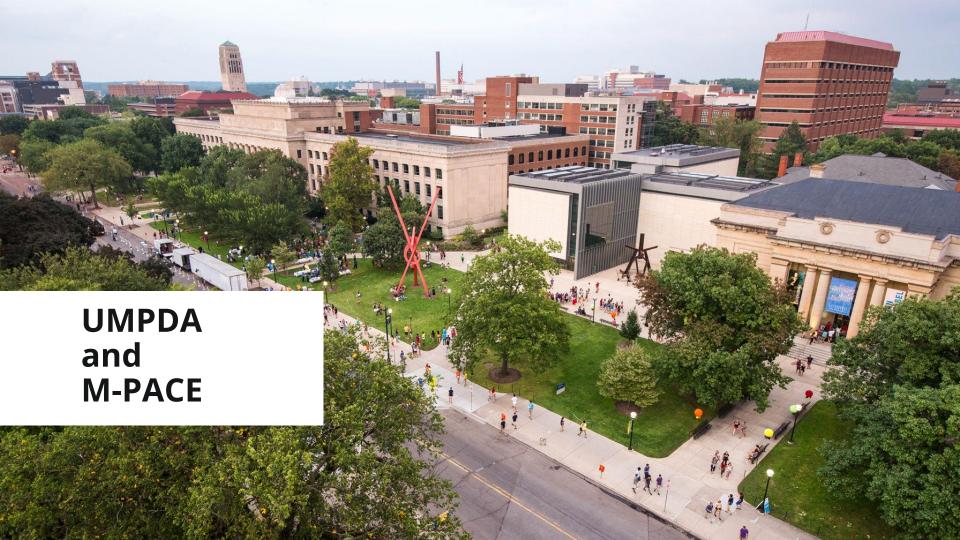
### Introduce yourself

- What department you're joining
- A hobby/something you enjoy (maybe you'll find shared interests!)
- A question you have (about U-M, being a postdoc, Ann Arbor)











### Vision:

Ensure the highest quality experience for every postdoctoral fellow at the University of Michigan.

Website: <u>umpda.rackham.umich.edu</u>

Twitter: <a href="mailto:twitter.com/UMPDA1">twitter: twitter.com/UMPDA1</a>

Instagram: uofm\_pda

LinkedIn Group: U of M Postdoctoral Association





### What does the UMPDA do?

### Advocate for postdoc-friendly policies

Centralized Postdoctoral Office, Family Association

### Promote personal and professional development

OPFA, Travel Award, Seminars

### Provide opportunities for networking/collaboration

• Coffee and Happy Hours, Networking Lunch

### Provide information, resources, and support

• Website, Email, Social Media







### **Meet the UMPDA Board!**

**Co-president:** Marlis Denk-Lobnig & Sara Varadarajan (interim)

Secretary: Maurinne Bonnet (interim)

**Treasurer:** [position open]

**Public Relations:** Maral Budak

**Networking/Events:** Timi Adediran, [one position open]

Outreach: [position open]

**DEI:** Sumeyra Turali

**Postdoctoral Affairs:** [two positions open] **International Affairs:** Murat Yaman (interim)

**Ethics:** [position open]

Honorary: Caity Holmes, Varun Gadkari, Dan Schill, Lisa Abernathy-Close, Jay Vornhagen

Contact the Co-presidents: <u>umpdacochairs@umich.edu</u>

Contact the board: <u>umpdaboard@umich.edu</u>

Contact communications team: <u>umpdacomms@umich.edu</u>







### **Get Involved!**

### Postdoc Circles: Peer groups aimed at creating community

Black Postdocs Circle: <u>black.postdocs-requests@umich.edu</u>

"This group aims to support and build community among self-identified Black/African-American postdocs at The University of Michigan."

#### Latino & Hispanic Postdocs: latino-hispanic-pd-circle-requests@umich.edu

"We hold monthly casual meetings to network, socialize and discuss topics of general interest for our community while exploring Ann Arbor's interesting places."

Postdoc Soccer: postdocsoccer-requests@umich.edu

Play soccer with other postdocs!

Outdoor (climbing): outdoorpostdocs-requests@umich.edu

Go on bouldering and climbing trips with other postdocs.

#### Start a new one!

Past: Professional Development, Outdoor Activities, Careers Outside Academia, Gardening, Science & Beer, etc.







# **Outstanding Postdoctoral Fellow Award (OPFA)**

Recognizes postdoctoral fellows who have demonstrated a breadth of excellence Three \$1000 awards given once per year

Postdoc Appreciation Week (September)

#### Judging criteria:

- Personal statement
- Research
- Mentorship and Teaching
- Professional Leadership and Service







# UMPDA Professional Development Award

Up to \$250/each to support career development through professional learning, training, and membership opportunities. For example:

- Professional Membership Fees for Societies and Associations
- Membership Fees for Job Searches, e.g. Premium membership for LinkedIn portfolio
- Workshops, seminars or courses to aid current research and/or career development e.g. taking a coursera statistical analysis course or a leadership skills course
- Professional Website Costs
- Coaching fees (negotiation; writing; presentations; etc.)







### **UMPDA Conference Award**

Established in 2019 in response to the postdoctoral survey.

Awards given each 6 month period

- January 1–June 30
- July 1-December 31

Awards of up to \$250 for virtual conferences, \$500 for in-person



# National Postdoc Appreciation Week (NPAW)

### Week to celebrate postdocs!

- OPFA Awards
- Networking Lunch
- Coffee Hours
- Happy Hours
- Pizza and Painting

- Professional Headshots
- Family Picnic
- Fitness Class
- Book Drive

Third week of September, details in late summer/early fall!







### **Get Involved!**

### We need volunteers!

- Help review award applications
- Help run coffee hours/social events

If any of these sound interesting, email <a href="mailto:umpdaboard@umich.edu">umpdaboard@umich.edu</a>



### **Get Involved!**

**UMPDA Board:** Oversee Initiatives

# Attend a board meeting Join the board

- Influence initiatives
- Connect with administration
- Meet other postdocs
- Elections twice a year

**Next Elections: December 2023** 

Contact the Co-presidents: <u>umpdacochairs@umich.edu</u>

Contact the board: umpdaboard@umich.edu

Contact communications team: <u>umpdacomms@umich.edu</u>







# Which group(s) are you most interested in?







# Michigan Postdoctoral Association of the College of Engineering

#### MPACE and its advisory committee has set forth the following goals:

- Identify the needs of postdocs in CoE
- **Provide** resources for career development
- Share information regarding job and funding opportunities
- Advocate for benefits and fair labor practice through faculty advisors and liaisons
- Establish a community for postdocs and their families

#### mpace.engin.umich.edu









### **Updates**

#### **MPACE Concert**

Today @ 6:30-8 pm, Johnson Rooms, Lurie Eng. Center (1221 Beal Ave.).

#### **Coffee Hour**

Next Thursday, June 20th, 10 am @ Mujo Café

### Join the MPACE Executive Committee!

- Low time commitment but great for CV!
- Next committee meeting on July 20, 12-1 pm
- MPACE slack
- Email the Committee with any questions or suggestions: <a href="mailto:mpace-exec@umich.edu">mpace-exec@umich.edu</a>









### **FY22: Research by the Numbers**























# **Community Health**

### **U-M Health Response**

Main source for community health information.

New Phase of University's Pandemic Response



# **Postdoc Leads in Every Unit**

**Unit-Specific Information** 

**Medical School** 

**College of Engineering** 

Literature, Science, and the Arts

Rackham Graduate School





### **Postdoc Compact**

### **Located in the Handbook**

### **Our Commitment To You:**

- Mutual trust and respect between mentor and postdoc
- Mutually agreed upon set of expectations and goals
- Regular feedback and annual performance review
- Opportunities to explore career options
- Present research and network at professional meetings
- Publish in a timely manner
- Transition to independence







# **DEI Strategic Plan and Progress**

The campus-wide strategic plan outlines overarching strategies and actions intended to support the 50 school, college and unit plans.

- Campuswide and Unit Plans
- <u>U-M DEI Resources</u>
- Rackham Diversity, Equity, and Inclusion Certificate



# **University Policies**

**Standard Practice Guide: 201.19 Postdoctoral Research Fellows** 

Policies and core values for research fellows

- Ph.D., M.D., D.V.M., D.D.S., or equivalent terminal degree
- Governs discrimination and harassment and applies to all faculty and staff.
- Governs professional standards for faculty

Time-limited Appointment: 5 years max





# Rackham Postdoctoral Fellows Online Handbook

### Leverage Your Postdoc Training

#### **Career Conversation Templates**

It is encouraged that you copy these resources into your Google Drive and use them as guides to have conversations with your mentor.

- · Compact Between Postdoctoral Appointees and Their Mentors
- · Annual Evaluation for Postdoctoral Fellows

#### **Postdoctoral Certificates of Completion**



https://rackham.umich.edu/postdoctoral-fellows/



# **Getting Paid**

### **Direct Deposit**

Sign up through Wolverine Access: wolverineaccess.umich.edu

- → Faculty & Staff
  - → Employee Self Service (log in)
    - → Payroll and Compensation



### **Taxes**

### **Employee Trainee**

- Receives a **salary**, i.e.: external grants, departmental funds, industry-supported research
- State and federal taxes are withheld from your paycheck

### **Scholar Trainee**

- Receives a **stipend**, i.e.: federal training grants
- Taxes are <u>not</u> withheld; income may be subjected to federal and/or state taxes







### Tax Resources

<u>U-M Website</u> or <u>Payroll@umich.edu</u>

**Tax Treaties** 

<u>Internal Revenue Service</u>

National Postdoctoral Association: Overview of Tax Issues for Postdocs Please note: The University of Michigan is prohibited from providing tax advice. The information represented here serves only as a resource and is not to be construed as tax advice. Consult a tax professional if you have specific questions about your tax liability.



# **University Benefits**

**Shared Services Center:** 734-615-2000

### **Benefits Eligibility Website**

General overview of eligibility requirements

### **Benefits for Research Fellows**

Detailed descriptions of all benefits available for Postdocs and their families, including (not limited to):

- Leave and Time Off
- Child and Dependent Care
- Maternity and Parental Leaves
- Medical, Dental, Vision, Flexible Spending Accounts (including child care)
- Supplemental Retirement Accounts (403b)

### **Health Plan Rate Estimator**







# **New Employee Benefits**

**Benefits orientation**: The New Employee Orientation program has transitioned to a self-guided, online learning resource

**Benefits orientation presentation slides** are also available online for those who are new hires, individuals who are moving from temporary to permanent employment, and transfers

#### **Michigan Medicine New Employee Orientation**

### **<u>U-M New Employee Orientation</u>** website also has information about:

- Health and Well-Being Services for employees
- Logistics, Parking, and Transportation
- Required and Recommended Training Courses







### **Enrollment in Benefits**

Must be completed within 30 days of your appointment

**U-M HR Open Enrollment Webpage** 

Enroll through the Employee Self-Service tool on Wolverine Access: <u>wolverineaccess.umich.edu</u>

- → Faculty & Staff
  - → Employee Self Service
    - → Benefits







### **Changes to Benefits Plans**

### When can I change my benefit plan?

- Initial benefit selection
- Open enrollment
  - Changes made during <u>open enrollment</u> will take effect January 1<sup>st</sup> of the following calendar year.
- Major life event (birth, adoption, marriage, divorce, employment changes)





### Time Off

#### **Paid Vacation**

- Full time: 22 working days per appointment year
- Part time: Prorated per appointment percentage

#### **Paid Sick Time**

- Short-term: up to three weeks per year
- Long-term: up to six weeks for serious injury/illness. Fellows are eligible after six months of employment.

### **Additional Time Away**

- Parental Leave
- The Family and Medical Leave Act (FMLA)
- Discuss options with your PI or department administrator and your unit's HR representative







# **Paid Holidays**

### See the Holidays and Season Days HR website

- New Year's Day (January 1<sup>st</sup>)
- Memorial Day (last Monday in May)
- **Independence Day** (July 4<sup>th</sup> observed on the closest working day if the 4<sup>th</sup> falls on a weekend day)
- Labor Day (first Monday in September)
- Thanksgiving and the day after (last Thursday and Friday in November)
- Christmas Day (December 25<sup>th</sup>)
- Season Days: Weekdays between December 25th and January 1st





## Questions?

#### **Shared Services Center**

734.615.2000

#### **Benefits Office**

sharedservices@umich.edu

### **Payroll Office**

payroll@umich.edu







## **Well-being Resources**

Well-being Collective

U-M MHealthy

Fitness Centers at U-M





# Work/Personal Hardship Resources

U-M Faculty and Staff Counseling and Consultation Office (FASCCO)

Michigan Medicine Office of Counseling and Workplace Resilience

MHealthy Resource Coach

Equity, Civil Rights and Title IX Office (ECRT)

Sexual Assault, Prevention, and Awareness Center (SAPAC)

U-M Compliance Hotline (Anonymous tip line to report unethical or illegal act): 800-863-1355



## Resources for Managing Conflict

#### **Rackham Graduate Student and Program Consultation Services**

- Mallory Martin-Ferguson and her team
- rackham-gspcs@umich.edu
- Virtual Drop-In Hours on Mondays & Wednesdays 2-3 pm

#### **Office of Postdoctoral Studies** (Medical School)

- Scott Barolo & Michele Swanson
- Health & Wellness Committee and Counseling

#### **Office for Institutional Equity**

- Responsible for handling discrimination, harassment, retaliation concerns and complaints
- Official reports are not anonymous, but you can call and ask, "What would happen
  if I were to report \_\_\_?"

#### **Staff Ombuds**

Confidential, independent, impartial, and informal problem solving services.









## Objectives for Postdoctoral Scholars

#### **Through mentored training, postdocs:**

- Gain discipline-specific expertise
- Exercise ethical research practices
- Present and publish scholarly work
- Enhance communication skills
- Develop leadership skills
- Launch your independent career







# Discipline-Specific Expertise & Professional Development

<u>Individual Development Plan</u>

Michigan Libraries

Center for Statistical Consultation and Research

• Data collection, analysis, and management

Center for Research on Learning and Teaching (CRLT)

• CRLT-E: <u>Engineering</u>

National Center for Faculty Development and Diversity







### **Ethical Research**

#### **Responsible Conduct in Research**

• Completion of the <u>PEERRS RCRS</u> online module is **required for all postdocs** engaging in research or scholarship (within 30 days of hire)

#### **NOTE:**

- Many NIH awards also require an instructor-led training (including recipients of T32, NRSA, K, F) hosted by your school/college
- Medical School Postdocs sign up for the Fall 2023 instructor-led RCR training <u>here</u>.



# Present and publish scholarly work

Michigan Institute for Clinical and Health Research (MICHR)

- Grant Editing
- Mock Study Sections

LSA postdocs: Ben Friedline, grant review & support (befried@umich.edu)

<u>Library guide</u> on data design and graphics, including research posters







### **Enhance Communication Skills**

#### **Mentoring Students**

Undergraduate Research Opportunity Program (UROP)

#### **Toastmasters Club**

Michigan Online: access a range of topics & courses for free! "Good with Words" MOOC specifically focuses on communication skill development.



## **Develop Leadership Skills**

<u>Rackham Professional Development</u>: Leadership workshops on a variety of topics

Med School Career and Professional Development: Resources and workshops

**Learning and Professional Development** 

#### National Postdoctoral Association

- U-M is an institutional member = free membership
- <u>The POSTDOCket</u> (monthly newsletter)
- NPA Career Center (job board)
- SmartSkills Program







## Launch Independent Career

Center for the Education of Women (CEW+)

Free career counseling for people of all genders

Office of Graduate & Postdoctoral Studies (OGPS) (Med School postdocs)

<u>Career & Professional Development</u>: 1:1 advising, workshops, cohort-programs

Versatile Ph.D.

**Minority Postdoc** 

**Science Careers** 

National Postdoc Association Job Board

Resources for Early-Career Scientists (HHMI)







# Funding and Award Opportunities

Funding resources for all disciplines

Office of Research → "Research Resources"

Michigan Libraries → "Find Funding"

International Institute → Fellowships and Grants

Postdoctoral Funding searchable database, maintained and updated by Johns Hopkins

Postdoc Funding Opportunities, collated by Physiology

Professional Travel with Children Award







### International Postdocs

#### **U-M International Center**

Immigration and visas State identification cards and drivers' licenses, banking, healthcare, taxes

#### **English Language Institute**

Language and educational support for international scholars

Weekly <u>conversation circles</u> with a native-speaker facilitator (no cost)

<u>Academic Communication Seminars</u> (fee-based)





## Staying Informed-Postdoc Newsletter

Bi-weekly newsletter from Rackham: U-M Postdoc News

Medical School postdocs: Weekly newsletter from OGPS; career & professional development events and opportunities

Emails/announcements from U-M Postdoctoral Association (UMPDA)





### **New Postdoc Fellow Checklist**

- Make arrangements to meet with your research advisor, Principal Investigator (PI),
   or Department Leadership
- Meet with your department Human Resources Administrator for required paperwork and to obtain U-M business cards
- Obtain your MCard
- If you are international postdoc fellow, go to the U-M International Center for assistance with SS number and card, visa and tax treaty forms, etc.
- Enroll in university benefits plans that are available to you
- ☐ Complete the PEERRS Responsible Conduct of Research online module
- Review the postdoctoral SPG
- Review the U-M logistics, transportation, and parking website







# Which, of the many resources, is on your list to explore first?







## **Getting Around Ann Arbor**



<u>U-M Logistics, Transportation & Parking</u>
Parking permits, bus routes, campus maps



The Ride Ann Arbor bus system



ArborBike Hourly bike rental



Zip Cars Hourly car rental







## Housing in Ann Arbor 曲 命

- HR Website
- <u>Dean of Students housing resources</u> for grad students, postdocs & faculty
- Michigan Medicine <u>comprehensive guide</u>
- U-M <u>Off-Campus Housing Search</u>
- Ann Arbor <u>City Guide on Neighborhoods</u>
- Rackham <u>Blog Post</u>
- Postdoc <u>Handbook</u> (pg 12-14)
- The usual housing websites are all helpful:
   Reinhart Realtors, Zillow, Apartments.com, Craigslist, etc.







## Exploring Ann Arbor 4 四 岗 🌱

- Ann Arbor Observer
- Ann Arbor City Information
- Ann Arbor Parks and Recreation
- Ann Arbor Restaurant Guide
- <u>Volunteer Center</u>, United Way of Washtenaw County





## Ann Arbor Suggestion List

- The Diag
- Nichols Arboretum (the Arb)
- Search for Fairy Doors
- Matthaei Botanical Gardens
- Stop by the Farmers Market
- Spin the Cube
- Leslie Science & Nature Center
- Border to Border Trail
- Ann Arbor Summer Festival
- <u>Taste of Ann Arbor</u>
- Ann Arbor Art Fair



# What is something you already enjoy or are looking forward to about living in Ann Arbor?



### **Save the Date: Postdoc Picnic on August 17!**

Join us for Rackham's Inaugural Postdoc Picnic! Postdoctoral fellows at the University of Michigan are invited to enjoy an afternoon of food, fun, and community building on the East Lawn, in front of Rackham Graduate School. Connect with fellow postdocs, savor delicious food, and games. Don't miss this opportunity to celebrate and strengthen our vibrant postdoc community!







