



University of Louisville
Postdoctoral Handbook
Hired before 8/1/21)
(Revised 6/11/2021)



Welcome Postdocs!

Postdocs play such an integral part in research here at the University of Louisville. In an effort to make your time here at U of L go more smoothly we have developed a Postdoc Handbook. Here you will find information regarding laboratory training, ID cards, and career development services. We have also included contact information for important departments that can assist you during your training. We understand the many time constraints placed on you as postdocs and hope this handbook will help you during this training period.

Sincerely,

The Office of Graduate and Postdoctoral Studies (HSC)

<http://louisville.edu/medicine/grad-postdoc>

Postdoctoral Training Services

As postdocs, you are responsible for actively defining and taking charge of our career goals. However, there are many tools available to postdocs here at the University of Louisville that can assist in defining your career path. Postdocs are highly encouraged to set up an initial interview with your mentor to help organize current project goals and outline expectations. You will be evaluated by mentors on an annual basis and this is a great opportunity to discuss career direction while evaluating current performance. Developing an Individual Development Plan (IDP; sciencecareers.org) and utilizing the NPA Core Competencies

(<http://www.nationalpostdoc.org/publications-5/competencies>) will help immensely during this evaluation process. Finally, once your training is complete we encourage you to set up an exit interview with your mentor and members of either the postdoc association or postdoc office so that we may learn from your experiences here.

For postdocs, each Mentor: Mentee relationship is unique. In an effort to initiate a conversation between Mentor: Mentee the AAMC has developed a Compact between Postdoctoral Appointees and their Mentors. A complete copy of the compact can be found at www.aamc.org/postdoccompact. The Compact outlines a number of core tenets that define key responsibilities of both postdocs and mentors so that the training period is successful. Here at U of L this compact is used as a guideline given to both postdocs and their mentors. Postdocs are encouraged to use these guidelines as a means to develop an open dialogue with their mentors to discuss key components of their training i.e. career planning, grant writing, presentation skills, teaching skills, or advanced laboratory techniques.

Administrative Topics

Postdoctoral Status

There are different funding sources that support postdoc research here at the University of Louisville. This has resulted in two recognized definitions of postdoc status.

Postdoctoral Fellows (D12):

Fellows are defined as in training with funding support coming from their postdoc training grant or university training grant. It is a requirement of these grants that individuals be defined by the university as non-employees and are therefore limited in what university benefits are available to them.

Postdoctoral Associates/Scholars (P12):

These postdocs are funded through their Mentor's grants and are therefore defined by the university as employees and are permitted to enroll in university benefits (*i.e.* retirement) after a year.

The University's Human Resources Department specifically recognizes the following levels of Postdoctoral Appointment:

Postdoctoral Associates:

An individual who will be substantially involved in full-time research or scholarship, not enrolled in a formal academic program, but working under the mentorship of a senior scholar in preparation for an academic, research, or research-related career. Individuals engaged full-time in clinical or laboratory-based research shall be considered Postdoctoral Associates, if the position is a term appointment, scholarly, under the mentorship of a senior scholar and aimed at an academic or research career in academe, industry, government or the non-profit sector. Postdoctoral Associates will have 0 to 3 years of experience.

Postdoctoral Scholars:

In addition to the criteria for Postdoctoral Associates, Postdoctoral Scholars shall have 4 to 7 years of experience.

Research Associate: Ph.D. or terminal degree with three years of applied experience in related field required. Experience with experimental research and coursework in Research Methodology is required.

Research Associate Senior:

Ph.D. with five years of applied research experience in a related field. Experience with experimental research and coursework in Research Methodology is required.

Codes of Conduct

In accordance with University of Louisville policy, each postdoc is expected to participate in a Research Integrity workshop discussing Responsible Conduct of Research. These workshops are offered online through the RI office and must be completed once every four years. If you prefer, a RI seminar series will also be offered quarterly on both the HSC and Belknap campuses that will allow you to fulfill your RCR requirement. One alternative to fulfill this requirement will also be available through the Responsible Conduct of Research Course offered to graduate students, where discussion of research integrity topics will fulfill the necessary requirement with attendance recorded and submitted to the RI office. The current course Director is Dr. David Samuelson, who should be contacted about attending sessions.

Grievances

Sometimes disputes between colleagues or mentors may arise. If this should occur there are a number of avenues to reach resolution, and the process varies depending upon a postdoc's university status. We encourage postdocs to work on resolving disputes within their department by working with their department chair. However, if necessary, a third-party ombudsman can be appointed through the Ombuds Office. If this route proves unsuccessful, the postdoc may initiate a grievance. If the postdoc is funded through their mentor's grants (P12), then they may pursue grievance-initiating procedures by contacting the University Grievance Officer through the office of The University Provost. However, if the postdoc is funded through a university training grant or their own fellowship grant (D12), then grievance procedures must be placed through the Student Grievance Officer if resolution cannot be achieved through the department.

Contact information:

The Ombuds Office: Dr. Diane Tobin, Louisville.edu/ombuds or by phone at 502.852.7359

University Grievance Officer: Cedric M. Powell (502)852-6363

Student Grievance Officer: Dr. Joy Hart- joy.hart@louisville.edu- (502)852-6293

Academic Authorship

Publishing is critical for advancing in academia. Therefore, defining authorship and each person's contribution to a paper is important to discuss early with your mentor. If an occasion should arise where order of authorship is called into question, and after speaking with your mentor, feel free to contact the Ombuds Office and follow the procedures stated above to resolve any issues related to authorship.

Professional Development

Career Planning

We encourage postdocs to be proactive in their career development planning. This planning should include discussions with your faculty mentor, other colleagues, and by attending courses and seminars sponsored by the Office of Graduate and Postdoctoral Studies (<http://louisville.edu/medicine/grad-postdoc>). In addition, the University of Louisville has joined BioCareers.com, which is a free service to postdocs and graduate students at the university. This site offers many careers tools and webinars that can be useful in a postdoc's career planning.

Postdocs are also encouraged to talk with their faculty mentors about their career direction and current progress. The evaluation (included in the back of this handbook) offers a number of guidelines and key discussion topics that can be utilized as a tool to facilitate this discussion.

We also encourage postdocs to utilize the myIDP resource through ScienceCareers.org. This online tool is quite helpful in evaluating your skills and work preferences to help

assess what career path might work best for you. This tool can be found at <http://myidp.sciencecareers.org/>

Training

The University of Louisville requires laboratory training for all staff that work in a laboratory environment where hazardous materials and safety issues may arise. The list of training requirements can be found at <https://louisville.edu/dehs/train>

Teaching

Some postdoctoral appointments have teaching requirements, while others do not. Since postdocs are training for careers in academia, additional teaching experience may be needed; however, this must be discussed and approved by your mentor.

D12 Postdocs

D12 employees are postdocs that are supported by a training grant and are considered regular employees who by IRS regulation are considered as "non-employees" and are excluded from participation in university-provided retirement annuities. D12 employees must refer to the terms of the specific grant that is providing funding.

Vacations and Holidays

Kirschstein-NRSA fellows may receive the same vacations and holidays available to individuals in comparable training positions at the sponsoring institution. Fellows shall continue to receive stipends during vacations and holidays. At academic institutions, the time between semesters or academic quarters generally is considered an active part of the training period and is not considered to be a vacation or holiday.

Sick Leave and Other Leave

Kirschstein-NRSA fellows may continue to receive stipends for up to 15 calendar days of sick leave per year. Under exceptional circumstances, this period may be extended by the NIH awarding IC in response to a written request from an AOR. Sick leave may be used for medical conditions related to pregnancy and childbirth.

Parental Leave

Kirschstein-NRSA fellows may receive stipends for up to 60 calendar days (equivalent to 8 work weeks) of parental leave per year for the adoption or the birth of a child when individuals in comparable training positions at the sponsoring institution have access to this level of paid leave for this purpose. Either parent is eligible for parental leave.

The use of parental leave requires approval by the sponsor.

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-105.html>

<https://grants.nih.gov/grants/policy/nihgps/HTML5/introduction.htm>

http://grants.nih.gov/grants/family_friendly.htm

Retirement

D12 employees are not eligible for retirement benefits. D12 employees are, by IRS regulation, considered as "non-employees" and are excluded from participation in university-provided retirement annuities.

P12 employees

P12 employees are identified as permanent/regular staff paid on a salaried basis. Postdocs in this pay category are considered regular employees and are typically paid from a PI's grant.

Vacation

For P12 postdocs, professional full-time employees accrue 15 annual leave days during the first year of employment and 1 additional day per year thereafter -- to a maximum of 22 days. <http://louisville.edu/hr/benefits>

Sick Leave

For P12 postdocs, all employees shall accrue 12 days' sick leave per year which will be credited on a pro rata basis at the conclusion of each pay period.
<https://sharepoint.louisville.edu/sites/policies/library/SitePages/Human%20Resources/Sick%20Leave.aspx>

Parental Leave

For P12 postdocs, the University will provide paid Parental Leave for university faculty and staff effective November 1, 1995. Eligible employees will receive six weeks of paid parental leave in connection with the birth or adoption of a child of the employee or of the qualifying adult. The parental leave shall begin no sooner than two weeks before the anticipated delivery date or adoption, and must end no later than six weeks after the birth or adoption of the child. Parental leave must be taken during the terms of the employee's appointment. Eligible employees who work for the university only during part of the year will receive no parental leave pay for any part of the leave that falls outside the appointment period. Parental leave pay will be at the same rate as the employee's current pay at the time the leave is initiated.
<https://sharepoint.louisville.edu/sites/policies/library/SitePages/Human%20Resources/Parental%20Leave.aspx>

Retirement

For P12 postdocs, employees for the University of Louisville are eligible to open a 403B Retirement Savings Account. Following a one-year period, an employee is eligible for employer contribution. *This excludes any time working with a D12 status.* Details can be found <http://louisville.edu/hr/benefits/retirementplans/beneficiary-designations>.

Office of Graduate and Postdoctoral Studies

Writing Center

Postdocs who need assistance with writing a grant or paper may use the University's Writing Center. The writing center has hours available on the HSC campus, please visit the website for office hours or to schedule an appointment. The HSC office is located inside Kornhuaser Library (500 S. Preston) and on Belknap it is located in the main library.

To set up an appointment please visit <http://louisville.edu/writingcenter>.

International Center

International Postdocs needing assistance with visa issues or who have questions about being an international trainee at the University of Louisville, should contact the International Center at iss@louisville.edu or by phone at: 502.852.6602. A representative from the International Center is available on the HSC campus, located inside the Kornhauser Library.

Career Center

The University's Career Center is available to assist in preparation of CVs or other matters related to finding a permanent position. The career center is located at the Belknap campus in the Houchens Building. Please contact Karen Boston at 852-6701 or email her at cclinku@louisville.edu to set up an appointment.

Additional Information

National Postdoc Association

An institutional Subscription allows Postdoc's to register for free and gain access to information up Postdoc's and their careers.

Membership information can be found at <http://www.nationalpostdoc.org/>

Louisville Utilities

Electricity: LG&E: <http://lge-ku.com/> 502-589-1444

Water: <http://www.louisvilleky.gov/LWC/> (502) 583-6610

Sewer: <http://msdlouky.org/> 502-587-0603

Discounts Available

Many local vendors offer special discounts to members of the university family. Information on how to obtain each discount can be found at:

<http://louisville.edu/hr/gptw/discounts>

TARC - With a current U of L ID you can ride anytime, anywhere on TARC FREE. Yes, you heard that right, FREE. U of L Student, Faculty, or Staff IDs are good as a TARC Monthly Pass (a \$23.00 a month value). Just show a U of L ID to the bus driver and get on board. <http://www.ridetarc.org/>

Cell phone discount

Every university employee, including postdocs, are eligible for a discount through their cellular provider. Follow the link for additional details.

<http://louisville.edu/it/departments/communications/telephones/cellular-services>

Ticket-to-Ride

The University of Louisville encourages employees to car pool or van pool to work, helping to reduce the number of emissions. The link below has details about van share to help coordinate with others traveling from your area-<http://tickettoride.org/>