Intro to Postdoc
Human Resources
Agenda

• Introductions
• Goal
• What is a Postdoc?
• Recruitment & Hiring
• Benefits & Leave
• Employee Relations
• Q&A
• Contact
Introductions

• Name
• Department/Role
• How many postdocs does your office have?
• What is your most pressing issue/concern?
To Gain a better understanding of the HR issues surrounding Postdoctoral employees.
Office of Postdoctoral Affairs: Goals

- **Advocate** for the postdoctoral community locally, nationally
- **Educate** postdoctoral scholars and the campus about University and Postdoctoral Policies and Procedures
- **Build** effective career management skills and develop the professional skills postdoctoral scholars need in their current and future career stages
- **Support** HR professionals and faculty mentors in the recruitment, hiring, mentoring, and professional development of postdoctoral scholars
- **Collaborate** with campus units to address the issues, concerns, and needs that are unique to the postdoctoral scholar population
- **Integrate** postdoctoral scholars into the greater UNC community
Office of Postdoctoral Affairs (OPA)

What We Do...

1. Consultations on mentoring relationships, postdoc rights, and policy issues
2. Individual and group career counseling (Individual Development Plan, critique of job search materials, mock-interviews)
3. Consultations (individual and group) on finding funding opportunities, proposal writing and review
4. Professional development seminars & workshops (RCR training, grant writing, networking, finding funding)
5. Support for peer-led organizations (Postdoctoral Association (PDA), Minority Postdoc Alliance (MPA), Parenting Groups, International Coffee Hours)
6. Funding for travel and professional development for postdocs

Facts & Figures

NEARLY 1,250 postdocs at UNC

33 average age of a postdoc

38% of postdocs are on international visas
OPA Locations & Professional Staff

**Two Locations:**
- **Main Campus:** Suite 308 Bynum Hall
- **Health Affairs Campus:** 1114 & 1115 Bioinformatics

**Professional Staff**
- **Sibby Anderson-Thompkins**, Director
  - 919-843-4169 - sibby@email.unc.edu
- **Dara Wilson-Grant**, Associate Director
  - 919-843-2340 - dwgrant@email.unc.edu
- **Jennifer Pruitt**, Program Coordinator
  - 919-962-7757 - jennifer_pruitt@unc.edu
- **Alan Farber**, Career Counselor
  - 919-843-2340 - afarbar@email.unc.edu
- **Ashley Mattheis**, Consultant, Funding & Research Development
  - matteis@email.unc.edu
- **Gail Whitfield**, Executive Assistant
  - 919-962-9333 – gail_whitfield@unc.edu
- **Mark Heise**, Faculty Adviser
  - **Natural and Life Sciences**
  - 919-843-1492 - heisem@med.unc.edu
- **Jennifer Ho**, Faculty Adviser
  - **Arts, Humanities, and Social Sciences**
  - 919-962-8478 – jho@email.unc.edu
Definition of Postdoctoral Scholar

- A **temporary, fixed-term** basis to perform full-time research or scholarship.
- Work under the mentorship and **supervision of a “Mentor,”** a senior researcher, to **enhance the professional skills and research independence needed to pursue his or her chosen career path.**
- **All Postdocs must have a Ph.D. (or an equivalent doctorate or terminal degree,** such as a M.F.A., Sc.D., J.D. or M.D.) in an appropriate field of study (or at least must have completed all of the requirements for such a degree before his or her postdoc appointment begins).
What is a Postdoc?

<table>
<thead>
<tr>
<th>A postdoc is...</th>
<th>A postdoc is not...</th>
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<tbody>
<tr>
<td>Full-time</td>
<td>A graduate or teaching assistant</td>
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<tr>
<td>Primarily focused on research</td>
<td>A lab manager or an instructor</td>
</tr>
<tr>
<td>GRADUATE of a PhD or terminal degree program</td>
<td>Primarily a supervisor or an instructor</td>
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<tr>
<td>Mentored by faculty</td>
<td>Long-term employee</td>
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Types of Postdoctoral Scholars

Postdoctoral Fellow/Trainee — holds a sponsored postdoctoral fellowship or traineeship and receives a *stipend or training allowance* that is FICA exempt.

Postdoctoral Research Associate — is engaged in postdoctoral training funded by a faculty mentor’s grant and receives a *salary* for services performed.
Recruitment, Selection, and Onboarding
Must Post In PeopleAdmin
- Minimum – 3 days
- Maximum – 365 days
- Minimum Salary - $47,476

Waiver Reasons
- Fellowship/Training Grant
- Grad Student to short-term postdoc
- Special/Unique Situation (Contact OPA)

Reminders
- Waivers are reviewed and approved by EEO
- Use “Submit Waiver” option in PA when posting.
- Consult with ISSS with hiring international postdocs
Salary/Funding

• UNC minimum - $47,476
• No maximum salary
• International Visa
  • Total salary must be at least $47,476
  • Funds from UNC must be at least $23,660 (if FTE is less than 1.0)
  • **FTE Reduction – must be approved first**
• Zero-based pay for externally funded postdocs
  • Contact OPA Human Resources: opahr@unc.edu

https://research.unc.edu/vcr-ubc-hr/postdoctoral-human-resources/
Postdoc New Hire Packet

• AP-2s *(revised 10/31/2016)*
• Signed Offer Letter *(revised 9/1/2017)*
• CV
• Background check
  • With degree verification page or completion letter attached
• Credentials verification for foreign degrees

**Remember to attach to action in ConnectCarolina**

https://research.unc.edu/vcr-ubc-hr/postdoctoral-human-resources/postdoc-new-hire-package/
Onboarding: OPA Responsibilities

- Postdoc Orientation every other month
- Review HR policies
- Career & Professional Development
Onboarding: Department Responsibilities

- Department/School/Division Policies
- Leave Administration
- Logistics
- Staff Introductions and Welcome
Postdoc Benefits

- Health Insurance (BCBSNC)
- Campus Health Services
- 403 (b) — optional retirement
- 529 Plan (CFNC)
- Paid Time Off
  - Receive 12 days of paid vacation leave and 12 days of paid sick leave per year; leave does not accrue and will not be paid out upon termination
- Dental Insurance
- Employee Assistance Program
- Paid Parental Leave
  - Eligible for 6 weeks of paid parental leave
- FMLA
- Career & Professional Development
- Postdoctoral Research Awards
- UNC Fitness/Gym
- Student Loan Deferment/Repayment
Postdoc Health Insurance

Eligibility: Minimum FTE .75 (30 hours a week or more)

Employee premiums are paid by the department

Health Insurance paid one month in advance for dependents (after tax)

Open Enrollment is July 1st-31st

Department HR rep sends enrollment packet to BCBS

Campus Health Service Packet is sent directly to campus health services

Termination of Coverage (form required for dependents)
Health Insurance Scenario

- Health Insurance paid one month in advance

  - Starts 1\textsuperscript{st} of the month, following the month appointed
    - Hired Jan 1\textsuperscript{st} – Coverage begins Feb 1\textsuperscript{st}.
    - Hired Jan 29\textsuperscript{th} – Coverage begins Feb 1\textsuperscript{st}

- Ends the following month after term
  - Post appt ends 2/15/2016 – coverage continues through 3/31/2016
Reappointment

• One year increments (ideally)
  • up to 5 years (total at UNC).

• 5 Year max
  • permanent position or terminated.
  • Extensions may be granted for **exceptional** circumstances.

• Reappointments **require** new signed reappointment letter
End of Appointment

- Voluntary resignation (30 days notice)

- Discontinuation
  - Expiration of appointment (no prior notice required)
  - Maximum term of appointment (60 day notice)
  - Loss of funding (30 day notice)

- Termination for Cause
  - Must consult with Director of OPA

- Exit survey
  - End of appointment packet
Employee Relations

Performance Management

- Individual Development Plan (IDP)
- Professional development needs
  - Career objectives
  - MyIDP: http://myidp.sciencecareers.org
- Yearly written evaluation required
  - PI may select format
  - May help determine whether postdoc should be reappointed.
Dispute Resolution

Informal Dispute Resolution

• Speak with OPA
• Ombuds Office
• Mediation (OHR)
• Administrative Review (EEO/ADA)
  • Within 180 days of alleged harassment
Grievance Process

• Postdocs who have concerns or complaints regarding their appointments are strongly encouraged to first consult with OPA for guidance. OPA can help direct Postdocs to the appropriate resources and, in some cases, may assist with informally resolving the issue at hand.

• A Postdoc may challenge his or her discontinuation of appointment due to loss of funding through the informal dispute resolution procedures or the formal grievance.

• A formal grievance must be filed within 14 calendar days of the date of the notice of discontinuation.
Questions/Issues?
Contact US

Office of Postdoctoral Affairs
308 Bynum Hall
CB#4100
Chapel Hill, NC 27599
(919) 962-9982
http://research.unc.edu/offices/postdoctoral-affairs/

HR Issues/Questions
Email: opahr@unc.edu
http://research.unc.edu/offices/vcr-ubc-hr/postdoc-benefits/

Postdoctoral Scholar Policy