

CENTER FOR

Postdoctoral Affairs

IN THE HEALTH SCIENCES

Monthly Postdoc Updates for Postdoctoral Administrators

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New OACD Administrative/ Office Assistant

I would like to introduce you to Kristen Chavis, who is the new Administrative/Office Assistant for the Office of Academic Career Development, Health Sciences.

Kristen has been a true asset to our office, and we are excited that she is now part of our team.

Please feel free to reach out to Kristen with any questions. She can be reached at kmc311@pitt.edu.

Join me in welcoming her to the postdoctoral community.



Principle Investigator (PI) vs. Faculty Mentor

The PI is the owner of the funding source and the mentor is the individual mentoring the postdoc during their postdoctoral training.

When inputting the information for the PI in the database, please start typing the last name of the PI in the PI field, then allow the dropdown options to generate. Once generated, please select the correct PI. The system will then pre-populate all the grants for that PI.

If the grant(s) does not appear in the pre-populated fields, check if you have the correct PI of the funding source. If you do have the correct PI, in the comments section list the funding source. We also ask you to reach out to Kristen Chavis (kmc311@pitt.edu) informing her that the funding sources are not appearing and provide her with the Notice of Award for the funding source. This will help our office investigate why the funding source is not appearing.

Processing New and Reappointment Requests via the OACD Postdoctoral Database Portal

When submitting a new or reappointment request, please ensure that you are following the procedures that are outlined on our website.

For the [Pre-Approval Process](#), you will need to follow the appropriate steps for either a New or Reappointment. Please note that there are videos available to walk you through the steps. Reviewing these videos on the correct procedures will help avoid rejections of appointments.

Processing Terminations - OACD Postdoctoral Database Portal

When submitting a voluntarily or involuntarily termination in Pitt Worx, please remember to also submit the termination request in the OACD Postdoctoral Database Portal. We are collecting career outcomes on our postdocs; therefore, if you know where the terminating postdoc is going (e.g., university/company and employment details), please enter the information under termination details. If you do not know where the postdoc is going, please enter "Unknown" for all fields.

Non-Renewal Letters

This is a reminder that all Postdoctoral Associates and Postdoctoral Scholars must receive a 90 days' written notice that their contract is not being renewed. If the non-renewal is issued less than 90 days before the postdocs' contract ends, you will be required to extend the postdocs' contract to accommodate the 90 days' written notice.

Please send all non-renewals to Kristen Chavis at kmc311@pitt.edu for review and approval. Please review the Non-Renewal Policies in more detail under "Other Pre-Approval Processes" at the [Appointment Procedures](#) page.

Please send any comments or suggestions for future newsletters to postdoc@hs.pitt.edu.

Archived editions of past newsletters are available on the [OACD Website](#).



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