

CENTER FOR

Postdoctoral Affairs

IN THE HEALTH SCIENCES

Monthly Postdoc Updates for Postdoctoral Administrators

Volume 17 | October 2022

Resource Directory Spotlight:

We would like to spotlight our Resource Directory on the Office of Academic Career Development, Health Sciences website. The Resource Directory is a great tool for postdocs, staff, and faculty.

The [Resource Directory](#) contains a list of websites, organizations, and resources on a variety of topics related to career development.

Important: Creating Offer to International Postdocs via Talent Center

As a reminder, when creating an offer for international postdocs who are outside of the US, please do not create an offer in Talent Center until it has been confirmed that the incoming international postdoc has obtained their visa and has provided an arrival date into the US.

We have had to rescind some offers for international postdocs because they could not obtain the visa in time for their start date.

You can provide signed offer letters to international postdocs as they need the offer letter to obtain their visa; but do not create the offer in Talent Center until you have verified that they will be in the country on their actual start date.

Once the actual date has been confirmed, if it needs to be modified, please update the offer letter, and obtain the signatures on the new offer letter. You can then create the offer via Talent Center and send Kristen Chavis (postdoc@hs.pitt.edu) the new offer letter so she can update the OACD Postdoc Database Portal.

Postdoctoral Scholars (New Appointments)

OneDrive should only be used for new Postdoc Scholars. (Reappointments will be processed via Pitt Worx). If you do not have access to your department's OneDrive folder where you would submit new appointments ([ER Processing for the Health Sciences](#)), please email Kristen Chavis (postdoc@hs.pitt.edu) to get access.

1. On the appointment form, please include the following additional information:
 - a. SSN
 - b. Date of Birth
 - c. Gender
 - d. Citizenship/Nationality
 - e. Home Address
 - f. Account Number
 - g. Personal email for onboarding communications (Pitt email is preferred if they have one)
2. Onboarding for Postdoc Scholars is completed in Talent Center. Please do not ask the candidate to complete their I-9 or any onboarding prior to them receiving the electronic onboarding.

Justification Letters

There could be several reasons when a letter of justification will be requested by our office. They include:

1. Degree date of completion past the 5 years for a PhD candidate
2. Reappointments for 5th, 6th, or 7th year of postdoctoral training
3. Short-term appointments
4. Part-time appointments
5. Salary increases
6. No salary increases

With regards to justification letters for the first four reasons, please include in the letter how the postdoctoral training will benefit the postdoc and how the postdoctoral training will prepare the postdoc to be an independent researcher.

Early Intervention

If the faculty mentor is having performance issue(s) with a postdoc, early intervention is the best option. The faculty mentor can meet with Dr. Darlene Zellers, Director of the Center for Postdoctoral Affairs in the Health Sciences, to review whether a Performance Improvement Plan (PIP) is necessary. If Dr. Zellers and the mentor deem the PIP necessary, Dr. Zellers will work with the faculty mentor to develop the PIP. She would then meet with the faculty mentor and the postdoc to review the PIP. Dr. Zellers will continue to work with both the faculty mentor and postdoc throughout the entire process.

Early Terminations

The Center for Postdoctoral Affairs, Health Sciences must approve all early terminations before the postdoctoral trainee is notified. There are two reasons for an early termination to be requested/processed: performance issues and lack of funding.

Performance Issues

If there are performance issues, the faculty mentor must consult with Dr. Darlene Zellers to develop a Performance Improvement Plan (PIP). If the performance does not improve within the timeframe set in the PIP, the faculty mentor will work with Dr. Zellers to prepare a termination letter. The letter must not be issued to the postdoctoral trainee without Dr. Zellers' approval.

Lack of Funding

If the funding source is no longer available, the faculty mentor must show proof that the funding source stated in the contract letter has been exhausted completely, not just the salary for the postdoctoral trainee. The letter must not be issued to the postdoctoral trainee without Dr. Zellers' approval.

Please contact the Center for Postdoctoral Affairs in the Health Sciences at postdoc@hs.pitt.edu with any questions about early terminations.

Postdoc Personal Emails

This is a reminder that we are asking departments to start collecting and inputting their postdoc's personal email in the OACD Postdoc Database Portal. The personal email field is a mandatory field. Please do not use the Pitt or UPMC email as the personal email. By having the personal email, we will be able to communicate with the postdocs after they leave the university to obtain career outcomes from them directly, especially for 3-year and 5-year check-in time points.

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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