



# Newsletter

**Volume 3 | August 2021**

**Welcome to the Center for Postdoctoral Affairs in the Health Sciences Newsletter  
for Departmental Contacts!**

Watch your email inbox for monthly notices keeping you informed and updated on  
postdoctoral affairs.

## **Postdoc Administrator Spotlight**

We will be featuring a different postdoc administrator in our newsletter each month. Our first featured postdoc administrator is:

**Loni Lutz**, School of Medicine, Department of Medicine



**How long have you been in your position?** I have been employed at Pitt in the Department of Medicine for over 14 years, in various positions involving immigration, payroll, scholar and academic visitor appointments, as well as postdoc appointments. I have been the Program Manager, postdoc and immigration administrator role, in Faculty and Employee Administrative Operations for the last 5+ years.

**What do you like about postdoctoral affairs?** I enjoy helping recent PhD graduates navigate through complex processes such as onboarding and immigration and help them get settled in their postgraduate training positions. It is rewarding to see postdocs gain new experience, develop their skills, and advance their career path by transitioning into faculty or senior staff positions, whether it is here, another institution, or abroad.

**What advice would you give to a new postdoc admin?**

- Don't be afraid to ask questions: policies and procedures change often and there are lots of "nuances!" Also, you can refer to the resources on [OACD's website for postdoc administrators](#) and their newsletter for guidance and updates.
- Besides OACD, develop relationships with other key offices such as HR, Payroll, and the Office of International Services (OIS) and attend their training sessions. Many will offer a 1:1 training for new administrators, if you ask.
- If you have a large department, I would recommend designating and training a division/institute contact in each area to help you with postdoc appointments and reappointments, drafting letters, and assisting with resolving issues in that area.
- I find it helpful to stay organized by tracking postdoc appointment dates and visa expiration dates, which can be done through either a database or a spreadsheet.
- Lastly, be an advocate for your postdocs. Many times, they look to you for resources and guidance, when it is something their mentor or colleagues cannot assist them with.

I am happy to help and can be reached at [lol10@pitt.edu](mailto:lol10@pitt.edu) or 412-383-4797 with any postdoc administrator questions.

## Postdoctoral Policies - Non-Renewals

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 Tina DeReno at [tderenopitt.edu](mailto:tderenopitt.edu) for review and approval.

Please review the Non-Renewal Policies in more detail under "Other Pre-Approval Processes" at the [Appointment Procedures page](#).

## OACD Postdoc Database Portal/Appointment Letters - Funding Sources

When preparing an appointment letter, please list the actual funding source(s) that will be covering the postdoc's salary. If you are listing a grant, please list the actual mechanisms as well as the grant number.

For example: Your initial appointment in my laboratory will be a full time (100%) appointment with an annual base salary of \$ to be funded by my RO1 AI100001-01 grant and my startup funds.

When submitting the pre-approval in the postdoc database portal, you will need to use the drop-down boxes to select the correct funding sources listed under the PI. Please note that the PI can be different from the Mentor as we need you to list the actual funding source(s).

Funding Source (select one):    Federal  
  Non-Federal  
  Other (specify in the Text Box)  
  University – Departmental Funds  
  University – Endowed Chair Funds  
  University – Other  
  University – Start Up

Funding Organization:                If Federal or Non-Federal, select the appropriate organization  
  If Other, select NA  
  If University, select NA

Grant # or Source Details:         Select the appropriate grant # or source details

Amount:                                 Enter the salary/stipend being paid by the source

If there is more than one funding source, click the box next to Additional Salary and repeat the process.

If there is a supplemental salary: click the box next to Supplemental Salary and repeat the process.



Please send any comments or suggestions for future newsletters to [postdoc@hs.pitt.edu](mailto:postdoc@hs.pitt.edu).



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