Postdoctoral Affairs Advisory Committee Agenda

January 31, 2020 3:00pm – 4:00pm, Provost’s Conference Room (239 Tigert)

**Introductions**

**Upcoming Events:**

* [Writing Place Retreats Spring 2020](http://postdoc.aa.ufl.edu/programs/postdoc-writing-program/)
* [New Postdoc Orientations 2020](http://postdoc.aa.ufl.edu/programs/npo/) (January session cancelled – low registration)
* [Preparing Future Faculty](http://www.graduateschool.ufl.edu/about-us/offices/division-of-graduate-student-affairs-dgsa/professional-development-ogpd/preparing-future-faculty-series/) (had 2nd session this week)
* [Postdoc Socials](http://postdoc.aa.ufl.edu/programs/uf-postdoc-socials/)
* [Postdoc Seminars](http://postdoc.aa.ufl.edu/programs/uf-postdoc-seminar-series/) – not active

**Postdoc Mentoring Award –** [Review past application](#mentoringaward) and prepare to open 2020 application period**.** (Participating in this discussion, does not affect your eligibility)

**Postdoc Career Coaching** (formerly referred to as Postdoc Mentor Matching Program) – survey has been open since early January, will close early Feb.

* Contact Sharonda Harris and Lily Lewis if you want to help with Matching.

**Postdoc Association** – Survey has been live throughout January - Discussion of Interest Survey Results & Ideas for Town Hall – Contact Marcia Brown to help with town hall planning.

**Fellow Benefits Eligibility** – Update from Sylvain’s Discussion with VP Jodi Gentry & Provost Joe Glover

**Emergency Funds** for postdocs - Update from Sylvain’s Discussion with VP Jodi Gentry & Provost Joe Glover

**Postdoc Travel Funding** – Can we work with Faculty Senate & Office of Research on this? Model: <https://research.ufl.edu/research-program-development/research_program_development_docs/travel.pdf>

**2017-2018 Postdoc Mentoring Award – FOR REVIEW IN PREP FOR 2020 APPLICATION CALL**

The postdoc mentoring awards are established to encourage and reward excellence, innovation, and effectiveness in the mentoring of UF postdocs.

Each year, up to three faculty members will receive awards of $2000 each. Faculty awardees will provide guidance and advice to the Office of Postdoctoral Affairs regarding postdoc mentoring issues. Past Postdoc Mentoring Award winners will also serve as the review committee for the Postdoc Mentoring Awards.

**ELIGIBILITY CRITERIA:**

1. Only University of Florida faculty (tenured or untenured) supervising postdoctoral associates or postdoctoral fellows are eligible.
2. Faculty applicants must actively support postdoctoral mentoring through support of postdoc research, scholarship, and career development and use of a postdoctoral mentoring plan. Use of a postdoctoral mentoring plan is not a requirement for the award, but is highly recommended.
3. The applicant must have mentored at least one postdoc within the past three years.
4. Individuals who receive a UF Postdoc Mentoring Award during the previous three years are not eligible to apply.
5. The application packet must include a signed Waiver of Access form to qualify for consideration by the review committee.

**THE APPLICATION PACKET MUST INCLUDE:**

1. Completed application form
2. Support signatures from department chair and college dean, or designee.
3. List of all postdocs directly mentored by the applicant in the past 5 years with publication and contact information.
4. Sample postdoctoral professional development plan with one page explanation as to utilization of the plan.
5. Full CV
6. Letter of Support from the department chair
7. Signed Waiver of Access form

**POSTDOCTORAL AFFAIRS OFFICE WILL:**

1. Solicit postdoc letters of support based on postdoc list provided by the applicants.
2. Consolidate application packets when postdoc letters of support are submitted.
3. Send notification of the award availability and process to UF faculty.
4. Appoint a committee to review and select the award winners, including postdocs and past mentoring award winners.
5. Announce the award winners once they are determined.

**DEADLINES:**

* By **October 15, 2017:** Application materials will be made available on the Office of Postdoctoral Affairs Website. UF Faculty will be notified of availability of the materials.
* **November 30, 2017:** Complete faculty application packets are due from applicants to the Office of Postdoctoral Affairs (cgater@aa.ufl.edu).
* **March, 2018:** Mentoring Award winners notified and winners invited to the Postdoctoral Research Symposium to be recognized.

**All applications must be sent from the college to the Office of Postdoctoral Affairs electronically to Cheryl Gater at** **cgater@aa.ufl.edu****. Hard copies will not be accepted.**

**APPLICATION FORM FOR POSTDOC MENTORING AWARD**

The last day for applicants to submit application packets to the Office of Postdoctoral Affairs is **November 30, 2017**.

**Faculty applicant information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**College Dean Support for Applicant:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List of Postdocs:**

Include a list of all current and former postdocs mentored in the last 5 years (between 2012-2017) with the following information. Postdocs not currently under your supervision will be contacted and asked to provide an evaluative letter.

* Postdoc’s Name
* Their current position
* Contact information (email address required)
* A list of publications on which the postdoc and mentor were co-authors
* Dates each postdoc was under the mentor’s guidance.
For current postdocs, please state dates as current (e.g. – 2013-current). Current postdocs will not be asked to provide letters of evaluation.

**Sample Postdoctoral Professional Development Plan**

Include in your application packet a sample postdoctoral professional development plan that you utilize in mentoring postdocs with one page explanation as to utilization of the plan and its effectiveness. Include any encouragement and support you provide for postdocs to participate in various professional development activities on campus and elsewhere, like Office of Postdoctoral Affairs workshops and symposia. An example plan may be found on the Office of Postdoctoral Affairs Web site under Mentoring Resources: <http://postdoc.aa.ufl.edu/media/postdocaaufledu/galleryimages/documents/postdoctoral-professional-development-plan-1.pdf>

**Application Packet Checklist:**

\_\_ Completed application form

\_\_ Support signature on application form from College Dean

\_\_ Letter of Support from Department Chair

\_\_ List of postdocs with contact information

\_\_ Sample postdoctoral professional development plan with one page utilization explanation.

\_\_ Full CV

\_\_ Signed Waiver of Access form

**Waiver of Access Form**

I **waive** my right to review the materials used in the selection process for the Postdoc Mentoring Awards for 2017 – 2018.

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Faculty name (Please Print) Date

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Signature