Postdoctoral Affairs Advisory Committee Agenda

February 28, 2020 3:00pm – 4:00pm, Provost’s Conference Room (239 Tigert)

**Introductions**

**Programming Updates:**

* [Writing retreats](http://postdoc.aa.ufl.edu/programs/postdoc-writing-program/): February 26th Session had 11 attendees
* Next [Postdoc Social](http://postdoc.aa.ufl.edu/programs/uf-postdoc-socials/) is March 5th
* Postdoc Career Coaching pilot – Matching emails are sent; 13 coaches & 25 mentees
* Preparing Future Faculty is going great!

**Fellow Benefits Eligibility** – Exploring fellowship stipulations regarding employment of fellows to see about implementing a small FTE for fellows to make them eligible for UF benefits.

**Postdoc Mentoring Award –** Review revised application for 2020

**Postdoc research communications event** - Postdoc Affairs / [Academic & Professional Assembly](https://apassembly.ufl.edu/) joint event? 3MT style?

**Postdoc Association** – Survey has been live throughout January – Over 100 respondents – Contact [Marcia Brown](mailto:mbrown3@ufl.edu?subject=PDA%20Town%20Hall%20Planning) to help with town hall planning. Presentation.

**Postdoc Travel Funding** – Can we work with Faculty Senate & Office of Research on this? Need to reach out to Deans; provost may be willing to match funds from colleges. Model: <https://research.ufl.edu/research-program-development/research_program_development_docs/travel.pdf>

**March 2020 meeting**: Will be during the National Postdoctoral Association Meeting. Shall we reschedule, or cancel?

**2020 - 2021 Postdoc Mentoring Award – DRAFT**

The postdoc mentoring awards have been established to encourage and reward excellence, innovation, and effectiveness in the mentoring of UF postdocs. The Award is designed to recognize quality mentorship rather only number of mentees. Both junior and senior faculty (definitions below) are encouraged to apply, and will be assessed separately. Each year, up to 6 faculty members will receive minimum awards of $1000 each, with up to 3 awards for junior faculty and up to 3 awards for senior faculty. Applications will be reviewed by the [UF Postdoctoral Advisory Committee](http://fora.aa.ufl.edu/Provost/Committees/Postdoctoral-Affairs-Advisory-Committee). Members of the committee who have submitted award applications or letters will not participate in the review process.

**For the purposes of this award, the following definitions apply:**

**Junior faculty** nominees should be no more than five years post-tenure or no more than ten years into their faculty appointment (for non-tenure track faculty).

**Senior faculty** nominees should be individuals who have held tenure for more than five years or who have been in their faculty appointments for more than ten years (for non-tenure track faculty).

**Mentoring** is defined as intentionally empowering a postdoc to develop specific skills and knowledge that will enhance the postdoc’s professional and personal growth. Mentoring includes the creation of a supportive and productive environment for research and professional growth, respect for an individual’s goals, providing assistance in reaching the individuals goals, providing professional development guidance, constructive performance feedback, assistance building professional networks, and may also include advocacy.

**Postdoc or Postdoctoral Scholar** may refer toa postdoctoral associate or postdoctoral fellow as defined by [UF Regulation 7.003](https://regulations.ufl.edu/wp-content/uploads/2012/09/7003.2016final4-8-16.pdf).

**ELIGIBILITY CRITERIA:**

1. Only University of Florida faculty (tenured or untenured) who are currently mentoring at least one postdoc, or have mentored at least one postdoc in the past 6 months are eligible.
2. Signed Waiver of Access form

**THE APPLICATION PACKET MUST INCLUDE:**

1. Completed application form, with department chair signature.
2. At least one, but up to three letters of support from mentored postdoctoral scholars. Letters may be from current or past postdocs and should be submitted directly to [LilyRLewis@ufl.edu](mailto:LilyRLewis@ufl.edu) by the letter writer by the application deadline. Letters will not be released to the faculty applicant.
3. Sample postdoctoral professional development plan (may be a redacted artifact).
4. Evidence of constructive performance feedback. This may be presented in the form of a description of how feedback is provided (no more than 300 words), or as a redacted artifact.
5. List of all postdoctoral mentees and their accomplishments under your mentorship.
6. Mentoring statement addressing your approach toward postdoctoral mentoring with specific examples from your mentoring of postdoctoral scholars. The statement should be no more than one page in length. The following points provide guidance on possible areas to address in the mentoring statement:
   * How you provide "hands-on" professional development experiences for postdocs, such as writing papers or reviews and applying for grants/fellowships.
   * How you provide postdocs with guidance on networking and planning for their future careers.
   * How you maintain accessibility with postdoctoral scholars by consistently providing open lines of communication and helping them to become competent in communication.
   * Advocacy that has influenced the quality of the postdoctoral experience on a local, regional, or national level.

**APPLICATION FORM FOR POSTDOC MENTORING AWARD - DRAFT**

**Faculty applicant information:**

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

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

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

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

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

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

Are you applying as a Junior Faculty or Senior Faculty member?

Junior Faculty Senior Faculty

**Department Chair Support for Applicant:**

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

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

**Application Packet Checklist:**

Completed application form

Letters have been requested and will be sent directly to [LilyRLewis@ufl.edu](mailto:LilyRLewis@ufl.edu).

Sample postdoctoral professional development plan

Evidence of constructive performance feedback

List of all postdoctoral mentees and their accomplishments under your mentorship

Mentoring statement

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.

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Faculty name (Please Print) Date

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Signature