

Postdoctoral Affairs Advisory Committee Agenda  
March 27, 2020 3:00pm – 4:00pm, Zoom Link: <https://ufl.zoom.us/j/789527505>

**Introductions & Check-ins**

**Programming Updates:**

- [Writing retreats](#) Cancelled
- [Postdoc Socials](#) moved online, weekly schedule available through April
- Preparing Future Faculty has had its second successful session online!

**Supporting Postdocs during Covid-19 pandemic:** Discuss / brainstorm

## 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 than 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](#). 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 individual's goals, providing professional development guidance, constructive performance feedback, assistance building professional networks, and may also include advocacy.

**Postdoc or Postdoctoral Scholar** may refer to a postdoctoral associate or postdoctoral fellow as defined by [UF Regulation 7.003](#).

### 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.

\_\_\_\_\_  
Faculty name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature