

Meeting Minutes

Committee	Postdoctoral Affairs Advisory Committee	Date	Friday, February 3, 2012
Facilitator	Kim Pace	Time	Called to order at 3:06 P.M.
Location	239 Tigert Hall Provost's Conference Room	Scribe	Gaura Mcleod Office of the Provost
Attendees	Kim Pace, Teresa Balsler, Brian Harfe, Thierry Dubroca, Aaron Dossey, Peter Pevonka, Celine Baligand, Ashley Seifert, Alvina Mehinto, Gaura McLeod		

Key Points Discussed

No.	Agenda Topic	Highlights
1.	Introductions	<p>Kim Pace introduced herself as the Assistant Provost and Director of the Office of Postdoctoral Affairs. Aaron Dossey and Thierry Dubroca were introduced as the proposal writers behind the formation of the office.</p> <p>All other members gave brief introductions including their backgrounds and interest in this committee.</p>
2.	Purpose and Goals	<p>The purpose of this office is to support, inform and connect those in the UF postdoc community, with no exclusions. It will be a helpful campus resource that will be able to advocate for postdoc issues and implement campus wide change.</p> <p>A brief summary of those holding the title of postdoc on campus was distributed. The largest numbers were in the colleges of medicine, agriculture and liberal arts and sciences. The general trend is towards an increase in these numbers.</p> <p>Thierry brought up the question of whether the postdoc population tracks the faculty or student population. The answer was that it exceeded the growth of these populations as the number of graduate students is not increasing at the same level. Kim will look into the staffing numbers and trends and provide that information at a future meeting.</p>
3.	Status report on the Office of Postdoctoral Affairs: Including- the website, committee site (FORA), and listservs	<p>The website http://postdoc.aa.ufl.edu was introduced. The website has many helpful features and invites input from all spectrums of campus.</p> <p>Colleges with the most postdocs have a list of contacts on the site. These contacts are academic and human resource people who can help answer questions and solve problems at the department level.</p> <p>Aaron mentioned a need for a resource for grievance resolutions for postdocs. A venue is needed, but currently it is treated as a faculty issue, and typically resolved at the department level. The Ombuds only helps those who take classes, and formal grievances require a tracked and timed process. It was suggested that the contact list for the college be used, or that the postdoc contact the formal problem solver or HR office within their department.</p>

		<p>This listservs for the office include UF-postdocs-l@lists.ufl.edu and UF-postdocs-readers-l@lists.ufl.edu. At this time the office is currently seeking a way to have a dynamically generated listserv that constantly updates to reflect real time changes.</p> <p>The committee is listed on the site http://fora.aa.ufl.edu/Provost/Committees/Postdoctoral-Affairs-Advisory-Committee</p>
4.	Postdoctoral Update Electronic Newsletter	The newsletter http://postdoc.aa.ufl.edu/postdoctoral-update will be sent out once a month. Any issues that postdocs should be aware of can be submitted for the newsletter.
5.	Events and Programs	<p>Ideas were discussed for future events. These included a postdoc orientation (similar to the New Faculty Orientation), bringing in visiting speakers for an evening talk (singularly or in panels), workshops (e.g. a series for careers outside of academia, grant writing), or combining these ideas into one day long event to attract high attendance numbers.</p> <p>Recommendations for speakers on interdisciplinary topics and any suggestions are welcome. October is a goal for implementation of ideas. The committee will decide the budget for this in terms of importance.</p>
6.	Postdoctoral Needs Assessment Survey	This survey will be anonymous and on surveymonkey.com. If the postdocs wish to they can submit more personal information than required but they will still not be identified with their response. Feedback on the survey questions will be reviewed at the next meeting.
7.	Future meetings	Feb. 13 th at 3:00 P.M.

Meeting adjourned at: 4:55 P.M.

Action Plan			
No.	Action Item(s)	Owner	Target Date
1.	Postdoctoral Needs Assessment Survey to be sent out	Kim Pace	February
2.	Secure funding for four postdocs to attend the March 19 th IFAS grant writing workshop	Kim Pace	February
3.	Brainstorming and implementation of inaugural postdoc orientation and speaker events/programs/workshops	The committee	October
4.	Kim will ask Sobha Jaishankar about providing grants and awards for postdocs for the postdoc listserv.	Kim Pace	February