CENTER FOR Postdoctoral Affairs IN THE HEALTH SCIENCES

Monthly Postdoc Updates
for Postdoctoral Administrators
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Postdoc Administrator Highlight: Shannon Tatomir
School of Medicine
Department of OB/GYN

How long have you been in your position? 10 years

What do you like about postdoctoral affairs? Working with postdocs is hugely satisfying. My department consistently has 10 postdocs and I enjoy being part of their journey and seeing them progress from setting research goals to becoming valued faculty. Postdocs, both domestic and international, appreciate the role and guidance administrators provide. This goes a long way.

What advice would you give to a new postdoc admin? Or if you are new, what advice has been the most beneficial? New postdoc administrators need to rely on the training tools offered by the University. I've been in my role for 10 years and still refer to the various sites - OACD, OIS, Payroll – for the most current information. Keep lines of communication open with the PI and grants team so you are working cohesively on behalf of the postdoc.

Affirmative Action Statement in Talent Center

This is a reminder to add the Affirmative Action Statement to all postdoc postings in Talent Center. This mandatory statement is not automatically included and therefore must be manually added when creating the posting.

> The University of Pittsburgh is an Affirmative Action/Equal Opportunity Employer and values equality of opportunity, human dignity and diversity, EOE, including disability/vets.

The diversity and covid statements are already part of the Talent Center record and, therefore, do not need to be added.

Postdoc Career Development Plan (CDP)

When a postdoc sends their CDP to a postdoc administrator, they should ensure that the postdoc has at least 3 mentors—primary mentor plus 2 or more—before forwarding the CDP to the Office of Academic Career Development. If not, they should notify new postdocs and/or primary mentors of this requirement before they start creating their plan to avoid a rejection of their plan. We receive multiple plans that do not follow these requirements, resulting in us requesting a revised and updated plan.

Creating a Reappointment in the OACD Database

Please ensure that all fields are updated when creating a reappointment in the database. This includes: upload of a current/updated CV, reappointment letter, updated career development plan, progress assessment, both the start & end dates of reappointment, funding source(s), & salary.

> *If the CDP and progress assessment are not available at the time of processing the reappointment, please make a note in the comments section.

Any questions regarding a reappointment, please contact Kristen Chavis (kmc311@pitt.edu).

Please send any comments or suggestions for future newsletters to postdoc@hs.pitt.edu.

Archived editions of past newsletters are available on the OACD Website.