

# CENTER FOR

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# Postdoctoral Affairs

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## IN THE HEALTH SCIENCES

### Monthly Postdoc Updates for Postdoctoral Administrators

*Volume 25 | July 2023*

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#### Postdoc Administrator Highlight: Amy Teoli

*School of Medicine*

*Department of Cardiothoracic Surgery*



**How long have you been in your position?** I have been employed with UPMC for eight years. I started in my current position as Academic Manager with the Department of Cardiothoracic Surgery in October 2021.

**What do you like about postdoctoral affairs?** The quick response times of the postdoc office administrators, Kristen Chavis and Tammy Dennis, whenever I have an issue or a question. They are always able to offer plenty of information and resources to help me answer the question/s or resolve the problem/s. I also appreciate the user friendliness of the OACD portal when entering postdoc info for approval.

**What advice would you give to a new postdoc admin? Or if you are new, what advice has been the most beneficial?** I'm still a little new at all of this myself, but I would recommend taking advantage of the resources that are made available, such as the OACD website, which has an abundance of information, such as the guidelines for associates and scholars. None of us know everything. It does get a lot easier as you go!

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## Reappointments - Required Forms

When submitting a reappointment, the following forms are required when submitting the pre-approval in the OACD Postdoctoral Database: Reappointment Letter, updated Career Development Plan with a minimum of THREE mentors, Progress Assessment, and updated CV. If these forms are not available at the time of pre-approval, make a note in the comments section. The forms will then need to be submitted in PittWorx or sent to Kristen Chavis ([kmc311@pitt.edu](mailto:kmc311@pitt.edu)) prior to PittWorx approval.

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## FMLA

Postdocs' time off should be put through PittWorx as either paid/unpaid and marked as ineligible for FMLA if the postdoc is not eligible. Postdocs are only eligible for FMLA after being employed for at least one year.

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## Postdoc Supplemental Employment

With the permission of their primary faculty mentor, domestic Postdocs and International Postdocs on an H1-B Visa can accept supplemental employment as long as it averages to ten or less additional hours per week. International Postdocs on a J-1 Visa must consult with The Office of International Studies (OIS) for approval.

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## Visa Instructions for Hiring Postdocs

The Office of International Studies has training materials (information packets, tutorials) that can be provided to administrators to help with Visa transfers. They also offer a monthly "New Administration Orientation" designed to cover the basics of making immigration requests to their office. You can email [ois@pitt.edu](mailto:ois@pitt.edu) for the materials or to be invited to the new administration orientation.

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Please send any comments or suggestions for future newsletters to [postdoc@hs.pitt.edu](mailto:postdoc@hs.pitt.edu).

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