

CENTER FOR

Postdoctoral Affairs

IN THE HEALTH SCIENCES

Monthly Postdoc Updates for Postdoctoral Administrators

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Postdoc Administrator Spotlight: Erin Dennison

School of Medicine
Department of Medicine
Division of Cardiology
Vascular Medicine Institute



How long have you been in your position? 13 years.

What do you like about postdoctoral affairs? I really enjoy working with newly appointed postdocs. They are eager to start in their field after finishing their PhDs and are always nice to work with. Many of our postdocs come from a variety of countries as well, so it has also been a

What advice would you give to a new postdoc admin? Or if you are new, what advice has been the most beneficial? Build relationships with those who you work with for these appointments. Pitt has many processes and keeping track of guidelines, timeframes, and a variety of OIS scenarios can be challenging. So, knowing who to go to is key in getting things done, as well as getting through complicated situations. I also recommend making a good postdoc tracker for yourself that includes all the appointment details of your postdocs, including dates, salaries, visa statuses, and additional information regarding odd scenarios. All this information will be crucial in keeping

great experience working with such a diverse group of people.

on task and all your postdoc appointments in good standing.

New Non-Renewal/Early Termination Letters

There are new templates for Non-Renewal/Early Termination Letters. You can find them here under “termination letters”:

<https://www.oacd.health.pitt.edu/administrators/appointment-procedures#sample>. We no longer require the postdoc’s signature on these forms. You must still obtain approval from the Center for Postdoctoral Affairs in the Health Sciences before issuing the letter to the postdoc. Send the letter to postdoc@hs.pitt.edu and cc: kmc311@pitt.edu. Once you receive approval, you may send it to the postdoc. Please keep a record for your department that it was sent/provided.

Career Development Plan - Mentoring Team

Before submitting a Career Development Plan (CDP) for a postdoc new hire/reappointment, please ensure that they have identified at least **three** mentors that comprise their mentoring team. This should include their primary mentor, and a minimum of two additional individuals. They can be lab/department peers or colleagues, professors from other departments or any individual who may be outside of the university or country that is committed to enhancing their postdoctoral experience and willing to provide guidance as they strive to achieve their career goals. Any CDP that is submitted with less than three mentors will be sent back for completion of the mentoring team.

Affirmative Action Statement in Talent Center Requisitions

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. If this statement is not included, the requisition will be rejected.

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.

Targeted Postdoc Associate Hires - Talent Center Requisitions

When you have a targeted postdoc associate hire, you will need to post the position for a minimum of 5 days. Please select the Targeted External Faculty Recruitment (Posted for 5 calendar days) from the drop-down list. The option is at the bottom of the list in the field "Type of Search". By selecting the Targeted External Faculty Recruitment (Postdoc for 5 calendar days) option, this option will be a true indicator that there is already a postdoc selected for the position.

If this is not a targeted postdoc associate hire, all postings need to be posted for 30 calendar days; therefore, select the External Search (Posted for 30 calendar days) from the drop-down list.

Postdoc Orientation Observation

All postdoctoral administrators are welcome to attend one of our monthly postdoctoral orientations as an observer. You can see firsthand the information provided by Dr. Zellers to help enhance and enrich the postdoctoral experience for your postdoctoral associates and scholars.

If you are interested in attending an orientation, please reach out to Kristen Chavis (kmc311@pitt.edu). She can provide the dates of our upcoming orientation sessions and add you to the invitation list to receive the registration link.

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](#).



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