

CENTER FOR

Postdoctoral Affairs

IN THE HEALTH SCIENCES

Monthly Postdoc Updates for Postdoctoral Administrators

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Postdoc Administrator Highlight: Joshua Bennis

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How long have you been in your position? I have been at the UPMC Hillman Cancer Center for just over 6 years.

What do you like about postdoctoral affairs? Postdoctoral affairs is relatively new to my position since we absorbed some of the personnel duties from Radiation Oncology. Most of my experience prior to dealing with postdoctoral affairs was centered around staff level positions. Postdoctoral affairs has exposed me to a whole new world which presents new challenges and an opportunity to learn. It's been interesting getting to learn everything that comes with Postdoctoral affairs. I know that I have a lot more to learn and look forward to doing so.

What advice would you give to a new postdoc admin? Or if you are new, what advice has been the most beneficial? The OACD website for administrators is a great resource. I am constantly referencing those materials to make sure I am completing the processes correctly and not skipping any steps. Almost any question that comes up can be answered

using the OACD website, so my advice would be to get familiar with the OACD website and read through all of those great resources that they have made available to administrators.

Postdoc FMLA/Paid Leave Policy

PDA/PDSs have 20 compensated days to use for vacation, personal, or sick time. Once these benefits are exhausted, PDA/PDSs who have been employed for at least one year are eligible for a health-related leave under FMLA policies.

FMLA is a federal law that provides up to 12 weeks (60 working days) of unpaid, job-protected leave to eligible employees of the University of Pittsburgh. To qualify, you must have been employed by the University of Pittsburgh for at least 12 months, and you must have worked at least 1,250 hours for the University of Pittsburgh in the past 12 months. A faculty mentor does have the discretion to approve a personal or medical leave if the postdoc is not technically eligible for FMLA, yet the faculty mentor wants to retain the individual. Contact postdoc@hs.pitt.edu if a faculty member would like to discuss this option.

More information on Postdoc FMLA/Paid Leave Policy, as well as Parental Leave Policy, can be found on the OACD website at <https://www.oacd.health.pitt.edu/postdoc-leave-policies>. You can also contact us at postdoc@hs.pitt.edu for more information.

Appointments for Doctoral Students/Dissertation Policy

For a graduate student to be hired as a postdoc before they officially graduate from their doctoral program, they must have successfully completed all of their doctoral degree requirements and the dissertation/thesis must be approved in **final format**. This means that they have successfully defended their dissertation/thesis and no revisions are needed. If revisions are needed, they will need to make the revisions, and have it approved in final format before they can be appointed. Documentation of completing degree requirements should be requested from an academic advisor and provided on institutional letterhead.

Processing Terminations - OACD Postdoctoral Database Portal

When submitting a voluntary or involuntary termination in Pitt Worx, please remember to also submit the termination request in the OACD Postdoctoral Database Portal. We are collecting career outcomes on our postdocs; therefore, if you know where the terminating postdoc is going (e.g., university/company and employment details), please enter the information under termination details. If you do not know where the postdoc is going, please enter Unknown for all fields. Do not enter their current position information.

Selecting PI & Mentor in Database

When creating an appointment in the database and selecting the PI & Mentor, start typing the last name and wait for the options to pre-populate. Select the PI/Mentor from the drop down.

This will ensure that their email address shows in the record and their funding sources populate for you to select the correct one. If the PI/Mentor do not populate or the correct funding source is not available to select, please email Kristen Chavis (kmc311@pitt.edu).

Women in Medicine & Science Forum 2023



We are pleased to announce that registration is now open for the 2023 Women in Medicine and Science Forum which is scheduled for March 28-30th.

This forum expands upon our institution's *Year of Emotional Well-Being* and promotes the professional well-being of women in medicine & science, highlighting strategies that lead to emotional well-being and career success.

Please help spread the word and encourage your faculty, trainees & research staff to attend.

Learn more & register for the forum here: [WIMS 2023 | Office of Academic Career Development | University of Pittsburgh](#)

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](#).