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**POSTDOCTORAL HANDBOOK**

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## ABOUT

### **Welcome Letter from the Office of Postdoctoral Affairs**

Dear Postdoctoral Scholar,

On behalf of the Office of Postdoctoral Affairs (OPA), welcome to the University of Colorado Boulder! CU Boulder is an exciting place to launch a research career, with world-class, interdisciplinary research teams including 12 research institutes and dozens of research centers. The collaborative and creative research community at CU Boulder maintains partnerships wit

## **Welcome Letter from the Postdoctoral Association of Colorado**

Dear Postdocs,

Welcome to the Postdoctoral Association of Colorado Boulder (PAC Boulder), an organization by postdocs, for postdocs. We are pleased that you have chosen to join our organization. We are eager to get to know you and to support you in your professional endeavors.

Postdocs fit into a unique position in academia as they are a group in both research and professional training with diverse needs. To serve the postdoctoral community at CU-Boulder and the associated National Labs, the PAC Boulder was formed in 2004 under the auspices of the Office of the Vice Chancellor for Research, now the Res-1 (d)-10.6(d)-10.6(d)-10.7 (iw -35

# CU Boulder Postdoctoral Handbook

semi-independent research under the direction of a principal investigator with whom they are training for a defined period of time. This type of Postdoctoral Fellow is ineligible for vacation leave and benefits.

**Research Associate (1306):** Research Associates are permanent positions that report to a supervisor, though they have a greater degree of independence than Postdoctoral Associates. Research Associates typically are more senior than Postdoctoral Associates, having already completed their postdoc. Note: some units on campus classify all postdocs as Research Associates. **If you are a postdoc classified as a Research Associate, be sure to sign up for OPA notifications so you don't miss out on award opportunities and free training programs:**  
<http://tinyurl.com/opasubscribe>.

### Benefits

The benefits a postdoc receives are dependent on the job code under which he or she is employed. The **Benefits Eligibility Matrix** shows benefit eligibility for Postdoctoral Associates and Postdoctoral Fellows:

[https://www.colorado.edu/postdoctoralaffairs/sites/default/files/attached-files/postdoc\\_benefits\\_eligibility\\_matrix.pdf](https://www.colorado.edu/postdoctoralaffairs/sites/default/files/attached-files/postdoc_benefits_eligibility_matrix.pdf)

All employees of CU Boulder, including postdocs, are eligible for discounts through Benefit Hub ([stateofcolorado.benefithub.com/](http://stateofcolorado.benefithub.com/)) and through their Eco Pass Extra ([bouldercolorado.gov/goboulder/eco-pass-extra](http://bouldercolorado.gov/goboulder/eco-pass-extra)).

### Best Practices

OPA has drafted a set of best practices and responsibilities to set up the postdoc-mentor team for success in research and career planning.

#### Postdoctoral Scholars

Postdoctoral scholars should strive to meet the following expectations during their appointment:

1. Assume primary responsibility for his or her research and career development, including but not limited to:
  - a. Seeking opportunities to develop your independent research career through publications, fellowships/grants and performing service to professional societies;
  - b. Creating and following an [Individual Development Plan](#) (IDP), including annual updates and performance reviews.
2. Perform quality research service, as directed by the faculty mentor, in a professional and timely manner.
3. Meet regularly (weekly is recommended) with faculty mentor to openly discuss research progress and career development. Seek research and career advice from faculty mentor, other faculty members, professional society members, and peers, as appropriate.
4. Behave in a professional, collaborative and respectful manner in all interactions with faculty, staff, coworkers, students, and extramural colleagues.

#### Mentors

Mentors play a critical role in postdoc career development of. As such, mentors are asked to:

- x Be available and regularly meet with your postdoc on a one-on-one basis;



- x Work with your postdoc to develop an Individual Development Plan (IDP) – a tool to help track your postdoc’s progress and goals ([see guidelines here](#)). Research goals should align with the postdoc’s career path, with the potential for publications and other opportunities for development;
- x Encourage your postdoc to:
  - o Attend orientations, trainings, and workshops offered by OPA, Career Services and the Graduate School (spring programming below);
  - o Present at conferences and IDP Peer cr2 (t)-6.7 (t7hBDC/Artif Epaa,.9 ( c)8.sMCIDs)-2 (ml.033 0 Td[n

the necessary documentation with you during your first three days. You should be provided with

Institutes of Health (NIH) awards (institutional training grants, educational grants and research career development awards; see also: <https://www.colorado.edu/researchinnovation/rcr/nih-awards>). RCR training is recommended for all postdocs. If you suspect research misconduct, contact the Research Integrity Officer, Dr. Joe Rosse ([joseph.rosse@colorado.edu](mailto:joseph.rosse@colorado.edu)), for a confidential discussion of your concerns and options for next steps. To learn more about research misconduct, visit the following site: <https://www.colorado.edu/researchinnovation/rcr/research-misconduct>.

#### Reporting Conflicts of Interest

A Disclosure of External Professional Activities (DEPA) is required to be on file for postdocs and faculty, regardless of whether or not a conflict exists. More information on conflicts of interest and DEPA can be found here: <https://www.colorado.edu/researchinnovation/coi/getting-started>

## CAREER DEVELOPMENT

### OPA and PAC Boulder Services

- f* Trainings and workshops: <https://www.colorado.edu/postdoctoralaffairs/events>
- f* Award opportunities: <https://www.colorado.edu/postdoctoralaffairs/award-opportunities-memberships>
- f* Free memberships including Versatile Ph.D. and the National Center for Faculty Development & Diversity <https://www.colorado.edu/postdoctoralaffairs/current-postdocs/memberships>
- f* Communications promoting postdoc activities
- f* Community activities and happenings
- f* Support for Individual Development Plans (IDP)
- f* Support for and collaborations with the Postdoctoral Association of Colorado Boulder (PAC Boulder)
  - f* PAC Boulder is CU Boulder's volunteer postdoc group and hosts multiple social events throughout the year. PAC Boulder also offers travel awards for postdocs to present at conferences.

### Individual Development Plan (IDP) and Annual Review

As referenced above, using an IDP to create your career development plan and progress is highly recommended. Taking the time to plan your career path will help you use your postdoctoral training period more efficiently and effectively. Furthermore, completing your IDP will help you to familiarize yourself with career planning tools that are common among academic and non-academic employers.

Your IDP will help you to:

- x Identify or refine your long- and short-term career goals;
- x Identify additional skills that you need to have, and resources for improving them;
- x Make and implement a plan for meeting your goals;
- x Initiate regular discussions with your mentor(s) about your career path and performance;
- x Track your accomplishments and progress toward your career goals;



#### Ombuds Office

<https://www.colorado.edu/ombuds/>The Ombuds Office can assist postdocs confidentially with both administrative and interpersonal concerns or conflicts, including concerns with supervisors, administrators or fellow coworkers.

#### Faculty Relations

<https://www.colorado.edu/facultyrelations/>Faculty Relations can assist postdocs who have conflicts with a faculty member. Consultations are confidential; Faculty Relations will report allegations involving criminal conduct, harassment, discrimination, or risk of harm to self or others. Faculty Relations conducts formal investigations of allegations of unprofessional conduct. Appointments are available with the Director of Faculty Relations, Suzanne Soled, by emailing [suzanne.soled@colorado.edu](mailto:suzanne.soled@colorado.edu).

#### Office of Victim Assistance (OVA)

<https://www.colorado.edu/ova/>OVA offers free, confidential information, support, advocacy, and short-term counseling to students, faculty and staff at CU, including their significant other. OVA can help with a number of experiences including, but not limited to, bias motivated incidents, harassment and discrimination, sexual harassment, sexual assault, stalking, hazing, physical assault, serious accidents, and death of a loved one or community member. In the event of an emergency or if you feel your safety is at risk, always call 911 first.

#### Office of Institutional Equity and Compliance (OIEC)

<https://www.colorado.edu/oiec/>OIEC conducts investigations of discrimination and harassment based on race, color, national origin, pregnancy, sex, age, disability, creed, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy at CU Boulder.

#### Faculty and Staff Assistance Program (FSAP)

<https://www.colorado.edu/hr/about/faculty-staff-assistance-program>FSAP counselors serve the emotional and psychological needs of the campus community. You can make an appointment, or visit them during walk-in hours Monday through Friday from 11:00 AM – 12:00 PM at ARCE A353. FSAP also offers a number of resources for work-life balance:  
[www.colorado.edu/hr/faculty-and-staff-assistance-program/work-life-services](http://www.colorado.edu/hr/faculty-and-staff-assistance-program/work-life-services).

### Advocacy Centers

#### Center for Inclusion & Social Change (CISC)

<https://www.colorado.edu/cisc/>The Center for Inclusion and Social Change was formed in 2018 by the Cultural Unity and Engagement Center, the Women's Resource Center and the Gender and Sexuality Center to offer strengthened services, greater advocacy and more innovative programs to support students in exploring multiple intersecting aspects of their identity.

#### Disability Services and ADA Coordinator

[www.colorado.edu/disabilityservices/faculty-staff](http://www.colorado.edu/disabilityservices/faculty-staff) [www.colorado.edu/institutionalequity/ada](http://www.colorado.edu/institutionalequity/ada)  
If you require reasonable accommodation or ergonomic evaluation for a disability, the ADA coordinator will help coordinate your request. Disability Services provides additional resources including universal design consultations and accessible technology.

#### Veteran and Military Affairs

[www.colorado.edu/veterans/](http://www.colorado.edu/veterans/)

Veterans Services serves the veteran/military community at CU Boulder. Additional information about military leave can be found here under “Other Leaves”: [www.cu.edu/employee-services/leave](http://www.cu.edu/employee-services/leave).

Religious Campus Organizations (RCO)

<https://www.facebook.com/rco.cu>/RCO is a resource that can help you to connect with a

Off-Campus

Planetarium & Science Museum, CU Presents, Macky Auditorium Concert Hall, the Conference on World Affairs, and the Shakespeare Festival.

Sports

Recreational Athletics

[www.colorado.edu/recreation/intramural-sports](http://www.colorado.edu/recreation/intramural-sports) [bouldercolorado.gov/parks-rec/sports](http://bouldercolorado.gov/parks-rec/sports)

Professional Sports Teams and Tickets

<b>Team</b>	<b>Sport</b>	<b>Link</b>
CU Buffs	Football, Men's and Women's Basketball, Volleyball and Soccer	<a href="http://www.cubuffs.com/">www.cubuffs.com/</a>
Denver Broncos	Football	<a href="http://www.denverbroncos.com/">www.denverbroncos.com/</a>
Colorado Avalanche	Hockey	<a href="http://avalanche.nhl.com/">avalanche.nhl.com/</a>
Denver Nuggets	Basketball	<a href="http://www.nba.com/nuggets/">www.nba.com/nuggets/</a>
Colorado Rockies		



### **Lactation Rooms**

There are a number of lactation rooms available on campus as listed at the following site:  
<https://www.colorado.edu/cisc/resources/parenting-childcare>.

### **Childcare**

It is recommended that you begin looking for childcare before your move to Boulder, as some care providers may have long waitlists, especially for children under 3 years of age. CU Boulder has partnered with Bright Horizons Care Advantage, which provides a referral service for child and elder care providers: [www.careadvantage.com/cu](http://www.careadvantage.com/cu). Boulder County also offers childcare referrals to residents through the Child Care Resource and Referral Program: [bouldercolorado.gov/child-youth-family](http://bouldercolorado.gov/child-youth-family). Staff can choose to enroll their children at the CU Boulder

Dinosaur Ridge	<a href="http://www.dinoridge.org/">www.dinoridge.org/</a>
Downtown Aquarium	<a href="http://www.aquariumrestaurants.com/downtownaquariumdenver/">www.aquariumrestaurants.com/downtownaquariumdenver/</a>
Elitch Gardens	<a href="http://www.elitchgardens.com">www.elitchgardens.com</a>
Hike it Baby	<a href="http://tinyurl.com/osfcpn6">tinyurl.com/osfcpn6</a>
Swimming	<a href="http://bouldercolorado.gov/parks-rec/pools">bouldercolorado.gov/parks-rec/pools</a> <a href="http://bouldercolorado.gov/parks-rec/reservoir-swimming">bouldercolorado.gov/parks-rec/reservoir-swimming</a>
Tiny Town & Railroad	<a href="http://tinytownrailroad.com/">tinytownrailroad.com/</a>
Water World	<a href="http://www.waterworldcolorado.com">www.waterworldcolorado.com</a>
Wings over the Rockies Air & Space Museum	<a href="http://wingsmuseum.org/">wingsmuseum.org/</a>
World of Wonder Children's Museum	<a href="http://www.wowchildrensmuseum.org/">www.wowchildrensmuseum.org/</a>

## INTERNATIONAL POSTDOCS

Approximately half of all postdocs at CU Boulder are international. As outlined below, resources are available to help international postdocs acclimate to life in Boulder and to being a postdoc in the U.S.

### **Postdoctoral Association of Colorado (PAC) Boulder**

PAC Boulder holds regular social events and networking opportunities for CU Boulder postdocs. <https://www.colorado.edu/pac/>

### **International Postdoc Survival Guides**

The National Postdoctoral Association (NPA) has published an International Postdoc Survival guide covering topics such as living in the U.S., Income Taxes, and Visas.: [www.nationalpostdoc.org/default.asp?page=SurvivalGuide](http://www.nationalpostdoc.org/default.asp?page=SurvivalGuide).

### **International Student and Scholar Services (ISSS)**

[www.colorado.edu/oie/iss](http://www.colorado.edu/oie/iss)

ISSS, under the Office of International Education (OIE), helps international scholars with questions regarding their legal status or other related questions. ISSS is located in the Center for Community (C4C) room S355 on the Main Campus. ISSS at natiSS. m

to report your income tax correctly and on time, and you may consider using a professional service like a Certified Public Accountant (CPA) or Enrolled Agent (EA) for this purpose. If you choose to use a professional tax preparer, ensure that you use someone who is experienced with taxes for international employees.

### English Courses

There are a number of resources on- and off-campus to help your language skills (note OPA cannot endorse any non-CU resources).

Resource	Phone	Link
International English Center	303-492-5547	<a href="http://iec.colorado.edu/overview-programs">iec.colorado.edu/overview-programs</a>
Clear Talk Mastery		<a href="http://www.cleartalkmastery.com/">www.cleartalkmastery.com/</a>
Doorways English School for International Women	303-570-4793	<a href="http://www.doorwaysenglishschool.org/index.html">www.doorwaysenglishschool.org/index.html</a>

### Boulder Council for International Visitors (BCIV)

<https://www.bciv.org>The BCIV hosts community events for international visitors to the Boulder area and their families, and also prepares a monthly newsletter of events and activities.

### Intercultural Workshop GTP Program

[www.colorado.edu/gtp/workshops/intercultural-workshops](http://www.colorado.edu/gtp/workshops/intercultural-workshops)

The Graduate Teacher Program (GTP) offers an Intercultural Workshop series that may be of interest to international postdocs or postdocs with an interest in teaching.

## APPENDIX

### **Onboarding Checklist**

#### Before Starting

Obtain housing.

Sign up for a local bank account.

Obtain a Colorado driver's license, if desired.

Postdoc Parents: Enroll your child(ren) in school and/or daycare.

International Postdocs: Consult with your department and International Student and Scholar Services to complete your visa requirements for yourself and your family, if applicable, and to determine next steps before and after arrival in Colorado.

Explore Boulder's parks, shopping areas and attractions.

#### First Day

Activate your IdentiKey.

Ensure your employee information is correct on MyCuInfo.

Fill out your I-9 form (bring appropriate documentation with you).

Fill out the appropriate tax withholding forms:

Domestic Postdocs: fill out W-4 on MyCuInfo.

International Postdocs: schedule a consult with an international tax specialist.

Fill out your direct deposit information on MyCUInfo.

Have lunch with your coworkers and/or mentor.

#### First Week

Get your Buff OneCard and Eco Pass.

Meet with your mentor to discuss your career and project plans.

Explore the CU Boulder campus.

Complete your online New Employee Orientation, Information Security & Privacy Awareness and Discrimination and Harassment training on MyCUInfo.