Handbook for Postdoc Fellows

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Greetings!

Welcome to the University of Washington. We know you have many choices of where you choose to continue your training, and we are thrilled that you chose to come to UW. Postdocs are an essential part of our community at UW. Our research, innovation, teaching, and mentorship of next-gen researchers are better because you are here.

While you are in your postdoc position, you are continuing your own professional development and growth. We hope this means you are finding ways to challenge yourself and continue learning. That said, we recognize that the postdoc years can also feel isolating and frustrating. You have done so much already and you are on the path to independence, but you may have more time ahead before you can really strike out on your own. You have many choices for pathways and future work and we hope you can explore a few options while you are here in Seattle.

We encourage you to make the most of your time here. Take a look at the "checklist" for new postdocs. Start thinking about who is on your mentoring team (more than one person!). Get to know campus resources and organizations by using this handbook as a starting guide. And find "your people". The UW is a big place and you may find the best collaborators or friends in a department or building that is not your own.

Explore. Build. Innovate. Challenge. And let us know how we can help. We always appreciate hearing from you – with your successes, challenges, and needs (UWOPA@uw.edu).

With regards,

Kelly Edwards
Associate Dean for Student and Postdoctoral Affairs, the Graduate School
Professor of Bioethics & Humanities, UW School of Medicine

POSTDOC PROFILE

A few facts about this year's 1,055 Postdoctoral Scholars

Office of Postdoctoral Affairs
THE GRADUATE SCHOOL
UNIVERSITY of WASHINGTON

September 2014

Gender

Women	485 (46%)
Men	570 (54%)

Citizenship

Domestic	671 (64%)
International	374 (35%)
Not Identified	10 (1%)

School/Colleges

College of Arts and Sciences, 15%
College of Engineering, 9%
College of Environment, 6%
School of Public Health, 5%
School of Pharmacy, 3%
Applied Physics Lab, 1%
School of Medicine, 58%
Other*, 3%
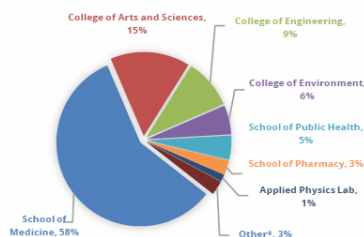
*Other category includes Seattle: College of Education/Built Environment, School of Dentistry/Nursing/Social Work, Foster School of Business, Health Services Administration, VP Student Life; Bothell: Education, Library Studies, Sch. of STEM; Tacoma: Business, interdisciplinary Arts & Sciences.

Country of Citizenship
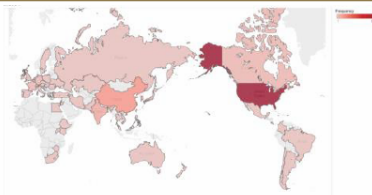
Top Countries:

United States	670	Isreal	11
China	95	United Kingdom	11
India	50	Spain	9
Canada	25	Iran	6
Korea, South	21	Colombia	5
France	19	Australia	4
Germany	18	Italy	4
Japan	14	Switzerland	4
Taiwan	12	Argentina	3

Where They Work

Seattle Campus

Aeronautics & Astronautics	6
Allergy and Infectious Diseases	19
Anesthesiology and Pain Medicine	17
Applied Mathematics	1
Applied Physics Lab	14
Aquatics & Fishery Sciences	12
Architechure	1
Arts & Sciences Ilabs	12
Astronomy	6
Atmospheric Sciences	7
Biochemistry	49
Biobehavioral Nursing and Health Systems	2
Bioengineering	34
Biological Structure	13
Biology	32
Biomed Information	4
Biostatistics	4
Cardiology	8
Center for Enperimental Nuclear Physics and Astrophysics	2
Chemical Engineering	18
Chemistry	57
Civil and Environmental Engineering	9
Comparative Medicine	8
Computer Science & Engineering	16
Dean of Education	8
Department of Medicine	18
Department of Pharmacy	10
Dermatology	5
Center for Digital Arts and Experimental Media	1
Earth & Space Sciences	8
Electrical Engineering	14
Environmental and Forestry Sciences	18
Environmental and Occupational Health	15
Epidemiology	8
Family Medicine	3
Friday Harbor Labs	2
Gastroenterology	2
General Internal Medicine (Harborview Medical Center)	3
Genome Sciences	53
Gerontology	4
Global Health	21
Hematology	7
Health Services Admin	1
Health Services - Main	3
Human-Centered Design & Engineering	2
Immunology	18

Institute of Nuclear Theory - Physics	4
Joint Institute for the Study of Atmosphere and Ocean	3
Lab Medicine	13
Marine & Environmental Affairs	3
Management & Organization Regular	1
Mathematics	3
Materials Sciences & Engineering	23
Mechanical Engineering	13
Medical Genetics	6
Medicinal Chemistry	10
Metabolism and Endocrinology	15
Microbiology	41
Nephrology	3
Neurological Surgery	6
Neurology	3
Obstetrics & Gynecology Admin	4
Oceanography	6
Oncology Admin	6
Ophthalmology	12
Oral Health Sciences	5
Otolaryngology – Head & Neck Surgery	10
Pathology	40
Pediatric Dentistry	1
Pediatrics	33
Periodontics	1
Pharmaceutics	9
Pharmacology	25
Physics – State Operations	29
Physiology and Biophysics	31
Psychiatry	26
Psychology	9
Pulmonary and Critical Care Medicine	11
Radiation Oncology	4
Radiology	16
Rehabilitation Medicine	10
Rheumatology	2
Social Work	1
Speech and Hearing Sciences	3
Statistics	3
Surgery	18
Tumor Vaccine Group	2

Bothell Campus

Education	1
Library Studies	1
Physical Sciences	2

Tacoma Campus

Business	1
Interdisciplinary Arts & Sciences	2

New Postdoctoral Fellow Arrival Checklist

Welcome to the University of Washington! As you get settled on campus, please consider the following:

- **Check in with PI**

    - Get orientated to your work area and clarify responsibilities.
    - Set expectations for regular meetings to discuss progress and your professional goals. [See NIH Collaboration Agreement for ideas]
    - Ask to be introduced to other postdocs in the department, and other faculty.

- **Check in with Department HR Personnel and Administrator for:**

    - Payroll/Benefits
    - Your UW Employee ID number, update your profile in Employee Self-Services (myuw.washington.edu)
    - Your UW NetID for UW email and Husky Card for many services
    - Keys/keycards to get access to office, building, equipment
    - Emergency Procedures and Lab Safety
    - Be added to the departmental and centrally managed email list, including UWPA and OPA lists! (Contact UWOPA@uw.edu to sign up)
    - Ask about other department-specific procedures

- **Register for New Employee Orientation and Benefits Orientation**

- **Find out when the Postdoc Orientation is happening next (Jan/July/Sept is a planned cycle), by contacting the Office of Postdoc Affairs or the UWPA.**

- **Identify your Mentor Team (beyond primary advisor) and connections to campus resources**

- **Transportation**

    - For information on parking, commuting, maps, refer to the following websites:
        - Commuting (UPASS)
        - Parking
        - Maps

- **International Postdocs on J-1 exchange visitor visas**: Check in with the International Scholars Operations (ISO) for the assistance you will need with immigration and visa issues. (Note: international postdocs on other types of UW-sponsored visas can find resources online and contact ISO regarding support on UW employment, visa limits, and etc. when needed.)

- Sign-up for **Emergency Alerts**
    - UW Alert

Office of Postdoctoral Affairs

Office of Postdoctoral Affairs (OPA) at University of Washington is the central office to provide coordination, promote accountability, and to facilitate best practices. While research advisors, schools, colleges, and programs retain primary responsibility for postdoctoral researchers within their disciplines, the OPA is here as a resource for postdocs and postdoc advisors and managers. We are invested in a productive postdoc experience where postdocs can successfully transition to their next career move. The OPA works in partnership with key offices across campus (e.g. School of Medicine, Academic Human Resources, Career Center, Office of Research, the Office of the Provost, and the leadership of Colleges and Schools).

OPA addresses the following functions:

- Policy Coordination and Oversight
- Central Tracking and Reporting
- Professional and Career Development
- Support for and Collaboration with the UWPA
- Centralized Resources and 1-1 Advising as Needed

Graduate School Mentoring Award for Postdoc Trainees

The Graduate School and the OPA awards an annual Mentoring Award for postdoctoral trainees to recognize and honor the tremendous role postdocs play in student research and training at UW.

OPA Postdoc Advisory Committee

Postdocs' voices are important to OPA. The committee is made of current postdocs who are willing to volunteer their time on issues that are critical to postdocs. This Advisory Committee helps OPA stay close to postdocs, be aware of their concerns, and consults regularly with the UWPA leadership.

Postdoc Affairs Advisory Committee (PAAC)

PAAC is composed of campus leadership, faculty, staff, and postdoc leaders who are dedicated to support postdocs on UW campus. The committee meets once a quarter, or is consulted as needed on policy or program issues impacting particular departments or units.

The Office of Postdoc Affairs is located in Loew Hall, Room 302 on the main UW Seattle campus, and can be reached via UWOPA@uw.edu or 206-616-7116.

Ensuring a Successful Postdoc Experience

The following resources and strategies can help you have a productive and satisfying postdoc experience. Ask senior postdocs or senior staff what has worked for them in a particular faculty advisor relationship.

AAMC Compact Between Postdoctoral Appointees and Their Mentors

This compact was developed by a national group and is recommended for use between postdocs and faculty advisors to clarify roles and responsibilities. You can use this compact as a guide for your conversation and adapt to address your specific context.

Mentor-Mentee Expectations Checklist

Many conflicts between faculty advisors and postdocs can be minimized if expectations are made clear from the beginning. Every mentor has different styles and capacities, and every mentee has different needs. It can help to have a conversation about expectations early on so you can identify if you have a good fit with your primary advisor, or you can be alert to the need to build out your mentoring team to address needs that are unmet by a primary faculty. It is encouraged to have a team of 2-4 people who can speak to research, career, and personal goals in different ways.

Mentoring Expectations Worksheet

Mentee Expectations Checklist

Collaboration Agreement – NIH Ombudsman Office

The NIH Partnering agreement provides an outline of a number of considerations when entering into a new research collaboration, including expectations around authorship, data ownership, conflict resolution, and communications. We highly recommend using this guide to touch on these topics with your primary research advisor and collaborators to assure everyone is on the same page. Having agreements upfront can avoid frustrations and disappointments down the road.

Sample Partnering Agreement Template

Mentoring: Managing Up

8 Strategies for "Managing Up"

"Managing up" is a term that many of you may have heard and it may mean slightly different things to different people. We are defining managing up to mean actively and thoughtfully playing a role in defining and shaping an important relationship that likely involves a power dynamic. Learning to effectively manage up is a skill-set that you can begin to practice with your PIs, advisors, collaborators, etc. and then carry with you to help positively impact your work relationships in the future.

1. Identify your needs. Rather than thinking about a frustrating supervisor, or "finding a mentor," ask yourself what it is that you **need**. How can this individual support you in being productive and successful? Reflect upon your own personality and specific needs, which may evolve over time. If you take the time to identify what you need, this will help set the tone and drive the direction of the relationship from the start. And it is also likely the case that not all of your needs can be, or should be met by a single advisor.

2. Set clear expectations about what you are looking for in the relationship. Be transparent from the start about what you are hoping to gain from the relationship (see the mentor/mentee expectation checklist above to prompt your thinking). This will not only give the person some direction on how they can best support you, but will also give them the impression that you are taking an active role in meeting your goals towards your own overall success. They will likely appreciate that they do not have to take the lead in the relationship, and may be more inclined to help you with your requests. Keep in mind that even people from the same discipline will have different approaches or ideas about what being an advisor, PI, faculty member etc. entails.

3. Prepare an agenda and send it out beforehand. By setting the agenda for the meeting, you are giving the individual both a heads up about what you are interested in discussing as well as communicating that you are respecting their time and efforts. Even if there is something challenging that you want to discuss, frame your agenda using neutral language, for example " seeking guidance on how to approach solving x problem."

4. Follow-up your meeting with an email. Often times in meetings, next steps or action items are discussed for both parties. Sending a follow-up email thanking the person for their time and re-capping what actions items you are going to take on as well as reminding them what they committed to doing will likely be helpful to them (as well as to you). This will also give you something in writing to go back to which helps hold both of you accountable. In these emails, it can help to include a couple of lines of positive feedback about what role they are playing in your relationship that is especially helpful to you. Positive reinforcement goes a long way, even it is just one thing you appreciate.

5. Find safe conversation partners. After a couple of interactions with someone you may find that the relationship is not progressing in the direction that you wish. Often times talking to people outside of your research group can help give you perspective. Run some of your frustrations by your conversation partner, they can be a helpful sounding board for you. You can also have mock or prep conversations with them in advance of your meeting that will help prepare you for the real thing. A trusted colleague or mentor can give you feedback on how you are framing issues in your email agenda or follow-up if you share drafts when it is important to set the right tone.

6. Give people a "generous read". We are all humans and are often juggling many demands and stressors simultaneously. If someone that you are interacting with is not that pleasant, choose to give them the benefit of the doubt - they may have something going on in their life that is challenging. This may help give you a bit of distance and not take their actions personally. If this ends up being an ongoing problem or you have more negative than positive interactions with the person, the next few tips should help.

7. Remember that you deserve respect and the relationship is supposed to serve you. Always keep in mind that in any relationship, even (and especially) when there is a power dynamic, you deserve to be treated with respect. You have the right to have a healthy and productive relationship, and if you are getting anything less you can always take steps to tell someone or change advisors, supervisors, PIs etc.

8. Know When to Move On. Sometimes a relationship dynamic just does not work, or you find you cannot get what you need from your advisor or research director. Even though it can feel like taking a step backward to change advisors or change lab groups, it can sometimes free you up to do better work and more importantly, to flourish and thrive.

The above tips were adapted from the recent Core Programs/Women in Chemical Sciences sponsored UW Seattle panel discussion, *Managing Up: How to get the most from your PI*. We thank our panelists for their guidance in exploring this topic: *Kelly Edwards* - Associate Dean for Student and Postdoctoral Affairs at the Graduate School, *Susan Terry* – Director of the Career Center, and *Emma Williams* – Associate Ombudsman.

Other Resources on Mentoring
National Center for Faculty Development & Diversity (NCFDD)

All UW Postdocs have access to the full NCFDD site and resources. Ask Norma Rodriguez, Director of the Office of Faculty Advancement, to sign you up. Once on the site, you can access their webinars and resources aimed at supporting productivity and academic success. You can sign up for a weekly "Monday Motivator" email with pearls each week. For example, a newsletter from November emphasized two key questions to rethink about your approach to mentoring: 1) What do I need? and 2) How can I get my needs met? Some examples of needs can be: professional development, emotional support, a sense of

community, accountability, institutional sponsorship, access to networks, and project specific feedback. These needs can be met by more than one person.

The Graduate School Mentor Memos: Short Tips from UW Faculty

Topic Highlights:

- ➢ Pursuing Interdisciplinary Science Research
- ➢ Preparing for Your Career
- ➢ Building Your Network: Finding Mentors
- ➢ Getting Started in a Lab
- ➢ Working with Your Temporary Advisor
- ➢ Time Management
- ➢ Intentional Career Planning
- ➢ Writing Your Individual Development Plan
- ➢ Teaching Options for Graduate Students and Postdocs

See [Full List of Memos](#)

Responsible Conduct of Research

Federal funding agencies and some UW Schools recommend or require all funded graduate students and postdocs have training in [Responsible Conduct of Research](#), which includes topics such as: collection and recording of data, publication practices, authorship determination, mentoring, peer review, confidentiality of information, collaborations, human subjects research, financial conflicts of interest, and animal care and use. The School of Medicine, through the Department of Bioethics and Humanities, directs our Biomedical Research Integrity program each May-Sept open to all UW postdocs. View the NIH policy requirements, view past lectures and discussion guides, and register for upcoming series at the link above. NSF policy requirements are available on the [Office of Research website](#).

Research Ethics Consult Service

For questions regarding authorship, data ownership, or consultation on approaches to research practices and research with human subjects, you can call the Institute for Translational Health Sciences [Research Ethics Consult Service](#). All consultations are confidential.

Relevant National Policies and Recommendations

National Definition of Postdocs

> A **Postdoctoral Fellow (Postdoc)** is "an individual who has received a doctoral degree and is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path".
>
> Definition adopted by the NIH, NSF, and National Postdoctoral Association

White House Office of Management and Budget: Dual Role of Postdocs

The OMB put forward important policy clarifications in 2014 which not only permits postdocs to take time for professional development while on federal research grants, but the policy creates an obligation for release time as part of the "dual role" of the postdoc (both employee and trainee). As Sally Rockey from the NIH states: "This dual role is critical in order to provide Post-Docs with sufficient experience and mentoring for them to successfully pursue independent careers in research and related fields."

National Postdoc Association: Core Competencies for Postdocs

Complete Core Competencies Document
Competencies Checklist

Responsibilities of Postdocs – National Academies

http://www.nap.edu/read/9831/chapter/5#51

Annual Evaluation

It is highly recommended that every postdoc have a formal annual review, where progress and goals can be discussed. Constructive feedback on areas of growth and further development should be part of this process, as are considerations for the annual merit raise eligibility determined by the Provost.

Suggested Templates

UCLA Postdoctoral Scholar Annual Evaluation
University of Michigan Medical School Annual Evaluation for Research Fellows

Individual Development Plan (IDP) for Postdocs

Guidance from the Office of Postdoctoral Affairs:

An Individual Development Plan, or IDP, is a planning roadmap that helps you identify your current strengths and gaps, where you want to go, and how you will get there. IDPs have been utilized in many work places for some time, and have more recently become required practices if graduate students and postdocs are receiving certain kinds of federal funding. The UW Graduate School and Office of Postdoctoral Affairs **recommend that all postdocs use an IDP, regardless of funding source.** Our recommendation is based on evidence and experience that shows that:

- Having a plan of where you want to go, or at least routes you want to explore, can help you make the most of your graduate and postdoc experience.

- Using a tool like the IDP can help facilitate conversations between trainee and advisor, so the advisor can provide more focused recommendations about experiences or connections that would help facilitate the trainee's goals.

- Evidence gathered from postdocs nationally shows that postdocs with an IDP have a shorter, more productive time in their postdoc positions. The hypothesis is that if you have a clearer idea of where you want to go – and why – then you can be more focused about getting there.

What is an IDP? There are many different tools out there that can help you create your IDP. We offer a template through the Graduate School, but we welcome you to adapt it or find one that better suits your needs. **Common elements to all IDPs include**:

- Self-assessment of needs and interests
- Targeting experiences or activities that facilitate goal achievement
- Reviewing the IDP every 6-12 months with an advisor or mentor of your choosing, to review progress, identify mid-course corrections, and set new target goals.

Ultimately, **the IDP is about personal development**, and it need not be shared with anyone to be a helpful process. Increasingly, there is an expectation that faculty advisors will be able to engage with trainees about discussions of diverse career pathways. We also acknowledge that faculty have deep experiences in their fields, and that they do not cover every career sector. Because of this, **we recommend that trainees utilize mentoring teams,** to provide diverse support and guidance regarding your academic, career, psycho-social, lifestyle, and values-based needs. Departments or programs can develop an alumni

network of graduates working in a variety of sectors and positions who can serve as additional career mentors.

Tracking IDPs: The funders want to know if IDPs are utilized and how, and some ask for documentation of the annual review meeting and discussion of them with faculty advisors. These meetings can be simply tracked, with a Google form or Excel spreadsheet, depending on the size of the program. The IDPs themselves do not need to be collected.

Looking for additional guidance regarding how to do a self-assessment or how to set goals effectively? Take a look at the cover page to our Graduate School IDP (below), and also see the resources and examples we are compiling (growing all the time) on our website.

Suggested UW IDP Templates

The Graduate School
School of Medicine

Grievance Policies and Procedures

We encourage the use of consultation services and informal resolution of conflicts where possible. You can consult with the Ombuds office, the Office of Postdoc Affairs, and the Research Ethics Consult Service to get ideas. Challenges can arise over a number of issues, including: interpersonal conflicts, unfair treatment, policy violations, workplace climate, annual reviews, promotions, data ownership, authorship, and so forth. When you encounter a particularly difficult dispute that cannot be resolved through informal approaches or mediation, you can pursue a formal grievance process.

Senior Fellows

[Forthcoming – in the meantime, contact the Office of Postdoctoral Affairs for guidance]

Research Associates

http://www.washington.edu/admin/rules/policies/FCG/FCCH27.html

http://www.washington.edu/admin/rules/policies/FCG/FCCH28.html#2832

Financial Conflicts of Interest: Office of Research Guidance and Policies

http://www.washington.edu/research/topics/fcoi

Rights in Research Data: UW Policy

https://www.washington.edu/research/osp/gim/gim37.html

Policy for Addressing Allegations of Scholarly and Scientific Misconduct

http://www.washington.edu/admin/rules/policies/PO/EO61

Professional Development

Academic Career Series

UW Career Center holds regular academic career workshop series throughout the year and has numerous online resources to access regarding preparing for job talks, interviewing skills, etc.

Non-Academic Career Series

UW Career Center offers workshops and resources on exploring career opportunities beyond academia. Postdocs are welcome at all workshop events, and can often receive 1-1 advising from career specialists and peers during the sessions. Further 1-1 consultation is available for a small fee through the Career Center.

Public Communication Skills

The Department of Communication offers 20 minute consultations on public speaking via their Speaking Center. Sign up online for a spot and get feedback on key presentations.

Grant Writing

UW Grant Writer's Reference

NIH Grant Writing Tips

Meet the Experts in NIH Peer Review

Pearls of NIH Grant Application Wisdom

NSF Guide for Proposal Writing

Visual Design

The Design Help Desk offers free advice for members of the UW community who are seeking to improve their visuals for presentation and publication. Clients can bring any visual work related to their research or teaching—including figures, diagrams, data plots, presentations and posters—and receive help from a designer on staff. Supported by UW College of Engineering and the UW Design Division.

Collaboration and Conflict Resolution

https://ombudsman.nih.gov/tools.html

Exploring Diverse Careers

Branching Points

Branching Points is a great resource for learning how to conduct informational interviews during a job search – developed by professional consultant, and UW alum, Liza Shoenfeld.

Biocareers.com

Biocareers.com is the first and only career service dedicated to expanding professional options for life science PhDs and MDs. The service provides online career resources and job postings to post-graduate and alumni candidates, and services to employers. Use your UW email to login for maximum access.

The Versatile PhD

Versatile PhD is the oldest, largest online community dedicated to non-academic and non-faculty careers for PhDs in humanities, social sciences and STEM.

BioScience Careers Seminar Series

BioScience Careers is a graduate student run organization which provides career information through monthly seminar series and the website. Postdocs are welcome.

Collaboration and Team Science: A Field Guide

Collaboration and Team Science: A Field Guide was developed by L. Michelle Bennett, Howard Gadlin and Samantha Levine-Finley to help researchers navigate collaborations and team-based research.

Teaching Programs and Opportunities

Building Teaching Experience

If you are considering a teaching-focused career or a future academic position, develop a portfolio by engaging yourself in a variety of hands-on and observational experiences. Seeking out multiple, even incremental, ways to gain and learn teaching experience will give you clarity on whether or not teaching is the right career path for you.

Having some teaching experience is helpful in the job market if you eventually decide to apply for academic positions.

Here are a few strategies:

- **Let faculty and departmental administrators know you are interested in teaching.** Faculty and key staff can connect you with a range of opportunities when they come up if they know about your interests. These often on short notice — for example, when an instructor is out sick and needs coverage – so it helps to be proactive.

- **Volunteer to give guest presentations in a course taught by your advisor, mentor or colleague.**

- **Apply for a teaching fellowship** through [The Science Teaching Experience for Postdocs](#) (STEP) program.

- **Volunteer at UW programs** like the [Genome Sciences Education Outreach](#) or a local non-profit.

- **Attend a Center for Teaching and Learning (CTL) workshop or event**, particularly their [First Fridays](#) sessions focusing on teaching issues. Also check out their extensive repository of [teaching resources](#) (UW NetID login required).

- **Learn about teaching opportunities at local community colleges.** Core Programs and GO-MAP in the Graduate School co-sponsor a Community College Career Panel and Networking event each year.

- Finally, **it is a great idea to get written feedback from your students**, whether you do a guest lecture or create your own seminar. This not only helps you improve your teaching skills but also serves as documentation for your teaching portfolio.

Adapted from the UW Center for Teaching & Learning's "Ways to Continue Developing Your Teaching Strategies for Graduate Students & Post-doctoral Fellows" resource sheet.

SOM Future Faculty Fellows Program

The Future Faculty Fellows Program, directed by Dr. Mark Bothwell, Professor of Physiology and Biophysics, aims to prepare postdoctoral scientists for successful careers that combine research, service, mentoring, and teaching.

Science Teaching Experience for Postdocs (STEP)

The Science Teaching Experience for Postdocs is to engage a diverse pool of postdoctoral fellows at the University of Washington and affiliate institutions in a closely mentored apprenticeship to learn how to teach scientifically with inclusive, demonstrably effective, student-centered pedagogies. STEP is especially interested in recruiting fellows who are committed to increasing the diversity of scientists by fostering an inclusive classroom atmosphere.

Getting Started with Community College Careers

If teaching is your passion, it is well worth exploring a career working at a community college. Although community colleges can vary from one another, excellence in teaching and student learning are always top priorities. Community colleges also offer an array of degrees and certificates, serving student populations that enrich and diversify the classroom.

Because teaching is such a priority, it takes the right approach to be successful in getting a faculty position at a community college. It is also worth learning about, and applying to, different campuses to find the best organizational fit for you. Below are a few tips to consider when applying:

Preparing and Applying
Every community college has a unique mission statement and set of core values. Visit the college's website to learn more about its institutional culture and courses offered. Contact faculty and set up informational interviews at the campus. Gain a sense of student experiences on campus by engaging them in conversation. Your goal is to learn as much as you can about the institution and help you tailor your application. More tips:

- Read the faculty job posting carefully to know what is expected
- Tailor your cover letter and highlight your enthusiasm for the college's mission and student population--stating why you want to work at that specific institution, your awareness of the college's student learning needs, and your interest and experience in teaching
- Submit a concise resume that showcases your teaching experience and de-emphasizes your research
- Submit a well-crafted statement that describes your teaching philosophy

The Interview
Community college interview panels will have a standard set of questions. Set up a mock interview with a friend or peer and practice your responses to the following sample questions. You're aiming for well-thought out responses that speak to your specific experiences with teaching and why you're a great fit for the college. It also doesn't hurt to contact the department and ask what you can expect during the interview. Sample interview questions:

- Why do you want to teach at our college?
- Give an example of a successful experience you had in the classroom.
- Talk about your greatest frustration in teaching and what you learned from this.
- Tell us about your experience working or volunteering in diverse settings.
- How do you assess student learning?
- What departmental activities were you involved in during grad school or while you taught at another college?

Teaching Demo
During the interview, you will most likely be required to do a teaching demo for the hiring committee. Here are some suggestions to help you prepare:

- Do an online search and look at course syllabi from the department you are applying to
- Design a lesson with the college's student population in mind and treat the demo as if you were teaching a real class
- Start your lesson by describing the goals for the day and ask everyone to introduce themselves
- Include activities that get committee members talking with each other
- Use handouts as a teaching tool
- Avoid lecturing and be relatable
- Make sure your lesson highlights your teaching philosophy

Acknowledgements:
Marty Logan, Human Resources Director, North Seattle College
Kate Krieg, Associate Dean of Humanities and Social Sciences Division, Seattle Central College

Additional Resources
- ➢ "Applying to Community Colleges" by Mark Connelly
- ➢ "Writing a Cover Letter for a Community College Job" by Alexis Nelson
- ➢ "Interviews at Community Colleges" by David Lydic
- ➢ "Giving A Teaching Demo" by Melissa Denihy

Finding Your Community

University of Washington Postdoctoral Association

The University of Washington Postdoctoral Association (UWPA) is an organization run by postdoctoral researchers for postdoctoral researchers. It is served by an executive committee, elected by peers, who have generously donated their time and efforts to improve the state of postdoctoral affairs at UW. It relies on donations from the University as well as outside partners to run programming as well as to serve as an advocate for postdocs at the University.

UWPA works closely with Office of Postdoctoral Affairs at the Graduate School, University's Career Center as well as UW School of Medicine. The UWPA also collaborates closely with other postdoctoral organizations in Seattle area: Fred Hutchinson's Student Postdoc Advisor Committee (SPAC), Office of Scientific Career Development, and Institute for System Biology. See their website to sign up for the listserve or Facebook page to get the most current news and event notifications.

UWPA Executive Committee 2015 -2016
Co-Chairs:
Caitlin Hudac (Psychiatry & Behavior Sciences);
Sascha Krause (Chemical Engineering)

Contact via e-mail: uwpa@uw.edu

OPALs (Office of Postdoctoral Affairs Liaisons)
Jessica Chong (Pediatrics);
Aric Colunga (Medicine-Hematology);
Ronald Hause (Genome Sciences)

Programming Highlights
Annual Research Symposium

Share your work with fellow researchers from the UW community in a relaxed and friendly environment.

Monthly Happy Hour

UWPA Happy Hour is on the second Thursday of every month. All postdocs, friends, and family (over the age of 21) are welcome.

Advocacy

Please review the updated issue postings via:
http://depts.washington.edu/uwpa/category/advocacy-service/

Biomedical Postdoc Seminar Group

Biomedical Postdoc Seminar Group has a list serve and seminar series run by the postdoctoral community that provides a venue to practice presentation skills, give and receive feedback on research topics, and to meet others who are working in biomedical research laboratories.

FIUTS – The Foundation for International Understanding Through Students

Based on campus at UW, FIUTS programs create a community of international and American students, members of the local community, and alumni around the world. Check out their website for 3-4 events per week, including conversation groups to improve English or discuss local culture.

Q Center

UW Q Center is a resource center dedicated to serving anyone from the LBGTQ community, and those with or without a gender or sexuality: students, postdocs, staff, faculty, alum, and community members. They host regular programming events, and house a lending library. They also coordinate a Queer Mentoring program – sign up to be a mentor, get a mentor, or both! Their office is located at Husky Union Building (HUB) Room 315.

CSSA – Chinese Students and Scholars Association

Chinese Students and Scholars Association at UW was founded in 1984 by Chinese students and scholars. They are committed to promote mutual understanding, mutual assistance, and mutual benefits among members, and are dedicated to contributing to cultural diversity of the university. They host parties of celebration of major Chinese festivals, orientation and reception for new Chinese students or scholars, entertainment and game activities seminars.

AWIS – Association for Women in Sciences

Founded in 1971, the Association for Women in Science (AWIS) is the largest multi-disciplinary organization for women in sciences, technology, engineering, and mathematics (STEM). They are dedicated to driving excellence in STEM by achieving equity and full participation of women in all disciplines and across all employment sectors. AWIS reaches more than 20,000 professionals in STEM with members, chapters, and affiliates worldwide. For more information regarding Seattle Chapter, please visit http://seattleawis.org/.

SACNAS – Society for Advancement of Chicanos/Hispanics & Native Americans in Science

SACNAS UW Chapter supports the mission of fostering success of Chicano/Hispanic and Native American scientists – from college to professionals – to attain advanced degrees, careers, and positions of leadership in science. Postdocs are welcome at monthly meetings and events.

UW Academic Human Resources
http://ap.washington.edu/ahr/

UW CareLink: Faculty & Staff Assistance Program
http://www.washington.edu/admin/hr/benefits/worklife/carelink/index.html

Office of the Ombud for Dispute Resolutions
The office serves the entire university community by providing a collaborative and confidential environment to discuss your situation, consider options, and develop a plan for the future. They are available to meet at any of the three campuses, Harborview, or the UW Medical Center. Consultation and guidance regarding effective strategies to manage conflicts on your own are most common. Mediation is also available. To make an appointment, please call: 206-543-6028.

Title IX
http://compliance.uw.edu/csupport
By federal regulation, all people are entitled to a safe and equitable working environment, and the UW does not permit discrimination or harassment based on sex, gender, sexual orientation, or pregnancy status. If you have any concerns, please contact the Title IX coordinator to discuss your situation. Check out the Sexual Harassment page on UW Health and Wellness for more information and guidance.

University Complaint Investigation and Resolution Office (UCIRO)
Concerns about discrimination or harassment can be discussed with UCIRO to see if an investigation would be of assistance to you.

Discrimination is defined in U.S. civil rights law as unfavorable or unfair treatment of a person or class of persons in comparison to others who are not members of the protected class. U.S. laws protect individuals from discrimination based on race, sex, color, religion, national origin, age, physical/mental handicap, sexual orientation or reprisal for opposition to discriminatory practices. Federal EEO laws prohibit an employer from discriminating against persons in all aspects of employment, including recruitment, selection, evaluation, promotion, training, compensation, discipline, retention, and working conditions, because of their protected status. In other words, you should expect to be treated in the same way as all other trainees are treated.

Salary and Benefits

Appointment Details: Current Job Class Codes for Postdocs

Senior Fellow (0445)
Senior Fellow Trainee (0442)
Research Associate (0148)
Research Associate Trainee (0150)

Postdocs also use other titles at UW, including Acting Instructor, Lecturer, or Acting Assistant Professor. Those job classes are considered "faculty" and your benefits information would track with that of the Research Associate. Please do contact the OPA to be added to our mailing list, as we only pull data on the four job class codes that are most consistently used.

Leave Benefits – by Job Class Codes

Research Associate and Senior Fellow

Paid Sick Leave
Family and Medical Leave Act

Research Associate Trainee and Senior Fellow Trainee

Trainee Paid Sick Leave

All Job Class Codes

Leave Without Pay
Other Leave Information

Health Insurance

For all postdocs funded through UW, health insurance is the same as other Academic Personnel.

For specifics on Vacation, Sick Leave and Family Medical Leave Act, you may need to refer to your Funding Agency Policy.

Parenting Resources and Childcare

http://www.washington.edu/admin/hr/benefits/worklife/

Consult with the Title IX office if you have any questions regarding the rights of pregnant or parenting postdocs. And contact the Benefits Office for more information at (206) 543-2800 or visit their website.

Required Training

Responsible Conduct of Research (RCR) Training

NIH: http://depts.washington.edu/uwbri/

NSF: https://www.washington.edu/research/?page=rcr

RCR Training is intended to help sensitize the university research community to the wide range of ethical and professional issues that must be considered to ensure a climate of research integrity.

Human Subjects Division

Review and approval by the Institutional Review Board (IRB) or the Human Subjects Division (HSD) is required before starting research involving human subjects.

Office of Animal Welfare

The Office of Animal Welfare (OAW) facilitates the IACUC review of research protocols and grants involving live vertebrate animals. In addition, the OAW provides oversight and compliance on behalf of the IACUC in accordance with applicable laws, policies and regulations. Training and approval is required before initiating research involving animals.

Computer and Training Information

Check out UW-IT Connect for a list of free or reduced cost software, and information on safely downloading programs onto your computers.

Environmental Health and Safety

Depending on your work or laboratory environment, you may need to take some of the environmental health and safety trainings.

When in doubt about what is training is required, consult with the Office of Research and they can help guide you.

Health & Wellness

Health & Wellness provides support, advocacy, consultation, and education to the University of Washington campus community. The unit works directly with students as well as concerned postdocs, faculty, staff, family, and friends to reach out and connect to students who may be in need of Health & Wellness services. In addition to working directly with students, Health & Wellness also provides a variety of training and education programs.

Health & Wellness programs include Alcohol & Other Drug Consultation and Education, Suicide Intervention, Sexual Assault, Relationship Violence, Stalking and Harassment Advocacy and Support.

Balancing Work Life - Wellness Wheel

While our academic life can feel very intellectually rich, we all need to attend to the multiple dimensions within our life to sustain health and wellness. Keeping these aspects in mind and recognizing when one area may need attention is an important practice of continual recalibrating.

IMA

[UW Recreational Sports Programs](#) aims at providing recreational opportunities to inspire and engage the campus community in an active and healthy lifestyle. IMA has indoor and outdoor facilities including fitness center, locker rooms, indoor jogging/walking track, outdoor tennis courts, and more. Fitness & sports classes are also available each quarter in a variety of activities and skill levels.

UW Mindfulness Project

The mission of the [UW Mindfulness Project](#) is to increase holistic wellness, self-inquiry grounded leadership, and compassion within the UW community and beyond. For more information, please follow them on [Facebook](#).

Disability Services Office

If you have a medical condition or disability that is impacting your ability to perform your job, please contact the [Disability Services Office](#) to explore possible accommodations. Keep in mind that some disabilities can be temporary, from an accident, a medical treatment, or a particularly stressful life event. The office is experienced with strategies for a number of situations.

International Postdoctoral Scholars

Immigration/Visa Issues

Overview and Visa Types
Tax Information for UW International Scholars

International Scholars Operations (ISO)

For questions about visas, including relevant academic appointments, contact acadvisa@uw.edu.

Driver's License and Washington State ID

http://www.dol.wa.gov/driverslicense/idcards.html

Resources for International Scholars

https://ap.washington.edu/ahr/visas/scholar-resources/
J-1 Exchange Visitors
H1-B Workers
E-3 Australian Workers
TN Canadian/Mexican Workers

English as a Second Language (ESL)

ESL Resources

National Postdoc Association (NPA) Survival Kit

International Postdocs Survival Guide
Topics covered:

- ➢ Postdocing in the U.S.
- ➢ Going in With Your Eyes Open
- ➢ Signposts to Living in the U.S.
- ➢ So, Nobody Will Give You a Credit Card?
- ➢ A Quick Guide to Visas
- ➢ Beginner's Guide to Income Taxes for International Postdocs
- ➢ Been There, Done That! Advice from Experienced Postdocs

Living in Seattle

Native Americans had lived in Seattle for four thousand years before the first white settlers arrived. Arthur A. Denny and his group of travelers reached Alki Point at November 13, 1851. The land was called "Seattle", from the name of the Native American Duwamish and Suquamish Chief Seattle.

Seattle became one of the 25 biggest cities in the United States in 1910. Around 1980s, Seattle turned into becoming a technology hub and expanded economic growth with the development of biotechnology, internet companies, and new software. Seattle is home to some of the world's biggest companies: Microsoft, Starbucks, Amazon, Boeing, Costco, and etc.

Seattle is known as "the Emerald City" because it is one of the greenest places in the country. Parks and trees are everywhere, and although residents grumble about the rain they know in their hearts that it is Seattle's rain that keeps it green. Although it is a stereotype that Seattle gets the most rain of any U.S. city, it is not true! Seattle gets about 36.2 inches of rain a year; Chicago gets 39 inches, and Washington D.C. gets 40.3 inches.

For more facts about Seattle, see www.seattle.gov and www.visitseattle.org

Relocating and Settling in - Housing

Before you arrive in Seattle, contact your academic department for assistance in locating off-campus housing or tap into some of the social media networks such as UWPA Facebook. Many apartments in the U-District (the neighborhood surrounding the UW) are within walking or biking distance to campus. Other neighborhoods have good bus service to the UW. Useful resources include:

➢ UW Visiting Faculty Housing Service
➢ Limited dormitory-style on-campus housing may be available during the summer months
➢ UW-affiliated Radford Court
➢ UW Daily, classified ads
➢ Off-Campus Housing Affairs

Each neighborhood in Seattle offers a unique flavor. Learn more about Seattle neighborhoods, please visit here or see this helpful overview.

Transportation

Commute Concierge
UW staff can help you find your best commute options**.**

Bus
Seattle has an excellent bus system. Your U-PASS allows you to ride any bus in Seattle to any destination, anytime. Check out the Metro's online Trip Planner for an easy way to find the right bus routes and make travel plans. Just enter the departure and destination addresses, and the time you want to leave or arrive, and it will show you which buses to take for your trip, and give you the location of bus stops. If you want to find out if your bus is on time, you can access One Bus Away on your computer or Smartphone to get real arrival times.

Light Rail
Seattle has a highly efficient light rail network – currently, you can get the Link light rail between Sea-Tac airport and downtown Seattle. As of March 2016, the Capital Hill and University Station will connect you from campus to downtown in 8 minutes! You can ride the light rail anytime with your U-PASS, or purchase tickets before you ride at the station with cash or credit cards.

Taxi
In Seattle, taxis are available 24 hours a day. Although they are convenient, taxis can be difficult to locate, and are an expensive way to get around the city. When riding in a taxi, remember it is customary to give the driver a tip of 15% in addition to the fare. Uber or Lyft may be less-expensive alternatives to taxi services that you can access online or from your Smartphone.

Bicycles
Seattle is one of the most bike-friendly cities in the US, and riding a bike is a healthy and cheap transportation solution. Many good bike paths lead to campus, such as the Burke-Gilman trail. The Cascade Bicycle Club publishes great bike maps of the city to help you.

For Partners, Spouses and Families - Check out the event calendar of city of Seattle

Parks and Recreation - http://www.seattle.gov/living-in-seattle/parks-and-recreation

Arts and Entertainment - http://www.seattle.gov/living-in-seattle/arts

Local News and Information
King5 News
The Seattle Times
KOMO News