Postdoc Orientation: Integration Strategies at HMS

Jim Gould, PhD
Director, Office for Postdoctoral Fellows
Harvard Medical School & Harvard School of Dental Medicine
Office of Postdoctoral Fellows

- Supports postdocs from six basic science and two social science depts at HMS; four depts at HSDM

- **The Staff**
  - Jim Gould, PhD - *Director*
  - Leigh Melanson - *Program Coordinator*

- **Academic Oversight**
  - Judy Glaven, PhD – *Associate Dean, Basic & Interdisciplinary Research*

- **Faculty Advisory Committee**
  - Representatives from each dept
HMS Quad Postdoc Demographics

- Total ~1000 (data from ~850 federally funded)
- Domestic 39%
- Foreign 61%
- Male 65%
- Female 35%
Our Programming

Orientation
• Postdoc & Research Resources, Postdoc organizations
• HR & Benefits, Research Admin & Compliance

Skills Development
• Publishing, grantsmanship, & collaboration
• Communication, mentoring, & management

Career Development
• Academic Job Search Series
• Career Discussion Hour & Networking
• Application material critique

Social Events
• Postdoc Movie Night
• Summer Fun Series
• Postdoc Lounge: Coffee & Donut Morning
Leveraging Our Community in Programming & Orientation

Identifying & connecting with postdocs
- Human Resources & Payroll
- Information Technology & Computing
- Communications

Assessing & building resources for postdocs
- Postdoc Feedback
- Department Admin
- Research Admin & Compliance

Developing partnerships & collaborations
- Ombuds, Work-Life & Support Offices
- Institutional Research Offices
- Faculty & Staff
Outreach & Connection

- Department Level
- Email Invitation
- OPF Website
First Point of Contact: Department Onboarding

- Welcome letter
- Postdoc Orientation
- Benefits
- International Office
- PDA
- Lab Safety Training

- Reinforces Dept process

Dear New Postdoc,

The HMS/HSDM Office for Postdoctoral Fellows (OPF) is pleased to welcome you into the Harvard Medical and Dental School community. The combined number of Fellows that you will be joining is close to eight hundred in the Basic Science Departments at the Medical and Dental Schools, and the New England Regional Primate Center. As a trainee here, we hope that you will gain the knowledge and experience necessary to advance your career and develop contacts among your peers that might assist you in the future.

The OPF works to enhance the development and experience of the postdoctoral community by recognizing the valuable contributions of postdoctoral scholars, developing a firm foundation on which to build a comprehensive training and career development experience, encouraging individual responsibility, fostering mentoring, and cultivating a sense of community.

As part of our welcome, we invite all new fellows to the “New Postdoc Orientation” organized by our office. You will get an overview of the services that are in place to get you started in your research and get you connected to the community. Please visit our website to register for orientation: http://postdoc.hms.harvard.edu/orientation.html. Call 617/432-6735 or email: postdoc_office@hms.harvard.edu if you have any questions.

VERY IMPORTANT [FOR BENEFITS-ELIGIBLE POSTDOCS PAID THROUGH HARVARD] - you must sign up for benefits within 30 days of your start date! Failure to do this will result in your not receiving benefits for one year (or until the next open-enrollment period). Benefits packages are mailed to your home address. If you have started work and have not received your benefits packet within two weeks, please check with your Department Administrator to make sure that all the appropriate paperwork has been submitted. If so, then please call the Benefit Services Group (BSG) at 617/496-4001 to confirm that you have been entered into the system and that your benefits packet is forthcoming.

Postdocs coming from foreign countries will find many other foreign nationals here. Please be sure to register with the Harvard International Office upon your arrival. They can be reached by calling 617/495-2789 or by visiting their website at www.hio.harvard.edu.

There is a Medical Area PostDoctoral Association (PDA), which was born out of the need for support for postdocs to attain their career goals. If you would like to become a PDA member and join their email list to stay informed of upcoming events, simply email PDA@hms.harvard.edu. PDA members get first priority to attend PDA sponsored events and becoming involved with the PDA will give you an opportunity to organize and have input on events designed to assist postdoc training.

And finally, if you haven’t already done so, remember to sign up for a Lab Safety Training session (also known as the New Researchers Orientation). A schedule and more information is on the University Operations Services website at www.uos.harvard.edu/ehs, or you may contact the UOS Environmental Health and Safety Office by phone at 617/432-1720 or via fax to 617/432-4730.

Please feel welcome to contact us or visit our website at postdoc.hms.harvard.edu if you have any questions or need additional information. We hope to see you at orientation and around campus!

All the best!
- The Staff of the OPF
Next Point of Contact: Email Invitation

- New postdoc list generated by HR
- Reinforces the Welcome Letter
- Introduces the Postdoc Office
- Orientation Date

Greetings,

The HMS/HDMD Office for Postdoctoral Fellows is pleased to welcome you into the Harvard Medical and Dental School community. The combined number of Fellows that you will be joining is over eight hundred in the Basic Science Departments at the Medical and Dental Schools, and the New England Regional Primate Center. As a trainee here we hope that you will gain the knowledge and experience necessary to advance your career and develop contacts among your peers that might assist you in the future.

The HMS/HDMD Office for Postdoctoral Fellows works to enhance the development and experience of the postdoctoral community by recognizing the valuable contributions of postdoctoral scholars, developing a firm foundation on which to build a comprehensive training and career development experience, encouraging individual responsibility, fostering mentoring, and cultivating a sense of community.

As part of our welcome, we invite all new fellows to a "New Postdoc Orientation" organized by our office. You will get an overview of the services that are in place to get you started in your research and get you connected to the community.

The next Postdoc orientation is coming up soon, so mark your calendar!

Date: Tuesday, January 8, 2013
Time: 12:30 (pizza lunch) until 4:00pm
Place: Ware Room, Countway Library (Fifth Floor)
18 Shattuck Street, Boston, MA 02115
RSVP: http://postdoc.hms.harvard.edu/orientation.html

Very important (for benefits-eligible postdocs) - you must sign up for benefits within 30 days of your start date! Failure to do this will result in your not receiving benefits for one year (or until November 2013). Benefit packages are mailed to your home address. If you have started work and have not received your benefits packet within two weeks, please check with your Department Administrator to make sure that all of the appropriate paperwork has been submitted. If so, please call the Benefits Service Group (BSG) to confirm that you have been entered into the system and that your benefits packet is forthcoming. BSG can be reached by calling 617/495-4001.

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There is a HMS/HDMD Postdoctoral Association (PDA) which was born out of the need for support for Postdocs to attain their career goals. If you would like to become a PDA member and join their email list to stay informed of upcoming events, simply email PDA@hms.harvard.edu. PDA members get first priority to attend PDA sponsored events and becoming involved with the PDA will give you an opportunity to organize and have input on events designed to assist Postdoc training. The association has a website on the iCommons Medical School Internet list as the "HMS/HDMD Postdoctoral Fellows Association" on the organization list. You will need to register for an iCommons PIN at http://icommons.med.harvard.edu.

And finally, if you haven’t already done so, remember to sign up for a Lab Safety Training session (also known as the New Researchers Orientation). A schedule and more information is on the University Operations Services website at www.uos.harvard.edu/shg, or you may contact the UOS Environmental Health and Safety Office by phone at 617/492-1720 or via fax to 617/492-4730.

Please feel welcome to contact us or visit our website at http://postdoc.hms.harvard.edu/ if you have any questions or need additional information. We hope to see you at our orientation and around campus!

All the best,
Jim and Leigh
Web-based Orientation Resource

• OPF Website
  • Benefits reminder
  • Orientation schedule
  • Research support
  • Orientation registration

• Orientation Registration
  • Tracks postdoc info
  • Ease of use for OPF
  • Internal or external platform
New Postdoc Orientation

• Purpose
• Approach
• Structure
Why Orientation: Introducing the Landscape

Needs
- Time Sensitivity
- Resources
  - Postdoc-specific
  - Institutional Research
- Community
- Institutional Policy
- Benefits

Service Providers
- Postdoc Office/Association; Ombuds; Work/Life
- Computation/IT; Library; Core Facilities
- IACUC; IRB; Safety
- Tech Development/Transfer
- Grants Admin; Compliance
- Human Resources
Our Approach to Orientation

• Every 6 weeks

• Overview of resources and support services

• Emphasis on:
  • Postdoc Resources
  • Research Skills & Policy
  • Work/Life Issues

• Relevant & Valuable

• Not mandatory
# Orientation Structure:
Making the Most of Their Time

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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</thead>
<tbody>
<tr>
<td>12:30</td>
<td>Pizza Lunch/Arrival</td>
</tr>
<tr>
<td>12:30</td>
<td>Jim Gould (HMS/HSDM Office for Postdoctoral Fellows)</td>
</tr>
<tr>
<td>12:40</td>
<td>Judy Glaven (Research Core Facilities)</td>
</tr>
<tr>
<td>12:45</td>
<td>Amir Karger / Chris Botka (HMS Research Computing)</td>
</tr>
<tr>
<td>12:55</td>
<td>David Osterbur (Countway Library of Medicine)</td>
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<tr>
<td>1:00</td>
<td>Kristin Krukenberg (HMS Postdoc Forum)</td>
</tr>
<tr>
<td>1:05</td>
<td>Bo Liang (HMS/HSDM Postdoctoral Association)</td>
</tr>
<tr>
<td>1:10</td>
<td>Sharon Bakalash (Office of Technology Development)</td>
</tr>
<tr>
<td>1:20</td>
<td>Christina Nascimento (Office of Research Subject Protection)</td>
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<tr>
<td>1:30</td>
<td>Rob Griffin (Committee on Microbiological Safety)</td>
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<tr>
<td>1:40</td>
<td>Keri Godin (Office of Research Compliance/Office of Professional Standards and Integrity)</td>
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<tr>
<td>1:55</td>
<td>Yvonne Witherspoon (Sponsored Programs Administration)</td>
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<tr>
<td>2:00</td>
<td>Break / Questions &amp; Answers</td>
</tr>
<tr>
<td>2:10</td>
<td>Beth Beighlie (Research Imaging Solutions)</td>
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<tr>
<td>2:20</td>
<td>Nina Dickerman (Office for Work and Family)</td>
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<tr>
<td>2:30</td>
<td>Melissa Brodrick (HMS Ombudsperson)</td>
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<tr>
<td>2:40</td>
<td>Scott Panella (Human Resources)</td>
</tr>
<tr>
<td>3:00</td>
<td>Sarah Nicholson (Benefit Services Group)</td>
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Orientation Challenges & Opportunities

• Successes
• Current Challenges
• Future Opportunities
What we do well: Information

• Introduce the OPF
  – Services & programming
  – Create & reinforce our “Brand”
• Identify resources
  – Postdoc Skills
  – Research Policy
  – Work/Life
• Detailed info packets
• Responsive to feedback

With Speakers From:
HMS/HSDM Office for Postdoctoral Fellows
HMS/HSDM Postdoctoral Association
Countway Library of Medicine
Office of Research Subject Protection
Committee on Microbiological Safety
Office of Technology Development
Office of Professional Standards and Integrity
Research Imaging Solutions
HMS Research Computing
Office of Research Compliance
Sponsored Programs Administration
HMS Ombudsperson
Office of Work and Family
Human Resources
Benefit Services Group
What we do well: Build Community

• Begin integration at HMS
• Cross-discipline/dept interaction
  – PDA & Postdoc Forum
  – HMS Admin & Staff
• Comprehensive
  – Wide array of speakers
  – Wide array of topics
Current Challenges

• Streamline Information Delivery
  – Powerpoint, internet, freestyle, and paper

• Multipurpose Venue
  – Flexibility of presentation style
  – Comfortable space

• Timing & Efficiency
  – Keeping on time w/o diminishing quality
  – Flexibility for more speakers

• Avoid information overload
  – Focus on what they need to know NOW
  – Allow for break(s) and interaction
  – Transition between topics
Future Opportunities

• Going paperless
  – Only handout would be flash drive

• Leveraging technology
  – Smart phone Apps
  – Smartboard
  – Use cutting edge classroom

• Serving throughout postdoc tenure
  – Modular orientation
  – Webinars/pre-recording
  – Key area refreshers