Faculty Orientation   2025

Office of Postdoctoral Affairs

UTHealth Houston

Office of Postdoctoral Affairs

Kevin Morano, PhD
Senior Vice President of Academic and Faculty Affairs

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Office of Postdoctoral Affairs

The Office of Postdoctoral Affairs resource/warehouse of information for postdocs, faculty and administrators

• Sends a welcome letter to all new postdocs

• Provides new postdoc orientations sessions several times a year

• "Almost Weekly" newsletter Keeps postdocs informed of educational, funding and networking opportunities

• Maintains a postdoc community list-serve used to locate lab supplies, pose questions and seek input on issues relevant to their research

• Offers travel awards, excellence in research awards, grant writing workshops and has a fellowship funding database exclusively for UTH postdocs.

• Provide CV/resume review and career coaching services.

• Sponsor career seminars, Annual Career Symposium, TMC social and training events.

Postdoc Certificate Training Program

Core Classes

- Responsible Conduct in Research

- Career Development

- Communication Skills

- Teaching Skills

Meets funding requirements
Supplements your mentoring efforts
Opportunity for teaching – both Faculty and Postdocs
Student benefits for participants

Classes meet 12 pm – 1 pm

Fall and Spring Semesters

Participants receive Metro Discount & REC Center Membership

Electives

- Adobe Illustrator Online

- Translational Neuroscience

- Current Topics in the Neurobiology of Disease

- Beginner R for Postdocs - All Semesters - Online

- Job Search Support - All Semesters - Online

- Management Skills - All Semesters - Online

- Beginner Python - All Semesters - Online

- Leadership Skills - All Semesters - Online

- Mentoring Skills - All Semesters – Online

- Classes in all UTH-H schools with instructor permission

Postdoc Grant Writing Workshop

- Annually - October – December (Five 1 ½ hour sessions)

- Based on Grants 102 for Faculty (Dr. Kevin Morano 2012 – Dr. John Hagan 2017)

- Requires significant outside reading/writing

- Grant Application Writers Notebook

- Create a "shell" proposal – Summary, Specific Aims, Methods, Training Plan

- Identify funding sources / adapt accordingly

- Peer review

- Final review

Recruiting Postdocs

UTH-H Human Resources / Taleo system

- Positions are advertised/posted on the HR job board
- The recruiting process is managed through Taleo
- Importance to connect with your recruiter

  - Strategically word your ads to attract the skills you are seeking
  - Talk to the recruiter to ensure your position is reflected as you need in the job posting
  - Jobs will be scraped by LinkedIn, Indeed, etc.

Office of Postdoctoral Affairs

- Meet with your postdoc candidates
- Connection to apartment locators and UTHealth Housing
- Approves all postdoctoral appointments

Thank you!

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Definition of a Postdoc

- **National Institutes of Health and National Science Foundation** (2007): "An individual who has received a doctoral degree (or equivalent) 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."

- **National Postdoctoral Association** (2007): "A postdoctoral scholar ('postdoc') is an individual holding a doctoral degree who is engaged in a temporary period of mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a career path of his or her choosing."

- **Association of American Medical Colleges** (2006): "Postdoctoral training is an integral component of the preparation of scientists for career advancement as scientific professionals. Postdoctoral appointees typically join an institution to further their training in a chosen discipline after recently obtaining their terminal degree (e.g., Ph.D., MD, DVM). This training is conducted in an apprenticeship mode where she/he works under the supervision of an investigator who is qualified to fulfill the responsibilities of a mentor. *The postdoctoral appointee may undertake scholarship, research, service, and teaching activities that together provide a training experience essential for career advancement."*

- **HOOP Policy 122** Postdoctoral research fellow ("PRF"): an individual who holds a Ph.D., M.D., other terminal doctorate, or equivalent degree and who is selected to receive advanced research training under the guidance of a mentor holding a primary faculty appointment at the University. Postdoctoral research fellowship positions are temporary, usually for a duration of six years or less. PRF appointments are generally restricted to those who have received a terminal degree within the past seven years.

- NSF: The National Science Foundation. "Proposal and Award Policies and Procedures Guide: Part I - Proposal Preparation & Submission Guidelines (GPG)." Effective June 1, 2007. NSF 07-140. OMB Control Number: 3145-0058. April 2007.
- NIH: Available at http://grants1.nih.gov/training/q&a.htm. Accessed May 8, 2014
- NPA: Available at http://www.nationalpostdoc.org/social-media-terms. Accessed May 8, 2014
- AAMC: Association of American Medical Colleges. "Compact between Postdoctoral Appointees and Their Mentors." Washington, DC, 2006.
- HOOP Policy – 2017 revised

Grant Writing Workshop

- Annual Workshop – October – December (Five 1 ½ hour sessions)

- Dr. John Hagan - Faculty (since 2017)

- Requires significant outside reading/writing

- Grant Application Writers Notebook

- Create a "shell" proposal – Summary, Specific Aims, Methods, Training Plan

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