POSTDOC HIRING AT MIZZOU

FOR FACULTY MEMBERS

Valli Sarveswaran, PhD Director Office of Postdoctoral Education



OFFICE OF POSTDOCTORAL EDUCATION



Enid Schatz

Associate Dean of the Graduate School

Graduate Fellowships,Graduate School Leadership,Postdoctoral Education



Liz Bent

Research & Grant Development Specialist

External Fellowship Support,Grant Development,Postdoctoral Education



Valli Sarveswaran

Director of Postdoctoral Education

Postdoctoral Education



GRADUATE SCHOOL



Jeni Hart

Dean of the Graduate School and Vice Provost for Graduate Studies

Graduate Curriculum,Graduate School Leadership



Enid Schatz

Associate Dean of the Graduate School

Graduate Fellowships,Graduate School Leadership,Postdoctoral Education





DIRECTOR'S RESPONSIBILITIES

- Postdoc hiring approval
- Coordination of key postdoctoral initiatives
 - PFFIE, REP
- Individual career counseling
- Professional development offerings with MUPA & MBPA
- Policies and procedures
- Postdoc welcome & resources overview
- <u>MU Postdoc LinkedIn Group</u>
- PD Weekly email to MU postdocs
- Grievances





HIRING-PARTIES INVOLVED







APPOINTMENTS

- Unranked, non-regular academic appointments
- All postdoc positions are fulltime
- All new and reappointments are one-year appointments
 - H-1 b can be 2 3 years
 - J-1 reappointments can be more than 1 year after the first year.
 - Teaching postdocs
- 5-year maximum at Mizzou.
- J-1, H-1b, F-1 OPT, TN, O-1 (International Programs)
 - No special permission required to offer postdocs H-1b visa.
- Hired throughout the year and they start any date of the month.
- OPE doesn't
 - handle visa issues or,
 - verify the degrees, publications, and other scholarly activities





APPOINTMENTS

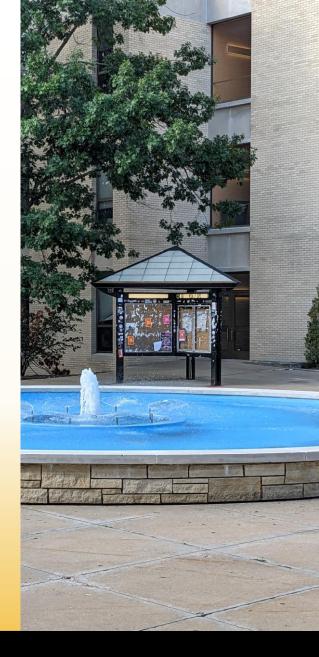
- Budgeting: Multiply the postdoc salary by 1.44 to include the fringe benefits. It doesn't include moving allowances, hiring incentives, professional development funds, or start-up funds.
 - \$79,200 for \$55,000 annual salary
- Any moving allowances and hiring incentives higher than 5% of the postdoc salary need approval from the Office of the Provost Candace Kuby approves them.
- Abridge hire is allowed.
- No approval is need from OPE to post a postdoc job.
- Graduate terminal degree is required.
- Degree conferral is not needed! Successful defense and deposition of the dissertation with their institution are sufficient.
- No OPE approval needed for reappointments.





APPOINTMENTS

- After the OPE approval,
 - The hiring manager creates the position in e-Recruit.
 - Once the job opening is approved, the candidate is linked to the job opening by HR.
 - Then the offer components are entered into e-Recruit and HR completes the offer approval process.
 - After all the above are completed, the offer can be extended.
- In the meantime, if you find it important, a PDF version of the draft letter with a "DRAFT" watermark can be shared with the candidate. Sometimes it helps to convince the candidate that the hiring at the HR level is underway.
- Rescinding the offer (after the start date, grace period after the start date)





TYPE OF APPOINTMENT

Job types

- 6990: Fellow, Postdoctoral
- 6991: Fellow, Postdoctoral, Stipend
- 6992: Fellow, Postdoctoral, Teaching
- 6980: Postdoctoral associates

Independently funded postdoctoral scholars

9333 - Courtesy appointment with the working title of Postdoctoral Fellows





HOME ABOUT STUDENT DATA CALENDAR INCLUSIVE EXCELLENCE RESEARCH FUNDING POSTDOCS FACULTY & STAFF RESOURCES

Postdoc Letter Templates

Postdoc Letter Templates

The Office of Postdoctoral Education and Human Resources have established set formats for letters regarding positions for postdoctoral scholars, including offers, status changes, renewals and terminations. Download templates in Microsoft Word.

Offer letters must be emailed to Dr. Valli Sarveswaran at **postdoc@missouri.edu** for approval. Termination and renewal letters should also be emailed to postdoc@missouri.edu for the Office of Postdoctoral Education files.

(templates last updated 1/14/2025)

- Offer Letters
 - New Hire
- Transfer from Non-benefit Eligible to Benefit Eligible Position
- Transfer from Benefit Eligible Position
- Rehire Former Employee

Termination Letter

Termination Template

Reappointment/Renewal Letter

Reappointment Template



OPE APPROVAL

Date

Dr. Names Address City, State, zip Email address

Dear Dr. Name:

On behalf of the Name of Department, I am pleased to offer you the position of Postdoctoral Fellow. Details of the offer are outlined briefly below:

- Title: Postdoctoral Fellow, Postdoctoral Fellow Teaching, or Postdoctoral Associate
- Salary: <u>\$XX,000</u> annually
- Professional Development/Travel Funds per year: (must indicate None if there are no such funds; this line cannot be deleted)
- FTE: 100%, Full-time, 12-month appointment
- Initial Appointment Period: date to date
- Tenure Status: Not eligible for tenure

OPTIONAL: The University will provide a moving allowance of **[\$XXXX.XX]** to be paid after you become a <u>University</u> employee. A moving allowance is taxable compensation. Payment of a moving allowance is contingent upon return of a signed repayment agreement which addresses repayment in the event you do not remain employed with the University for a minimum of 2 years. Please refer to the moving allowance policy, HR 103, for more detailed information found: <u>https://www.umsystem.edu/ums/rules/hrm/hr100/hr103</u>





POSTDOC SALARY

- The minimum salary for new appointments is \$55,000.
- The minimum salary for reappointment is still \$47,476.
- The minimum salary for new and reappointments is going up to \$58,656 from 1/1/2028.
- Salaries for teaching postdocs where 9 to 12 months hiring is allowed are prorated.
- <u>NIH NRSA scale</u> \$61,008 for 0 years of experience -(April 2024)
- Annual raises are not required but encouraged.





POSTDOC MINIMUM SALARY*

Non- Teaching					
When	New appointments	Reappointments			
Until Dec 31, 2024	\$47,476	\$47,476			
Jan 1, 2025 – Dec 31, 2027	\$55,000	\$47,476			
From Jan 1, 2028	\$58,656	\$58,656			



POSTDOC MINIMUM SALARY

Teaching 9 Months					
When	New appointments	Reappointments			
Until Aug 31, 2025	\$36,000	\$36,000			
From Sep 1, 2025	\$43,992	\$43,992			

Any teaching postdocs with longer than a 9-month appointment should adjust accordingly.

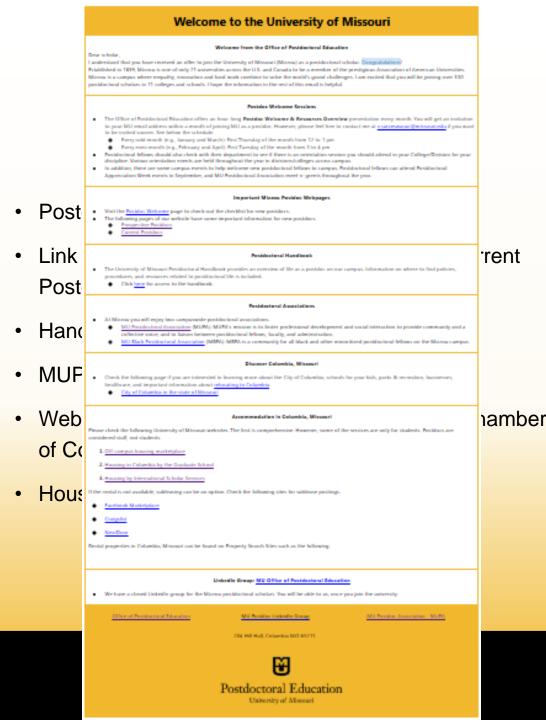


POSTDOC BENEFITS FROM JULY 1, 2025

- 23 days paid time off accumulated per year
- 60% paid leave for short term disability
- Up to 2 weeks paid care giver leave
- Up to 4 weeks paid parental leave











POSTDOC WELCOME AND RESOURCES OVERVIEW

- Hour long presentation
- Monthly
 - 1st Thursdays at 12 pm on odd months
 - 1st Tuesdays at 3 pm on even months
- Attendance: 29% (56/192)
 - After 1st email: 45
 - After 2nd email: 4
 - After 3rd email: 7





Name	email	Registered	Scheduled Meeting	Attended
Yan, Jianxin	jygpt@missouri.edu			
Elshazli, Mohamed	elshazlim@missouri.edu			
Le,Bac	bldbt@missouri.edu			
Yao,Yu	yuyao@missouri.edu	1		1
Marcillo Yepez,Edgar	emw2b@missouri.edu			
Nguyen,Manh Ha	hn4gq@missouri.edu			
Boehm, Hadley Isabelle-Augusta	hadley.boehm@missouri.edu			
Steward, Christopher A	casvf9@missouri.edu			
Shim,Hyejin	hshim@missouri.edu			
Roos, Joy E	jeroos@mail.missouri.edu			
Ridge,Jenna Kalleberg	jenna.kalleberg@mail.missouri.edu			
Rajaian Pushpabai,Rajesh	rrbny@missouri.edu			
Hammond,Gail Denise	gdh52b@missouri.edu			
Vemula,Harshini	hvfzf@missouri.edu			
Irulappan,Vadivelmurugan	vixxb@missouri.edu			
Do,Jitae	jdvpq@missouri.edu			
PAL,PANKAJ	ppchf@missouri.edu			
Phung,Quang Anh	qap8r8@missouri.edu			
Liu,Chujie	cl9nv@missouri.edu			
Guo,Xutao	xg4cb@missouri.edu			
Canti,Lorenzo	lckbn@missouri.edu	1		1
Wen,Yuhan	yuhan.wen@missouri.edu			
Du,Xiang	xdgkf@missouri.edu	1		1
Wright, Hayden	hayden.wright@missouri.edu	1		1
Costa Netto, Jose Ribamar	jcostanetto@missouri.edu	1		1
Diaz Miranda, Edgar	eamkhd@missouri.edu			
Second invite				
Third invite				
MUPA Outreach Chair				

ANNUAL POSTDOC SURVEY

- 2024: 163
- 2023: 93
- 2022: 71
- 2021:39





POSTDOC ANNUAL EVALUATIONS

- Started in December 2024 for all annual contracts ending in March 2025. We will be moving monthly to catch up with all postdocs.
- All with more than one year of postdoc will have completed annual evaluations by Feb/Mar 2026.





POSTDOC ANNUAL EVALUATIONS

- General timeline
 - At the end of the 9th month from their contract start date, postdocs will receive the email to complete MyVita.
 - They will be given 3 weeks to complete.
 - Postdoctoral scholars should upload a CV & completed IDP as a PDF.
 - Postdocs are also expected to list the list of peerreviewed journal publications, conference presentations, patents, and books/book chapters.
 - Once postdocs have completed and submitted the documents, the PI (faculty members) will be given 4 weeks to complete.
 - The postdoc office will have to review and add messages to the Provost's Office that the annual reviews are satisfactory or unsatisfactory.





EXIT SURVEY

- Number of years at Mizzou
- Dept & College
- Overall experience at Mizzou (4 choices)
- Experiences in certain areas (14 areas with 5 choices)
- Working experience with PI (16 areas with 5 choices)
- Resources at Mizzou (7 areas with 5 choices)
- Course/workshop attendance
- Teaching/consulting/internship
- Publications, patents, grants
- Career: next & desired destination





EXIT SURVEY

- <u>https://mizzou.us/opeexitsurvey</u>
- Shared this with the HRPs
- HR saved it in the postdoc separation resources





SERVICES TO POSTDOCS

MU postdocs are a part of the most diverse group of scholars on campus and enjoy the following.

- Access to the postdoc office for 1:1 career development consultation.
- Access to professional & career development activities and social events offered by <u>MU Postdoctoral Association</u> and <u>Mizzou Black Postdoctoral</u> <u>Association</u>.
- Being able to be part of the governing board of the <u>MU Postdoctoral</u> <u>Association</u> and <u>Mizzou Black Postdoctoral Association</u>.
- Be on the postdoc listserv and receive professional & career development, job, & funding opportunities.
- Be part of the <u>Postdoc LinkedIn group</u>.
- Eligible to apply for <u>Postdoc Travel Grant</u> (\$500; 3 rounds/year) administrated my <u>MU Postdoctoral Association</u>, <u>Postdoc Research</u> <u>Grants</u> (\$500, \$750, or \$1,500; 2 rounds/year), and <u>Postdoc Research &</u> <u>Teaching Awards</u> (\$1,000 per year each).
- Being able to enjoy the benefits offered by the <u>National Postdoctoral</u> <u>Association</u> and <u>National Center for Faculty Development and Diversity</u> (NCFDD).
- Educational/tuition assistance for postdocs and their dependents.
- Being able to nominate **Postdoctoral Mentor of the Year**.





ONE TO ONE CONSULTATIONS

- Career exploration
- Networking strategies
- Review LinkedIn profiles
- Job search strategies
- Document reviews
- Interview preparation
- Negotiations
- Grievances

Schedule an appointment with Valli





MENTORING UP FOR POSTDOCS

- Fall 2024
 - Applied: 20
 - Participated: 16
 - Completed: 16
 - Received certificates: 14
- Spring 2025
 - Signed up: 18
 - Participating: 14





	MU Postdoctoral Association – MUPA				
OPPORTUNITIES	 Are you ready today? Keep your CV and cover letter ready? A virtual CV workshop hosted by MU Postdoctoral Association When: 3 – 4 pm; Monday, January 13 Where: <u>Zoom</u> 				
January 7,	-				
Happy Net The Office of Postdoctoral Education wishes all postdocs a productive and s	Featured Articles • <u>College Completion Rates Trending Up</u> - Inside Higher Education • <u>A Case of Fraud: I fought for a colleague's tenure. Then I started looking deeper.</u> - The Chronicle of Higher Education				
-	Resources				
From the Office of Pos	 <u>Guide to the Postdoc Timeline</u> The National Postdoctoral Association (NPA) has developed this guide to help postdocs prepare for the future and utilize training time wisely. 				
 <u>MU Postdoctoral Awards for Teaching and Research</u> Nominees for these awards must currently be postdoctoral fellows ar postdoc for at least one semester prior to the nomination. Self-nomi Awards Banquet hosted by the Graduate School in April. The awards awardees). The awards will be administered by the MU Postdoctoral Funding for the award is provided by the Graduate School. Nominati 	i <u>Pediatric Immuno-Oncology</u> - St Jude Children's Research Hospital, Memphis, TN <u>Physical Therapist</u> - Children's Hospital of Philadelphia Check out other opportunities shared on the MU Postdor Linkedin page				
	Diverse Career Opportunities				
Presentations/ Tell Your Story: Building a Narrative for Career Development – National Post Why do stories matter, and how do we get better at telling our own?	 <u>Faculty positions at The Jackson Laboratory</u> - Bar Harbor, ME and Portland, ME and Farmington, CT <u>Assistant Director, College Writing</u> - Pomona College, Claremont, CA 				
story first. Our careers are a cycle of doing things, reflecting on them repeat the cycle. In this webinar, you'll learn about the power, practic stories as a tool for identifying our skills and values, storytelling as a make meaning of our experiences.	 LinkedIn Group: <u>MU Office of Postdoctoral Education</u> Join the <u>MU postdoc LinkedIn group</u> to view and share professional and career development opportunities. Many postdoc, industry, academic, and non-profit jobs and funding opportunities are shared daily. 				
 Speaker: Urmila Venkatesh, assistant director of career education, Sta 12 pm; Wed, Jan 8, 2025 	Postdoc Consultations				
 Mizzou is an institutional member of the National Postdoctoral Assolevel) membership to NPA. Click <u>here</u> to obtain your free membership <u>Navigating the Green Card Process - Hear from Lawyers</u> – National Postdoctoral 	 Click <u>here</u> to schedule an appointment with Valli Sarveswaran (Director of Postdoctoral Education) to discuss your career & professional development needs, or to discuss any other matters concerning you. 				
 Legal experts from various fields and areas of expertise will discuss e Representatives will share brief introductions about their companies across various fields, providing tailored advice to help postdocs mak 	MU Postdoc Association - MUPA MUPA Facebook Group MUPA Instagram				
Law and academia. • 11 am: Thu, Jan 30, 2025	MU Postdoc LinkedIn Group CoMo Resources Archived emails				
 Mizzou is an institutional member of the National Postdoctoral Assolevel) membership to NPA. Click <u>here</u> to obtain your free membership 	Office of Postdoctoral Education 204 Hill Hall, Columbia MO 65211 postdoc@missouri.edu				
Conferences/Recru	You are receiving this email because you are a postdoctoral scholar at the University of Missouri or someone signed up for the weekly postdoc email. Email us to change your subscription preferences.				
 <u>Recruitment Summit for Postdoctoral Scholars in Cell Biology and Genomic</u> Children's Hospital of Philadelphia, 3401, Civic Center Boulevard, Phil Thursday, March 6, 2025 	¥				

Archived Weekly Emails

Weekly emails to Mizzou postdocs on career & professional development opportunities



WEEKLY EMAIL ARCHIVE

https://mizzou.us/opeexitsurvey



LINKEDIN GROUP

- Created in August 2023
- 174 members
- Open to current and past Mizzou grad students & postdocs
- 25 40 posts shared everyday
- Postdoc, TT faculty, industry, government, non-profit positions
- Funding opportunities
- Webinars & articles
- Other professional development contents





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Valli Sarveswaran Owner Group created: Aug 2023 0 Pending posts 0 Requests to join 0							connection	Enid Schatz and 139	
	MU Office of Pos	stdoc	toral Educ	cation					
Manage group	🏭 Private Listed							Show all \rightarrow	
Edit group	Earn an Active Group badge						Analytics Last 15 days		
Recent MU Office of Postdoctoral Edu	Start a post in th	is group				\supset	96 Active men	-	▼ 1%
 Unconventional Job Search Str The Grad Grid - A Career Netw MU and MO Partners Present: 	Photo		Video		Poll		6 New memb	pers	₹25%
Hopetoberfest '23	Your comments r Group members are				ey get	×	0 Posts		▼100%
Groups	comments on their	posts.					3,623		▲2%
MU Office of Postdoctoral Edu The Grad Grid - A Career Netw							Post views		
University of Cambridge alumni	All Recommended							Show all →	
See all	Highlight this post by pinning it a	t the top.			Pin this	post		Short un)	
Events +	Valli Sarveswara	n • Vou					Admin		
Discover more	Career Counselor Tale	ent Develop	er Higher Ed Adn	ninistrator E	udget Mana		ASD.	Valli Sarveswara · You Owner	n
	Cancer Immunologist		y Scientist					Career Counselor Developer Higher	

My Network

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Home

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Jobs

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Messaging

Notifications

For Business 💌

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Me 🕶

Reactivate Premium:

50% Off

MUPA

Fosters professional development and social interaction to provide community and a collective voice.

• <u>MUPA</u>

- Activities
- Travel grant
- Opportunity to serve
- MUPA Facebook page
 - <u>https://www.facebook.com/groups/muppostdoc</u>





MUPA

Fosters professional development and social interaction to provide community and a collective voice.

- Activities
- Travel grant





MUPA Board Members



Dr. Anjugam (Anju) Paramanantham

President MUPA Board



Dr. Jose Costa Netto Vice President MUPA Board



Dr. Srikant Venkitachalam

Secretary MUPA Boord



Dr. Chih-Hsuan (Emily) Chou

> Treasurer MUPA Boord



Dr. Edgar Diaz Miranda Outreach Chair MUPA Board



Dr. Fateme Khodadadi

Professional Development

Chair

MUPA Board

Dr. Sandy Saunders Special Interests Chair, Women in STEM MUPA Boord



Dr. Bridget Kraus

Communications and

Marketing Chair

MUPA Board

Dr. Fazle Elahi School of Medicine Representative MUPA Boord



Dr. Filip Tirpak

Social Chair

MUPA Board

Dr. Muhammad Muinul Islamon

Social Science Representative



Dr. Skylar King Ex Officio MUPA Board









MBPA is an inclusive and interdisciplinary organization to enhance the experience of Black postdoctoral fellows, by creating a supportive environment that provides opportunities for career development and peer-to-peer mentorship.





ENGAGEMENT – OUTSIDE MIZZOU

- New/Early Career PDO Leaders Monthly Call
 - Baylor College of Medicine, Broad Institute, Brown, Chicago, George Washington, Georgia Tech, Johns Hopkins, Houston Methodist, Lehigh, MD Anderson, Michigan, Minnesota, Northwestern, Ohio State, Penn State, Southern Methodist University, Stowers, Syracuse, UC Illinois, UC Anschutz Medical Campus, UI Chicago, UN Las Vegas, UN Reno, UNC Charlotte, UT Houston Medical, UT Knoxville, Yale, Washington, WashU, Wisconsin
- Southeastern Universities Postdoc Office Meeting
 - Alabama, Auburn, Arkansas, Central Florida, Florida, Georgia, Kentucky, Louisiana State, Mississippi, Mississippi State, Oklahoma, South Carolina, Texas A&M,UT Austin, Vanderbilt





HIRING POSTDOCS

<u>Research University Alliance/Postdoc Portal</u>

 The Postdoc Portal was originally funded by an NSF AGEP Alliance grant to Caltech, Harvard University, Stanford University, & University of Washington as part of their Research University Alliance. The Portal is now open to individuals at any institution in the United States. Whether you are a postdoc looking for opportunities, faculty looking to recruit a postdoc to your research group, or administrator of a postdoc fellowship program, you can create a profile to advertise or find opportunities.

Mizzou Postdoc LinkedIn Group

- NPA Career Center
- <u>Mizzou Postdoc Job Opportunities</u>
- Postdoc fellowships
- <u>Higheredjobs.com</u>

- ScienceCareers
- <u>nature careers</u>
- Biotalent.Canada
- Euraxess for EU Jobs





Valli Sarveswaran • You

Career Counselor | Talent Developer | Higher Ed Administrator | Budget Mana... 6d • 🕥

Postdoc and other job opportunities at Mizzou. 1/3/2025 Click the link below for the list of benefits that Mizzou postdocs enjoy. https://lnkd.in/g6sTgqsC

Postdoc at UM Columbia Rantz Care in Aging - Nursing https://lnkd.in/gHYJvV3p

Postdoc at UM S&T Materials Science and Engineering https://lnkd.in/gebQsqui Mechanistic Enzymology https://lnkd.in/gWa2ZH5Y

Faculty at UM Columbia Hematology/Oncology Breast Cancer NTT https://lnkd.in/g94rn7fe Teaching Professor Nursing https://lnkd.in/gujGkiyg Data Science https://lnkd.in/gGgqe5jb Hematology/Oncology Bone Marrow and Cellular Therapy Transplant NTT https://lnkd.in/gcKfTQ3g Hematology/Oncology Melanoma NTT https://lnkd.in/gd-bqQCj Hematology/Oncology Neuro-oncologist NTT https://lnkd.in/gGkBUaC7

Faculty at UM S&T Business and Information Technology https://lnkd.in/gifYbgGb Nuclear Engineering and Radiation Science https://lnkd.in/gmJEJaee







INTEREST IN RECRUITMENT EVENTS?

- Basics
 - Minimum salaries, benefits, services, postdoc associations
- Postdoc panel
- Faculty panel
- Q&A





USEFUL LINKS

- <u>Postdoctoral Appointment Process Policies</u>
- Postdoctoral Appointment Process Procedures
- Letter Templates
- International Postdoc Policies
- <u>eRecruit Guides (Abridged hires and standard recruitments)</u>







QUESTIONS?



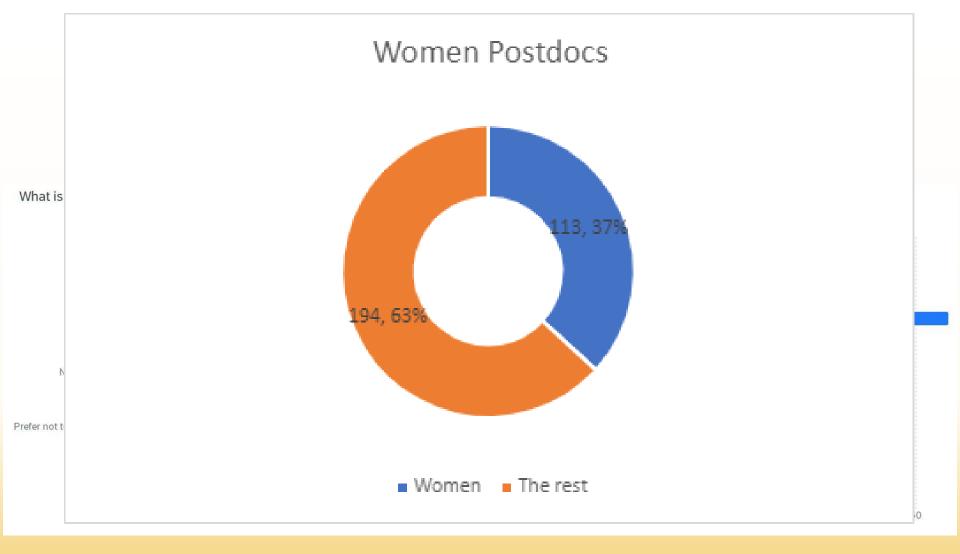
ABOUT THE TRAINING

- <u>CIMER</u> Center for the Improvement of Mentored Experiences in Research
 - The CIMER was created in 2015 to sustain and expand nationwide on the work by scholars at the University of Wisconsin.



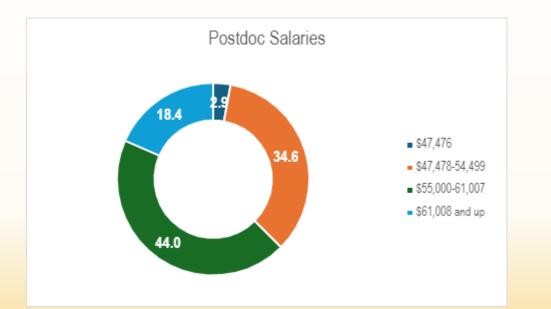
- Mentoring at Mizzou
 - Mentoring at Mizzou is a professional development opportunity for Mizzou faculty and staff who mentor graduate students, postdocs, and/or faculty. The program uses Entering Mentoring curricula developed by the CIMER.
- Mentoring Up
 - An interactive learning approach designed for post-doctoral scholars and junior faculty to develop skills to proactively manage their mentoring relationships.
 - "Mentoring Up" is taken from the concept of "Managing up" from the business world and refers to the active role that scholars have in shaping the mentoring relationship.







POSTDOC SALARIES

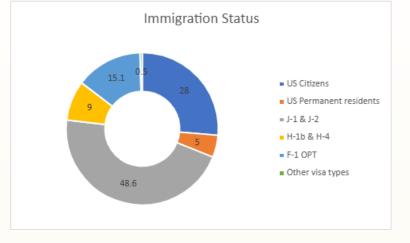


Source: HR Information Systems 9/16/2024





VISA DISTRIBUTION



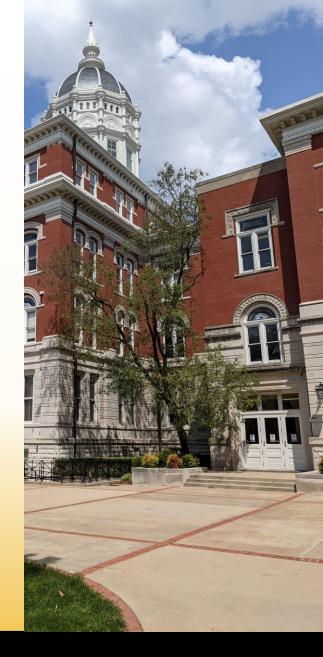
Immigration status	Percentages
US Citizens	21.8
US Permanent residents	5
J-1 & J-2	48.6
H-1b & H-4	9
F-1 OPT	15.1
Other visa types	0.5
MU Analytics	





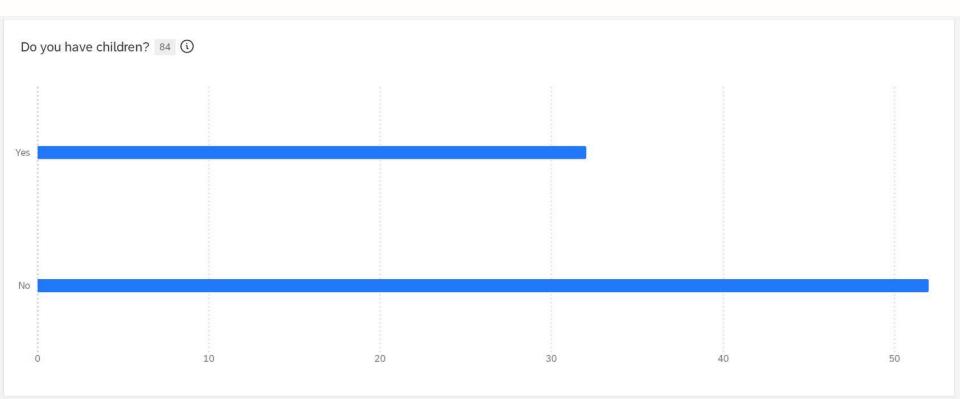
DEMOGRAPHICS

- Gender
- International (F-1 OPT, J-1, J-2, H-1b, H4, O-1, TN)
- Minorities
- Colleges (August 2024)
 - CAFNR 76
 - A&S-70
 - Education 19
 - Engineering 40
 - Health Sciences 11
 - Medicine 88
 - Nursing 1
 - Vet Medicine 23





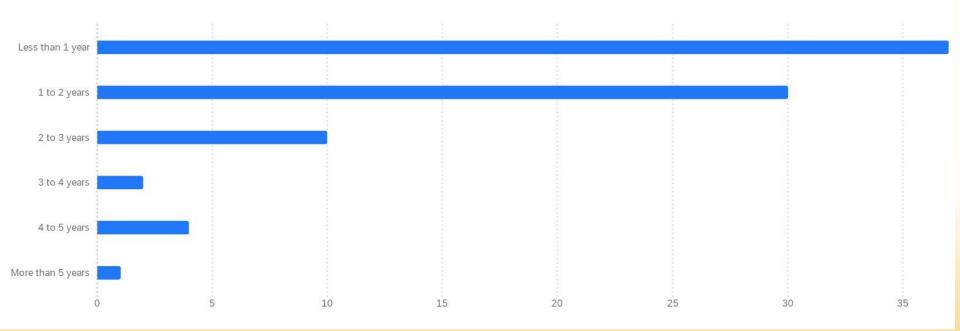
PARENTS IN POSTDOCS







How many years have you been at MU in a postdoctoral position? 84 (i)





RACE/ETHNICITY

