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POSTDOCTORAL HANDBOOK

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Welcome Letter from the Postdoctoral Association of Colorado

Dear Postdocs,

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

Postdocs fit into a unique position in academia as they are a group in both research and professional training with diverse needs. To serve the postdoctoral community at CU-Boulder and the associated National Labs, the PAC Boulder was formed in 2004 under the auspices of the Office of the Vice Chancellor for Research, now the Research & Innovation Office (RIO). The mission of the PAC Boulder is to provide an environment that fosters professional advancement through workshops, support services, and networking opportunities for all postdoctoral scholars. Through these activities, we as postdocs will be better able to define our roles at the university and the greater research community, allowing us to become successful educators, researchers and professionals.

Introduction to Boulder

Colorado is a unique area to live within the U.S because of its geography and culture. Boulder is situated at the foot of the Rocky Mountains, and Colorado has many desert areas. The climate in Boulder is generally mild and dry, with over 200 sunny days per year (sunblock is recommended). Temperatures range from an average high of 87°I 8 8

Postdoctoral Fellow (1438): The Postdoctoral Fellow appointment is restricted to postdoctoral scholars who receive fellowship awards directly from a funding agency; that is, postdocs who have applied for and been granted their own fellowship funding. Postdoctoral Fellows are considered employees of CU Boulder for the purposes of paying and benefiting Fellows being awarded.

Postdoctoral Fellow Stipend (3201): This title would pertain to an individual possessing relevant training and demonstrated competence in a particular discipline to carry out a semi-independent research under the direction of a principal investigator with whom they are training for a defined period of time. This type of Postdoctoral Fellow is ineligible for vacation leave and benefits.

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

<http://tinyurl.com/opasubscribe>.

Benefits

The benefits a postdoc receives are dependent on the job .9 (ear5d (e:)4.3 (s)-2 ɓ)121 Tc 0.007 Tw -3.935 -1.

CU Boulder requires all new staff, including postdocs, to complete the online New Employee Orientation, Information Security & Privacy Awareness, to 7 (t) (i)2.6 ough M(i)2.6 &U BI(o)11.n(f)-6.6 ()11.o

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Your IDP will help you to:

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

SUPPORT AND ADVOCACY

Counseling and Mediation

CU Boulder offers its staff, including postdocs, a number of resources that provide conflict resolution and counseling services. If you are unsure which of the below services best fits your needs, please email opa@colorado.edu to set up an appointment to discuss your needs.

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

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

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

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

<https://www.colorado.edu/hr/about/faculty-staff-assistance-program>FSAP counselors serve the emotional and psychological needs of the campus community. You can make an appointment, or visit them during walk-in hours Monday through Friday from 11:00 AM – 12:00 PM at ARCE A353. FSAP also offers a number of resources for work-life balance04 72 328.08 Tm[(bas o)10.5 (f)-5.8 lygnnkD

If you require reasonable accommodation or ergonomic evaluation for a disability, the ADA coordinator will help coordinate your request. Disability Services provides additional resources including universal design consultations and accessible technology.

www.colorado.edu/veterans/

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

Dining

www.denver.org/things-to-do/denver-arts-culture/ · [redrocksonlinTd\(\)Te\(o\)10.5 s\(r\)-6 \(gm\)10.5MC /Span ifak A](#)

(www.nationalpostdoc.org/default.asp?page=maternityleave) and paternity
(www.nationalpostdoc.org/?page=PaternityLeave)

Denver Art Museum	www.denverartmuseum.org
Denver Botanic Gardens	www.botanicgardens.org
Denver Zoo	www.denverzoo.org/
Dinosaur Ridge	www.dinoridge.org/
Downtown Aquarium	www.aquariumrestaurants.com/downtownaquariumdenver/
Elitch Gardens	www.elitchgardens.com
Hike it Baby	tinyurl.com/osfcpn6
Swimming	bouldercolorado.gov/parks-rec/pools bouldercolorado.gov/parks-rec/reservoir-swimming
Tiny Town & Railroad	tinytownrailroad.com/
Water World	www.waterworldcolorado.com
Wings over the Rockies Air & Space Museum	wingsmuseum.org/
World of Wonder Children's Museum	www.wowchildrensmuseum.org/

INTERNATIONAL POSTDOCS

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

Postdoctoral Association of Colorado (PAC) Boulder

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

International Postdoc Survival

and state income tax returns, respectively, no later than April 15th (or the next business day, if it falls on a weekend or holiday). You will need a form W-2 and/or 1042-S; your employer is required to send you these forms. You may owe more taxes if you did not have enough withheld from your paycheck, or you may receive a tax refund if you overpaid your taxes. It is important to report your income tax correctly and on time, and you may consider using a professional service like a Certified Public Accountant (CPA) or Enrolled Agent (EA) for this purpose. If you choose to use a professional tax preparer, you must file your federal income tax return by the due date and on time, and you must file your state income tax return by the due date and on time.

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