



**VANDERBILT**  
Office of Postdoctoral Affairs

# POSTDOC HANDBOOK



VANDERBILT OFFICE OF POSTDOCTORAL AFFAIRS

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# WELCOME TO VANDERBILT!

Welcome! Please use this handbook as a guide to your time on campus. In this handbook, you will find many resources and information that will contribute to the success of your postdoctoral training.

While at Vanderbilt, I encourage you to engage with the Office of Postdoctoral Affairs (OPA). The OPA supports postdocs and is responsible for planning and managing programs and service for all postdocs at Vanderbilt University and Vanderbilt University Medical Center. The office can assist you with finding career and professional development resources or connecting you to other services that may supplement your scholarship.



Another essential resources for you will be the Vanderbilt Postdoctoral Association (VPA). This organization is integral to building a community of postdoctoral fellows across the university and medical center regardless of classification or discipline. VPA meetings are open to all postdocs and there are many ways to get involved. You may choose to participate on the VPA executive board, the symposium planning committee, or in the buddy program, designed to help postdocs build community and feel connected.

I look forward to meeting you on campus soon. Do not hesitate to reach out if there is anything I can do to assist during your postdoctoral fellowship.

A handwritten signature in dark ink that reads "C. André Christie-Mizell". The signature is fluid and cursive, with the first letters of the first and last names being capitalized.

C. André Christie-Mizell  
Vice Provost for Graduate Education  
Dean of the Graduate School  
Director, Office of Postdoctoral Affairs  
Centennial Professor of Sociology

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# THE VANDERBILT OFFICE OF POSTDOCTORAL AFFAIRS



The Office of Postdoctoral Affairs (OPA) is responsible for planning and managing programs and services for Vanderbilt's postdoctoral community. OPA supports Vanderbilt-affiliated postdocs as well as faculty and staff administrators who work with the postdoctoral population. OPA is the central resource for postdoctoral services and serves as a liaison among postdocs and central University administrative offices. OPA also works closely with the [Vanderbilt Postdoctoral Association \(VPA\)](#) to address the interests and concerns of postdocs.

## POSTDOCTORAL TRAINING AT VANDERBILT

Vanderbilt University is an internationally recognized private research university in Nashville, Tennessee. It offers undergraduate programs in the liberal arts and sciences, engineering, music, education and human development, as well as a full range of graduate and professional degrees. Faculty, students, postdocs, and staff work closely together to examine challenging questions across a wide range of disciplines. As a result, postdocs at Vanderbilt have the opportunity to further enhance their skills and prepare for future careers while working with leading scholars in the biological and physical sciences, engineering, the humanities, law and business, and the social sciences.



The Vanderbilt Office of Postdoctoral Affairs is a proud member of the [National Postdoctoral Association](#). Vanderbilt postdocs can become a Vanderbilt-affiliated member of the NPA by following the directions on this [page](#).

# RELOCATING TO NASHVILLE

## HOUSING

Vanderbilt does not provide housing for postdocs although there are several resources below.

An Off Campus Referral Service is provided by The Office of Housing and Residential Education to support the needs of the Vanderbilt community. Here you will find ads from landlords looking for Vanderbilt-affiliated tenants as well as a forum for those seeking Vanderbilt roommates or housemates.



The Vanderbilt Housing and Relocation Coordinator can assist postdocs with finding housing as well as relocation resources ensuring a smooth transition from initial consultation to final move-in.

Here are other helpful resources:

- [Apartment Guide](#)
- [Apartment Finder](#)
- [Apartment Ratings](#)
- [Apartment Advisor](#)

The Broadview at Vanderbilt is located steps from the Vanderbilt University campus in midtown Nashville. The Broadview at Vanderbilt invites tenants into a community of collaboration and elevated living space. The Broadview at Vanderbilt offers studio, one- and two-bedroom apartment homes with features such as a fully-equipped kitchen with granite countertops, upgraded appliances, hardwood-inspired floors, and washer/dryer. On-site amenities include a 24-hour fitness and wellness center, an on-site coffee shop and grocery store, multiple collaboration and study spaces, an outdoor BBQ area, and a media room.



# RELOCATING TO NASHVILLE

## UTILITIES

Utility companies may vary based on your location. Below are common companies that serve the Middle Tennessee area. Please check with your city/county website to determine the utilities available at your address.

### **Electric**

[Middle Tennessee Electric](#) – 1-877-777-9020

[Nashville Electric Services](#) – 615-736-6900

### **Internet**

[AT&T](#)

[Comcast Xfinity](#)

[Google Fiber](#)

[T-Mobile](#)

[Verizon](#)

### **Natural Gas**

[Atmos Energy](#) – 1-888-286-6700

[Clarksville Gas & Water](#) – 1-931-645-7400

[Middle Tennessee Natural Gas](#) – 1-833-438-6864

[Piedmont Natural Gas](#) – 1-800-752-7504

### **Cable & Satellite Television Providers**

[Comcast Xfinity](#)

[DIRECTV](#)

[DISH Network](#)

[Spectrum Cable](#)

### **Water**

[Clarksville Gas & Water](#) – 1-931-645-7400

[Metro Water](#) – 615-862-4600

At [Nashville.gov](#), you can update your driver's license, register to vote, and access information on living, working, and playing in the metro area.

*Please refer to your city/county website for more information based on your home address.*

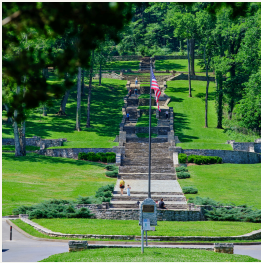
# RELOCATING TO NASHVILLE

## GET TO KNOW NASHVILLE

[An Introduction to Nashville](#)

Find the [Top 10 places to experience in Nashville](#)

- [Nashville Area Chamber of Commerce](#)
- [Visit Music City](#) – A site to explore everything Nashville
- [Nashville Guru](#) – a publication focusing on what makes Nashville, Nashville
- [Do615](#) – Things to do in Nashville today and in the future



### Nashville Sports Teams

- [Fisk University Athletics](#)
- [Middle Tennessee State University Athletics](#)
- [Nashville Kats Arena Football](#)
- [Nashville Predators \(National Hockey League\)](#)
- [Nashville SC \(Major League Soccer\)](#)
- [Nashville Sounds \(AAA Affiliate of the Milwaukee Brewers\)](#)
- [Tennessee State University Athletics](#)
- [Tennessee Titans \(National Football League\)](#)
- [Vanderbilt University Athletics](#)



### Nashville Area K-12 Schools

- [Metro Nashville Public Schools](#)
- [Independent Schools of the Nashville Area](#)
- [National Center for Education Statistics](#)

# GETTING TO CAMPUS

## VANDERBILT UNIVERSITY

In the interest of the security of Vanderbilt students, faculty, and staff, and to manage limited parking resources effectively, the University requires that all vehicles operated on campus by members of the University community registered with VUPS Parking Services. Registration is required for automobiles, sport utility vehicles (SUVs), trucks, vans, golf carts, mopeds, and motorcycles, etc. Bicycles should be registered with Vanderbilt University Police Department. To register vehicles, visit Parking Services.



## DRIVING TO CAMPUS

### Parking Options

- Annual parking permit
- Daily parking program

### Carpooling

The MoveVU Commute Hub features a carpool matching tool. Join the carpool interest list if you are interested in

carpooling to campus or if you want to see if there are other Vanderbilt members in your area that share a similar work schedule and commute route who is also interested in carpooling.

### Vanpooling

Vanpooling is a great way for commuters to share on gas costs, avoid wear and tear on personal vehicles, save money on parking and spend more time connecting with fellow Vanderbilt community members.

The MoveVU Commute Hub features a vanpool tool that allows you to:

- Register an existing vanpool
- Join a vanpool that matches your work schedule and commute route
- Join the vanpool interest list (if there is not currently a vanpool that fits with your work schedule and commute)

Vanderbilt works with VanStar and Commute with Enterprise.



# GETTING TO CAMPUS

## VANDERBILT UNIVERSITY

### PUBLIC TRANSIT

Vanderbilt University's public transit benefit provides all full- and part-time Vanderbilt University students, faculty, staff, and postdocs with free access to WeGo public transit including:

- [WeGo local and regional buses](#)
- [the WeGo Star](#) commuter rail train
- [WeGo Access paratransit services](#)

To access this benefit, [download QuickTicket and register with a Vanderbilt email address](#). This service is available for use any time, not only when commuting to and from campus.

### BIKE AND WALK

Vanderbilt University is centrally located in the midtown neighborhood of Nashville. [Biking](#) and [walking](#) are a great way to commute to and from campus.

### COMMUTE CONCIERGE SERVICE

The Commute Concierge service is available to the Vanderbilt University community:

- Learn how to ride [WeGo public transit](#) to, from and across campus
- Plan out sustainable commutes, including tips on where to park and ride the bus
- Identify [bicycle amenities](#) around campus like showers and repair stations
- Receive guidance on sustainable options to travel downtown, to the airport, grocery stores, etc.
- Receive assistance planning group excursions
- View presentations on information about the daily parking program and sustainable commute options

For more information or to request Commute Concierge services, please fill out this [request form](#) or email [MoveVU@vanderbilt.edu](mailto:MoveVU@vanderbilt.edu).



# GETTING TO CAMPUS

## VANDERBILT UNIVERSITY MEDICAL CENTER

### DRIVING TO CAMPUS

The Medical Center provides secure and convenient parking with a variety of options available for Medical Center faculty and staff.

Parking registration is required of anyone that parks on the Vanderbilt campus. Currently only new staff can purchase permits online. All others must visit the Parking Permit Office, located in East Garage, level G, on the Medical Center Drive side. Parking lot spaces and garage spaces are distributed by availability.

Free parking & shuttle service is available at Lot 127 near Greer Stadium.

To read the full VUMC Parking Rules and Regulations, visit <https://www.vumc.org/med-center-parking/rules-and-regulations>.



### Carpool

Carpools provide commuters an opportunity to share fuel costs, vehicle "wear and tear," and parking expenses. In an effort to conserve the environment and provide alternative transportation methods for employees, VUMC offers a discounted parking rate once a carpool is formed.

#### OBTAINING YOUR DISCOUNTED PARKING PERMIT

Once a carpool group is formed, each participant should review the Carpool Agreement. A copy of the Carpool Agreement must be printed, signed, and submitted to the Parking Permit Office, located on level G of the East Garage. All members of your carpool are required to be present when registering. Please remember to have everyone bring their VUMC ID badge, their vehicle registration and current parking permit should they have one.

The carpool's parking location will be determined at the time of registration. Carpool permits are not available for the N Lot, OHO, Lot 113, WB, Night Permits or Facilities we do not have ownership in, (i.e. Kensington Garage, 3322 W. End).



# GETTING TO CAMPUS

## VANDERBILT UNIVERSITY MEDICAL CENTER

### Vanpool

Vanpool is a regional transportation solution to help Middle Tennesseans lower their commute costs and extend the life of their personal vehicles. If you're concerned about being left behind or have an emergency come up, participants are automatically enrolled in a Guaranteed Ride Home program to make sure you get home when life gets in the way.

Please visit [Vanpool - Transit Services | WeGo Public Transit \(wegotransit.com\)](#) for more information.



### Electric Vehicle Charging

VUMC Parking and Transportation Services offers four Blink Network Electric Vehicle (EV) charging stations. The chargers are located in surface lots and are open to the public. Four EV chargers are located in Lot 113B at the corner of Pierce Avenue and 21st Avenue.

These stations are intended to be used as a “topping off” charge to help decrease range anxiety for patients, visitors, staff and people in the surrounding areas. Parking in these spots is limited to two hours in order to give access to as many users as possible. These chargers are operational 24 hours a day, 7 days a week.

For additional policies related to EV charging stations, visit [For additional policies related to EV charging stations, visit https://www.vumc.org/med-center-parking/electric-vehicle-charging](https://www.vumc.org/med-center-parking/electric-vehicle-charging).

## MOTORCYCLES AND BICYCLES

VUMC provides motorcycle and scooter parking locations. For a list of locations visit [https://www.vumc.org/med-center-parking/sites/default/files/public\\_files/MOTORCYCLE-NEW.pdf](https://www.vumc.org/med-center-parking/sites/default/files/public_files/MOTORCYCLE-NEW.pdf).

VUMC provides bicycle racks and shower facilities. For a list of locations visit [https://www.vumc.org/med-center-parking/sites/default/files/public\\_files/Bike-Racks-Showers.pdf](https://www.vumc.org/med-center-parking/sites/default/files/public_files/Bike-Racks-Showers.pdf).

# GETTING TO CAMPUS

## VANDERBILT UNIVERSITY MEDICAL CENTER

### WEGO PUBLIC TRANSIT

#### **VUMC Free Ride to Work Program**

All full time Vanderbilt employees and VUMC volunteers are eligible to ride free to and from work by simply swiping their I.D. cards upon entering a bus. The free ride with an I.D. swipe is only for fixed route MTA bus service inside Davidson County.

Since, even if you take the bus most days, there may be times that you want to drive to work, parking discounts are available for days when you drive. Free parking is available at [Lot 127](#) and [Single Day Hangtags](#) can be purchased.

Bus route and schedule information is available at [www.wegotransit.com](http://www.wegotransit.com) or by calling (615) 862-5950.

#### **Regional Inter-City Bus Service**

Discount Tickets are available for all full-time Vanderbilt employees who reside outside Davidson County, and would like to take advantage of Regional/ Inter-city bus service. The service is called WeGo Express (it's former name was RTA Relax & Ride), and it provides service from Clarksville, Dickson, Gallatin/Hendersonville, Murfreesboro/Smyrna, Spring Hill, Franklin, and Springfield.

All full-time Vanderbilt employees and VUMC volunteers are eligible to purchase a 20-Ride Pass for the WeGo Express Coach Service, discounted from \$70.00 to \$47.00. Please be aware that your VUMC I.D. cards are only good for Davidson County.

Single tickets will not be sold by VUMC. 20-Ride Passes are non-refundable and non-transferable.

BUS SCHEDULE INFORMATION: [WeGo Nashville](#) (Click on "Express")

PASS PURCHASE LOCATIONS: Parking Permit Office at East Garage (Ground Level) Monday through Friday 7:30 a.m. - 4:30 p.m. (615-936-1215)



# GETTING TO CAMPUS

## VANDERBILT UNIVERSITY MEDICAL CENTER



### **WeGo Star Commuter Train**

VUMC provides a significant discount to all full-time Vanderbilt University Medical Center employees when tickets and passes are purchased on campus for the WeGo Star (also known as the Music City Star) which is a commuter train operating between Nashville and Lebanon, Tennessee. It stops at seven stations: Riverfront (Nashville), Donelson, Hermitage, Mt. Juliet, Martha, Hamilton Springs, and Lebanon.

There is free bus service between the Nashville Riverfront Terminal and VUMC which coincides with train arrivals and departures.

Train passes may be purchased at the VUMC Parking Permit Office, East Garage ground level between 7:30 am and 4:30 pm.



# CAMPUS SAFETY

## Vanderbilt Public Safety

At Vanderbilt University, your safety is our paramount concern. The Public Safety team works tirelessly to ensure the safety and well-being of everyone on campus. With a commitment to proactive measures and swift responses, they strive to create a secure environment where all members of the Vanderbilt community can have the peace of mind necessary to excel.

Whether it's providing daily assistance, conducting patrols, or implementing safety protocols, the Public Safety team is here to support you every step of the way.

## VandySafe App

Whether you're familiarizing yourself with the campus or seeking guidance during emergencies, VandySafe is your essential tool for staying connected and safe. As a customized safety app, it contains all the information you need to have on campus and beyond.

[Download the app.](#)



## Stay Connected with AlertVU

AlertVU is Vanderbilt University's emergency notification system designed to keep you informed and safe at all times. AlertVU delivers timely alerts directly to your preferred communication channels, including cell phones, landlines, and email accounts.

Whatever the situation, AlertVU ensures you receive critical information quickly, allowing you to take necessary precautions and respond effectively.

With its seamless integration into the VandySafe app, accessing AlertVU notifications has never been easier.

## Blue Light Call Box

Emergency phones are conveniently located throughout the campus. Each phone has an emergency button that, when pressed, automatically dials the VUPD Communications Center.

# CAMPUS SAFETY

## Emergency Guides

To ensure you're prepared for any situation that may arise on the Vanderbilt University campus, you can explore our comprehensive Emergency Guides. These concise guides provide step-by-step instructions for various emergencies, ranging from sheltering in place to evacuations and severe weather protocols.

Whether it's knowing how to respond during a medical emergency or understanding what to do in the event of an active shooter situation, our guides offer valuable insights to keep you safe and informed.

Accessible both on our website and through the VandySafe app, these guides are essential resources for every member of the Vanderbilt community.

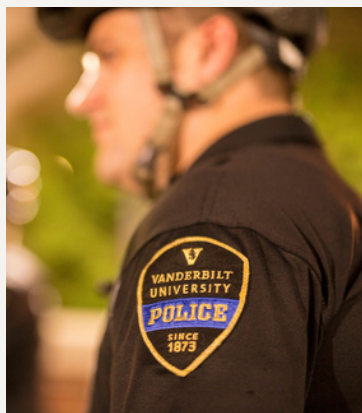
[Read Vanderbilt Emergency Guides](#)

## Report a Crime

Reporting crimes at Vanderbilt University is essential for maintaining a safe and secure campus environment. If you witness or are a victim of a crime, it's important to report it promptly to the Vanderbilt University Police Department (VUPD).

You can report a crime by dialing [911](#) from any campus phone or calling [\(615\) 421-1911](#). Additionally, you can submit a report through the VandySafe app by selecting the 'Report a Crime' option.

Your report helps VUPD take appropriate action and ensures that necessary measures are taken to address the situation.



## CONTACT PUBLIC SAFETY

### Phone

**Emergency** - 911 or 615-421-1911

Non-Emergency - 615-322-2745

Lost and Found - 615-343-5371

Records - 615-343-5371

### Email

[vupd@vanderbilt.edu](mailto:vupd@vanderbilt.edu)

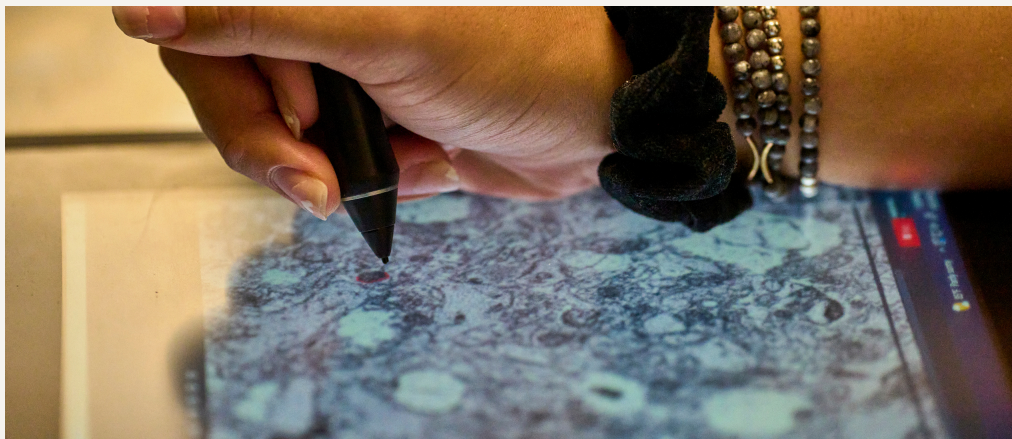
### In Person

Vanderbilt University Police  
Department (VUPD)

111 28th Ave South  
Nashville, TN 37212



# GETTING STARTED AS A POSTDOC



## ACCEPTING YOUR POSTDOC OFFER AND UNDERSTANDING THE APPOINTMENT LETTER

The appointment process begins at the department level. The Office of Postdoctoral Affairs will send an appointment letter for the postdoc candidate to sign. This will begin the verification process.

The appointment letter is a formal letter stating the appointment period of a postdoc position. It is to be signed as confirmation of acceptance. Postdoctoral appointments are for a one-year term and can be renewed for up to five years of postdoctoral training, including training at other institutions.

The appointment letter is not an employment contract. Postdoctoral positions can terminate at any time. For more information, please see the termination policy (pg. 21 - 23).

# GETTING STARTED AS A POSTDOC

## COMPLETING NEW HIRE PAPERWORK AND REQUIRED TRAINING

All postdocs must complete the background clearance (which includes criminal clearance and educational verification) and any work authorization before new hire paperwork can be completed.

Educational verification may look different according to if a degree has been conferred or if the degree is from an international institution.

### Work verification for international postdocs

If work authorization is needed, please refer to your prospective department for questions regarding visas and costs associated with work authorization.

#### Vanderbilt University Immigration Offices Contact

- [International Student & Scholar Services \(ISSS\) for VU Postdocs](#)
- [Global Support Services \(GSS\) for VU Postdocs](#)

#### Vanderbilt University Medical Center Immigration Office Contact

- [VUMC Immigration Services Office \(ISO\)](#)

## NEW POSTDOC COFFEE BREAK

Postdocs are invited to a new postdoc coffee break on the fourth Thursday of each month. This is open to all postdocs on campus, and gives new postdocs a chance to meet administrators, members of the Vanderbilt Postdoc Association, and other postdocs.



# GETTING STARTED AS A POSTDOC

## SETTING UP YOUR WORKSPACE, EMAIL, AND ACCESS TO SYSTEMS

Following completion of your I9 and new hire paperwork, you will receive access to your VU/VUMC credentials to set up your email access.

VUMC Postdocs will receive instructions on setting up Dual Identity for access to VU systems.

### Dual Identity

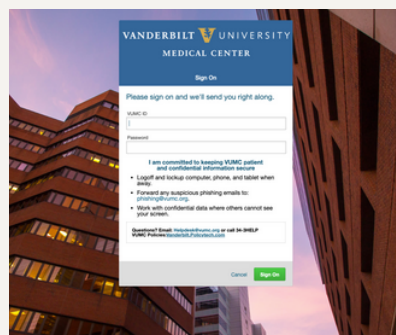
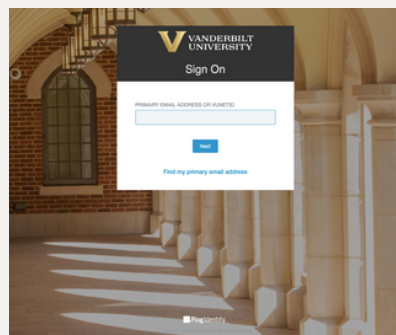
Faculty, staff, and postdocs that have affiliations with both Vanderbilt University Medical Center (VUMC) and Vanderbilt University (VU) may require access to systems/e-resources managed by either. These employees are known as dual identity users and have two IDs and two email accounts. An ID or “username” at VUMC is called a VUMC ID and an ID/username at VU is called a VUnet ID. Passwords must be set for both.

Dual identities at VUMC and VU have individual login credentials and email accounts that provide access to each organization’s applications and systems.

Postdocs will continue to have a Medical Center (@vumc.org) email address as well as a University (@vanderbilt.edu) email address. To manage multiple accounts, users are encouraged to use Microsoft Outlook.

VUMC postdocs are required to have VU identities. Information to claim your VU identity (VUnetID) will be sent to you following your start date.

VU postdocs that need VUMC identity (VUMC ID) should contact the Office of Postdoctoral Affairs at [opa@vanderbilt.edu](mailto:opa@vanderbilt.edu) and copy a VUMC faculty member to act as a sponsor for the identity.



# GETTING STARTED AS A POSTDOC

## ESTABLISHING GOALS AND EXPECTATIONS

All postdoctoral fellows, regardless of classification, should meet with your faculty mentor/PI to discuss research objectives, timelines, and milestones. Additional conversations should include publication plans, authorship guidelines, and IP ownership. An individual development plan (IDP) will be sent to the postdoc at the end of their first month to document these conversations. This should be completed and submitted to the Office of Postdoctoral Affairs by the third month following hire.

## NAVIGATING THE ONBOARDING PROCESS

The postdoc should identify who to contact for various administrative tasks. This could include the department administrator, immigration office (International Student and Scholar Services, Office of International Services, or VUMC Immigration), information technology, or the Office of Postdoctoral Affairs.

Many questions can be answered by the departmental or divisional administrator.

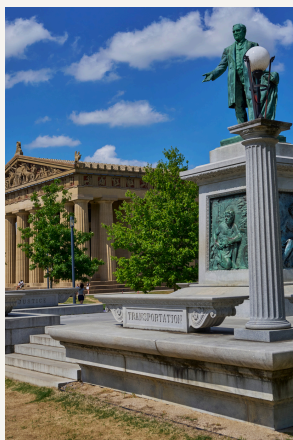
The postdoc should develop a timeline for completing onboarding steps both before beginning their postdoc position and once the postdoc has been hired.

## ORIENTATION

All postdocs, regardless of classification, will attend new postdoc orientation which is provided by the Office of Postdoctoral Affairs. Postdocs are registered by their department administrator following clearance of all new hire verifications (i.e., criminal and educational verification and work authorization).

VUMC Research Fellows (job code 9132) will also attend VUMC New Staff Orientation, also known as "All Aboard". The School of Medicine will register the incoming postdoc for this session.

# TIPS FOR A SMOOTH TRANSITION TO YOUR POSTDOC ROLE



Review the onboarding website for postdoctoral fellows on the Office of Postdoctoral website.



Discuss key personnel to know with your PI/mentor and department administrator.



Ensure you have completed all required actions including:

- Submitting background clearance information
- Degree verification letter from institution or degree verification (if necessary)
- Received work authorization (if necessary)
- Completed I9
- Completed W4, tax withholding documentation
- Received registration confirmation email from [OPA@vanderbilt.edu](mailto:OPA@vanderbilt.edu) with date of new postdoc orientation



# HUMAN RESOURCES

## UNDERSTANDING YOUR POSTDOC APPOINTMENT

### POSTDOC CLASSIFICATIONS

Institution	Title & Job Code	Funding Source	Benefits
Vanderbilt University	Postdoctoral Scholar, Research (9145)	Salary	Eligible for VU staff benefits, administered through VU HR
	Postdoctoral Scholar, Trainee (9146)	Stipend	Benefits administered through Academic Health Plan/Not eligible for other VU benefits
	Postdoc Associate, Visiting (9136)	Home institution, country, or organization	Benefits administered through sponsoring institution, country, or organization
Vanderbilt University Medical Center	Research Fellow (9132)	Salary	Eligible for VUMC Staff Benefits, administered through VUMC HR
	Research Fellow Trainee (9134)	Stipend	Benefits administered through Gallagher/not eligible for other VUMC benefits
	Visiting Research Fellow (9136)	Home institution, country, or organization	Benefits administered through sponsoring institution, country, or organization

### APPOINTMENT TERMS

Most postdocs are appointed for one-year terms and can be reappointed for up to 5 total years of postdoc training, including postdoctoral training at other institutions. A yearly individual development plan (IDP) is required for all postdocs regardless of appointment terms.

A postdoctoral appointment is a full-time position. Activities are determined by the department or program. Requests to reduce from 100% FTE must be approved by the faculty adviser, dean of the school/college, and the Office of Postdoctoral Affairs. Reduction of effort could impact benefits eligibility.

# HUMAN RESOURCES

## **SALARY AND FUNDING SOURCE**

Vanderbilt University and Vanderbilt University Medical Center require postdocs be paid at or above the NIH NRSA stipend level regardless of postdoc classification or source of funding. This includes postdocs not paid by NIH funding. The only exception to this is for postdocs paid on NRSA grants. The salary will increase at the time of the updated NOGA as opposed to the reappointment date.

Postdocs are funded by a variety of mechanisms. A postdoc's funding source determines their classification and benefit eligibility. A postdoc's classification may change during their time at Vanderbilt according to the funding they receive.

## **POSTDOC APPOINTMENT EXTENSIONS**

Faculty may request postdoc appointment extensions beyond the 5th year of postdoc training in special circumstances. These must be approved by the dean of the school/college and the director of the Office of Postdoctoral Affairs.

## **TERMINATION**

A postdoctoral appointment is at-will and may be terminated or ended at any time, with or without cause, with or without notice. However, absent extraordinary circumstances or misconduct, the faculty/PI must provide at least two months' written notice before ending a postdoctoral appointment. A postdoctoral appointment may be terminated or ended for a variety of reasons including:

- loss of funding
- unsatisfactory performance
- when the postdoc decides to leave Vanderbilt before the end of their appointment
- for a violation of relevant Vanderbilt and/or VUMC policies.

# HUMAN RESOURCES

## TERMINATION

### LOSS OF FUNDING

At least two months before the last day on which a postdoc performs duties, the postdoc should be given written notice of the loss of funding which will result in the ending of the appointment.

### UNSATISFACTORY PERFORMANCE

If a postdoc's performance remains unsatisfactory after a sufficient period of evaluation and allowable time for corrective action, the faculty mentor should provide at least two months' written notice before ending the appointment, unless misconduct is involved. Written documentation of any performance concerns and needed corrective actions should be given to the postdoc in a timely fashion, outlining a time frame for corrective action and the consequences of continued unsatisfactory performance, including termination of the appointment. Any performance concerns and plans for corrective action should also be carefully documented in the annual IDP.

### MISCONDUCT






All postdocs are expected to adhere to relevant Vanderbilt policies (and VUMC policies if VUMC employed/paid). Cases of misconduct will be address on a case-by-case basis in consultation with the appropriate offices and may lead to immediate termination.



# HUMAN RESOURCES

## TERMINATION

### POSTDOC TERMINATION CHECKLIST

-  Discuss timeline with PI/Mentor to finish out tasks in lab/area
-  Complete the OPA Exit Survey
-  Complete any necessary departmental exit checklists - please check with your department/division administrator
-  VU postdocs: if email access is needed following termination, email [OPA](#) at least two weeks before end date
-  VUMC postdocs: if email access is needed following termination, contact your department administrator at least two weeks before end date

### POSTDOC RESIGNATION

Postdocs should provide a one-month working notice prior to resignation per relevant Vanderbilt and VUMC policies. Please see the postdoc termination checklist (above) to complete any necessary items before resignation.

#### **Unused PTO/Leave Time**

Regardless of circumstance, postdoc PTO/leave time is not paid out if unused.

# HUMAN RESOURCES

## BENEFITS OVERVIEW

Eligibility for benefits is determined by postdoctoral classification. Regardless of classification, postdocs will have 30 days from hire to make benefit elections and/or enroll dependents. Open enrollment occurs annually to sign up for, change, or waive health insurance without a qualifying event.

### Health Insurance

Health insurance options and coverage vary by institution and classification.

### VU Postdoctoral Scholars, Research and VUMC Research Fellows

VU Postdoctoral Scholars, Research (9145) and VUMC Research Fellows (9132), who are classified as employees are eligible for the following benefits:

- Employee Health Insurance
  - Coverage begins on start date of appointment
- If your home department is VU, details located at: [VU Human Resources](#)
- If your home department is VUMC, details located at: [VUMC Human Resources](#)

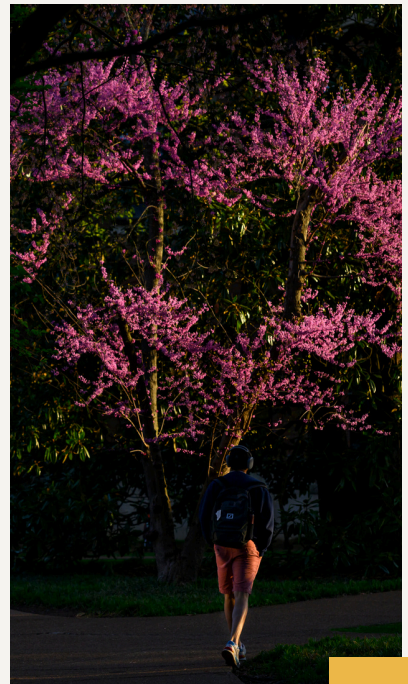
The following additional benefits are available:

- Dental Insurance
- Vision Insurance
- Life Insurance
- Accidental Death & Dismemberment (AD&D)
- Short-term Disability
- Long-term Disability
- Flexible Spending Accounts
- Health Reimbursement Account
- Retirement Plan 403(b)

These additional benefits are provided through either VU or VUMC Human Resources Department.

If your home department is VU, details located at: [VU Human Resources](#)

If your home department is VUMC, details located at: [VUMC Human Resources](#)



# HUMAN RESOURCES

## BENEFITS OVERVIEW

### **VU Postdoctoral Scholars, Trainee**

Non-employee postdocs (i.e., VU Postdoctoral Scholar, Trainee) on training and fellowship grants (for whom no FICA is withheld) are eligible for the VU Postdoc Trainee Health Insurance Plan. The health insurance plan is administered by Academic Health Plans (AHP) and is Affordable Care Act compliant.

Dates of coverage follow the academic calendar from August 12 to August 11.

For more information on VU Postdoctoral Scholars, Trainee benefits coverage, visit <https://www.vanderbilt.edu/postdoc/current-postdocs/human-resources-onboarding/general-information/>.



### **VUMC Research Fellow Trainees**

Non-employee postdocs (VUMC Research Fellow Trainee) on training and fellowship grants (for whom no FICA is withheld) are eligible for the VUMC Postdoc Trainee Health Insurance Plan. The health insurance plan is administered by Gallagher. For additional information, see 2023-2024 Health Insurance Plan Design Changes below.

Dates of coverage are yearly from October 1 through September 30, 2024.

For more information on VUMC Research Fellow Trainee benefits coverage, visit <https://www.vanderbilt.edu/postdoc/current-postdocs/human-resources-onboarding/general-information/>.



# HUMAN RESOURCES

## RETIREMENT PLANS AND CONTRIBUTIONS

VU Postdoctoral Scholars, Research (9145) and VUMC Research Fellows (9132) are eligible for retirement plans at their institution.



### VANDERBILT UNIVERSITY (VU POSTDOCTORAL SCHOLAR, RESEARCH)

The Vanderbilt University Retirement Plan is a mandatory long-term investment program for eligible faculty and staff to prepare for retirement. The plan is administered by Fidelity Investments. Participation is mandatory at 3% as a condition of employment for eligible employees. Vanderbilt will match up to 6% of contributions.

For more information on the retirement plan, auto-advance and auto-enrollment, and voluntary contribution and match visit the [Retirement Plan Website](#).

### VANDERBILT UNIVERSITY MEDICAL CENTER (VUMC RESEARCH FELLOWS)

The retirement plan is optional at the voluntary level when you are new, but at your one-year anniversary and the completion of 1,000 service hours, you will be automatically enrolled at the mandatory level. Generally, enrollment will occur on the first day of the month following the completion of your 1 year of service and 1000 hours.

For more information on the retirement plan and contribution levels please contact the [Employee Service Center](#). For complete details of the Retirement plan, refer to the [Retirement Plan Summary Plan Description](#).



# HUMAN RESOURCES

## PAID TIME OFF

### (VACATION, SICK LEAVE, PARENTAL LEAVE, ETC.)

The Paid Time Off policy varies between institutions and classification. A summary of paid time off is located below by institution. A full policy can be found at <https://www.vanderbilt.edu/postdoc/current-postdocs/human-resources-onboarding/general-information/#h2-leave-and-time-off-policies>.

Visiting Research Fellows (9136) and Postdoc Associate, Visiting (9136) should discuss any absence with their PI/faculty.

## VANDERBILT UNIVERSITY

Policy	VU Scholar, Research	VU Scholar, Trainee
PTO – Any scheduled absences (e.g., vacation, sick time, extended parental leave)	·20 days per fiscal year, prorated by quarters, 5 days a quarter. (Oct. 1, Jan. 1, April 1, July 1) ·Must be used in the appointment year ·All time off must be approved by your PI/Mentor	
Holidays	6 official VU holidays plus Winter Break	If NIH NRSA recipient, must comply with NIH policy
Family & Medical Leave	Up to 12 weeks job protected unpaid leave if meet eligibility requirements under FMLA and up to 16 weeks if meet eligibility under TMLA	Not covered under FMLA. May take up to 12 weeks of unpaid leave if a trainee for 12+ months for reasons outlined on policy document
Parental Leave	Eight-week paid parental leave for eligible parents/spouses	If NIH NRSA recipient, must comply with NIH policy
Unpaid Leave	Non-FMLA medical and personal leave can be requested	If NIH NRSA recipient, must comply with NIH policy

# HUMAN RESOURCES

## PAID TIME OFF

(VACATION, SICK LEAVE, PARENTAL LEAVE, ETC.)

### VANDERBILT UNIVERSITY MEDICAL CENTER

Policy	VUMC Research Fellow	VUMC Research Fellow Trainee
PTO – Any scheduled absences (e.g., vacation, sick time, extended parental leave)	·22 days per fiscal year, prorated by quarters, 5.5 days a quarter. (Oct. 1, Jan. 1, April 1, July 1) ·Must be used in the appointment year ·All time off must be approved by your PI/Mentor	
Holidays	8 official VUMC holidays. For information, visit: VUMC Holiday Calendar	If NIH NRSA recipient, must comply with NIH policy
Family & Medical Leave	Up to 12 weeks job protected unpaid leave if meet eligibility requirements under FMLA and up to 16 weeks if meet eligibility under TMLA	Not covered under FMLA. May take up to 12 weeks of unpaid leave if a trainee for 12+ months for reasons outlined on policy document
Parental Leave	Two-week paid parental leave for eligible parents/spouses Must be used before the child is 12 weeks old	If NIH NRSA recipient, must comply with NIH policy
Unpaid Leave	Non-FMLA medical and personal leave can be requested.	If NIH NRSA recipient, must comply with NIH policy

# POSTDOC RESOURCES

## NETWORKING & COMMUNITY BUILDING

### VANDERBILT POSTDOC ASSOCIATION

The Vanderbilt Postdoc Association (VPA) was formed in 1998 to bring together and support the Vanderbilt postdoctoral community. All Vanderbilt-affiliated postdoctoral fellows and trainees (VU and VUMC) are welcome to participate in the VPA. The VPA is supported by The Office of Postdoctoral Affairs.



#### INCOMING POSTDOCS

We know that transitioning to a new position (and often a new city or even a new country) can be stressful. The Vanderbilt Postdoc Association has developed a Postdoc Buddy Program to systematically match new, incoming postdocs with current Vanderbilt postdocs to help build a supportive, welcoming community! If you are interested in connecting with a current postdoc, please complete the [Incoming Postdoc Interest Form](#).

#### VPA BUDDY PROGRAM

The goal of the Vanderbilt Postdoc Association's Postdoc Buddy Program is to systematically match new, incoming postdocs with current Vanderbilt postdocs to help build a supportive, welcoming community!

#### CURRENT POSTDOCS

As a current postdoc, your insight about Nashville and Vanderbilt will serve as a key resource to those who are transitioning into new positions. Remember that one hour of support/advice from a peer is worth more than 100s of pages of Word documents with lists of resources!

To become a buddy for incoming postdocs, please complete the [Current Postdoc Interest Form](#).

The VPA is looking for postdocs interested in joining the Buddy Matching Committee. The committee will meet at least once a month to ensure that all incoming postdocs who are interested in matching with a buddy are matched according to their preferences. Committee members will be selected for yearly terms. If you are interested in joining the team, complete the [Matching Committee Interest Form](#).

# POSTDOC RESOURCES

## CAREER & PROFESSIONAL DEVELOPMENT SUPPORT

### GRADUATE AND POSTDOC ACADEMIC SUCCESS

The Graduate & Postdoc Academic Success (GPAS) program provides the critical infrastructure and support for College/School leadership, departments/programs, and faculty to assist their students and postdocs in reaching their academic goals. We do this through direct outreach to departments and faculty, responsive programming and workshops, and direct support of students and postdocs in alignment with their development as the next generation of scholars and leaders. In addition to tailored and responsive programming to support departments, graduate student, and postdoc needs, we offer individual success planning sessions which include conversations around progress, productivity and navigating academic relationships.

### INDIVIDUAL DEVELOPMENT PLAN

The IDP is a valuable communication and planning tool that facilitates collaboration between postdocs and their PI/mentor.

- An initial IDP is required after one month of employment, due by the third month of employment to help set goals for the first year of your postdoc.
- A reappointment IDP is required yearly upon reappointment. This IDP should reflect on accomplishments from the past year, goal setting for the coming year, and long-term career goals.
- IDPs are automatically sent via email and should be completed through RedCap. Please reach out to [OPA@vanderbilt.edu](mailto:OPA@vanderbilt.edu) if you have any questions.

### BENEFITS OF THE IDP

- Valuable communication and planning tool between you and your PI/mentor
- One component of a broader professional and mentoring strategy
- Opportunity to discuss long-term career goals and short-term objectives

### IDP RESOURCES

(Please note: completing any outside IDP does not fulfill the requirements of a yearly IDP for your reappointment. All IDPs must be completed and submitted through RedCap.)

- [myIDP](#) - Provides resources to make the most of completing your IDP
- [ImaginePhD](#) - A career exploration and planning tool for the humanities and social sciences
- [The Versatile PhD](#) - The Versatile PhD can help postdocs identify, prepare for and excel in professional careers. This can be accessed through Handshake on the [Vanderbilt Career Center website](#).
- National Postdoc Association - [Guide to Using an IDP](#)
- Vanderbilt University Human Resources - [Feed Forward IDP](#)

# POSTDOC RESOURCES

## CAREER & PROFESSIONAL DEVELOPMENT SUPPORT



## VANDERBILT CAREER & PROFESSIONAL DEVELOPMENT RESOURCES

The Vanderbilt postdoctoral population has access to many career and professional development resources across campus. On campus partners include:

- [Biomedical Research Education and Training \(BRET\) Career Development ASPIRE Program](#)
- [Campus Libraries](#)
- [Edge for Scholars](#)
- [Graduate and Postdoctoral Career Success \(GPCS\)](#)
- [Margaret Cuninggim Women's Center](#)
- [Robert Penn Warren Center for the Humanities](#)

All postdoc related events are listed on the [University Calendar](#) with the tag "postdocs" or on the [OPA website](#).

## EXTERNAL CAREER & PROFESSIONAL DEVELOPMENT RESOURCES

Vanderbilt offers membership to many outside career and professional development resources. If membership is required, a link to register is provided.

- [Imagine PhD - Career planning tool for the humanities and social sciences](#)
- [NCFDD](#) - an independent professional development, training, and mentoring community of faculty, postdocs, & graduate students. Become a Vanderbilt-Affiliated member [here](#).
- [National Postdoctoral Association \(NPA\)](#) - Become a Vanderbilt-Affiliated member [here](#).



# POSTDOC RESOURCES

## TRAVEL FUNDING

At this time, the Office of Postdoctoral Affairs does not offer travel funds for postdocs. Postdocs should discuss any funding needs with their PI/mentor, department and/or school to see if funds for travel are available.

Some training grants may provide a modest travel allowance.

## RESEARCH ADMINISTRATION & FUNDING RESOURCES

- [Research@Vanderbilt](mailto:Research@Vanderbilt) (VU)
- [VUMC Office of Research \(OOR\)](#)
- [SPIN Database of Sponsored Funding Opportunities](#)
- [GrantForward](#)
- [Vanderbilt Institute for Clinical and Translational Research \(VICTR\)](#) - note: VU postdocs access VICTR via [StarBRITE](#)
- [Edge for Scholars](#) - note: email [Adrienne Babcock](#) to gain access to the [Funded Grants Library](#)
- [Vanderbilt University Cores Facilities\\*](#)
- [Vanderbilt University Medical Center Shared Resources and Core Facilities\\*](#)

\*All Shared Resources and Core Facilities are open to postdocs appointed at Vanderbilt University and Vanderbilt University Medical Center.



# POSTDOC RESOURCES

## WORK-LIFE BALANCE & WELLNESS

### HEALTH & COUNSELING RESOURCES

All postdocs (VU and VUMC) are eligible to access these services with the exception of visiting postdocs. Please note the appropriate resource institution.

- Occupational Health is available to support your physical health needs. Faculty/Staff Express Care offers walk-in services for minor infections such as colds, sinus infections, sore throat, bronchitis, and ear infections. You may also obtain a consultation from the main Occupational Health Clinic in Suite 640, Medical Arts.
- Lyra – Behavioral/Mental Health Program (VU) Vanderbilt's faculty, staff, postdocs and their families now receive expanded support through a new mental health program. The program is provided by Lyra, a mental health provider, who delivers great access and care to the Vanderbilt community. This includes 24/7/365 concierge navigation support for behavioral and mental health needs. With Lyra, Vanderbilt offers services for employees' spouses and children ages 2 and older. Lyra's services cover 12 EAP sessions per year.
- Work/Life Connections - EAP (VUMC) promotes psychological resilience and supports personal and professional well-being. The program strives to empower postdocs as they develop their strengths, refine their skills, and establish their professional identities. Services include counseling by appointment, on-call crisis counseling, and performance coaching.
- Personify Health – Wellness Platform (VU) Vanderbilt's faculty, staff and postdocs have access to a wellness platform provided by Personify Health. This platform encourages behavioral change through completing a Health Risk Assessment and participating in fun team challenges with family and friends.
- Health Plus (VUMC) is a national and state award winning program that offers a wide array of services and programs designed to identify and reduce health risks and to meet the needs of Vanderbilt's diverse population.
- Vanderbilt University Health and Wellness (VU)
- Vanderbilt Faculty & Staff Health and Wellness (VUMC)

(cont.)

# POSTDOC RESOURCES

## WORK-LIFE BALANCE & WELLNESS

### HEALTH & COUNSELING RESOURCES

- Project Safe Center for Sexual Misconduct Prevention and Response (VU) - The mission of the Project Safe Center is to provide information, support, referrals, and education about sexual and intimate partner violence (including sexual harassment, sexual assault, dating violence, domestic violence, and stalking), as well as consent, healthy relationships, and healthy sexuality to the Vanderbilt University community. Project Safe serves as a central resource for those impacted by power-based personal violence and can assist with navigating the University's resource and support network (including the University Counseling Center, Student Health Center, the Title IX & Discrimination Office, and the Vanderbilt University Police Department) as well as external support and law enforcement resources. [Click here to read about Project Safe's confidentiality policy.](#)
- The SHARE Center (VUMC) - The SHARE Center offers confidential counseling and consultation to VUMC faculty, staff, and Allied Health students who have experienced or witnessed workplace sexual harassment. The SHARE Center is designed to support individuals throughout their experiences and responses to harassment, including before or after making an official report to Human Resources. We also provide education and programming about sexual harassment to the broader VUMC community in order to increase knowledge and awareness and to promote equitable relationships among colleagues. Part of The SHARE Center's mission is to increase transparency and confidence regarding the Medical Center's anti-sexual harassment policies.
- Office of the University Chaplain and Religious Life - The Office of the University Chaplain and Religious Life supports the spiritual and religious growth of all Vanderbilt community members while encouraging the ongoing development of interfaith literacy and dialogue.
- Equal Opportunity and Access (VU) - Vanderbilt University is committed to equal opportunity and affirmative action throughout the institution. EOA provides a range of services that support Vanderbilt's commitment to fairness, equity, access and respect.

# POSTDOC RESOURCES

## WORK-LIFE BALANCE & WELLNESS

### HEALTH & COUNSELING RESOURCES

- [Employee and Labor Relations \(VUMC\)](#) - The Employee and Labor Relations Team provides services and advises employees and managers about employment related concerns, including disciplinary matters, performance improvement plans, equal opportunity, affirmative action and disability services (EAD).

### HARDSHIP FUNDS

These funds were designed to help staff who are experiencing a temporary financial hardship. Visit the appropriate page for more information and eligibility.

- [Employee Critical Support Fund \(VU\)](#)
- [Vanderbilt Faculty and Staff Hardship Fund \(VUMC\)](#)



### CHILDCARE, FAMILY SUPPORT, & LACTATION FACILITIES

- [Child and Family Center \(VU\)](#)
- [Family Life & Household \(VUMC\)](#)
- [Lactation Room Locations \(University Campus\)](#)
- [Lactation Room Locations \(Medical Center Campus\)](#)
- [Reproductive Health and Parenting \(VU\)](#)
- [Women's Center Work-Life Workshops](#)

# POSTDOC RESOURCES

## RESOURCES FOR INTERNATIONAL POSTDOCS

### VANDERBILT UNIVERSITY RESOURCES

- [International Tax Resources](mailto:ito@vanderbilt.edu) – [ito@vanderbilt.edu](mailto:ito@vanderbilt.edu)
- [International Student & Scholar Services \(ISSS\) for VU Postdocs](#)
- [Global Support Services \(GSS\) for VU Postdocs](#)
- [English Language Center](#)



### VANDERBILT UNIVERSITY MEDICAL CENTER RESOURCES

- [VUMC Immigration Services Office \(ISO\)](mailto:immigration@vumc.org) – [immigration@vumc.org](mailto:immigration@vumc.org)
- [VUMC International Tax Office](mailto:itovumc@vumc.org) - [itovumc@vumc.org](mailto:itovumc@vumc.org)

### NATIONAL POSTDOC ASSOCIATION

National Postdoc Association [International Postdoc Resource Library](#). Become a Vanderbilt Affiliated member [here](#).

### OTHER RESOURCES

- [Nashville Adult Literacy Council: English Language Learning](#).
- [International Student Resource Center](#)

# INSTITUTIONAL POLICIES

## ACADEMIC FREEDOM OF EXPRESSION FOR VANDERBILT UNIVERSITY APPOINTED POSTDOCTORAL SCHOLARS<sup>1</sup>

Vanderbilt University is committed to expanding the frontiers of knowledge and inquiry. Consistent with this mission, it promotes and respects academic freedom. Academic freedom allows postdoctoral scholars to engage in research, inquiry, study, teaching, creative enterprise, and exhibition of the results of scholarly activity unfettered by unreasonable restrictions imposed by the institution. In the same vein, Vanderbilt University does not allow political, religious, media, or other influential figures, donors, alumni, interest groups, activists, or any other entities to interfere with the research or teaching choices of its postdoctoral scholars, or with the publication and diffusion of their research findings, scholarship, and creative works. Academic freedom in research, teaching, and creative endeavors is only constrained by the limits of postdoctoral scholars' own skills and expertise. The university's role in evaluating research, teaching, and/or creative activity in the context of postdoctoral scholars' performance assessments is not inconsistent with academic freedom but must always be mindful of it. The rules that the university makes concerning the organization and conduct of university-related research, teaching, and creative endeavors must also be consistent with the principles of academic freedom.

Vanderbilt University is dedicated to advancing knowledge and ideas, both of which may contain inherently value-laden components. In pursuit of this goal, Vanderbilt is committed to providing an environment for open inquiry and the vigorous exploration and free expression of ideas. Academic freedom for postdoctoral scholars extends from the university campus (e.g., labs, classrooms, lecture halls) to outside its boundaries. As informed citizens and experts in their academic specialties who can speak with accuracy and authority, postdoctoral scholars are often encouraged to express ideas and opinions regarding their research and area of expertise in the public domain. This activity, which is recognized as an important component of academic endeavor, occurs through a variety of venues not limited to formal publications. When engaging in such communication, it is customary and permitted for postdoctoral scholars to note their affiliation with Vanderbilt, but postdoctoral scholars should clarify that they do not speak on behalf of the university if they could be reasonably seen as doing so. Vanderbilt encourages intellectual inquiry, discovery, and exchange of information, and, therefore, fully recognizes and protects

(cont)

[1] This policy on academic freedom of expression applies specifically to postdoctoral scholars appointed at Vanderbilt University. Those scholars appointed through Vanderbilt University Medical Center should familiarize themselves with the relevant policies for that organization.



# INSTITUTIONAL POLICIES

## ACADEMIC FREEDOM OF EXPRESSION FOR VANDERBILT UNIVERSITY APPOINTED POSTDOCTORAL SCHOLARS<sup>1</sup>

freedom of exploration, thought, and expression for its postdoctoral scholars in all these activities.

Vanderbilt strives to promote access to varied intellectual traditions, and the views and ideas of its members will inevitably conflict. As an institution committed to the advancement of knowledge, and as a training ground for the intellectual, social, and ethical leaders of the future, the university is the arena where difficult conversations and seemingly heretical thoughts deserve exploration and protection. It is contrary to the principles of the university to limit the freedom of expression of individuals or to protect individuals from the messages of others that may be deemed disagreeable or possibly even offensive.

At the same time, the university deeply values community, civility, and mutual respect, and it is incumbent upon all members of the Vanderbilt community to engage in civil and respectful dialogue and to resist discourse that aims to suppress the free expression of ideas. The university is and should be a forum in which postdoctoral scholars, faculty, and students engage the spectrum of ideas in a civil and mutually respectful fashion.

When an individual or group deems the ideas of others to be inimical to their own, the response cannot be to suppress or obstruct the speech of others but rather the response should be to engage in discussion, debate, and mutually respectful dialogue. A core part of the university's mission is to provide opportunities for intellectual exchanges to take place. Our responsibility as a community is to ensure that all members of the university community have freedom of expression.

Only in narrow circumstances should the university endeavor to limit freedom of expression. Speech that violates the law, such as libel, slander, harassment, or threats; that infringes on legally-protected privacy or confidentiality interests; that directly impedes university activities in a severe and/or pervasive manner; or that is intentionally directed at inciting or producing imminent unlawful action or the physical harm of individuals or groups is not protected at Vanderbilt. Because the university is fully committed to the promotion and protection of the free expression and exchange of ideas, these rare exceptions should be understood and applied so as to support rather than undermine full and free expression.

[1] This policy on academic freedom of expression applies specifically to postdoctoral scholars appointed at Vanderbilt University. Those scholars appointed through Vanderbilt University Medical Center should familiarize themselves with the relevant policies for that organization.

# INSTITUTIONAL POLICIES

## VUMC REQUIRED COMPLIANCE

- Vanderbilt University Medical Center Compliance (including the Animal Care and Use Program)
- Trainings required by department
  - health and safety
  - protection of minors
  - Responsible Conduct in Research (RCR)
- Immunizations and Screen Compliance
  - Upload records online or receive required immunizations at All Aboard or the Occupational Health Clinic
- Conflict of Interest

## INSTITUTIONAL RESEARCH COMPLIANCE

Please discuss any compliance needed with your PI/mentor. These may vary across institutions and research areas. These trainings may include:

- Responsible Conduct in Research
- CITI Training

## TECHNOLOGY TRANSFER & COMMERCIALIZATION

Postdocs are expected to follow all relevant Vanderbilt University policies located at: <https://cttc.co/inventors/policies>.

Postdocs interested in tech transfer should have a discussion with their faculty mentor. Faculty mentor will discuss any intellectual property issues and concerns with the postdoc directly and if necessary, consult with Vanderbilt's CTTC.

Vanderbilt's Center for Technology Transfer and Commercialization (CTTC) provides professional commercialization services to the Vanderbilt community, thus optimizing the flow of innovation to the marketplace and generating revenue that supports future research activities, while having a positive impact on society.

CTTC serves as conduit for the transfer of promising intellectual property to industry; contributing to regional economic development by licensing locally and supporting new venture creation; and encouraging greater translational research collaborations between academia and industry. More information can be found at <https://www.cttc.co>.

# INSTITUTIONAL POLICIES

## GRIEVANCE PROCEDURES

If a postdoc believes that they have been discriminated against, harassed, or retaliated against on the basis of a protected class status as defined in the VU or VUMC nondiscrimination policies, such concerns should be directed to Vanderbilt University's Office for Equal Opportunity and Access (VU employed/paid postdocs) or to VUMC HR (VUMC employed/paid postdocs).

If a postdoc has a concern or complaint regarding their postdoctoral experience, they should bring the concern to the attention of their faculty mentor, unless such an interaction would give rise to a possible concern related to safety, discrimination, or retaliation. If further discussion is needed and/or no resolution is achieved, the postdoc should meet with the home department chair and bring a written statement of the problem or concern. If the problem is still unresolved, the postdoc should contact the dean of the postdoctoral scholar's home department. If the problem still continues to be unresolved, the concern will be elevated to the Director of the Office of Postdoctoral Affairs, who will make a final decision in consultation with the appropriate University offices.

# KEY TAKEAWAYS FOR POSTDOCTORAL FELLOWS

- ✓ Leverage the onboarding process to set clear goals and expectations with your mentor early on
- ✓ Thoroughly review your appointment letter and understand your benefits, including leave policies
- ✓ Familiarize yourself with key institutional policies around research compliance, intellectual property, and grievance procedures
- ✓ Take advantage of the career and professional development resources to support your career growth
- ✓ Prioritize work-life balance and utilize the wellness resources provided to maintain your health and productivity
- ✓ Build connections with the postdoc community through networking, social events, and affinity groups

## RESOURCES FOR ADDITIONAL INFORMATION & SUPPORT

- Reach out to OPA for any questions or assistance
- Review this postdoc handbook, institutional policies, and other relevant documentation
- Consult with your faculty mentor, lab colleagues, or VPA representatives
- Reach out to career counseling or coaching services for individualized guidance

## OFFICE OF POSTDOCTORAL AFFAIRS



### **C. ANDRÉ CHRISTIE-MIZELL**

Vice Provost for Graduate Education  
Dean of the Graduate School  
Director, Office of Postdoctoral Affairs  
Centennial Professor of Sociology



### **FAITH BISHOP**

Associate Director, Office of Postdoctoral Affairs;  
Special Project Director for Graduate Education &  
Postdoctoral Training



### **ANNIE EVANS**

Program and Communications Manager, Office of  
Postdoctoral Affairs

117 Alumni Hall  
2203 West End Avenue  
Nashville, TN 37240

615-343-1990

# STAY IN TOUCH!



## VANDERBILT Office of Postdoctoral Affairs

### CONTACT INFORMATION

- Email: [opa@vanderbilt.edu](mailto:opa@vanderbilt.edu)
- Phone: 615-343-1990
- Website: <https://www.vanderbilt.edu/postdoc/>
- Instagram: [@VandyOPA](https://www.instagram.com/VandyOPA)
- X: [@VandyOPA](https://twitter.com/VandyOPA)
- LinkedIn: <https://www.linkedin.com/company/vu-postdoc-affairs>



## VANDERBILT Vanderbilt Postdoctoral Association

### CONTACT INFORMATION

- Email: [postdoc@Vanderbilt.edu](mailto:postdoc@Vanderbilt.edu)
- Web: <https://www.vanderbilt.edu/postdoc/about-vpa/>
- Slack Channel: [vandypostdocs.slack.com](https://vandypostdocs.slack.com)
- Instagram: [@vandypostdocs](https://www.instagram.com/vandypostdocs)
- X: [@vandypostdoc](https://twitter.com/vandypostdoc)
- LinkedIn: <http://www.linkedin.com/groups/8362546>
- Facebook: [@VUpostdoctoralassociation](https://www.facebook.com/VUpostdoctoralassociation)





**VANDERBILT**  
Office of Postdoctoral Affairs