DRAFT – Proposal for Departmental Postdoc Contact Person (PCP) 2/7/2020

Postdoc Contact Person (PCP)

Each Department that employs one or more postdoctoral scholars sponsored by one or more PI in the College of XXXXX will have a dedicated Postdoc Contact Person (PCP) as described below. The PCP and PI will share the responsibility of guiding and improving the postdoctoral experience within the Department. Departments can determine if their PCP will serve a set term appointment such as two years, or a continuous appointment.

* The DOGE, Department Chair, or another tenured faculty member may serve as the PCP. If a department has a large number of postdocs (10+), two such faculty may be co-PCPs.
* The PCP will:
	+ Ensure that a current list of Departmental postdocs is maintained and make sure a list is available to the College of XXXX and the Graduate College upon request.
		- This includes making sure that postdocs paid through direct-pay fellowships such as a European Research Council (ERC) Postdoc Fellowship or an NIH K99/R00 Postdoc Fellowship are counted. These funds do not go through the University, and these postdocs can be difficult to track. We need to do a better job of including them in all postdoc related activities and communications.
	+ Verify that each postdoc has an Individual Development Plan (IDP) or a mentoring plan by the end of the first semester of the postdoctoral appointment.
		- Encourage them to contact Misty Treanor, the University’s Postdoctoral Coordinator, if they would like assistance completing their IDP.
	+ Ensure that an annual review is conducted for each postdoc. This includes supervising the maintenance of departmental records of the annual reviews for all postdocs.
		- The Graduate College requires the confirmation page to track the completion of the annual reviews. The Graduate College does not require a copy of the actual review.
		- The Payroll Department requires confirmation from the Graduate College that annual reviews have been completed in order to provide the postdocs with the annual percent increase in salary for postdocs. This percent increase is determined by the office of the President and Provost; this is the same increase that is provided to faculty and P&S staff.
		- The annual reviews need to be available to the Department Chair and the College of XXXXX upon request.
		- It is recommended that PCP read all annual reviews to ensure that all postdocs are performing at a satisfactory or above level.
	+ The PCP will meet with postdocs, individually or in groups, at least once per semester.
	+ The PCP will meet with the Department Chair (if the Department Chair is not the PCP) at least once per semester.
	+ The PCP will familiarize themself with the Graduate College’s Postdoctoral Coordinator (Misty Treanor), the Graduate College’s Career Services Director (Karin Lawton-Dunn), the Graduate College’s Associate Dean (Dr. Carolyn Cutrona), and the Center for Communication Excellence. These groups each offer varying types of support and professional development opportunities.
	+ Communication:
		- The PCP will disseminate information to postdocs and PIs from the University, Graduate College, the College of XXXXX, and the Department regarding resources and professional development activities for postdocs.
		- The PCP serves as a contact person for postdocs and PIs who have questions about University policies and procedures.
		- The PCP will serve as an advocate for postdocs to remind PIs that the Graduate College recommends a schedule of 80% research, 10% professional development, and 10% networking to give them the best possible experience at ISU.
		- The PCP facilitates communication about postdocs between the Department and the University, including the College of XXXXX and the Graduate College.

Rationale for Postdoc Contact Person (PCP)

The underlying idea is that the DOGE plays many of the above roles for graduate students (with far more work involved), whereas postdocs are just left on their own with their PI, with respect to departmental personnel. Currently, there is no one person responsible for the Departmental level for postdocs. The existence of the PCPs will make it easier to build a community to support postdocs. The PCPs will serve as an additional safety net for postdocs. The Graduate College provides professional development opportunities through the Postdoc Success Program, the Postdoctoral Association, and other programs. However, there are some communication deficiencies between the PIs and the Graduate College that the PCPs could help address.