## Office of Postdoctoral Affairs

Resources for postdocs, faculty, and administrators



# Leslie S. Beckman Director

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EVP of Academic & Research Affairs

McGovern Medical School - MSE R256 www.uth.edu/postdocs

### Postdoc Population at UTHealth - Houston

247

Cizik School of Nursing	2
McGovern Medical School	201
McWilliams School of	
<b>Biomedical Informatics</b>	16
School of Dentistry	8
School of Public Health	20

**Total** 

### **Key Services**

Appointment processing and recruitment

Certificate based career development training program

Comprehensive postdoctoral tracking database

Confidential counseling for postdocs and faculty

Policy development and implantation

Individual Development Plans

Travel award and excellence in research award programs

Website, list serves, and newsletter (Almost Weekly Postdoc Newsletter)

#### **Appointment processing and recruitment**

Place ads through our office / not Human Resources
All appointments are pre-approved by OPA and final sign off

#### **Certificate based career development training program**

Numerous classroom courses and on-line learning Student benefits for postdocs

#### **Comprehensive postdoctoral tracking database**

HCM – welcome letters, salaries, visas, exit reviews, and retention of data for grants

#### Confidential counseling for postdocs and faculty

Conflict resolution, career planning, open door policy

#### **Individual Development Plans**

On-line forms and in-person consulting

#### Policy development and implementation

HOOP Policies, practices, and procedures

#### Travel award and excellence in research award programs

4 times a year – Postdoc Peer Review committees / Annual high stakes competitive award and symposium

#### **Website / Communication**

Open Positions, Postdoctoral Directory, Funding search, training, and career planning

Maintain an email list for the postdoctoral community to share science-related information and address gueries.

### **Contact us**

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