

Provisional Land Acknowledgement

We collectively acknowledge that Michigan State University occupies the ancestral, traditional, and contemporary Lands of the Anishinaabeg – Three Fires Confederacy of Ojibwe, Odawa, and Potawatomi peoples. In particular, the University resides on Land ceded in the 1819 Treaty of Saginaw. We recognize, support, and advocate for the sovereignty of Michigan's twelve federally-recognized Indian nations, for historic Indigenous communities in Michigan, for Indigenous individuals and communities who live here now, and for those who were forcibly removed from their Homelands. By offering this Land Acknowledgement, we affirm Indigenous sovereignty and will work to hold Michigan State University more accountable to the needs of American Indian and Indigenous peoples.

This Provisional Land Acknowledgement was developed in Binaakwe-giizis // Leaves Falling Moon – October 2018. The Provisional Land Acknowledgement is a living document developed by American Indian and Indigenous Studies and will be further developed and revised in conversation with communities.

For more information, please see https://aiis.msu.edu/land/

Orientation Agenda

Welcome

Policies

Benefits

Expectations

Opportunities

Support

Welcome Policies Benefits Expectations Opportunities

Introductions

Where did you do your graduate work?

What is your area of expertise?

What are your goals for this year?

What do you hope to learn from today's orientation?

Benefits

Expectation:

Opportunities

Support

Who is a Postdoc at MSU?



The Many Ways to Spell "Postdoc"

		_
"postdoc"	The lazy way	
"Post-doc"	The grammatically correct way	
"PostDoc"	The German way?	
"Postdoc Student"	The Confused Admin way	
"Post Doctor"	Chinese standard	
"Postdoctoral Fellow/Scholar"	"Look at me, I'm Ivy League"	and if shoots
"Postdoctoral Researcher/ Associate"	"I'm not sure this is better but throw me a bone, will you" way	CHAM & TAKENIN I

WWW.PHDCOMICS.COM

**footnote: Thanks to Tae Min H. from Pitt for this comic idea!

An individual who has received a doctoral degree (or equivalent) and is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path.



Policy update in discussion:

"Research Associate" replaced by "Postdoctoral Scholar"

"Senior Research Associate" eliminated

"Postdoctoral Fellow" unchanged

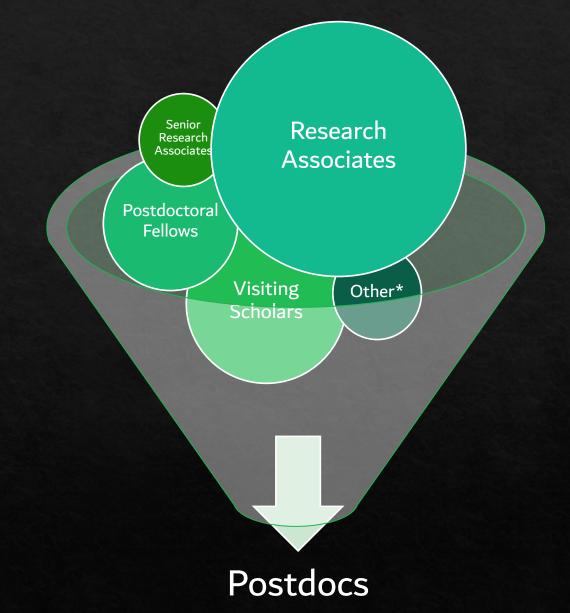
Benefits

Expectations

Opportunities

Support

MSU Postdocs as seen by the Office of Postdoctoral Affairs



* Can include specialists, lecturers, assistant instructors, assistant professors, adjuncts...anyone self-identifying as a Postdoc

Benefits

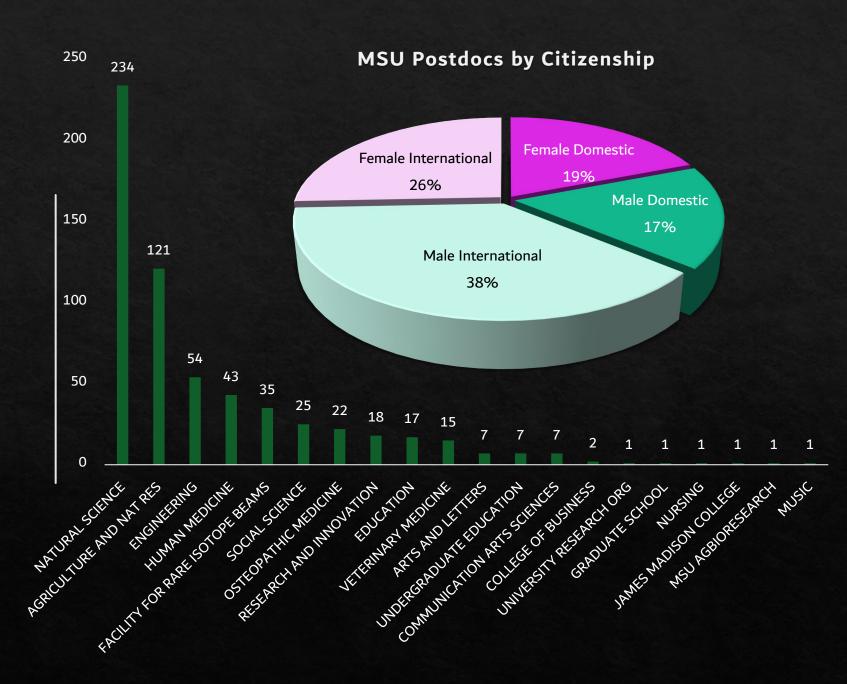
Expectations

Opportunities

Support

Postdocs across MSU colleges

Data June 2025



Benefit

Expectations

Opportunities

Support

Organization of MSU Human Resources

Click here for Faculty and Academic Staff Affairs (FASA)

Office for Faculty & Academic Staff Affairs	MSU Human Resources
Implement provost's initiatives as directed by the provost	FAS, Support Staff, Temp and On-Call, etc.
Provide guidance to administrators for FAS OCR Title IX, ADP, and discipline cases	Support Staff Organization & Professional Development
Own and administer employment-related policies for FAS & Executive Management	Benefits/Compensation/Classification
Engage with academic governance on FAS matters, policy creation and revision, etc.	Posting and Hiring Process Operations + Logistics
Review Reappointment, Promotion & Tenure Cases for all FAS employment categories	Administers central operations for Reappointment, Promotion & Tenure
Develop and support academic leaders (deans, associate/assistant deans, chairs)	Leave and Retirement Process
Negotiate and administer UNTF and GEU contracts (in collaboration with HR) and oversee any union organizing of and collective bargaining for academic employees	Support Staff Union Contracts (OERLR)
Contact FASA: fasaffairs@msu.edu	Contact MSU HR: solutionscenter@hr.msu.edu
FASA Resources: Office of for Faculty Academic Staff Affairs webpage	MSU HR Resources: MSU Human Resources webpage

Role of the Faculty and Academic Staff Affairs (FASA) Office – When to call FASA

Benefits

Expectations

Opportunities

Support

Where are policies defined?

Click here for Faculty and Academic Staff Affairs (FASA)



HUMAN RESOURCES

SPARTANS @ WORK

Home

Faculty and Academic Staff Current Employees

Benefits

Administrators & Supervisors

All Faculty Handbooks University Wide Policies

CAREERS

Search..

Q

Faculty Handbook -Academic HR

Appointment Basis

Academic Year (AY)
Appointment Starting
Dates

Basic Employment Commitment on an Academic Year Basis

Dual Appointments

Fixed-term Appointment

Research Faculty
Appointment Category

Annual Performance Review for Fixed Term Faculty and Academic Staff

Promotion of Fixed Term Faculty

Summer Session

Adjunct and Clinical Appointment

Emeritus

Faculty Rights and

'

Faculty Handbook

Fixed-Term Appointment Last updated: 2/24/2020

IV. ACADEMIC HUMAN RESOURCES POLICIES (Cont.)

This policy was issued by the Office of the Provost with an effective date of January 11, 1980 and revised on March 1, 2010 July 1, 2012, and February 24, 2020.

Faculty Handbook

Fixed-term faculty members are appointed outside the tenure system on an academic year or annual basis with nine- or twelve-month duty assignments or for shorter periods. The Office of the Provost will endorse appointment recommendations to appoint individuals on a fixed-term basis (with ending date) with the rank of instructor, assistant professor, associate professor, and professor only in instances in which the primary recommending unit is an academic department (a department in a college or colleges) and/or a school and/or a college. (Faculty Status: Reserved for Appointments in Primary Academic Units of the University, effective January 11, 1980.) The ranks of specialist, research associate, senior research associate, librarian, lecturer, and assistant instructor may be used for fixed-term academic staff appointments. See University approved ranks and titles.

Individuals appointed with the title of postdoctoral fellow or research associate must have a doctoral degree (Ph.D., Ed.D., M.D., D.O., D.V.M.) or its equivalent. Degree verification or a letter indicating receipt of the degree from the Dean of the Graduate School or other appropriate University official must be submitted with the initial appointment as a postdoctoral fellow or research associate.

All fixed-term appointments have a specific termination date. Appointments are typically for a period of one-year or less; however, fixed-term appointments may be for multiple year periods. Units may consider providing and initial one-year appointment prior to providing a longer appointment period, in order to assess performance. Nevertheless, it may be appropriate to provide an appointment greater than one year, especially if a longer appointment is necessary to recruit or retain an individual essential to important unit research or teaching programs. Appointments longer than three years require prior approval by the Office of the Provost. Employment as a research associate is limited to a maximum of 60 full time equivalent service months. The University has no obligation to provide reappointment or extension of a fixed-term appointment beyond the ending date. If reappointment is made, negotiation of the conditions of reappointment must originate with the basic administrative unit (department, school, institute, residential college, or other comparable academic unit.)

Policies

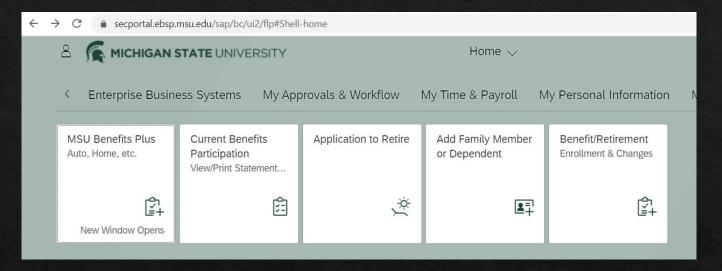
Benefits

Expectations

Opportunities

Support

Understanding (and Using) Benefits



https://secportal.ebsp.msu.edu/









Enrollment

Descriptions

Life events

Contacts



BENEFITS

517-353-4434 SolutionsCenter@hr.msu.edu

Benefits

Expectations

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Support

Understanding (and Using) Benefits

Research Associates' Benefits

Faculty Health Insurance Plans with Prescription Drug Coverage

Faculty Dental Plans

Voluntary Employee Benefits

Health Waiver

Flexible Spending Accounts

Optional Employee Paid Life Insurance

Basic Employer Paid Life Insurance

Accidental Death & Dismemberment

Travel Accident

Long Term Disability (after 12 mos continuous employment)

Retirement – Eligibility for 5% University Match

Parental Leave – 6 weeks (in addition to 6 weeks for birth mother)

Benefits

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Opportunities

Support

Understanding (and Using) your allotted time off

Clear communication with your supervisor is essential. You are entitled to 22 days of vacation per year (AN appointments), plus holidays, but the use is ultimately determined by you and your supervisor.

Also to note: there is no carry-over. Use it or lose it.

See HR links for specific details on time off

Policies Benefits Expectations Opportunities

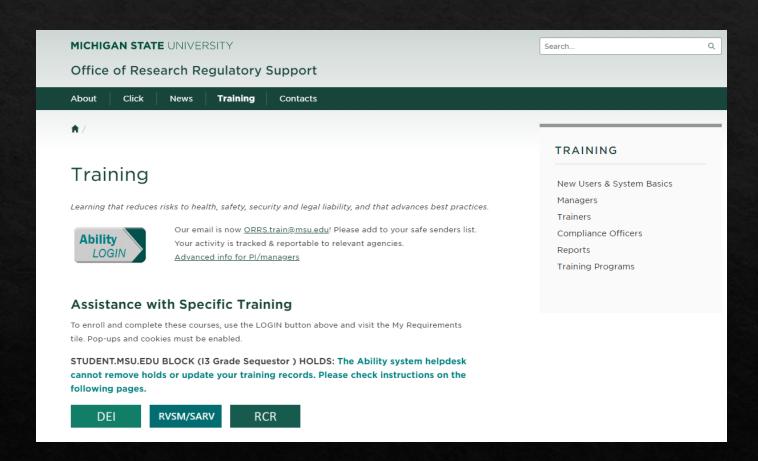
Required Trainings

Support

- Unit specific training
- ♦ Duty-related training
- ♦ MSU requirements

https://orrs.msu.edu/train/index.html

Information on Responsible Conduct of Research Scholarship and Creative Activities at https://grad.msu.edu/rcr



Benefits

Expectations

Opportunities

Support

Setting Clear Expectations

Setting a framework



Purposeful activity



Achieving Success

Benefits

Expectations

Opportunities

Support

ing Clear Expectations

Purposeful activity



Achieving Success

- Compact
- Research Plan
- Finding Mentors



Michigan State University Postdoctoral Compact

This compact is designed to serve both as a pledge and a reminder to supervising faculty and postdocs that their conduct in fulfilling their commitments to one another should reflect the highest professional standards and mutual responsibility. This document should be a starting point for open communication.

Policies

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Michigan State University Postdoctoral Compact

This compact is designed to serve both as a pledge and a reminder to supervising faculty and postdocs the their conduct in fulfilling their commitments to one another should reflect the highest professional standards and mutual responsibility. This document should be a starting point for open communication.

Core Tenets of Postdoctoral Advancement

Institutional Commitment

Michigan State University is committed to maintaining the highest standards of education and provide a period of training ensuring that, when completed, a postdoc can function independent as a scientific professional. Institutional oversight is provided for terms of appointment, salar benefits, grievance procedures and other matters relevant to the support of postdoctor appointees. The Office of Postdoctoral Affairs is available for the administrative support opstdoctoral matters in all areas of research and training.

Quality Postdoctoral Advancement

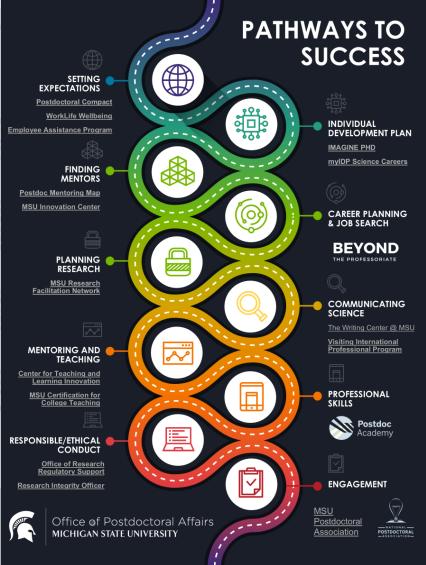
Individuals should be quided to the expected practices of their discipline as measured by the be conducted with rigor and clear understanding of bias. Design of proper use of materials and subjects, execution of techniques, result be recorded and communicated with appropriately high standards. The road significance and impact of research findings. Developing addition and written communication, grant writing and project/personn idered integral to this education.

Postdoctoral Advancement

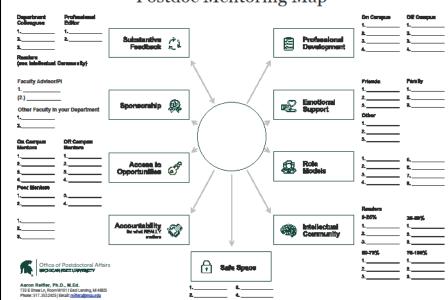
itical for postdoctoral advancement and requires that the primary ment e to ensure personal and professional development. A good mentor build thee that is characterized by mutual respect and understanding. Attribute e being approachable; available and willing to share his/her knowledge viding encouragement and constructive criticism; and offering expertis

bility in Career Choices

must have educational experiences of sufficient breadth to ensure the sue a wide range of professional career options. Effective and regular all and should be provided by the mentor and the institution. Additionally importance of career and professional development at this time in nee to allow their postdoes to leave the research space and regular sonal development classes, seminars, and/or workshops.







Benefits

Expectations

Opportunities

Support

Setting Clear Expectations

Setting a framework

- Compact
- Research Plan
- Finding Mentors

Purposeful activity



- Assessment
- Feedback

Achieving Success

- https://myidp.sciencecareers.org/
- https://www.imaginephd.com/
- https://chemidp.acs.org/content/chemidp-home
- https://www.careersinpublichealth.org/
- https://www.careeronestop.org

Renefits

Expectations

Opportunities

Support



LOG ON | CONTACT US | ABOUT myII



You have put a lot of time and effort into pursuing your PhD degree. Now it's time to focus on how to leverage your expertise into a satisfying and productive career. The Individual Development Plan (IDP) concept is commonly used in industry to help employees define and pursue their career goals. In 2003, the Federation of American Societies for Experimental Biology (FASEB) proposed an IDP framework for postdoctoral fellows in the sciences. AAAS/Science joined forces with FASEB and experts from several universities (see authors below) to expand on that framework. The result is myIDP - a unique, web-based career-planning tool tailored to meet the needs of PhD students and postdocs in the sciences.

myIDP provides:

- Exercises to help you examine your skills, interests, and values
- . A list of 20 scientific career paths with a prediction of which ones best fit your skills and interests
- . A tool for setting strategic goals for the coming year, with optional reminders to keep you on track
- · Articles and resources to guide you through the process

There is no charge to use this site and we encourage you to return as often as you wish. To learn more about the value of IDPs for scientists, read the first article in our myIDP series.

Click below to get started.



https://www.imaginephd.com/

https://myidp.sciencecareers.org/

Benefits

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Setting Clear Expectations

Setting a framework

- Compact
- Research Plan
- Finding Mentors



Purposeful activity



- IDP
- Assessment
- Feedback



Achieving Success

- Creating a portfolio
- Building a network
- Finding a job



BEYOND
THE PROFESSORIATE





PHD CAREER TRAINING PLATFORM

Where PhDs learn how to build careers in academia and beyond. Explore your career options today.

Q Confirm your account at:

https://institutions.beyondprof.com/your-account/

















The Postdoc Academy

www.postdocacademy.org

- Professional development programs for postdocs nationwide
- Two MOOCs (FREE Massive Open Online Courses)
 - Succeeding as a Postdoc
 - Building Skills for a Successful Career

Local learning communities & meetings (PALS)

Benefits

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Postdoctoral Association



Community Engagement



Skill Building Workshops



Safety and Support



Networking

What is the MSU Postdoctoral Association?

The MSU-PDA is the entire community of postdoctoral scholars here at Michigan State University. Including you!

The MSU-PDA Steering Committee is a group of postdoc volunteers who agree to serve a 1-year, renewable, term.

Want to volunteer? We are always looking for new members (https://postdocs.msu.edu/2020/05/open-positions/)!

Want to learn more? Attend our open monthly meetings via Zoom webinar.

The MSU-PDA Steering Committee's mission is to:

Provide representation & a collective voice to address the concerns and advocate for the needs of MSU postdocs.

To act as a liaison between MSU postdocs and MSU administration.

To work with the MSU Office of Postdoctoral Affairs to promote and provide opportunities for career and professional development of postdocs at MSU.

To organize opportunities for interactions between MSU postdocs.



MSU-PDA Steering Committee: Sub-Committees & Other Positions

Professional Development Sub-Committee

Works closely with the MSU-OPA in regards to professional & career development opportunities tailored to postdocs.

Suggests future topics/speakers, and provides feedback on past events.

Have a suggestion for an event or for a speaker we should invite?

Email the OPA and/or PDA: opa@grd.msu.edu, pda@grd.msu.edu.

Social Sub-Committee

Promotes interactions between postdocs by hosting ~1 event per month.

Provides opportunities to network and/or unwind with postdocs from other labs/departments/work sites.

Sign-up to give a research talk during our on-going series: https://bit.ly/35jG7gG

Communications & Digital Presence Sub-Committee

Shares relevant information to MSU postdocs via our social media accounts, Weekly Update email, & website.

Promotes the accomplishments of MSU postdocs to the MSU postdoc community and beyond!

Send us stories, accomplishments, opportunities, etc via email (newsletter.pda@grd.msu.edu) or Twitter DM (@MSUPDA)!



MSU-PDA Steering Committee: Sub-Committees & Other Positions

Advocacy and DEI Sub-Committee

Identifies opportunities for postdoc representation within university-, college-, and department-wide committees, and drafts letters or proposals seeking postdoc representation on these committees.

Coordinates with OPA to ensure postdoc concerns are being addressed

Facilitates a culture of DEI within the postdoc community

Members-At-Large

Provides assistance with decision-making and activities of the MSU-PDA Steering Committee as needed.

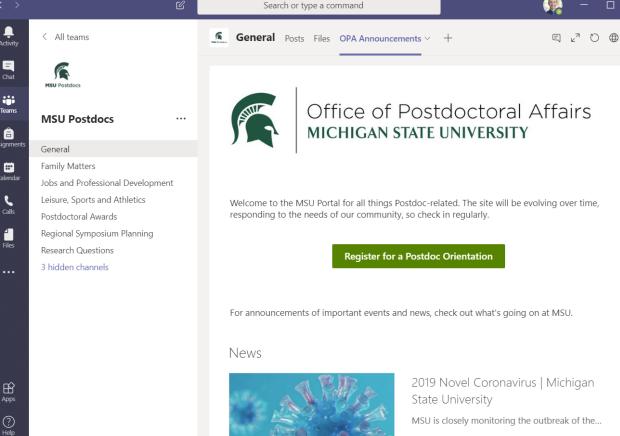
Serves as MSU-PDA representatives on other MSU committees, organizations, or groups (e.g., College of Natural Science DEIAC, college/building/department-specific postdoc associations).

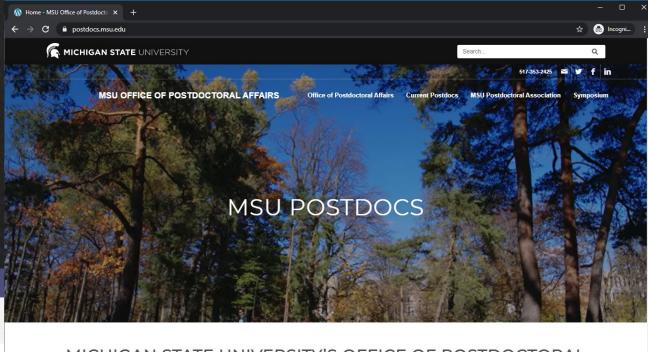
Relays information shared by the MSU-PDA Steering Committee to postdocs in their departments and encouraging postdocs within their departments to participate in MSU-PDA organized events.





Microsoft Teams





MICHIGAN STATE UNIVERSITY'S OFFICE OF POSTDOCTORAL AFFAIRS (OPA) IS DEDICATED TO LEADERSHIP DEVELOPMENT, POSTDOCTORAL TRAINING INFRASTRUCTURE, AND TRAINING SUPPORT.

620 Postdocs 16

departments represented

LATEST NEWS

postdocs.msu.edu

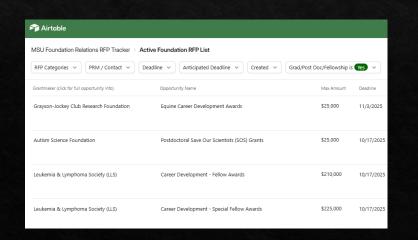
Research Facilitation Network

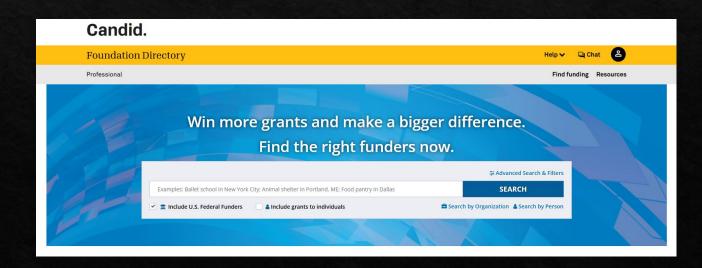
- ♦ Alliance of research service providers and facilitators primarily in
 - ⋄ research computing
 - data management activities
- Brings people together for community and sharing best practices
 - ⋄ researchers
 - ♦ research facilitators
 - ♦ technologists
- https://rfn.commons.msu.edu/resources/

Finding Funding

MSU offers access and support in finding public and private funding opportunities for individuals and projects. Some of the most useful tools are these:

- ♦ The MSU Libraries keep several databases and provide access to a system called "Candid."
- MSU Foundation Relations have a <u>system for tracking RFPs</u> that will connect people to their team members (PRM / Contact)

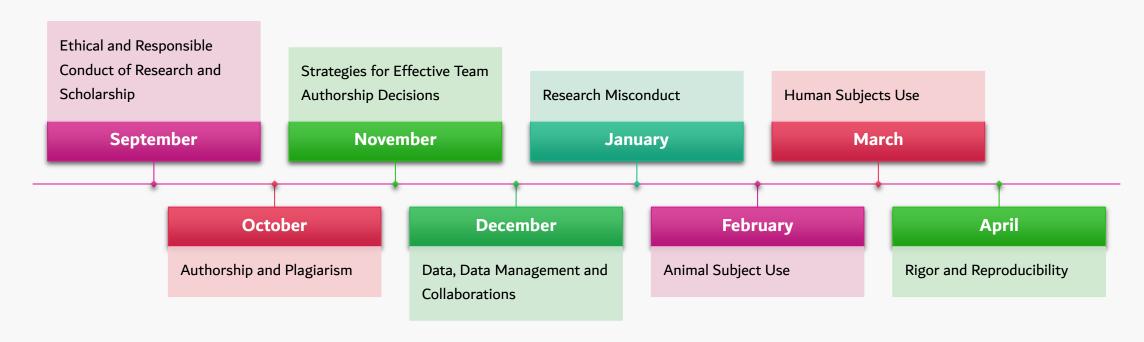






Responsible and Ethical Conduct in Research

Tuesday evenings starting in the Fall (historically)



Information on Responsible and Ethical Conduct of Research at https://grad.msu.edu/recr

Contact Greg Swain for more details: swain@chemistry.msu.edu

writing.msu.edu

Phone: 517-432-3610

Twitter: @WCMSU

Instagram: @wcmsu

Facebook: The Writing Center at MSU



MSU Office for International Students and Scholars

OISS offers:

- ♦ Immigration advising on F-1 OPT, STEM OPT, J-1, and H-1B
- Guidance on SSN and driver's license applications
- Support with cross-cultural navigation
- ♦ Relevant programming
 - ♦ Weekly coffee hours
 - Field trips to regional destinations
 - Annual Scholar Showcase –April



Office Hours 8am-5pm Monday-Friday
Walk-in Advising 1-3pm Monday-Friday

oiss.isp.msu.edu



https://supportmore.msu.edu/

Employee Assistance Program (EAP)

The Employee Assistance
Program (EAP) is a
confidential counseling
service provided at no cost to
MSU faculty, staff, retirees,
graduate student employees,
and their families.

517-355-4506

eap@msu.edu

EAP continues to offer services to employees for 6 months after separation from MSU





MSU Office of the University Ombudsperson

ombud.msu.edu

Who is POE?

We are a confidential office!

The Prevention, Outreach and Education (POE) Department promotes safety and improves quality of life by educating members of the MSU campus community on sexual and relationship violence, empowering staff, faculty and students to become advocates for a non-violent community and positively affecting social change.



Who are we?



Office for Civil Rights & Title IX Education and Compliance (OCR) civilrights.msu.edu



Office of Institutional Equity (OIE) oie.msu.edu



Prevention, Outreach & Education Department (POE) poe.msu.edu

Research Integrity Officer



- Welcome to Research Integrity Officer | Research Integrity Officer Lee Cox
- ♦ Research Integrity. Safeguarding the integrity of research and creative activities is fundamental to the mission of Michigan State University. We owe no less to the public which sustains institutions like ours and to the governmental agencies and private entities which sponsor the research enterprise.
- ♦ rio.msu.edu

Benefits

Expectations

Opportunities

Support

Support



DO NOT

Wait for help
Try to do it alone
Live in fear



DO

Build a community
Identify specific resources
Ask for help

Resources and Training

- The Graduate School
- The Office of Faculty and Academic Staff
 Development
- The Writing Center @MSU
- Office of Research and Innovation
- Office of Research Regulatory Support
- Visiting International Professional Program
- Center for Teaching and Learning Innovation
- MSU Innovation Center
- Institutional Diversity and Inclusion







Support and Wellness

- WorkLife Wellbeing
- Employee Assistance Program
- Faculty and Academic Staff Affairs
- Office for International Students and Scholars
- The Faculty Grievance & Dispute
 Resolution Office
- MSU Office of the University
 Ombudsperson
- Research Integrity Officer
- Office for Civil Rights and Title IX
 Education and Compliance

Contact information

Aaron Reifler PhD MEd

Director of the Office of Postdoctoral Affairs

W101 Owen Graduate Hall

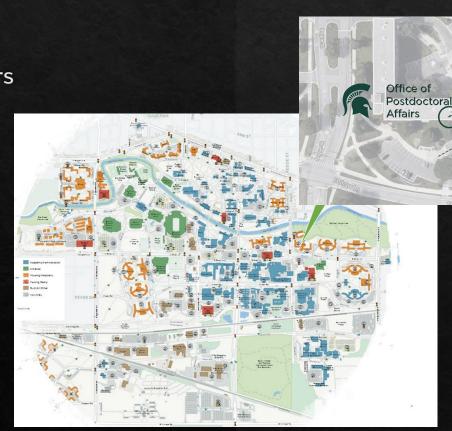
735 E Shaw Lane

East Lansing MI 48825

517 353 2425

reiflera @ msu . edu

Book an Appointment



W101 Owen Graduate Hall

735 E Shaw Ln