

**UNIVERSITY OF NORTH CAROLINA
AT CHAPEL HILL**



**RESOURCE
HANDBOOK
FOR
POSTDOCS**

Office of Postdoctoral Affairs
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**Postdoc Resource Handbook
2013-2014**

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THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

OFFICE OF THE VICE CHANCELLOR FOR RESEARCH

312 SOUTH BUILDING T 919-962.1319
CAMPUS BOX 4000 F 919-962.1476
CHAPEL HILL, NC 27599-4000 <http://research.unc.edu>

Dear Postdoctoral Scholars:

Welcome to the University of North Carolina at Chapel Hill, to the Triangle community and to the State of North Carolina. As a researcher, former director of a large research center and Vice Chancellor for Research, I have had incredible opportunities to do interesting things at Carolina. The experience of working with enormously talented postdoctoral scholars and students in a teaching and research environment has been among the most rewarding and important.

While you are here at Carolina, we hope to provide you with every advantage as you move from this mentored training experience toward an independent career. I hope you find an exciting and supportive environment – one that offers you extraordinary opportunities to develop as an individual, scholar and researcher. Carolina's reputation as a top research institution is based on excellence in research and cutting-edge discovery, and postdoctoral scholars are a crucial part of the research enterprise. I know you will make important contributions in the laboratory, in your departments, or in our research centers and institutes.

In addition, I hope your postdoc will be a period of personal growth during which you explore new research directions and ideas, gain professional experience as mentors and teachers, and develop your publication, grant writing, and communication skills. I urge you to take full advantage of all the services, programs and resources offered by the Office of Postdoctoral Affairs such as individual career counseling, professional development programs and Bio Career Center, an on-line career resource and national job postings' board for Ph.D.s and M.D.s in the life sciences.

I thank you for choosing Carolina and wish you great success in your research endeavors.

Best wishes,

A handwritten signature in blue ink that reads "Barbara Entwisle".

Barbara Entwisle, Ph.D.
Vice Chancellor for Research
Kenan Distinguished Professor



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Office of the Vice Chancellor for Research and Economic Development

Office of Postdoctoral Affairs

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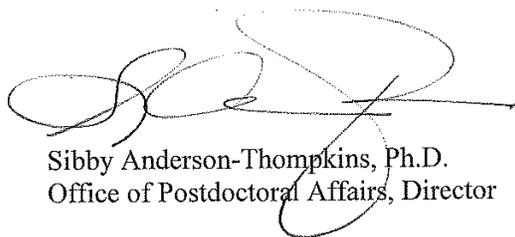
Dear Postdoctoral Scholars,

On behalf of the Office of Postdoctoral Affairs, I want to welcome you to the University of North Carolina at Chapel Hill. The mission of our office is to enhance, support, and promote postdoctoral training here at Carolina and to help prepare postdoctoral scholars for successful research careers. As part of our mission, we offer monthly New Postdoc Orientations, professional development programs, and individualized career counseling services.

I hope you find this resource handbook to be useful as you begin your postdoctoral training here at Carolina. The Office of Postdoctoral Affairs has designed this handbook to familiarize you with the policies, programs, services, and resources you will need to succeed at the University, as well as to ensure that you are aware of the benefits and career development opportunities available to you as a Postdoctoral Scholar at Carolina.

Furthermore, I expect that you will take full advantage of the many opportunities and resources available here at Carolina while making your own contributions to the University's mission of teaching, research, and public service.

Wishing you the best in your future endeavors!



Sibby Anderson-Thompkins, Ph.D.
Office of Postdoctoral Affairs, Director

Overview: About Us



Mission

The vision of the Office of Postdoctoral Affairs is to foster success among postdoctoral scholars today that will enhance their professional endeavors tomorrow. Our mission is to enhance, support, and promote postdoctoral training at the University of North Carolina at Chapel Hill and help to prepare postdoctoral scholars for successful research careers. OPA serves postdoctoral scholars, faculty, and human resources professionals in all disciplines, schools, and colleges across the University.

Goals

- ❖ *To administer, monitor and support the UNC Postdoctoral Scholars Policies*
- ❖ *To serve as the central resource unit on campus for postdoctoral issues (i.e. postdoc health insurance, benefits or grievances)*
- ❖ *To provide career services and professional development programs for postdocs*
- ❖ *To support faculty mentors in the recruitment, mentoring and professional development of postdoctoral scholars*
- ❖ *To provide consultation and training to human resources professionals on postdoctoral policies and procedures*
- ❖ *To foster diversity of postdoctoral scholars and faculty, impacting collegial culture and professional development*
- ❖ *To develop a sense of community among postdocs and integrate postdocs into the larger university community*

Programs and Services

- ❖ *New Postdoc Orientation*
- ❖ *Confidential crisis intervention and advising*
- ❖ *Consultations on mentoring relationships, postdoc rights, policy issues and human resources.*
- ❖ *Individual career counseling sessions*
- ❖ *Career development seminars and symposia*
- ❖ *Professional development seminars: Navigating Book Publishing, Tenure: How it Works, Research Ethics Training*
- ❖ *Postdoc e-newsletter and listserv*
- ❖ *Community building, networking: Minority Postdoc Alliance, International Coffee Hours and Postdoctoral Association*

Locations

301B Bynum Hall
919-962-9982 (ph)
919-962-6769 (fax)
Chapel Hill, NC 27599-4100

1114 Bioinformatics
919-962-9982 (ph)
Chapel Hill, NC 27599-4100

Website

<http://postdocs.unc.edu>



The University of North Carolina Postdoctoral Association (UNC-PDA) is a volunteer-based organization dedicated to addressing the needs and concerns of all UNC postdocs. In the past, the UNC-PDA has worked closely with the Office of Postdoctoral Affairs to provide resources for professional development, generate awareness about problems common to all postdocs, and to foster a sense of community among UNC Postdoctoral Scholars. In addition, the UNC-PDA sponsors events and seminars to enrich the professional experience of postdocs and organizes programs to encourage social interaction within the postdoc community.

We invite you to become part of the association and welcome your ideas and suggestions to improve the quality of the postdoctoral experience here at UNC. We meet on a monthly basis and encourage you to get involved. Here is a list of the UNC-PDA Committees:

Health Insurance/Benefits Committee: Goals are to clarify and standardize optimal employee benefits for all UNC postdocs regardless of funding source, department, employment status, or nationality. This committee identifies postdocs' benefits needs or concerns and works with UNC administration on benefits and policy issues.

Service and Social Committee: Goals are to facilitate social and professional networking within the UNC postdoc, University, and the larger Triangle community. Committee members will help to organize:

- Social events for PDA
- Service outreach in the community (i.e. NC DNA Day)
- National Postdoc Appreciation Day

Career and Professional Development Committee: Goals are to organize and host seminars that support the career and professional development of UNC postdocs such as:

- Research Ethics Training
- Postdoc alumni speakers
- Lectures in Biomedical and Social Sciences

Public Relations and Orientation Committee: Goals are to gather information that will be useful in acclimating new postdocs and their families to the University and surrounding community, making suggestions/revisions for the UNC Postdoc Resource Handbook, and volunteering at Postdoc Orientation.

Postdoc Policy Committee: Goals are to review and offer feedback on UNC Postdoc policies and procedures concerning stipends, Postdoc policy, and grievance procedures. UNC-PDA supports the Minority Postdoc Alliance, which hopes to bring together underrepresented racial and ethnic postdoctoral scholars across disciplines to build valuable professional networks and to promote and support diversity and inclusiveness at UNC Chapel Hill. The Alliance will host a variety of events throughout the academic year.

Interested in getting involved? Contact OPA at opa@unc.edu for more information.

(<http://www.facebook.com/group.php?gid=87663812953>)

(<http://www.linkedin.com/groups?gid=2104771>)

The University of North Carolina at Chapel Hill

POSTDOCTORAL SCHOLAR POLICY

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I. Introduction

The University of North Carolina at Chapel Hill (the “University”) hosts approximately 1,000 postdoctoral scholars on its campus each year. Postdoctoral scholars (“Postdocs”) are hosted in many different departments, schools and centers throughout the University. While the University seeks to provide Postdocs with the opportunity to continue their academic training through on-site practice experience, many aspects of the relationship between the University and its Postdocs are also that of an employer-employee relationship. Given the hybrid nature of the association between Postdocs and the University, the University has adopted this Postdoctoral Scholar Policy (the “Policy”) to delineate the obligations and expectations of all parties involved in Postdoc training. All Postdocs must comply with the requirements set forth in this Policy. Any questions about the Policy should be directed to the University’s Office of Postdoctoral Affairs (“OPA”). OPA’s mission is to enhance, support, and promote postdoctoral training at the University and to help prepare Postdocs for successful careers. OPA is available to provide guidance to Postdocs, faculty, and other members of the campus community in all disciplines, schools, and colleges across the University. OPA has two locations and can be contacted using the information below:

OPA Main Campus Location OPA Health Affairs Location

301B Bynum Hall 1124 Bioinformatics Building
222 East Cameron Avenue 130 Mason Farm Road
Chapel Hill, N.C. 27599 Chapel Hill, N.C. 27599
Phone: (919) 962-9982 Phone: (919) 962-9982
Fax: (919) 962-6769 Fax: (919) 843-3654
Email: opa@unc.edu Email: opa@unc.edu

Detailed guidance on the issues discussed in this Policy is also available in the Postdoctoral Resource Handbook (the “Handbook”). The Policy, the Handbook, and other helpful resources

for Postdocs, faculty and administrators can be found on OPA's website at <http://postdocs.unc.edu>. All Postdocs, faculty and administrative personnel involved in the recruitment, appointment and training of Postdocs are expected to carefully read and adhere to this Policy.

II. Definition of Postdoctoral Scholar¹

¹ This definition is modeled after the definitions recommended by the Federation of American Societies for Experimental Biology and the American Association of Medical Colleges.

A postdoctoral scholar or fellow (a "Postdoc") is an individual who has been awarded a doctorate (or equivalent) degree and who is appointed by the University on a temporary, fixed-term basis to perform full-time research or scholarship. Each Postdoc is assigned to work under the mentorship and supervision of an assigned "Mentor," a senior researcher, scholar or faculty member in the same area of research or scholarship as the Postdoc. Postdocs conducting research are expected to publish the results of their work during their appointment in consultation with their Mentors. A Postdoc may be appointed as part of a clinical training program or provided the opportunity to teach so long as research or other on-site practice experience under the supervision of a Mentor is a primary purpose of the appointment.

All Postdocs must have a Ph.D. (or an equivalent doctorate or terminal degree, such as a M.F.A., Sc.D., J.D. or M.D.) in an appropriate field of study (or at least must have completed all of the requirements for such a degree before his or her postdoc appointment begins). Each Postdoc must provide **both** his or her assigned Mentor and OPA's Human Resources ("HR") Consultant with documentary proof of his or her Ph.D. or equivalent degree **before** his or her appointment as a Postdoc begins. An official transcript from the institution awarding the degree fulfills this requirement. Candidates with degrees from institutions outside the U.S. must hold advanced degrees that are equivalent to doctorate degrees awarded by U.S institutions and will be required to provide documentary proof of such degree as determined to be appropriate by the Department or responsible unit and OPA.

A failure to timely provide appropriate documentation of a doctorate or equivalent terminal degree may result in dismissal for cause.

As stated above, an individual may be appointed as a Postdoc if he or she has completed all of the requirements for a doctorate (or equivalent terminal) degree before his or her postdoc appointment begins even if the degree has not yet been formally conferred. In these cases, the Postdoc must provide **both** his or her Mentor and OPA's HR Consultant with sufficient documentary evidence of completion of the degree requirements, together with a statement from the institution awarding the degree identifying the date on which the degree is to be conferred. This information must be provided **before** the appointment as a Postdoc begins. Moreover, as soon as the transcript or diploma documenting the formal conferral of the degree is available, the Postdoc must provide a copy of the transcript or diploma to his or her Mentor and OPA. Please remember that immigration rules require that an individual be eligible for appointment in the job title when H-1B status is approved. Therefore, the requisite degree should be conferred before ("ISSS") for additional information.

D. Fixed-Term Appointment Periods and Renewals of Appointment

Postdoc appointments have fixed end dates. Unless otherwise stated in the appointment letter, Postdocs are appointed for a one-year term. Appointments **do not** automatically renew upon expiration of their term. Moreover, the University is under no obligation to renew an appointment. The decision of whether to do so is in the sole discretion of the University.

At the end of the term, a Postdoc's appointment may be renewed at the University's discretion based upon satisfactory work performance, research progress, the existence of available funding and programmatic need. If an appointment is renewed, the renewal will be for a period of one year unless otherwise stated in the renewal letter. Please note that international Postdocs may have time restrictions on their appointments based on immigration status. Therefore, it is recommended that proposed renewals of appointment for an international Postdoc be discussed with ISSS at least six (6) months before the expiration of his or her current immigration status, when possible.

If an appointment is renewed, a renewal letter documenting the renewal of appointment and containing the required information described in Section B, above, must be provided to the Postdoc in writing, with a copy submitted to OPA. Again, in the case of international Postdocs, proposed renewals must be submitted to ISSS **before** they are made as international Postdocs may have time restrictions on their appointments based on immigration status and proposed renewals may require filing an amended immigration petition.

E. The Five-Year Maximum Term of Appointment

Because the primary purpose of a Postdoc appointment is training, **the maximum term of appointment for a Postdoc is five (5) years** (subject to the process for extensions provided below). This maximum term of appointment applies to the **total** time spent at the University as a Postdoc (regardless of which department, school, center or unit) and does not include time spent at other institutions. Following the maximum five-year period as a Postdoc, the Postdoc must either: **(a)** be hired into an established employee position; **(b)** be separated from the University with a minimum of sixty (60) calendar days' notice (see Section VIII(C)(2), below); or **(c)** receive prior approval to work beyond the five year limit (*i.e.*, an "extension").

An individual may not serve as a Postdoc at the University for longer than the five (5) year maximum term of appointment unless he or she obtains prior approval for an extension from the Vice Chancellor for Research. To request an extension of the maximum term of appointment, Mentors should complete a Request for Extension of Maximum Term of Appointment Form (available on OPA's website) detailing the exceptional circumstances that require an extended maximum term of appointment. This form must be signed by the Postdoc, his or her Mentor and the applicable department chair (or dean or director, when appropriate) and submitted to the Vice Chancellor for Research for approval no later than ninety (90) days **before** the end of the Postdoc's maximum five (5) year term of appointment. While requests for extensions are reviewed on a case-by-case basis, possible reasons for requesting extensions include the Postdoc's need for additional time to experience multiple fields of study, to complete ongoing research, or to finish and/or publish articles regarding his or her research. Extensions may also be considered in cases where a Postdoc began research in a new field, took an extended leave of absence during his or her appointment, or conducted research under a grant that extends beyond the maximum five-year period.

A copy of the Postdoc's request for extension should be placed in the Postdoc's departmental file. For additional guidance on extensions, please contact OPA. Also, please

note that international Postdocs may have restrictions based on immigration status that limit the length of their time in the U.S. Therefore, proposed extensions of the maximum term of appointment for international Postdocs should first be discussed with ISSS and a copy of any Requests for Extension of Maximum Term of Appointment for international Postdocs should also be provided to ISSS.

IV. Expectations of Postdoctoral Scholars

All Postdoc appointments are contingent upon the Postdoc's satisfactory work performance, research (or other work) progress, the existence of availability of funding and programmatic need. All Postdocs, in all disciplines, schools, colleges and centers across the University, must meet the following expectations at all times during their appointment:

A. Conscientious, satisfactory and complete performance of assigned duties;

B. Adherence to all ethical standards and good laboratory and/or professional practice, if applicable (including but not limited to the receipt of required training on and compliance with all University standards and federal regulations as they relate to responsible conduct in research, conflicts of interest, confidentiality, privacy and human subjects research, animal care and use, laboratory safety, and the use of radioisotopes);

C. Open and timely discussions with his or her assigned Mentor regarding his or her research or work (including regular discussions about research (or other work) progress; distribution of reagents or materials; status of any publications, reports or other written drafts; and prompt, advance discussion of any private or public disclosure of findings, techniques or potentially patentable or copyrightable discoveries derived from the Postdoc's research);

D. Collegial conduct towards his or her Mentor, coworkers, staff and other individuals with whom the Postdoc interacts; and

E. Compliance with all University policies and procedures, including the requirements set forth in this Policy.

Additional guidance and resources on these expectations and the standards referenced herein are available during New Postdoctoral Scholar Orientation and on the OPA website at <http://postdocs.unc.edu> and the Postdoctoral Resource Handbook. University policies and procedures are available at <http://www.unc.edu/campus/policies.html>. A failure to meet these expectations may result in disciplinary action, up to and including suspension or dismissal.

V. Expectations of Mentors

Mentors are responsible for providing advice, guidance and assistance to their assigned Postdocs regarding not only their specific research or scholarship goals, but also the Postdoc's overall educational experience and career development. Mentors should regularly meet with their assigned Postdocs throughout their appointments, and clearly and consistently communicate the goals, objectives and expectations of their Postdocs and their assigned tasks and projects. Mentors should encourage Postdocs to present their work and publish the results of their research or scholarship in a timely fashion, if applicable. They should also help Postdocs acquire and enhance their knowledge and technical skills based

on their current and future needs. Finally, to help provide necessary feedback, Mentors are required to provide a written performance evaluation of their assigned Postdocs each year (see Section VI, below).

The Mentor and the Department (or center or other unit) are responsible for maintaining a departmental file for each Postdoc which, at a minimum, should contain copies of the Postdoc's appointment letter, COE, Individual Development Plan, annual evaluations, and records of the amount and type of leave taken, as well as renewal letters, changes to terms of appointment, or requests for extension of maximum term of appointment, if any (see Section VI, below). From time to time, OPA may conduct departmental audits to ensure that Postdoc files are appropriately maintained.

A variety of resources for Mentors are available on the Faculty and Staff Resources page of OPA's website. OPA also sponsors events for Mentors and HR Facilitators who work with Postdocs, such as New PI Training, hosted by the University's Center for Faculty Excellence, and the School of Medicine's Quarterly HR Training. Please check OPA's website for more information and upcoming dates.

VI. Annual Performance Evaluations and IDP Review

Feedback, guidance and constructive criticism are important for a Postdoc's personal and professional growth. Therefore, at the beginning of appointment, each Postdoc will prepare an Individual Development Plan ("IDP") that identifies his or her professional development needs and career objectives. IDPs also serve as a communication tool between the Postdoc and his or her Mentor. A form IDP can be found on the OPA website.

A written evaluation of each Postdoc's work performance will also be performed on an annual basis (based on appointment year) using the Annual Evaluation Form available on the OPA website or a similar form. Annual evaluations should be completed no later than thirty (30) days before the anniversary of the Postdoc's appointment date. For example, if a Postdoc was appointed for a three year term on May 15, 2013, her evaluations should be completed no later than April 15, 2014, April 15, 2015 and April 15, 2016 (thirty days before her anniversary date of May 15th). For Postdocs serving a one-year appointment only, a written evaluation must be prepared at least thirty (30) days prior to the end of appointment.

The evaluation process is straightforward and simple. The Mentor will complete the evaluation form (or a similar document) and discuss it with the Postdoc during a meeting held between the Mentor and the Postdoc. The Mentor and Postdoc should review the evaluation together and then both sign the form. Preparation of the evaluation and the meeting between the Mentor and the Postdoc should all occur at least thirty (30) days before the anniversary of the Postdoc's appointment date. Once the annual performance evaluation is complete and signed by both parties, a copy should be placed in the Postdoc's departmental file.

VII. Compensation & Benefits

A. Compensation

Effective July 1, 2012, the **minimum compensation** for Postdocs is \$37,088 per year. This minimum annual compensation amount is assessed at each year by the Faculty Advisory Committee. While the University already provides a competitive minimum stipend, compensation above the minimum compensation amount is encouraged when possible and appropriate. Waivers of the minimum compensation amount will be considered by the Vice

Chancellor for Research only under extreme circumstances. Nonetheless, to comply with the Fair Labor Standards Act of 1938, as amended (“FLSA”), all Postdocs must have a total salary (base salary plus supplements) of no less than \$23,660. This equates to a monthly equivalent of \$1,972 or \$455 per week. Only salary paid directly through the University’s payroll may be counted toward satisfying this limit. Pay or stipends from outside organizations or entities, such as those that may be paid to visiting scholars, may not be considered in meeting the FLSA minimum salary requirement. Finally, Postdocs may not be “self-funded.” In other words, they must receive funding from the University and/or from clearly documented external sources; Postdocs may not work for free or fund themselves.

B. Leave

Postdocs are eligible for a specified amount of paid vacation leave, paid sick leave and, when applicable, paid parental leave. Leave is granted based on appointment year (as opposed to calendar year) starting with the Postdoc’s appointment date. Unless otherwise stated, a Postdoc shall receive: (a) **twelve (12) days of paid vacation leave** per appointment year (in addition to recognized University holidays) and (b) **twelve (12) days of paid sick leave** per appointment year. Twelve days of vacation and twelve days of sick leave is a required minimum; a greater number of vacation days can be negotiated between the Postdoc and the Mentor. Use of vacation leave is subject to the Mentor’s prior approval. Leave is available in total on the first day of the appointment.

Vacation leave and sick leave cannot be carried over to the next appointment year and will be awarded annually for Postdocs who are appointed for more than one year. In other words, a Postdoc’s compensated leave expires one year from the date of appointment. Leave does not accrue. Tracking of Postdoc leave in TIMs is not required. However, a record of any leave taken by the Postdoc should be kept in the Postdoc’s departmental file. Unused vacation leave and sick leave will not be paid out when an appointment ends. Finally, Postdocs are also eligible for six (6) weeks of **paid parental leave** to care for a new biological, adopted or foster child, which includes exhausting all available paid vacation and sick leave. This leave is available upon presentation of appropriate documentation to OPA’s HR Consultant and must be taken within one year of the relevant birth, adoption or foster care placement of the child. Postdocs may also be eligible for Family and Medical Leave if they meet certain eligibility requirements set forth in the University’s Family and Medical Leave Policy. International Postdocs should consult with ISSS to confirm what leave is allowed under their current immigration statuses.

C. Other Benefits

Postdocs who meet the relevant eligibility requirements may enroll in Postdoc health insurance and dental insurance plans provided through the University. Postdocs are also eligible to enroll in the University’s 403(b) supplemental retirement plan. For more information about these benefits, please visit OHR’s benefits website at <http://hr.unc.edu/benefits>. Career counseling resources are also available to Postdocs during their appointment through the OPA. For more information, please see the Career and Professional Development page on the OPA website. Finally, Postdocs may be eligible for other benefits. For more information about the benefits available, please refer to the Handbook and OPA’s website, specifically, the Benefits and Services, FAQ for Postdoctoral Scholars and Postdoc Health Coverage pages.

VIII. End of Appointment: Resignation, Discontinuation and Dismissal for Cause

A Postdoc appointment may end due to: **(1)** the Postdoc's resignation, **(2)** discontinuation of the Postdoc's appointment; or **(3)** dismissal for cause. If a Postdoc is here in a University-sponsored non-immigrant status, discontinuation or dismissal of the Postdoc should be coordinated with OPA and ISSS prior to giving any notice of the discontinuation or dismissal when possible. A Postdoc may challenge a discontinuation or dismissal through the formal or informal dispute resolution procedures described below (see Sections IX and X). At the end of their appointments, Postdocs are not eligible for severance pay or for payout of vacation leave, sick leave or parental leave.

A. Responsibilities at End of Appointment

Regardless of whether a Postdoc's appointment ends due to resignation, discontinuation, dismissal, or otherwise, a Postdoc has certain responsibilities to meet at the end of appointment.

First, the Postdoc should work with his or her Mentor to submit research results, if any, for publication by the end of appointment, if possible. Second, the Postdoc must leave all original notes, computerized files, equipment, documents and any other tangible materials in his or her possession with his or her Mentor prior to departure. As a practical matter, other individuals may need access to these materials to continue related research or other work. These materials and information are the property of the University and the University retains the right to own, disclose and use such materials and information at any time and for any purpose during and after the appointment.

The Postdoc may copy notes, computerized files, and other research materials that he or she helped generate during the appointment **only** with prior, written permission to do so from his or her assigned Mentor **and only** if such reproduction is permitted under the terms of any applicable grant agreements or other contracts. Moreover, future use of any such material and information by the Postdoc is limited by any conditions set forth by his or her Mentor and the terms of any applicable grant agreements or other contracts. Any confidential information obtained by the Postdoc during his or her appointment must remain strictly confidential and may be disclosed only in accordance with federal or state law, University policy and the terms of any applicable grant agreements or other contracts. At the end of appointment, all Postdocs are invited to participate in an exit survey and join the OPA alumni database. Postdocs are also encouraged to share with OPA any feedback that they may have about their experiences at the University and any ideas for improving the Postdoc program. Also, international Postdocs must submit a Departure Notice to ISSS upon the completion, dismissal, resignation or termination of their appointments.

B. Voluntary Resignation

A resignation occurs when a Postdoc chooses to end his or her appointment before the end of the appointment term. Postdocs must provide at least thirty (30) calendar days' written notice to his or her Mentor and to OPA before resignation, unless the Postdoc and Mentor mutually agree to a shorter notice period. International Postdocs should also send a copy of the notice of resignation to ISSS and complete an ISSS Departure Notice.

C. Discontinuation

A discontinuation occurs when a Postdoc's appointment is ended for one of three reasons: **(1)** natural expiration of his or her appointment period; **(2)** the Postdoc has reached the

maximum five (5) year appointment period (or the end of his or her extension); or **(3)** loss of funding. A Postdoc may challenge discontinuation of appointment due to loss of funding through the informal dispute resolution procedures or the formal grievance process described below. A formal grievance must be filed within 14 calendar days of the date of the notice of discontinuation as provided in Section X, below.

1. Expiration of Appointment

An appointment will end upon natural expiration of its current appointment period unless a written notice of renewal is provided in advance of the expiration. No prior notice is required in these cases.

2. Maximum Term of Appointment

Upon sixty (60) days' notice, a Postdoc's appointment must be ended if he or she reaches the five (5) year maximum limit for total time spent as a Postdoc with the University (unless an extension is obtained). If an extension is obtained, the Postdoc's appointment will terminate at the end of the extension period. No prior notice is required in these cases.

3. Loss of Funding

Upon thirty (30) days' notice, a Postdoc's appointment may be ended due to loss of funding for the appointment. Mentors should immediately consult with ISSS regarding any loss of funding for international Postdocs.

D. Dismissal for Cause

A Postdoc may be dismissed and have his or her appointment ended for cause at any time during an appointment. Stated causes for dismissal include, but are not necessarily limited to, unsatisfactory performance of duties, repeated absenteeism, negligence of duty, failure to timely provide the appropriate documentation regarding a doctorate or equivalent terminal degree, unacceptable misconduct, or any violation of the standards set forth in this Policy or any other University policy or state or federal law.

Before a Postdoc may be dismissed for cause, Mentors must discuss the matter directly with the Director of OPA. In the case of international Postdocs, termination for cause should also be discussed with ISSS in advance. It is recommended that the Mentor issue at least one written warning to the Postdoc, as appropriate, regarding any performance or conduct issues before issuing a written notice of dismissal for cause. Written warnings, however, are not required. In some cases, a Postdoc may be placed on paid leave until a final decision regarding the dismissal can be reached.

Postdocs who are dismissed for cause will receive a written dismissal notice. In this notice, Mentors should clearly document the actions of the Postdoc constituting cause for dismissal and any previous attempts to address these concerns with the Postdoc directly. Copies of the notice should be placed in the Postdoc's departmental file and sent to OPA.

A Postdoc may challenge his or her dismissal for cause through the formal or informal dispute resolution processes described below. A formal grievance must be filed within 14 calendar days of the date of the notice of dismissal as provided in Section X, below.

IX. Informal Dispute Resolution

Postdocs and Mentors who have concerns or complaints regarding the appointment of a Postdoc are strongly encouraged to first consult with OPA for guidance. OPA can help direct Postdocs to the appropriate resources and, in some cases, may assist with informally resolving the issue at hand. In addition to OPA, there are a number of other resources available on campus, described below.

A. University Ombuds Office

Postdocs and Mentors may consult with the University Ombuds Office at any time to address matters of concern. The Ombuds Office is a safe place where employees can talk in confidence about a workplace issue, problem, or dispute. The Ombuds Office listens to complaints, provides information, facilitates communication, and helps arrange mediation or conflict resolution between or among members of the University's faculty, staff and Postdocs. Use of the Ombuds Office is voluntary and free. More information about the Ombuds Office and additional resources are available at <http://www.ombuds.unc.edu>. Please note that the Ombuds Office supplements, but does not replace, the University's formal channels of filing a complaint, such as the Formal Grievance Process, and does not serve as a place to put the University on notice of claims. So long as there is no imminent risk of serious harm, consultation with the Ombuds Office is confidential.

B. Mediation through the Office of Human Resources

Postdocs and Mentors are also invited to openly discuss and resolve any workplace issues through the University's mediation process, which is governed by the Mediation Policy available at <http://hr.unc.edu/policies-procedures-guidelines/epa-non-faculty-policies/epa-nf-grievance/MEDIATION>. Postdocs can use this process and still preserve their rights under the Formal Grievance Process if they submit a completed Mediation Form to Employee & Management Relations in OHR within fourteen (14) calendar days of the alleged action (*i.e.*, within the same timeframes required by the Formal Grievance Process). Upon receipt of the appropriate documentation, a mediation session will be scheduled so that both sides can sit down and discuss the issues at hand. A formal grievance may then be filed within fourteen (14) calendar days after completion of the mediation process, if necessary.

C. Administrative Review through the Equal Opportunity/ADA Office

Postdocs who believe that they may have been discriminated against or harassed on the basis of race, color, gender, national origin, age, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity or gender expression (their "protected status"), denied a reasonable religious or disability accommodation, or retaliated against for filing any such a complaint may contact the University's Equal Opportunity/ADA Office (<http://equalopportunity-ada.unc.edu>) and may seek an Administrative Review of their complaints under the University's Policy on Prohibited Harassment, Including Sexual Misconduct, and Discrimination. Please note that prohibited sexual harassment includes sexual misconduct such as rape, sexual assault, or sexual battery. For more information, please consult the University's Policy on Prohibited Harassment, Including Sexual Misconduct, and Discrimination.

While Postdocs are encouraged to bring such a complaint within one hundred and eighty (180) calendar days of the alleged harassment, discrimination or retaliation, those who want to preserve their rights to further proceed under the Formal Grievance Process must

submit a complaint under the Administrative Review process within forty-five (45) calendar days of the alleged harassing, discriminatory or retaliatory action or decision. In those cases, a Postdoc may further appeal the outcome of an Administrative Review through the Formal Grievance Process described below if he or she feels that the Administrative Review failed to produce an equitable resolution. A formal grievance must be filed within fourteen (14) calendar days of the date of notice of the outcome of the Administrative Review process. While all participants in the Administrative Review process are required to respect the confidentiality of the proceedings and circumstances relating to any complaint, complete confidentiality cannot be guaranteed.

X. Formal Grievance Process

A Formal Grievance Process is available to Postdocs for the fair, orderly and prompt resolution of work-related disputes alleging that actions taken by management have violated University policies. The burden is on the Postdoc to establish by a preponderance of the evidence that a violation has occurred, that there is an appropriate and reasonable remedy available to address the grievance, and that he or she is entitled to that relief. Before filing a formal grievance, a Postdoc is encouraged to make reasonable efforts to resolve the issues directly with his or her Mentor or through the informal dispute resolution options described above.

Grounds for a grievance are limited to: **(1)** a violation of University rules, regulations or policies or a state or federal law pertaining to the Postdoc's relationship with the University that adversely affected the Postdoc; or **(2)** a specific act by the University that was arbitrary or capricious and adversely affected the Postdoc. Non-renewal of an appointment upon expiration of the term and termination of an appointment due to loss of funding are not grievable unless such acts fall within the above-described limitations. If a Postdoc raises allegations of prohibited harassment, discrimination or retaliation based on a protected status in his or her formal grievance, an investigation of the Postdoc's claim will be performed under the direction of the Equal Opportunity/ADA Office (if one has not already been performed) before deciding the outcome of the grievance.

A. Grievance – Department Chair (or Comparable Administrator)

A Postdoc may formally request resolution of a matter under the Formal Grievance Process by submitting a written grievance no later than fourteen (14) calendar days after the adverse action to his or her Mentor's department chair, section head, center director or other unit administrator directly responsible for the Mentor's professional activities (or fourteen (14) calendar days after completion of the mediation or Administrative Review processes discussed above).

The grievance must be timely, submitted in writing and clearly labeled as a "Formal Grievance Under the Postdoctoral Scholar Policy." The grievance should include the following: a comprehensive description of the matter of concern; identification of the University rules, regulations or policies or state or federal laws that allegedly have been violated or the alleged specific act by the University that was arbitrary or capricious; a detailed description of how the Postdoc has been adversely affected by the alleged violation or act; the outcome of any prior attempts to resolve the matter; and a description of any and all supporting facts, including the individuals involved, the alleged act(s) being grieved and the dates when the alleged act(s) occurred. Postdocs should provide supporting documentation, if any, and should keep a copy of all materials submitted as their grievance

for their records. The department chair, section head, center director or other unit administrator who receives the grievance will carefully review it and promptly resolve the matter by providing a written response to the Postdoc outlining the reasons for his or her decision no later than thirty (30) calendar days after his or her receipt of the grievance. If needed, the time limits set forth in this section may be extended by the Department Chair (or comparable administrator); a written notice of extension will be given to all parties involved.

B. Appeal – Dean of the Applicable School

If a Postdoc believes that the department chair, section head, center director or other unit administrator failed to properly resolve the grievance, he or she may formally appeal that decision by sending a written appeal no later than fourteen (14) days after the date of the decision made by the department chair, section head, center director or other unit administrator to the dean (or comparable administrator) of the school in which the Mentor is appointed. The appeal should include a copy of the original grievance submitted to the department chair, section head, center director or other unit administrator, along with a written statement outlining the basis of the appeal. The dean (or comparable administrator) who receives the appeal, or his or her designee, will carefully review the appeal and promptly resolve the matter by providing a written response to the Postdoc outlining the reasons for his or her decision no later than thirty (30) calendar days after his or her receipt of the appeal. If needed, the time limits set forth in this section may be extended by the dean (or comparable administrator); a written notice of extension will be given to all parties involved.

C. Final Appeal – The Provost

Finally, if a Postdoc feels that the dean failed to properly resolve the appeal, he or she may formally appeal that decision by sending a final, written appeal no later than fourteen (14) days after the date of the dean's decision to the Provost. The final appeal should include a copy of the original grievance submitted to the department chair, section head, center director or other unit administrator, along with a copy of the written appeal to the dean and a written statement outlining the basis of the final appeal. The Provost, or his or her designee, will carefully review the final appeal and promptly resolve the matter by providing a written response to the Postdoc outlining the reasons for his or her decision no later than thirty (30) calendar days after his or her receipt of the appeal. If needed, the time limits set forth in this section may be extended by the Provost or his or her designee; a written notice of extension will be given to all parties involved. The decision of the Provost, or his or her designee, is final.

XI. Other Items

A. Important Dates for Postdocs and Mentors to Remember

- Date of Appointment Letter (recommended to be sent at least thirty (30) days prior to start of appointment)
- Date of Appointment (or Anniversary Date)
- Deadline to attend New Postdoctoral Scholar Orientation (ninety (90) days after date of appointment)

- Date of Annual Performance Evaluation and IDP Review (to occur annually at least thirty (30) days before the Postdoc's Anniversary Date)
- Deadline to Request Extension of Maximum Five Year Term of Appointment (at least ninety (90) days before the five year term ends)
- End of Appointment
- End of Maximum Five Year Term of Appointment (appointment must be ended upon sixty (60) days' notice if a Postdoc reaches the five (5) year maximum limit)

B. Related Policies

Please see below for a non-exhaustive list of policies that relate to this Policy. For more information, please contact OPA or the Office of Human Resources, or visit the University's website on Campus Policies and Procedures at www.unc.edu/campus/policies.html.

Postdoctoral Resource Handbook

Policy Statement on Non-Discrimination

Policy on Prohibited Harassment, Including Sexual Misconduct, and Discrimination

ADA Reasonable Accommodations in Employment Policy

Policy on Criminal Conviction Checking

Policy on Reporting of Criminal Convictions for Currently Employed Faculty and Staff

Policy on Unpaid Volunteers, Interns and Visiting Scholars

Policy on Individual Conflicts of Interest and Commitment

Nepotism: BOG Policy on Employment of Related Persons

Personal Use Policy

Violence in the Workplace Policy

If you have any questions about this Policy, please contact OPA at (919) 962-9982.

Additional information is available in the Handbook and on OPA's website at <http://postdocs.unc.edu>.

This Policy is maintained by the Office of Postdoctoral Affairs.

Effective: July 2003; Updated: October 2003, June 2004, March 2005, April 2005, August 2005, July 2007, July 2008, December 2009, July 2013

Benefits and Services

UNC POSTDOC BENEFITS

[Continuing Education](#)
[Counseling Services](#)
[Dependant Care and
Family Life](#)
[Financial Services](#)
[Fitness/Gym Privileges](#)
[Medical](#)
[Insurance/Health
Services](#)
[Professional
Development](#)
[Student Loan Deferment](#)
[NIH Student Loan
Repayment](#)
[Retirement Plan: 403\(b\)](#)

CAMPUS SERVICES

[University ID Cards
\(One Cards\)](#)
[UNC Printing Services–
Business Cards](#)
[Mail Services](#)
[Center for Faculty
Excellence](#)
[Computer Services](#)
[Disability Services](#)
[Equal Opportunity/ADA
Office](#)

[Mediation/Conflict
Management](#)
[Environment, Health &
Safety](#)
[Housing](#)
[International Services](#)
[Lactation Rooms](#)
[Research Seminars](#)
[Sports/Carolina Athletics](#)
[Transportation & Parking](#)
[Travel](#)
[Carolina Women's Center](#)

CONTINUING EDUCATION

Ph: 800-862-5669, FOR Credit Programs for Part-time Students

Ph: 800-845-8640, FOR Professional Development and Enrichment Programs

<http://www.fridaycenter.unc.edu/cp/index.htm>

(Follow the guidelines under For UNC employees)

All postdocs are eligible to take non-credit courses at The William and Ida Friday Center for Continuing Education as well as register for courses in the classroom or on-line as a Part-Time student. The full range of graduate and undergraduate courses is available. Admission to UNC-Chapel Hill is required for enrollment into the classroom courses. For graduate-level courses, you will need permission from the professor teaching the course to register for the class. Applications for Part-time studies can be found on the William and Ida Friday Center for Continuing Education Website. Postdocs are not eligible for the employee tuition waiver, so the cost will be out of pocket for all courses at the university.

COUNSELING SERVICES

CAREER COUNSELING

Office of Postdoctoral Affairs

1114 Bioinformatics Building, CB#4100

To schedule an appointment, call 919-843-2340

Individual career counseling appointments are available to all postdocs through the Office of Postdoctoral Affairs. With individual career counseling, we can help you:

- Clarify and define your career goals
- Research and explore career options
- Identify your strengths and develop an effective self-marketing strategy
- Enhance your job search materials (e.g., CV, resume, cover letter)
- Prepare for upcoming interviews

CONFLICT AND CRISIS INTERVENTION

Office of Postdoctoral Affairs

919-843-4169

301-B Bynum Hall, CB#4100

To schedule an appointment, call 919-843-4169

Individual consultations are available to all postdocs through the Office of Postdoctoral Affairs. The OPA director can provide resources, make referrals, and assist you in resolving a conflict or difficult situation. Appointments are available to discuss:

- Your rights as a postdoc in the workplace
- Conflicts or challenges that may arise in the postdoc/mentor relationship
- Other matters of concern related to your postdoc appointment at UNC

COUNSELING AND WELLNESS SERVICES AT CAMPUS HEALTH

James A. Taylor Student Health Services Bldg, 3rd Floor

For an Appointment 919-966-3658 or After Hours 919-966-2281

To make an appointment or to contact us for any other reason, call 919-966-3658.

Counseling and Wellness Services (CWS) at Campus Health Services offers a variety of counseling, testing, developmental, and informational services.

Psychological/counseling services include:

- Individual, couples, and group therapy
- Urgent consultation and crisis intervention
- Medication evaluation/management

Wellness services provide education and health promotion programs in the areas of:

- Fitness and nutrition
- Alcohol and substance use
- Stress management
- Massage therapy
- Sexual behavior

For all new and first time Counseling appointments at CWS, eligible individuals should walk in to our service between 9:00 a.m. and 3:30 p.m., Monday through Friday. If you are having a psychological crisis, we encourage you to call or come in right away and speak to a CWS therapist for same day crisis intervention.

DEPENDENT CARE AND FAMILY LIFE

WORK /LIFE PROGRAMS

UNC HR-EMPLOYEE SERVICES DEPARTMENT

104 Airport Road, CB#1045

Ph: 919-962-6008

The Benefits Services Department of the UNC Office of Human Resources (HR) operates Work-Life programs, at no cost, designed to help meet the needs of students and postdocs who have responsibilities for children and elderly relatives or adults dependent on them for care. The office provides, at no cost, child care information, including an information network of local childcare resources, a directory of family daycare and in-home providers, a childcare assistance program and a summer recreation program. For more information contact Work/Life Programs, 919-962-6008.

Services offered by Benefits Services include:

- Child and Elder Care Resource and Referral: The Work/Life Manager is available to provide individual assistance to families searching for dependent care related providers and information. (Please see Child Care and Elder Care sections below.)
- Work/Family and Work/Life Educational Programs: For current program offerings, go to the Training & Development's Training catalog here: <https://itsapps.unc.edu/TrainDev/catalog.do>. Under the Category search option, select "Work/Life & Wellness." Some topics include long-term financial planning, balancing career and personal life, and benefits strategies when having a baby. If you would like to arrange a workshop, call Benefits Services at 962-6008.
- Helping Heels Child and Elder Care Provider List: Published each semester, the directory lists UNC-Chapel Hill students and employees interested in providing short-term and occasional care for children and the elderly. You can download the most up-to-date version of this searchable list by going to the website and clicking on the "[Helping Heels Provider list](#)" link
- The Work/Life Library: A collection of books for loan and free pamphlets on parenting, child care, elder care, and work/family/life issues. Call 962-6008 for a bibliography or visit Benefits Services, 104 Airport Road.
- UNC-Chapel Hill Child Care Financial Assistance Program: Limited funds are available to assist eligible students and employees with the costs of state-regulated child care. For more information, call 962-6008 or visit the [employee services website](#)
- Lactation/Breastfeeding Resources (see below)

CAMP RESOURCES

The Office of Human Resources (OHR) provides a list of day camps in the surrounding area. This list, which will be expanded and updated as needed, is located on the [OHR website](#).

CHILD CARE RESOURCES

HR Website: The Office of Human Resources at the University of North Carolina at Chapel Hill provides information on a number of [child care programs and resources](#).

[Child Care Services Association, Inc.](#)—offers child care resources and referrals

Ph: 919-967-3272 (Orange County)

Chatham County Partnership for Children
Ph: 919-542-7449 (Chatham County)

Durham Day Care Council
Ph: 919-688-8661 (Durham County)

NC Division of Child Development
<http://www.dhhs.state.nc.us/dcd>
Search for Child Care Facility in North Carolina
<http://ncchildcaresearch.dhhs.state.nc.us/search.asp>

VICTORY VILLAGE DAY CARE CENTER

University Child Care Center
130 Friday Center Drive
Chapel Hill, NC 27514
Ph: 919-929-2662

Victory Village Day Care Center has been providing high quality child care to parents in the University of North Carolina community for over 50 years. Children enrolled at Victory Village are children of students, faculty, and staff of the University of North Carolina at Chapel Hill and UNC Hospitals. The population is a diverse group that reflects the racial, ethnic, and cultural diversity of the Chapel Hill community. The organization offers full time care for children six weeks to five years of age. Children will be placed in enrollment positions on a first come, first serve basis. Full time employees have priority for enrollment. When all vacancies are full, we will maintain a waiting list by date of application. Parents of children currently enrolled in the program have sibling priority for enrollment. For more information visit their website: <http://www.victoryvillage.org/>

KIDS ROCK!

This program offers free recreational opportunities open to children of UNC faculty, staff and postdocs. Activities are selected to encourage fun interaction between parents and kids. Kids ROCK! also aids in the fight against a national rise in juvenile obesity and diabetes. Basketball, climbing, water sports, and fun runs are among the planned events.

Parents/guardians are asked to RSVP for events at least two days in advance, and are required to stay and participate. Children 5 and up are welcome to attend. For more information and the activity schedule: <http://campusrec.unc.edu/special-events>.

THE CAROLINA WOMEN'S CENTER

The Carolina Women's Center (CWC) is engaged in policy and advocacy work on behalf of all families at UNC. The Center is a member of the Chancellor's Child Care Advisory Committee, which works to expand access to affordable and convenient child care. They work for equitable parental leave policies without barriers for all University employees. The Center also houses one of the lactation rooms on campus for nursing mothers and is a member of the Faculty Working Group on Infant and

Young Child Feeding. For more information, visit the Center's Family Advocacy webpage: <http://womenscenter.unc.edu/index.php?p=advocacy>.

CHILLKIDS

CHillKids (short for Chapel Hill Kids) is an online resource for families and kids of all ages in the Chapel Hill, Carrboro and greater Triangle area. If you are looking for something to do this weekend, or can't remember when your favorite festival or holiday event will take place in the Spring, Summer, Fall or Winter, just visit their website www.CHillKids.com.

PARENTING RESOURCES

PARENTING RESOURCE GUIDE (MAY 2008 EDITION)

This is not an exhaustive list; however the guide does bring together resources from the university and the local community that exist to support parents.

<http://hr.unc.edu/ccm/groups/public/@hr/@benefits/documents/content/ccm1028716.pdf>

POSITIVE PARENTING

Positive Parenting is dedicated to providing resources and information to help make parenting more rewarding, effective and fun! <http://positiveparenting.com>

FURTHER RESOURCES

For more parenting resources, visit the OHR's Parenting Programs webpage: <http://hr.unc.edu/benefits/work-life-and-wellness/parenting/index.htm>.

ELDER CARE RESOURCES

HR ELDER CARE WEBPAGE

The Office of Human Resources at the University of North Carolina at Chapel Hill provides information on a number of elder care programs and resources.

<http://hr.unc.edu/benefits/work-life-and-wellness/elder-care-programs/index.htm>

THE DEER OAKS EMPLOYEE ASSISTANCE PROGRAM

This program offers elder care resources and referrals. <http://www.eapnc.com/>

A HELPING HAND

Ph: 919-969-7111. Serves older adults (60 and older), and younger adults who need assistance because of a temporary or permanent disability, accident or injury in Chapel Hill, Hillsborough, Durham, and surrounding communities.

<http://www.ahelpinghandnc.org/>

ORANGE COUNTY, NORTH CAROLINA DEPARTMENT ON AGING

Ph: 919-968-2087

Orange County Community Resource Guide for Seniors and Their Families

<http://www.co.orange.nc.us/aging/documents/ATCommunityResourceGuide2010.pdf>

LACTATION/BREASTFEEDING RESOURCES

LACTATION SPACES ON CAMPUS

If you are a breastfeeding mother attending school or working at the University, you'll be glad to know about the many on-site lactation stations. The lactation stations provide privacy for mothers who have their own hand- or battery-operated pumps. Some of the lactation spaces also include hospital grade multi-user pumps. The list of lactation spaces can be found at: http://hr.unc.edu/benefits/work-life-and-wellness/parenting/CCM1_028715

Ameda Breast Pump Purchase Program: The Work/Life office in collaboration with Ameda is able to offer the sale of Purely Yours Breast Pumps at a significant discount. For current pumps available in the office or for current pricing contact 962-6008.

FINANCIAL SERVICES

STATE EMPLOYEES' CREDIT UNION

<http://www.ncsecu.org/>

Postdocs are eligible for membership in the State Employees' Credit Union. As a Credit Union member, you are eligible for all services, including several different types of loans, disability and credit life insurance, an automated Voice Response system, Funds Transfers, Wire Transfers, Direct Deposit, Payroll Deduction, Taxes Online, and a Debit Card.

WACHOVIA ONE CARD PLUS

Ph: 1-800-WACHOVIA (1-800-922-4684)

<http://onecard.unc.edu/WhatYourCardCanDo/WachoviaBanking/tabid/433/Default.aspx>

You can use your UNC One card as your Wachovia ATM or your Wachovia Visa Check Card. You must have Wachovia Checking Account. Wachovia Bank, N.A. in partnership with UNC, offers the UNC One Card Plus, a campus identification card that can be connected to Wachovia Checking Account and a Wachovia Check Card. Visit Wachovia's Service Center in the Pit for more information or visit the website [above](#).

FITNESS/GYM PRIVILEGES

CAMPUS RECREATION

101 Student Recreation Center, CB #8610

Ph: 919-843-PLAY (919-843-7529)

<http://campusrec.unc.edu/employee-recreation>

Campus Recreation can help you achieve a healthy lifestyle. Find out how you can take advantage of our facilities and programs and stay or get fit and healthy, socialize with colleagues, make new friends, and engage in healthy competition. To participate in Campus Recreation activities, programs, and facilities, Postdocs may purchase Recreation Membership through the UNC One Card Office (UNC Student Stores) which is located on the basement/ground floor of the Daniels Building. Be sure to bring proper identification (UNC One Card) with payment for membership. Memberships can also be purchased for spouse, partner, and/or dependents. For information on Campus Rec Memberships: <http://campusrec.unc.edu/recreation-membership>. For information on Guest Eligibility: <http://campusrec.unc.edu/guest-eligibility-policies>.

Campus Recreation offers the following:

- Intramural Sports offers more than 60 programs for men and women at varying levels of competition and skill.
- Fitness Facilities and Group Fitness Classes, housed in the Student Recreation Center and Rams Head Recreation Center, offers many hours of recreational weight training, a variety of group fitness classes, and many special events and motivational programs.

- Pool and gym privileges for postdocs and/or their spouse and dependent children age 18 and under (must be residing in home).
- Walking Maps
- Wellness Resources

MEDICAL INSURANCE AND HEALTH SERVICES

Postdocs at UNC receive medical insurance as an employment benefit. Further, spouses and children of postdocs are eligible for coverage under the insurance plan currently available.

MEDICAL INSURANCE PLAN

The Postdoc Medical Insurance Plan is administered by Hill, Chesson, and Woody and is underwritten by Blue Cross and Blue Shield of North Carolina (BCBSNC). If you have specific questions regarding this plan you may contact Hill, Chesson, and Woody at 919-967-5900. Details may also be found at BCBSNC's website at www.bcbsnc.com/unc.

Plan highlights:

Postdocs enjoy a financial advantage by using the Campus Health Services (CHS) as their first choice for primary medical care services. Spouses may visit Campus Health Services as well, but covered children must seek medical care with a provider outside of Campus Health Services. Extensive primary care and health education services are available at CHS, including laboratory, radiology and pharmacy services. Please refer to the CHS website for details:

<http://campushealth.unc.edu>

- If the postdoc is referred outside of CHS, they will be responsible for a \$100 policy year deductible and 20% co-insurance assuming they visit a preferred provider. If the postdoc visits a non-preferred provider, they will be responsible for a \$200 policy year deductible. Blue Cross Blue Shield of NC will then reimburse 70% Provider's Reasonable Charge (PRC).
- There is a \$10 copayment per 30 day supply for prescriptions filled at the Campus Health Services. (If the cost of the drug is less than \$10, the postdoc will pay the lesser amount.) For a list of drugs available at the CHS pharmacy, please access the CHS website, click on Medical Services, followed by Pharmacy, then "Formulary."
- If the postdoc visits a retail pharmacy, they should present the drug card to the pharmacist and pay a tiered copay. See copayment fees for other pharmacies on the BCBSNC website.

Vision Care/Discounts: The BCBS plan provides 100% coverage for one comprehensive eye exam (in-network) per year.

Blue "Extras": Blue Cross Blue Shield offers Blue Extras to help you take charge of your care and save you money. These innovative programs compliment your health plan and are available at no additional cost. Blue Extras includes discounts, information and more on a variety of health related products, services and topics. BCBSNC offers completely free Online Healthy Living Programs in order to help members create a personalized health and fitness plan. Simply complete a questionnaire for the program of your choice, and you will receive an individualized health plan addressing the program's goal. The programs below are subject to change. You can also find the list available at www.bsbsnc.com/unc.

- Blue Points – With Blue Points, you can earn points for physical activity and other healthy activities and then cash in your points for gift cards, brand-name merchandise and more.

- Healthy Weight – Set personal, short term goals that can change the way you think about food and the food choices you make.
- Healthy Eating – Learn five simple ways to make healthy eating a daily habit you'll enjoy.
- Stress Management – Learn techniques to help you identify your stressors, relax and manage stress.
- Dealing With Low Back Pain – Learn your options for treating low back pain and get help deciding which choice is best for you.
- Quitting Smoking – Make your next quit your last. Identify triggers, manage the urge to smoke and focus on your reasons to quit for good.
- Health Line Blue – Now you can get confidential, up-to-date health information anytime of the day or night. All it takes is one, easy, toll-free call to reach specially trained nurses who can assist you with almost any medical question, offer support, and help you navigate the health care system.
- Vita Blue – Receive big savings on a broad selection of vitamins, minerals, and herbal supplements.

Enrollment procedure for Medical Insurance:

1. Postdocs must complete the enrollment forms and return them to the department manager or Human Resources facilitator in their department:
http://hr.unc.edu/ccm/groups/public/@hr/documents/content/ccm1_029886.pdf
2. The department manager or HR facilitator will mail the completed forms to Hill, Chesson, and Woody. The address is PO Box 3617, Chapel Hill, NC 27515.

Coverage begins on the postdoc's appointment date. If the postdoc wishes to opt out of the plan, he/she must sign the waiver form and the HR facilitator will mail one copy to UNC Payroll and one copy to Hill, Chesson, and Woody.

3. If a postdoc wishes to enroll a spouse or dependent child, he/she must write a check payable to BCBSNC for the initial TWO months premium and attach it to the insurance application (which includes the premium rates). Future monthly premiums will be deducted from his/her paycheck.
4. In order to be eligible for the Postdoc Medical Insurance Plan, the postdoc must be coded 27 or 28, Temporary Full-Time with UNC Payroll.
5. Hill, Chesson, and Woody will be notified of the postdoc's eligibility by UNC Payroll at the end of the month following the postdoc's appointment date. For example, if a postdoc's appointment date is December 1, Hill, Chesson, and Woody will be notified of that postdoc's eligibility at the end of December. Hill, Chesson, and Woody will then be paid for the months of December and January at that time. Therefore, it typically takes about 45 days from his/her appointment date for the postdoc to receive an ID card. Coverage is retroactive to the appointment date. Again, please contact Hill, Chesson, and Woody at 919-967-5900 if you have any questions regarding benefits or eligibility. <http://www.hillchesson.com/>

CAMPUS HEALTH SERVICES

James A. Taylor Building, CB# 7470

Ph: 919-966-2281

<http://campushealth.unc.edu/>

Postdocs enjoy a financial advantage by using the Campus Health Services (CHS) as their first choice for primary medical care services. Spouses may visit Campus Health Services as well, but covered children must seek medical care with a

provider outside of Campus Health Services. Extensive primary care and health education services are available at CHS, including laboratory, radiology and pharmacy services. Please refer to the CHS website for details:
<http://campushealth.unc.edu>

PROFESSIONAL DEVELOPMENT

The Office of Postdoctoral Affairs offers access to a variety of resources to support Postdoctoral Scholars' professional development.

UNC ALUMNI NETWORKING DATABASE

This database was designed to help you network with former UNC postdocs who have volunteered to share their employment information and serve as networking contacts. When using this database, we encourage you to first conduct your own preliminary career research so that you appear informed and can ask knowledgeable questions. Visit http://cfx.research.unc.edu/exit_survey/admin.cfm?CFID=2388134&CFTOKEN=74883717 to access the OPA alumni database; contact opa@unc.edu for the password.

MENTORNET: THE E-MENTORING NETWORK FOR DIVERSITY IN ENGINEERING & SCIENCE

MentorNet is a non-profit e-mentoring network that connects mentors and mentees in engineering, science, and mathematics. MentorNet was created to foster the retention and success of women and underrepresented minorities in particular, but welcomes anyone interested in connecting with peers and experienced professionals in their field. The MentorNet Community offers the One-on-One E-Mentoring Program, which pairs postdocs with professionals in an email based mentoring relationship, the E-Forum for web based discussion of issues like job searches and the work/life balance, as well as resources and a résumé database. To learn more and find a mentor (or become a mentor), visit MentorNet's website at <http://mentornet.net/>. Membership is available on an individual basis.

UNC POSTDOCS LISTSERV

Messages are sent out on the listserv to provide information about events pertaining to postdoc career development, which may include seminars, workshops, conferences, internships, awards, and other opportunities. The listserv also informs postdocs of official university business, UNC postdoctoral policies, upcoming social events, and campus resources for postdocs. To subscribe to the listserv, please send an email to opa@unc.edu with "subscribe to postdoc listserv" in the subject line.

FACULTY MENTORS LISTSERV

Messages are sent out on the listserv to inform faculty mentors about official university business, UNC postdoctoral policies, events pertaining to postdoc career development and faculty mentorship, and resources for faculty mentors. To subscribe to the listserv, please send an email to opa@unc.edu with "subscribe to faculty mentors listserv" in the subject line.

STUDENT LOAN DEFERMENT

**EDUCATION-RELATED STUDENT LOAN DEFERMENT
NATIONAL STUDENT LOAN PROGRAM**

www.nslp.org/vnews/display.v/ART/424f47689ab8f

Postdoctoral research associates may be eligible for deferment of Stafford, Perkins, and similar student loans because they are engaged in a full-time fellowship program at an institution of higher learning. As a postdoc, you may qualify under the condition of continuing your professional training at this institution. Education-related deferment forms may be obtained at the National Student Loan Program (NSLP) site, above.

Lending agencies may differ in their deferral requirements, and therefore will make the final determination of eligibility. You are, however, responsible for timely payment of any unsubsidized loans. Follow the guidelines on the website and refer to the Deferment Form Guide on the NSLP webpage (link above) to view a list of available deferments and links to other forms.

STUDENT LOAN REPAYMENT PLAN (NIH)

NATIONAL INSTITUTE OF HEALTH STUDENT LOAN REPAYMENT PLAN

NIH Repayment Program

http://www.lrp.nih.gov/about_the_programs/index.aspx

Depending on the type of research in development, the NIH Loan Repayment Program encourages promising researchers and scientists to pursue research careers by repaying up to \$35,000 of qualified student loan debt each year. Your research goals need to be within the mission of NIH and scope of the plan. You do not need an NIH grant to participate in the Loan Repayment program. Visit the website to find out if you qualify.

RETIREMENT PLAN: ENROLLMENT IN 403(b)

RETIREMENT PLAN: ENROLLMENT IN 403(B) (TAX-DEFERRED)

Postdocs can set up a 403(b) supplemental retirement plan by contacting the benefits office at 919-962-6255.

For more information visit http://hr.unc.edu/benefits/benefit-plans/retirement-programs/CCM1_017396

CAMPUS SERVICES

UNIVERSITY IDENTIFICATION CARDS (ONE CARDS)

UNC ONE CARD OFFICE

210 Daniels Building (basement of Student Stores), CB#1530

7:30 a.m. to 5:00 p.m., Monday through Friday

www.onecard.unc.edu

Ph: 919-962-8024

The UNC One Card is a multipurpose identification and on-line accounts card. You can use it for anything on campus from Chick-Fil-A® to Parking Tickets. It is the official ID card for students, faculty, & staff of UNC. Your One Card provides access to certain facilities & events, and also serves as your UNC Library card.

HOW TO GET A UNC ONE CARD:

<http://www.onecard.unc.edu/About/HowtoGetaOneCard/tabid/429/Default.aspx>

The UNC One Card Office is located in the basement of UNC Student Stores in the center of Campus. Postdocs may obtain a UNC One Card at the One Card office when all information (EPA Web, if paid by University payroll, or Affiliate System, if not paid by University payroll) has been processed by Employee Records. Once you have been issued a PID AND entered into the University's Human Resources (HRIS) database or the Affiliate System, the One Card Office can issue you a One Card. You may activate your Faculty/Staff Expense account or sign up for Gym privileges at the UNC One Card Office. If you are not sure of the status of your paperwork, contact your HR Facilitator or call the UNC One Card Office at 919-962-8024 to see if you are in the system yet. If you are not sure whether or not you have a PID, you may look it up here:

<http://pid.unc.edu/PIDLookup.aspx>. All postdocs MUST present a picture ID (valid driver's license, State ID card, Military ID, or Passport) before their photos can be taken.

RENEWING YOUR UNC ONE CARD:

If you are renewing an expired card, make sure your HR facilitator has updated your employment status, then simply bring your expired UNC One Card to the One Card Office.

HOW TO ADD VALUE TO YOUR UNC ONE

CARD:<http://www.onecard.unc.edu/ManageYourAccount/AddingValuetotheOneCard/tabid/431/Default.aspx>

REPORT LOST OR STOLEN CARDS:

<http://www.onecard.unc.edu/LostCard/tabid/438/Default.aspx>

Report missing cards to the One Card office immediately by calling 919-962-8024 during weekdays, or suspend your account online here:

<https://itsapps.unc.edu/OneCard/main?menuItem=suspend>

NOTE: If you have Wachovia Banking linked to your UNC One Card you must also report your lost or stolen card to Wachovia at 1-800-275-3862 (24 hours a day).

UNC PRINTING SERVICES: BUSINESS CARDS

UNC PRINTING SERVICES

2700 Homestead Road CB#1110

8:00 a.m. to 5:00 p.m., Monday through Friday

Ph: 919-962-5566

<http://www.printing.unc.edu/>

All postdocs can order standard business cards at a reduced rate by making a print request online. You must have an Onyen to use the online services for ordering your business cards. Payment for the business cards is either by departmental account number or UNC One Card. UNC Printing Services now offers the use of credit card for payment. Delivery time is usually 10 business days from proof approval.

However, we will do everything possible to meet much shorter deadlines. If you have questions about online ordering, please call 919-962-5566.

UNIVERSITY MAIL SERVICES

UNIVERSITY MAIL SERVICES (UMS)

Bioinformatics Building, 130 Mason Farm Rd. (ground floor)

8:00 a.m. – 5:30 p.m., Monday through Friday (closed on University holidays)

Ph: 919-962-1139

Email: ums@fac.unc.edu

UNC Mail offers Campus Mail Services (inter-office/department mail), U.S. Postal Services (International, Express, Certified, etc) and Bulk Mailing for large campus mailings. Be sure you use current accurate information when addressing outgoing mail, be it U.S. or Campus Mail. Use nine-digit ZIP Codes and campus box numbers where appropriate.

For more information about UNC Mail Basic Services visit their website:

<http://www.fac.unc.edu/About/BusinessOperations/UniversityMailServices.aspx>

PROPER ADDRESSING OF CAMPUS AND U.S. MAIL:

The ZIP Code for the University is 27599-(your campus box number). To ensure delivery, it is essential to include the CB# when addressing campus mail or when sending your address to companies for periodicals or other related mailings to be delivered to your campus address. If you are uncertain of the CB#, consult the University Directory, available online at <http://www.unc.edu/dir/>.

The following formats can be used when addressing Campus and U.S. Mail:

Inter-office or Campus Mail:

Addressee

Department Name

Campus Box #, Building Name (may use room #)

CAROLINA CAMPUS

U.S. Postal Service Mail:

MR JOHN DOE (USE ALL CAPS)

DEPARTMENT NAME

CAMPUS BOX #1234 KING BUILDING

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

CHAPEL HILL NC 27599-1234

THE CENTER FOR FACULTY EXCELLENCE

THE CENTER FOR FACULTY EXCELLENCE

316 Wilson Library, CB#3470

Ph: 919-966-1289

cfe@unc.edu

<http://cfe.unc.edu/index.html>

The Center for Faculty Excellence (CFE) is the campus-wide professional development center at UNC, providing faculty members the support they need to achieve excellence as teachers, scholars, mentors, and leaders. The CFE tailors its programs and resources to meet the diverse needs of faculty members throughout

all stages of their careers. The Center collaborates with other units across campus to ensure efficient and effective delivery of support services.

The CFE also offers a wide array of programs and resources for postdoctoral students, including:

- Workshops, seminars, and symposia, in teaching, leadership, and research
- Individual consultations for teaching, research, and leadership needs
- A library of resources on teaching, research, mentoring, and academic leadership
“How Do I Get an Academic Teaching Position?": A Resource Guide
http://cfe.unc.edu/teaching/teaching_position.html

COMPUTER SERVICES

INFORMATION TECHNOLOGY SERVICES (ITS)

ITS Response Center (Help Desk)

Ph: 919-962-HELP (4357)

help@unc.edu

<http://its.unc.edu/Support/itsresponsecenter/index.htm>

Technical Support Page: <http://help.unc.edu/index.htm>

The ITS Response Center (ITRC) strives to provide the highest level of customer satisfaction through effective and professional IT support, in partnership with campus units. There are multiple ways to get technical help from the ITRC:

- Submit a Help Request online: <https://www.unc.edu/ar-bin/websub/index.pl>
- Call 919-962-HELP (4357)
- Chat online with the Help Desk: <https://its2.unc.edu/itrc/chat/index.html>
- Walk-in to one of our offices: <http://help.unc.edu/2083>

EMAIL ACCOUNTS

Within the School of Medicine:

To set up an email account, postdocs can visit Medical School Wing B, Rm. 109 in person or request an email account via the Internet using the online form found here:

http://www.med.unc.edu/wrkunits/1dean/ois/emailrequest_1.html. This will lead to an email address with a “med.unc.edu” extension.

Outside of the School of Medicine:

“Onyen” = “The only name you’ll ever need”

To create an “Onyen” or username, and password, postdocs can visit

<https://onyen.unc.edu/>. This will lead to an email address with an “email.unc.edu” extension.

ITS Computer Labs

The mission of the ITS Computer Labs is to assure access to computing resources for all university faculty, staff, students, and postdocs by providing conveniently located public computer facilities with up-to-date, well-maintained hardware, software, and printing services. For location information, visit <http://its.unc.edu/labs> or contact the ITS Response Center.

UNC Medical School Office of Information Systems (OIS)

OIS supports users in the School of Medicine. If you are employed in the School of Medicine, see instructions above for setting up an email account.

There are multiple ways to get technical help from OIS:

- Walk-in support: MacNider Hall, Room 065, 9:00 am–4:00 pm, Monday – Friday.
- Phone support – Call 919-966-1325, 8:00 am–5:00 pm, Monday – Friday
- Email: help@med.unc.edu

- Website: <http://help.med.unc.edu>

DISABILITY SERVICES

Disability Services

100 E. Franklin St., Unit 110, CB# 9160

Chapel Hill, NC 27599-9160

Ph: 919-966-3576

Fax: 919-962-2562

equalopportunity@unc.edu

<http://equalopportunity-ada.unc.edu/index.htm>

The University of North Carolina at Chapel Hill is committed to equal opportunity in all aspects of employment for qualified disabled individuals. The University makes reasonable efforts to accommodate disabled individuals and/or veterans unless to do so would impose an undue hardship. The Equal Opportunity/ADA Officer in consultation with other University offices is responsible for ensuring that appropriate accommodations are available for employees or applicants for employment who self identify. <http://www.unc.edu/depts/eoada/disability.html>

Disability Parking: Applications for disability parking and transportation are available at the Public Safety Building on Manning Drive. Disability applications can also be faxed or mailed by calling The Department of Public Safety at (919)-962-3951.

Campus Map for Disability Parking:

<http://www.dps.unc.edu/maps/disability/Disability.pdf>

EQUAL OPPORTUNITY/ADA OFFICE

EQUAL OPPORTUNITY OFFICE

100 E. Franklin St., Unit 110 CB# 9160

Chapel Hill, NC 27599-9160

Ph: 919-966-3576

Fax: 919-962-2562

equalopportunity@unc.edu

<http://equalopportunity-ada.unc.edu/index.htm>

Vision Statement: The Equal Opportunity/ADA Office seeks to facilitate a welcoming and inclusive environment which supports the right of every member of the Carolina community to learn and work in an atmosphere that promotes fairness, equity and access to its employment and educational programs.

Mission Statement: The mission of the Equal Opportunity/ADA Office is to provide leadership and guidance in support of the University's commitment to equal opportunity, affirmative action and diversity; effectively partner with leaders and members of the university community to promote equity and fairness in employment, education and university life; and continually advocate for a diverse, welcoming, and inclusive environment at UNC Chapel Hill.

The University of North Carolina at Chapel Hill is committed to providing equal access to our employment environment, and ensures that all employment-related decisions are in accordance with the principles of equal opportunity.

In addition to the services above, this office also serves UNC faculty and staff persons with disabilities of need for accommodations. The University has adopted a policy on Reasonable Accommodations in Employment. Please address your questions to the equal opportunity/ADA office or your HR facilitator. Visit the websites below for more information.

MEDIATION/CONFLICT MANAGEMENT

THE UNIVERSITY OMBUDS OFFICE

134 East Franklin Street, CB#5146

<http://www.ombuds.unc.edu/>

The University Ombuds Office is a safe place where all Carolina staff, faculty, and administrators are welcome to come and talk in confidence about any workplace issue, problem, or dispute. Our office supplements, but does not replace, the University's formal channels, such as the grievance policy. Use of our services is voluntary and free. Visitors will find our office a safe place to discuss their concerns, no matter how large or small. We also welcome suggestions about how to improve the workplace at Carolina, and we invite you to share good news with us.

ENVIRONMENT, HEALTH AND SAFETY

ENVIRONMENT, HEALTH AND SAFETY DEPARTMENT

1120 Estes Drive Extension, CB#1650

Ph: 919-962-5507

<http://ehs.unc.edu/>

UNIVERSITY EMPLOYEE OCCUPATIONAL HEALTH CLINIC (UEOHC)

145 North Medical Drive

2nd Floor, CB#1649

Ph: 919-966-9119

8:30 a.m. – 4:30 p.m., Monday through Friday (closed for University holidays)

The University of North Carolina at Chapel Hill Department of Environment, Health & Safety supports the University's core mission of teaching, research, and service by providing comprehensive environmental, health, and safety services to the University community. This includes education through training and consultation, maintaining a safe environment through recognizing and controlling health and safety hazards, ensuring a process of regulatory compliance, and minimizing future potential liabilities.

The Environment, Health and Safety Department (EHS) at UNC provides both instructor-led and on-line training options in a variety of areas. For the instructor-led course descriptions and schedule, visit <http://ehs.unc.edu/training/>. Instructor-led courses cover a variety of topics, including:

- Employee Orientation for Clinic Environment
- Annual Bloodborne Pathogens/Tuberculosis Update
- Employee Orientation for Laboratory Environment
- Radiation Safety Orientation Course
- IACUC-Animal Training
- Shipping of Infectious Substances and Other Biomedical Materials
- Fire Extinguisher Training

- CPR Training
A list of Self-Study Courses can be found on the EHS website:
<http://ehs.unc.edu/training/self.shtml>
Online course topics include:
- Bloodborne Pathogens
- Tuberculosis and Infection Control
- Healthcare Worker/Joint Commission General Safety Information
- Emergency Coordinator Annual Update
- Respiratory Protection for Tuberculosis
- Shipping of Infectious Substances and Other Biomedical Materials Annual Update
- Spill Prevention Control and Countermeasures (SPCC) Plan Training
- Laser Safety
- Safe Use of Fluoroscopic Equipment
- Using N95 for Respiratory Protection
- General Information and Service Request Contact
Information: http://ehs.unc.edu/ehs/docs/ehs_resp.pdf

HOUSING

OFF-CAMPUS HOUSING RESOURCES

To find information and off-campus housing availabilities, visit these Web sites:

- <http://millsrentals.com/>
- <http://www.newsobserver.com/rentals/>
- <http://www.coolbluerentals.com/>
- <http://housing.unc.edu/off-campus-housing.html>

INTERNATIONAL SCHOLAR SERVICES

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

FedEx Global Education Center, Room 2004

301 Pittsboro Street, CB#5240

Ph: 919-962-5661

<http://oisss.unc.edu/>

Hours of Operation: 9:00 a.m.-5:00 p.m. – Monday through Friday

Walk-in advising: 9:00-4:00 p.m. – Monday through Friday

Document Pick-up/Drop-Off: 8:00- 9:00 a.m. – Monday, Tuesday, Thursday, Friday

4:00-5:00 p.m. – Monday through Friday

International Student and Scholar Services (ISSS) serves as the principal administrative, programming, and advising office for over 2700 international students, faculty, and academic staff annually at UNC-Chapel Hill. ISSS offers the following services for international scholars who need information on visa and governmental matters and personal advising:

- U.S. government rules and regulations
 - Maintenance of immigration documents
 - Transfer of schools or employers
 - Cross-cultural adjustment
- In addition, ISSS works with three community service organizations:
- International Friendship Program
 - Conversation Partners Program
 - International Women’s Conversation Group

International Student and Scholar Services at UNC organizes annual tax seminars for those who file as non-residents for tax purposes. For a schedule of tax seminars and workshops visit: <http://oisss.unc.edu/resources/taxes.html>

ENGLISH AS A SECOND LANGUAGE

Support for Non-native Speakers of English at the Writing Center
Student & Academic Services Building (Lower Level)
450 Ridge Road, CB#5137
Ph: 919-962-0725
<http://www.unc.edu/depts/wcweb/esl/index.html>

The Writing Center offers free ESL support for Postdoctoral Scholars and faculty who want to improve their English skills or learn more about American life and university culture. Below are a few of the services offered for non-native English speakers. Visit the Writing Center website to find more information about their workshops and services:

- Writing groups are structured opportunities to provide and receive feedback on your scholarly writing. Groups are facilitated by Writing Center staff:
<http://www.unc.edu/depts/wcweb/esl/groups.html>
- Workshops are periodically offered on culture, communication, pronunciation, and other topics of interest: <http://www.unc.edu/depts/wcweb/esl/workshops.html>
- ESL Mini-Courses are short, non-credit courses on academic grammar, research writing, & professional presentations.
<http://www.unc.edu/depts/wcweb/esl/courses.html>
- International Coffee Hour is a series of social events coordinated by the Center for Global Initiatives each year where American and international students, scholars, and their families meet for an informal get-together.
<http://www.unc.edu/depts/wcweb/esl/coffee.html>

LACTATION ROOMS

Breastfeeding mothers can access lactation spaces at the following campus locations:

Brooks Building, Room FB 137
Computer Science Department
Lockable room with a comfortable chair, sink, and small refrigerator.

Carolina Women's Center
215 W. Cameron Avenue, Carriage House
962-8305
Hospital-grade breast pump available.

Center for Women's Health Research
104B Market Street (Southern Village)
843-7720
No pump available.

School of Education–Peabody Hall, Room 212C
Room should be open. If room is locked, the Business Office or Dean's Office will open the room.

Lineberger Comprehensive Cancer Center
No pump available. Curtained space in shower room in the first floor restroom. Push door to open.

MacNider Hall, Room 310
966-1321
This room locks from the inside. There is a door sign to indicate occupancy. Contains a sink, but no pump.

Murphy Hall, Room 004
962-7191
Keys available in Room 212 (must have UNC OneCard). No pump available.

School of Public Health–227A Rosenau Hall
Two hospital-grade pumps available.

Frank Porter Graham Student Union, Room 3200
962-2286
Keys available at Student Union Information Desk, No pump available.

Wilson Hall, Room G 32
Code available from Jason in room B 31.
No pump available.

If you have any questions, call 962-6008.
http://hr.unc.edu/benefits/work-life-and-wellness/parenting/CCM1_028715

RESEARCH SEMINARS

UNIVERSITY'S MASTER CALENDAR OF EVENTS

This online calendar includes events across all schools, colleges, departments, centers, and institutes at UNC. You may also search for events by specific schools, such as the School of Dentistry, the School of Public Health, and the School of Pharmacy.

<http://events.unc.edu/cal/main/showMain.rdo>

SCHOOL OF MEDICINE'S UPCOMING EVENTS

UNC's School of Medicine has also created an online listing of research seminars.

<http://www.med.unc.edu/www/events>

UNC RESEARCH EVENT REGISTRATION

Register for upcoming conferences, classes, workshops, seminars, and other training activities sponsored by various departments and offices at UNC-Chapel Hill.

http://cfx.research.unc.edu/res_classreg/browse.cfm

SPORTS/ CAROLINA ATHLETICS

SPORTS/ CAROLINA ATHLETICS

(ACC-Atlantic Coast Conference)

Ticket Information: 919-962-2296

Toll Free 1-800-722-HEEL (4335)

webtickets@unca.unc.edu

<http://tarheelblue.cstv.com/>

With five NCAA Men's Basketball Championships—including the latest in 2009, and numerous ACC basketball titles to its credit, Carolina is the only school in the nation that has placed teams in a football Bowl game, the NCAA Men's Basketball Final Four, the NCAA Women's Basketball Final Four and the NCAA Baseball College World Series within a two-year span. UNC sports teams consistently place in the national finals across the board. Last year, nine UNC teams had top-10 finishes, led by field hockey as a NCAA runner up. This helped UNC finish sixth in the Learfield Sports Directors' Cup, the NACDA-sponsored competition that is based on team finishes in NCAA post-season play in men's and women's sports. UNC's sixth place finish is the third consecutive Top-10 finish and the ninth in the last 10 years. You will find a multitude of varsity and junior varsity competitions to enjoy on campus. Whether it's wrestling in Carmichael Auditorium or a track meet on the new Irwin Belk track at Fetzer Field, UNC has excellent facilities to partake in your favorite sporting events. Major basketball universities (N.C. State, Wake Forest, and Duke) are just down the road, so things heat up quite a bit during the regular basketball season when the Tar Heels play their local rivals, and sizzle even more during March Madness!

FACULTY & STAFF ATHLETICS PROGRAM

As a member of UNC's Faculty, be sure to join the UNC Athletics Faculty & Staff Program for various discounts, exclusive special athletics events, and more! The goal of UNC Athletics is to increase UNC faculty and staff knowledge, involvement, and interest in Carolina Athletics, and to do so in the context of informative newsletters and enjoyable family-oriented events.

To take advantage of all of these benefits and stay informed, be sure to join the FANS listserv by sending an email to listmanager@listserv.unc.edu with message "SUBSCRIBE FANS".

TICKETS FOR SPORTING EVENTS

Before planning to attend sporting events at UNC, become familiar with UNC Faculty and Staff Athletic Ticket Policies: www.tarheelblue.com/faculty

Postdoc Scholars are not eligible to participate in the student lottery.

UNC Athletic Ticket Office is located in the Ernie Williamson Athletic Center (two buildings to the left of the Dean E. Smith Center on Skipper Bowles Drive), 8:00 a.m.–5:00 p.m., Monday–Friday

FREE ACCESS SPORTS

UNC employees and postdocs gain free access for themselves and their immediate families to regular season home Olympic Sport* events, regular season home Women's Basketball games, and regular season home Baseball games by displaying either their complimentary pass, UNC One Card or UNC Hospitals ID at the gate of the sporting facility, based on availability in all instances.

(*Olympic Sports include: Men's and Women's Soccer, Women's Basketball, Men's Lacrosse and Baseball.)

NOTE: UNC One Cards, UNC Hospital IDs and complimentary passes are not valid for post-season ACC and NCAA Championship events.

TRANSPORTATION & PARKING

DEPARTMENT OF PUBLIC SAFETY

285 Manning Drive

Ph: 919-962-3951

Hours of operation: 7:30 a.m. – 5:00 p.m., Monday through Friday

<http://www.dps.unc.edu/>

Campus Parking

Finding a place to park on or near campus is virtually impossible, although early birds can sometimes nab a space on Cameron Avenue around 7:00 a.m. You can also vie for metered parking on Raleigh Street or Franklin Street if you are planning on coming into campus for only a few hours. If you absolutely must drive to campus, you can usually find a spot in one of the public lots or garages on Franklin Street or Rosemary Street, but these will run you between \$6 and \$10 per day. For information and a map of downtown parking options:

<http://www.townofchapelhill.org/index.aspx?page=192>

If you plan to park your car at UNC or UNC Hospitals between 7:30 a.m. and 5:00 p.m. on weekdays, you will have to apply for a parking permit from the Department of Transportation and Parking. Fees for the permits vary depending on the parking zone to which you are assigned. Your assigned zone will be the only zone in which you will be allowed to park, and you must display your permit. However, after 5:00 p.m. on weekdays, and on weekends, you can park in any unreserved space with the exception of those in resident student lots, which do not become available until 9:00 p.m.

NOTE: Parking spaces and parking permits for on-campus parking are allocated per individual department. Please contact your HR facilitator or parking coordinator for information, fees, and availability of permits.

Vehicles parked illegally may be cited by Parking Enforcement and subsequent violations may result in further citations, immobilization (“booting”) of a vehicle, or towing. Citations may be appealed through the Department of Transportation and Parking’s Appeals Office within (10) days of citation. To appeal a citation, visit www.dps.unc.edu.

Chapel Hill Transit

919-969-4900

Chapel Hill Transit operates over 15 fixed bus routes, which provide service to the towns of Chapel Hill and Carrboro and the UNC-Chapel Hill campus. The routes cover most of the apartment complexes in the Chapel Hill/Carrboro area. The buses are efficient and clean and generally provide service between 6:30 a.m. and 7:00 p.m. on weekdays and between 9:00 a.m. and 6:00 p.m. on Saturdays. Buses run more frequently in the mornings and late afternoons; on weekends, they run on a much reduced schedule. During the summer, on holidays, and on days when the University is closed, the buses also run on a reduced schedule. For standard routes and schedules visit the CH Transit

website: <http://www.townofchapelhill.org/index.aspx?page=1176>

All routes in UNC Campus Zone are FARE FREE. Fares will still be charged for use of Tarheel Express, Orange County Public Transportation, and Triangle Transit Authority (TTA).

Visit the Triangle Trip Planner at www.gotriangle.org for advice on the best public transportation to your destination within the triangle area includes Chapel Hill, Durham, Raleigh, and TTA regional services. For complete schedules and more information, visit the Chapel Hill Transit website above.

Jump-Starts and Lockouts

Motorist Assistance Program

Ph: 919-962-8006

Hours: 7:00 a.m. – 9:00 p.m., Monday through Friday

After 9:00pm, weekends, and campus holidays: contact Campus Police, 919-962-8100

The Parking Control Division operates the Motorist Assistant Program (M.A.P.) weekdays from 7:00 a.m. -9:00 p.m., offering jump-starts or lockout key retrieval to any vehicle on campus. During all other times and campus holidays, the Campus Police will assist motorists. For more information visit their website:

<http://www.dps.unc.edu/Police/communityassistance/services/motoristassistprogram.cfm>

Park & Ride

<http://www.dps.unc.edu/transit/gettingtowork/parkandride/parkandride.cfm>

Chapel Hill Transit operates fare-free express and local bus service from Park & Ride lots in both Chapel Hill and Carrboro. Park and Ride service is a fast, efficient way to get to the UNC campus, hospitals, and downtown Chapel Hill. There are many park and ride lots to choose from located on the outskirts of Chapel Hill. Some lots require a UNC CAP permit that can be issued by calling the UNC Department of Public Safety or visiting the UNC Department of Public Safety's Employee Commuter Alternative Program (CAP) webpage (see below).

CAP (Commuter Alternatives Program)

<http://www.dps.unc.edu/Transit/gettingtowork/CAP/cap.cfm>

In an effort to reduce traffic congestion and the number of vehicles parked on campus, the Commuter Alternatives Program is designed to reward UNC faculty, staff and students who do not drive a Single Occupancy Vehicle (SOV) to commute to campus. The program is free and only requires that the CAP registrant commute to school or work, and not hold an SOV permit. If you are currently commuting using an alternative mode, you are already a part of this effort, so please take the time to join. The Commuter Alternatives Program encourages all forms of alternative transportation including bicycling, walking, transit, park and ride, carpool and vanpool, and Zipcar (UNC car sharing program – see below).

Postdocs are eligible for the Employee CAP program. To join the program, visit the above website to register online. Benefits include free bike registration, access to all Park and Ride lots, local merchant discounts, free local transportation, free temporary parking passes, local prize drawings, and Zipcar discounts.

Zipcar

<http://www.zipcar.com/unc/>

Ph: 866-494-7227

Offering new levels of freedom and mobility while decreasing the number of cars on

campus, Zipcar offers cars by the hour or the day. Zipcars are located on campus, and you can reserve a car 24 hours a day. Simply reserve online, let yourself into a Zipcar on campus with your Zipcard and zip away. Check with your HR facilitator or Zipcar administrator to learn about Zipcar usage through your department. Or, if you plan a personal trip you can register for an individual account. Once you register and pay an annual fee, your gas, maintenance, insurance, and designated parking are all included in an hourly rate.

Zimride

<http://zimride.unc.edu>

Zimride, a private ridesharing network, makes it easy for students, staff and faculty to find shared rides and share costs. To try it out, visit <http://zimride.unc.edu>, select “UNC Chapel Hill” as your network, log in using your ONYEN, and add a ride posting. You will be guided through posting your commute or a longer trip. You can also find someone to share the ride in a Zipcar.

EZ Rider

<http://www.townofchapelhill.org/index.aspx?page=751>

Special services for the mobility impaired are available through the EZ Rider service. This is a demand responsive service designed for eligible passengers who have difficulty riding the fixed route service. Trips must be scheduled in advance and passengers must be certified by a physician to be eligible for the service.

Triangle Transit Authority (TTA)

Ph: 919-485-RIDE (7433)

<http://www.triangletransit.org/>

TTA offers regional bus service between UNC, Duke, Durham, RTP, and Raleigh. Visit TTA website for routes, schedules, fares, and pass information. For more information on TTA’s service to the Raleigh-Durham International Airport (RDU), please visit <http://www.gotriangle.org/transit/service-to-airport/>.

Ridesharing:

TTA offers an online ride-matching service (www.sharetherideNC.org) for those interested in carpooling. Visit <http://www.gotriangle.org/rideshare/carpool/> for more details.

TTA also offers vanpooling options at a discount for CAP members. See CAP section above, and visit <http://www.gotriangle.org/rideshare/vanpool/> for more details.

Duke-UNC Free Bus Service

Ph: 919-684-2218

<http://www.robertsonscholars.org/bus/>

The purpose of the Robertson Express Bus is to facilitate cooperation between Duke University and the University of North Carolina at Chapel Hill. We would like to encourage you to take advantage of the educational, cultural, and social offerings on both campuses. Buses depart from and arrive at Duke (Chapel Circle Stop) and UNC-Chapel Hill (Morehead Planetarium Stop) on the half hour and hour. This express bus makes no stops between Duke and UNC-Chapel Hill. Service is free for all persons holding a Duke or UNC-Chapel Hill I.D.

TRAVEL

Travel reimbursements to conferences, professional meetings, etc should adhere to the travel guidelines established by the State of North Carolina. Postdocs should have a contact within their department for reimbursements. Contact the travel services department if you have questions regarding your travel or visit the website links: <http://financepolicy.unc.edu/Document/results?ssCatId=30> and <http://finance.unc.edu/procurement-services/travel-services/allowances.html>.

CAROLINA WOMEN'S CENTER

CAROLINA WOMEN'S CENTER

215 W. Cameron, CB#3302

Ph: 919-962-8305

cwc@unc.edu

<http://womenscenter.unc.edu/>

The Carolina Women's Center pursues gender equity on behalf of the students, postdoctoral scholars, faculty and staff at UNC. Our current work focuses on five major gender equity issues: family advocacy; violence prevention; closing gender gaps; combating sex trafficking; and gender, difference and diversity. We provide educational and co-curricular programming, engage in policy and advocacy initiatives, and facilitate interdisciplinary research that supports work on our gender equity issues.

Our Mary Turner Lane Reading and Resource Room is full of books and DVDs about women's and gender issues; visit the CWC Carriage House and check it out. And, if you're a parenting student, feel free to make use of our lactation space.

Sign up for our weekly listserv at cwc@unc.edu, visit our webpage to read our blog and newsletters, or join us at the numerous programs and events we sponsor throughout the year.

Research Support

RESEARCH UNITS

<https://research.unc.edu/units/>

Vice Chancellor for Research

CB 4000

312 South Building

Chapel Hill, NC 27599-4000

Ph: 919-962-1319

Fax: 919-962-1476

<http://research.unc.edu/offices/vice-chancellor/>

The Office of the Vice Chancellor supports the university's research mission and leads the university's efforts in economic development. They can assist you in your research endeavors, encourage interdisciplinary activities, and foster programs that promote economic progress. They may also assist research efforts by providing startup and matching funds to support new programs and initiatives.

Office of Human Research Ethics

CB 7097

Medical School Bldg. 52

105 Mason Farm Road

Chapel Hill, NC 27599

Ph: 919-966-3113

Fax: 919-966-7879

<http://research.unc.edu/offices/human-research-ethics/>

The Office of Human Research Ethics (OHRE) is responsible for ethical and regulatory oversight of research at the University of North Carolina at Chapel Hill that involves human subjects. OHRE supports and oversees the work of the Institutional Review Boards (IRBs).

Office of Sponsored Research

CB 1350

104 Airport Drive Suite 2200

Chapel Hill, NC 27599

Ph: 919-966-3411

Fax: 919-962-5011

<http://research.unc.edu/offices/sponsored-research/>

The Office of Sponsored Research (OSR) provides assistance in all aspects of the research administration of externally funded research. They serve as an agent of the University to provide checks and balances related to compliance of federal, state, and University policies and regulations.

Office of Animal Care and Use

CB 7193

Chapel Hill, NC 27599-7193

Ph: 919- 966-5569

Fax: 919- 966-8429

<http://research.unc.edu/offices/iacuc/>

The Institutional Animal Care and Use Committee (IACUC) assists in the review and approval of research and teaching protocols involving the use of live vertebrate animals. The IACUC acts in accordance with the Public Health Service (PHS) policy on Humane Care and Use of Laboratory Animals, the Amended Animal Welfare Act of 1985, and the regulations of the United States Department of Agriculture (USDA).

Office of Clinical Trials

CB 1651
720 Martin Luther King, Jr. Blvd.
Chapel Hill, NC 27599-1651
Ph: 919-843-2698
Fax: 919-843-2399

<http://research.unc.edu/offices/clinical-trials/>

The Office of Clinical Trials (OCT) performs all administrative, legal, and pre-award budgetary functions for clinical trials. OCT provides a “one-stop” environment for clinical trial management.

Division of Laboratory Animal Science

CB 7115
1109 Bioinformatics Bldg.
Chapel Hill, NC 27599
Ph: 919-843-7992
Fax: 919-843-9340

<http://research.unc.edu/offices/laboratory-animal-medicine/>

The Division of Laboratory Animal Medicine (DLAM) is responsible for the care of all vertebrate animals on the UNC-CH campus. DLAM is committed to programs of excellence in veterinary care and laboratory animal management practices for all species used in UNC-CH research endeavors.

Office of Postdoctoral Affairs

CB 4100
301-B Bynum Hall
Chapel Hill, NC 27599
Ph: 919-962-9982
Fax: 919-962-6769

<http://research.unc.edu/offices/postdoctoral-affairs/>

The Office of Postdoctoral Affairs aims to enhance, support, and promote postdoctoral training at the University of North Carolina at Chapel Hill and help to prepare postdoctoral scholars for successful research careers. The OPA serves postdoctoral scholars, faculty, and human resources professionals in all disciplines, schools, and colleges across the University.

Office of Postdoctoral Affairs (Medical)

CB 4100
1114 Bioinformatics
Chapel Hill, NC 27599
Ph: 919-962-9982
Fax: 919-843-3654

Office of Research Information Systems

CB 2212
Bank of America Center
137 E. Franklin Street, Suite 31
Chapel Hill, NC 27599-2212
Ph: 919-843-2594
Fax: 919-962-3600

<http://research.unc.edu/offices/research-info-systems/>

The Office of Research Information Systems (ORIS) provides quality IT/IS support to Research offices involved in all aspects of the research enterprise at UNC CH. ORIS also designs and maintains cutting-edge information systems for use by faculty and staff within the research community.

Office of Research Development

CB 4012
307 Bynum Hall
Chapel Hill, NC 27599-4012
Ph: 919-962-7503
Fax: 919-962-7505

<http://research.unc.edu/offices/research-development/>

The Office of Research Development (ORD) takes an entrepreneurial approach to enhancing the research mission of UNC CH by promoting multi and interdisciplinary research efforts, facilitating collaboration within and external to the university, and coordinating the university's internal process for limited submission grants and awards. They may also aid in identifying funding opportunities.

Office of Federal Affairs

CB 7006
300 Bynum Hall
Chapel Hill, NC 27599-7006
Ph: 919-843-0050

<http://research.unc.edu/offices/federal-affairs/>

The Office of Federal Affairs (OFA) assists faculty and campus leaders to identify opportunities and to secure federal research support. They also act as liaison between the university and the North Carolina Congressional delegation, and they strengthen the university's visibility and contributions to national policy by representing the institution in interaction with federal agency personnel, colleagues from peer institutions, and coalitions of university advocates.

Office of Research Communications

CB 4106
Bank of America Building Suite 600
Chapel Hill, NC 27599-4106
Ph: 919-962-6136

<http://research.unc.edu/offices/research-communications/>

The Office of Research Communications (ORC) serves the university by conveying the value and benefits of UNC research to the people of North Carolina and the world. The ORC produces and publishes research-related content for other UNC publications, annual reports, fact sheets, and other materials for UNC Research.

Office of Technology Development

CB 4105
308 Bynum Hall
222 E. Cameron Ave.
Chapel Hill, NC 27599-4105
Ph: 919-966-3929
Fax: 919-962-0646
<http://otd.unc.edu/>

The Office of Technology Development (OTD) serves to fulfill UNC's mission to advance knowledge, enhance education, and solve societal problems and enrich the quality of life in the State of North Carolina. When UNC-Chapel Hill faculty, staff and students report their innovations, OTD evaluates the innovation for its commercial potential, takes steps to obtain appropriate protection for the intellectual property represented by the innovation, identifies strong prospects for commercial partnership, and negotiates an appropriate licensing agreement.

Research Compliance Program

CB 9103
Bank of America Center, Suite 501
137 E. Franklin St.
Chapel Hill, NC 27599-9103
Ph: 919-843-9953
Fax: 919-843-9005
<http://research.unc.edu/offices/research-compliance-program/>

The Research Compliance Program (RCP) is committed to advancing the highest standards of ethics, integrity and honesty, and to compliance with all applicable laws, regulations and policies governing research, privacy and conflict of interest. The Program strives to promote best practices and ethical behavior and to deter activity contrary to these standards.

Department of Environment, Health, and Safety

1120 Estes Drive Extension
Chapel Hill, NC 27599
Ph: 919-962-5507
Fax: 919-962-0227
<http://ehs.unc.edu/>

The Department of Environment, Health and Safety (EHS) is committed to providing a safe and healthful environment for all persons associated with the University, including faculty, staff, students, visitors, and members of the Chapel Hill community. The EHS is primarily responsible for environment, health and safety functions at the University, by developing EHS programs and performing various periodic inspections.

NCTraCS

Brinkhous-Bullitt 2nd Floor
Chapel Hill, NC 27599
Ph: 919-966-6022
Toll-free: 1-866-705-4931
<http://tracs.unc.edu/>

The North Carolina Translational and Clinical Sciences (NC TraCS) Institute aims to reduce the time it takes for laboratory discoveries to become treatments for patients, and to engage communities in clinical research efforts. To achieve their goals, TraCS offers a number of programs and services to assist researchers through all phases of the process of translating basic science discoveries into meaningful health advances.

Office of Undergraduate Research

CB 2800

220 Graham Memorial

Chapel Hill, NC 27599-2800

Ph: 919-843-7763

Fax: 919-962-1548

<http://www.unc.edu/depts/our/>

The Office for Undergraduate Research (OUR) aims to identify and eliminate financial, social, and/or cultural barriers so that all students can become full participants in our intellectual community. We have focused on expanding research-exposure courses across the curriculum so that students are supported in their initial experiences with creative work.

University Cancer Research Fund

CB 7295

UNC Lineberger Comprehensive Cancer Center

Chapel Hill, NC 27599

Ph: 1-866-869-1856

<http://unclineberger.org/ucrf>

The University Cancer Research Fund (UCRF) is a nation-leading investment to stimulate cancer research and reduce North Carolina's leading cause of death. The Fund builds upon the exceptional research base at UNC-Chapel Hill's Lineberger Comprehensive Cancer Center, the state's only public, NCI-designated comprehensive cancer center.

UNC Global Research

301 Pittsboro Street

Chapel Hill, NC 27516

Ph: 919-962-2435

http://global.unc.edu/?option=com_content&view=article&id=75&Itemid=81

UNC Global aims to infuse a global dimension throughout the University's teaching, research and service activities, to deepen and broaden UNC's global reach, and to enhance its global visibility. UNC Global serves the entire campus by supporting, promoting and facilitating UNC's global priorities, and represents the University in its work to become a global resource and to bring a global vision and international engagement to the state, region and nation.

LIBRARIES

<http://hours.lib.unc.edu/#all>

Hours subject to change. Visit website for current hours.

Davis (Main) Library

208 Raleigh Street
CB#3916
University of North Carolina at Chapel Hill
27515-8890
(919) 962-1053
<http://library.unc.edu/davis/>

Art (Sloane) Library
102 Hanes Art Center
CB# 3405
University of North Carolina at Chapel Hill
27599-3405
(919) 962-2397
<http://library.unc.edu/art/>

Government (Knapp) Library
Knapp-Sanders Building
Campus Box 3330
UNC-Chapel Hill, Chapel Hill, NC 27599-3330
T: 919.966.5381 | F: 919.966.4762
(919) 962-2760
<http://www.sog.unc.edu/library>

Health Sciences Library
335 S. Columbia St.
CB 7585
Chapel Hill, NC USA
27599-7585
(919) 962-0800
<http://hsl.lib.unc.edu/>

Information & Library Science Library
115B Manning Hall
CB #3360
Chapel Hill, NC
27514-3360
(919) 962-8361
<http://library.unc.edu/sils/>

Journalism (Park) Library
2d floor Carroll Hall
CB# 3365
University of North Carolina at Chapel Hill
27599
(919) 843-8299
<http://parklibrary.jomc.unc.edu/>

Law Library
Kathrine R. Everett Law Library
160 Ridge Road

Chapel Hill, NC
27599-3385
(919) 962-1191
<http://library.law.unc.edu/>

Music Library
Wilson Library
CB# 3906
UNC, Chapel Hill, NC
27515-8890
(919) 966-1113
<http://library.unc.edu/music/>

Science (Kenan) Library
G301 Venable Hall
CB# 3290
123 South Rd.
Chapel Hill, NC
27599-3290
(919) 962-1188
<http://library.unc.edu/science/>

Science Library Annex
Wilson Library
CB#3980
201 South Rd.
Chapel Hill, NC
27599-3980
(919) 962-2264
<http://library.unc.edu/science/>

Stone Center Library
Stone Center Building, Room 310
CB# 5250
150 South Road
UNC
Chapel Hill, NC
27599-5250
(919) 843-5804
<http://library.unc.edu/stone/>

Undergraduate (House) Library
203 South Road
CB#3942
University of North Carolina at Chapel Hill
27515-8890
(919) 962-1355
<http://library.unc.edu/house/>

Wilson Special Collections Library

200 South Rd. Wilson Library
Campus Box #3948
University of North Carolina
Chapel Hill, NC
27515-8890
(919) 962-3765
<http://www.lib.unc.edu/wilson/>

CORE RESEARCH FACILITIES

For full list of Core Research Facilities, visit <http://www.med.unc.edu/corefacilities/find-a-core-facility/listing-of-unc-core-facilities>

Individual Development Plan for Postdoctoral Scholars

Adapted and used with permission from the Federation of American Societies for Experimental Biology (FASEB)'s Science Policy Committee

Individual Development Plans (IDPs) for postdoctoral scholars provide a planning process that identifies both professional development needs and career objectives for the individual postdoc. Furthermore, IDPs serve as a communication tool between postdoctoral scholars and their mentors. An IDP can be considered one component of a broader mentoring program that needs to be instituted by all types of research institutions.

Goals of the IDP:

Help the postdoctoral scholar identify:

- Long-term career options he or she wishes to pursue and the necessary tools to meet these; and
- Short-term needs for improving current performance.

Benefits of the IDP:

The IDP provides postdoctoral scholars with a process that assists in developing long-term goals. Identifying short-term goals will give postdocs a clearer sense of expectations and help identify milestones along the way to achieving specific objectives. The IDP also serves as a tool for communication between the postdoctoral scholar and his or her faculty mentor/supervisor/PI.

Outline of IDP Process:

The development, implementation and revision of the IDP require a series of steps to be conducted by the postdoctoral scholar and her or his mentor. These steps are an interactive effort, so both the postdoc and the mentor must participate fully in the process.

BASIC STEPS

...for PIs/Faculty Advisor/Mentors

Become familiar with available opportunities, especially those offered through the NC State University Office of Postdoctoral Affairs (OPA) [<http://postdocs.ncsu.edu>].

Discuss opportunities with postdoc.

Review postdoc's IDP and offer input.

Establish regular review of progress and help revised the IDP as needed.

...for Postdoctoral Fellows

Conduct a self-assessment; look at your skills, interests and identify areas where you want to improve, gain more knowledge or strengthen skills.

Discuss goals and opportunities with mentor.

Write an IDP, share with mentor and revise, if needed.

Implement the IDP.

Revise the IDP as needed.

Postdoctoral Scholar Individual Development Plan

Name of Postdoctoral Scholar:

Implementation Date:

Department:

GOALS FOR THE POSTDOCTORAL EXPERIENCE

Research Projects postdoc is expected to undertake as well as any independent research projects the postdoc hopes to pursue:

Skills postdoc wishes to gain during postdoctoral experience (research, teaching, etc.):

Number of Articles postdoc plans to publish from postdoctoral experience (also note any goals to be first author, which journals to submit articles, collaborations in writing, etc.):

Grantwriting endeavors postdoc wishes to undertake (i.e., training grants, postdoctoral fellowships, co-author as senior personnel on a research grant, etc.).

National or Other Professional Meetings or Conferences postdoc would like to attend (also note any goals to present a topic, moderate a discussion, etc.):

Mentoring or Supervision of undergraduate or graduate students (or others) postdoc would like have responsibility for:

Teaching Experience postdoc would like to gain (course lectures, assistance with classes):

Service Activities that are of interest to the postdoc (serving on committees, assisting with departmental endeavors, etc.):

Additional Professional Development opportunities the postdoc would like to engage in (such as attending Office of Postdoctoral Affairs seminars/workshops; attending career fairs; strengthening presentation or English-speaking skills, etc.):

CAREER GOALS

What type of career is the postdoc interested in pursuing (faculty position in a research institution, faculty position at a teaching college, research scientist in industry, entrepreneur, etc.):

What does the postdoc need to achieve/accomplish to pursue his/her career goals (keep in mind the postdoctoral position is meant to be one that fosters independence as a researcher and a scientist; what will the postdoc need to be competitive for the career s/he wants to pursue)?

When does the postdoc anticipate starting his/her job search?

Are there issues/concerns that impact the postdoc's job search (such as visa issues, limited ability to move to a different area, etc.)?

ADDITIONAL GOALS/CONCERNS

This Individual Development Plan (IDP) was reviewed and discussed and will be used as a working document to assist both the postdoctoral scholar and the PI/faculty advisor with the overall goals, endeavors and expectations associated with the postdoc's appointment.

Date Reviewed:

Name of Postdoctoral Scholar

Name of PI/Faculty Advisor

Signature of Postdoctoral Scholar

Signature of PI/Faculty Advisor