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- Inside Iowa State
- Iowa State Daily
- Coffee, Tea & English
- Community Programs
- Driver Licenses
- Department of Music & Theatre
- Dining / Food
- Entertainment
- Events Calendar
- Food and Rental Assistance
- Friendships International
- Gallery 181
- Maintenance Shop
- Margaret Sloss Women’s Center
- Memorial Union
- Memorial Union Workspace
- Reiman Gardens
- Sports/Recreation
- Transgender LGBTSS
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Welcome

Welcome to Iowa State University! You have joined a vibrant community over 300 Postdoctoral Scholars who are being trained by our best research faculty and engaged in cutting-edge research using the latest technology.

The Graduate College is the administrative home for Postdoctoral Scholars Office. We believe Postdoctoral Scholars are valuable members of our institution because of the critical role they play in contributing to our research, scholarship and teaching mission.

This welcome packet is intended to:

1. Bring attention to valuable resources.
2. Serve as a reference while at Iowa State University.

Graduate College

- Postdoc Office Mission Statement
  A Postdoc appointment is a brief, intense, and pivotal time in one’s career. The mission of the Postdoc Office is to provide the Postdoc Community with support, professional development opportunities and tools to ensure postdocs take full advantage of this time to develop a sustainable and successful career path.

- Contacts
  Craig Ogilvie, Assistant Dean, cogilvie@iastate.edu, 515-294-5990
  Professional Development Opportunities, Grant Writing, Development of Mentoring Plans with your Faculty Sponsor/Supervisor

  Annie Hawkins, Postdoctoral Officer, anniehwk@iastate.edu, 515-294-0419
  Assist with questions/issues pertaining to Pre-doctoral or Postdoctoral appointment eligibility, renewals, salary, benefits or hiring procedures and Professional Development
  Office Hours: Monday - Thursday

  Ann Guddall, Business Manager, agguddall@iastate.edu, 515-294-7811
  Assist with questions/issues pertaining to Pre-doctoral or Postdoctoral appointment eligibility, renewals, salary, benefits or hiring procedures

- Communication Points
  Postdoc Resources E-Newsletter – once a month from Postdoc Office

  Graduate College Professional Development Calendar
  Listing of on campus and online opportunities. It is frequently updated.

Facebook: PDA and ISU Graduate Students
ISU Postdoctoral Association

The Postdoctoral Association provides a professional setting with guest speakers, great peer connections and discussions at social gatherings every month.

- PDA Website
- Facebook – ISUPDA (Iowa State University Post-Doc Association)
- LinkedIn - ISUPDA (Iowa State University Postdoctoral Association)

Getting Started

- Human Resources Info: Information for New Employees
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- Benefits
  Benefits Information (Pre and Postdoctoral Associates Tab)

Contact Information

benefits@iastate.edu
515-294-4800 or 877-477-7485
3810 Beardshear Hall

Benefit Consultants (ISU Benefits Office Staff Tab)

- Vacation/Sick Leave, Bridge Funding: Arrival of New Child, Retirement
  Details found on the Graduate College Postdoctoral Benefits Website

- University Holidays
  All faculty and staff, except employees paid on the XH pay base, are entitled to eleven paid holidays each calendar year consisting of nine scheduled university holidays and two personal holidays. Personal holidays are included in the employee’s monthly vacation accrual.

  The nine scheduled holidays established in the official university calendar, as defined from Iowa Code Section 1C.1, include:
  1. New Year’s Day (January 1)
  2. Martin Luther King Day (third Monday in January)
  3. Memorial Day (last Monday in May)
  4. Independence Day (July 4)
  5. Labor Day (first Monday in September)
  6. Thanksgiving Day (fourth Thursday in November)
  7. Friday after Thanksgiving Day
8. Christmas Day (December 25) fluctuate
9. One additional day each year as determined by the university administration

When a holiday falls on a Saturday, the Friday preceding will be declared the holiday. When any holiday falls on a Sunday, the following Monday will be declared a holiday.

- **Employee Assistance Program** (EAP)
  All Iowa State University employees have access to this program. The EAP is a 24/7 direct line to free, confidential and professional help when you need it. Eligible Participants include you, family members living in your home, and legal dependents who may live elsewhere.

  **ISU Employee Service Summary:**
  - In-Person Counseling Appointments (3/year)
  - Life Coaching
  - Financial Consultation
  - Legal Services
  - Real Life Solutions Employee Newsletter
  - Eldercare Resources
  - Better Living Web Resource

  EAP Links: [General Info](#) [Employee and Family Resource Website](#)

- **First Nurse**
  The Mary Greeley Medical Center First Nurse Call Center provides thoughtful health care advice, resources and referrals. It is a free, confidential health information service staffed by registered nurses. Available 24 hours, First Nurse can be reached by calling: Ames: 515-239-6877 Anywhere in Iowa: 800-524-6877

  *Advantage of First Nurse* - It can help determine whether your problem can be taken care of at home, or if you need to see a physician the next day. If you are advised to see a doctor, First Nurse will send documentation of your call to your physician’s office. When appropriate, you may be advised to go to the emergency room.

  Please be prepared to give the name of your physician, the medications you are taking and any health problems you may have. First Nurse does not replace 911. In a life-threatening emergency, always call 911.

**Policies**

- Graduate College Postdoctoral Research Associate Policy [Website](#)
  - Postdoc Office Mission Statement, Appointment, Salary, Re-Appointment, Additional Compensation, Graduate and Postdoctoral Bridge Funding Grant Program, and Resignation.

- [Graduate College Handbook](#)
  - Postdoc Definition, Appointment, Grievance and Dismissal.

- [University Policies – Policy Library](#)
ISU Resources

- **Environmental Health and Safety**
  Training and Services

- **Office for Responsible Research**
  Administrative services and leadership ISU's research compliance program.

- **The Lab - Interactive Movie on Research Misconduct**
  US Department of Health & Human Services Office of Research Integrity

- **Parks Library**
  - [Digital Repository](#)
  - [Bibliographic Management Software](#)
  - [Subject Librarian](#)
  - [Foundation Center Directory](#) – Funding Opportunities - Full access only available on Parks Library computers. Able to save information to jump drive or email out.

- **Statistical Resource**
  - [Statistical Consulting - Agriculture Experiment Station Consulting Group (AES)](#)
  Priority is given to clients from Agriculture and Biology, but help is available to researchers from other academic areas when time permits. If they cannot help they will refer. Make an appointment online or visit during drop-in hours

- **Grant Writing**
  Office of the Vice President for Research and Economic Development welcomes Postdocs to attend any of its grant writing seminars. Please see website for details.

- **Ombuds Office**
  The Ombuds Office is a service on campus that is professional, confidential, independent, and neutral resource available to informally work through work-place challenges with colleagues or supervisors, or policies and procedures. Think of the Ombuds Office as a confidential help desk. When you share your concerns with the Ombuds Officer, she can usually provide you with a range of information, assistance, options and resources to help you more clearly understand or even resolve your concerns. You then decide what course of action is best for you. There is also a wide range of resources available at the [Ombuds Office Resource Guide](#).

  Ombuds Office contact information: Elaine Newell, 37 Physics Hall, (515) 294-0268, ombuds@iastate.edu. Office hours: Tuesday, Wednesday and Thursdays.

- **Office of Equal Opportunity**
  University Non-discrimination Statement - "Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Inquiries regarding non-discrimination policies may be directed to Robinette Kelley, Director,
According to Federation of American Societies for Experimental Biology (FASEB), the purpose of the IDP is to "provide a planning process that identifies both professional development needs and career objectives. Furthermore, IDPs serve as a communication tool between individuals and their mentors."

The IDP will set a course for your appointment that will match your skills to your career ambitions. Of course, since your skills and goals will almost certainly change over time, the IDP will be an evolving document that you will return to with your mentor over the course of your appointment. The purpose of IDP is to build upon your current strengths by identifying areas for development and crafting a plan to address those areas. You
should work with your faculty mentor(s) to agree on a development plan that will allow you to be productive while positioning you to be successful in your chosen career.

**Sciences and Engineering**

For graduate students and postdocs in sciences and engineering, we recommend using AAAS’ free online tool [myIDP](#). This tool asks a series of questions on your: Interests, Skills, and Values. And provides several suggestions for possible career matches. It also contains links to career resources and tools to help you develop concrete plans, attend workshops, networking etc.

**Social Sciences and Humanities**

No equivalent online tool exists. Instead we recommend a [Self-Assessment Form](#) that is most likely to be a private document that the mentor(s) should not expect to see. The self-assessment form asks a number of questions based on the six core competencies, and the outcomes of the self-assessment will serve as the basis for the separate IDP form.

The [IDP form](#) should be shared in a draft form with the mentor(s) at the meeting where the graduate student or postdoc accomplishments and goals will be discussed in light of the core competencies and the graduate student’s career aspirations.

- **Graduate College Professional Development**
  
The Graduate College has identified 6-essential skills to help postdocs become successful in their respective disciplines.
  
  - Teaching
  - Research
  - Communication
  - Management
  - Career
  - Wellness

- **Professional Development Workshop Calendar**
  
  Focused Categories: Teaching, Research, Communication, Career, and Wellness.

- **Graduate College Career Services**
  
  Job Strategies, Cover Letters, CV’s, Interview Skills, Networking – CyHire, LinkedIn. Contact: Karin Lawton-Dunn, Coordinator, [kldunn@iastate.edu](mailto:kldunn@iastate.edu)

- **Writing Groups** - Peer support and accountability
  
  Organized every semester by the Postdoc Office which assists with the initial establishment of groups. Advertisement at the beginning of each semester via email and Graduate College Newsletter – Emailed periodically.

- **ISU Centers and Programs**
  
  **Center for Communication Excellence**
  
  Formerly known as the Academic Communication Program. The Center provides research writing workshops and seminar series using specialized writing software.
Center for Excellence in Learning and Teaching (CELT)
Preparing Future Faculty (PFF)
SP@ISU – Strengthening the Professoriate.

- Graduate College Emerging Leaders Academy
  Build collaborations, work across disciplines, and forge stronger solutions from diverse perspectives.

- Lectures Program
  All lectures are free and open to the public. The program is a collaborative effort between the Government of the Student Body and the Office of the Provost.

- National Professional Organizations
  Iowa State University provides free membership (with your iastate.edu email address) to the following groups:

  National Postdoctoral Association (NPA)
  Benefits of joining NPA:
  - A subscription to the NPA’s official quarterly newsletter
  - Reduced registration fees to the NPA Annual Meeting
  - Eligibility for the NPA Travel Award Program
  - Professional & Leadership Development including opportunities to serve and contribute your expertise on a variety of NPA committees
  - Networking opportunities with colleagues nationwide
  - National representation on postdoctoral issues

  National Center for Faculty Development and Diversity (NCFDD)
  Benefits of joining NCFDD:
  - Discussion Forum
  - Webinars
  - Library of past workshops downloadable slides and transcripts
  - Career Center - Workshops and Job Openings
  - Faculty Success Program

  Center for the Integration of Research, Teaching and Learning (CIRTL) Network
  Benefits of joining CIRTL:
  - Events: Coffee Hour Discussions, Cast Presentation Series, Teaching-as-Research
  - Bibliography of CIRTL Publications, etc

- Public Speaking
  International Toastmasters
  Since 1924, Toastmasters International has helped millions of men and women become more confident in front of an audience. Our network of clubs and their learn-by-doing program are sure to help you become a better speaker and leader.

  Groups located in Ames:
Ames Toastmasters  
Meets in Ames City Hall Conference Room
Town and College Toastmasters Club  
Meets on Campus
iToast Club #184  
Meets at the Public Library

Toastmasters Podcasts
The Toastmasters Podcast is like a radio talk show featuring interviews with Toastmasters usually featured in the *Toastmaster* magazine.

Coffee, Tea & English
Enjoy English conversation and learn more about American culture and language with small group discussions over coffee or tea. American ISU students and community members have volunteered to make your transition to Ames easier, and it is FREE! The program is co-sponsored by Bridges International, Cru & International Students and Scholars Office.

English Together
English Together: Daily English Conversations gives international students, scholars, and community members opportunities to improve their English through conversation, games, and topics of interest.

International Postdoctoral Scholars

- [International Students and Scholars Office](ISSO)  
Resource Point for all International Scholars

- [International Postdoc Survival Guide](ISSO)

  Informative Guide from the National Postdoctoral Association

  - Postdocing in the U.S.
  - Beginner's Guide to Income Taxes
  - So, Nobody Will Give You a Credit Card?
  - Going in With Your Eyes Open
  - Signposts to Living in the U.S.
  - Keeping in Touch

  A Quick Guide to Visas

Community Life

- [Life in Ames](ISSO)
- [Campus Radio – KURE 88.5](ISSO)
- [Iowa Public Radio – WOI Radio](ISSO)
- [Inside Iowa State](ISSO)
- [Iowa State Daily](ISSO)
- [Coffee, Tea & English](ISSO)
- [Community Programs](ISSO)
- [Driver Licenses](ISSO)
- [Department of Music & Theatre](ISSO)
- [Dining / Food](ISSO)
- [Entertainment – On Campus / Ames Area](ISSO)
- [Events Calendar](ISSO)
- [Food and Rental Assistance](ISSO)
- [Friendships International](ISSO)
- [Gallery 181](ISSO)
- [Maintenance Shop](ISSO)
- [Margaret Sloss Women’s Center](ISSO)
- [Memorial Union](ISSO)
- [Memorial Union Workspace](ISSO)
- [Reiman Gardens](ISSO)
- [Sports/Recreation](ISSO)
- [Transgender LGBTSS](ISSO)
- [Veterans](ISSO)
- [Volunteer Income Tax Assistance Program](ISSO)
- [Volunteering](ISSO)