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- Inside Iowa State
- Iowa State Daily
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- Driver Licenses
- Department of Music & Theatre
- Dining / Food
- Entertainment
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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
Carolyn Cutrona, Associate Dean, ccutrona@iastate.edu, 515-294-5990
Professional Development Opportunities, Grant Writing, Development of Mentoring Plans with your Faculty Sponsor/Supervisor

Misty Treanor, Postdoctoral Coordinator, mcarder@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

Lynette McBirnie-Sprecher, Business Manager, mcbirnie@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
  Information for New Employees
  New Employee Check-Off List
  Self Service through Access Plus
  University Resources
  University Policies

- 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.

- **Retirement Benefits**
  All Postdoctoral Associates are eligible to participate in a 403(b) supplemental retirement plan. The supplemental retirement plan allows enrolled participants to save for retirement by deferring a portion of salary into investments of the participant’s choosing. Salary deferrals can be made either pre-tax or post-tax. Participants are 100% vested in any salary deferral contributions to the plan. There are not matching contributions by the university to the supplemental retirement plan. Additional information on the specifics and how to enroll in the supplemental retirement plan can be found [here](#).

Domestic Post doctorate and Pre doctorate Associates who earn $1,000 in two consecutive quarters of employment are automatically enrolled in the Iowa Public Employees' Retirement System (IPERS). Additional information on the IPERS program can be found at their [website](#) and [handbook](#).

- **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 (6/year)
  - Financial Consultation (1/issue)
  - Real Life Solutions Employee Newsletter
  - Better Living Web Resource
  - Life Coaching (6/year)
  - Legal Services (1/issue)
  - Eldercare Resources
  - Phone-Based Support (unlimited)

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

- **CyRide**
  ISU Parking Systems subsidizes passes for staff, faculty members and postdocs:
  The subsidized passes are available at University Bookstore, or at the CyRide office, or through the mail. Any person who does not have a "Staff/Faculty" ID card must show a current Iowa State University pay stub to be eligible for the subsidized pass.

- **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 Consulting
  What we do: research design, sample size calculations; choosing statistical methods; use of statistical computing packages (R, SAS, and some JMP) to analyze data; interpretation of results.

- Grant Writing

- 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: Deanna Clingan-Fischer, JD, 37 Physics Hall, (515) 294-0268,ombs@iastate.edu. The Ombuds Office is open by appointment only.

- 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, Office of Equal Opportunity, Title IX/ADA Coordinator, and Affirmative Action Officer, 3350 Beardshear Hall, Ames, Iowa 50011, Tel. 515 294-7612, email eooffice@iastate.edu."

- University Links
AccessPlus
Campus Dining
Child Care
Computer Sales
CyRide Bus
Des Moines Airport Shuttle Service
Jefferson Lines Bus Service
Department of Music & Theatre
Events
Events Calendar
Inside Iowa State
Iowa State Center
Iowa State Daily
Iowa State University Homepage
ITS Accounts and Services
Lectures Program
Library
Map (campus)
Maintenance Shop
Memorial Union
Memorial Union Workspace
Nutrition Clinic
Recreation Services
Reiman Gardens
University Book Store
University Identification Card
University Map
University Museums
University Parking
Voice/Telephone WebCT

- Safety Listings
Stay Safe at Iowa State
Department of Public Safety
Emergency Numbers
Environmental Health and Safety
Help Van
ISU Alert
Weather and ISU
Tornados
National Weather Service
Safety Escorts
Ames Police
Violence-Free University
Sexual Misconduct and Sexual Assault
National Suicide Prevention Lifeline

Professional Development Resources
- Individual Development Plan (IDP)
  For Postdocs and Graduate Students
  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
  - Management
  - Research
  - Career
  - Communication
  - 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

- **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

- **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

 iTToast 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  
Informative Guide from the National Postdoctoral Association
  - Postdociing 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.
  - Been There, Done That!
  - A Quick Guide to Visas
  - Keeping in Touch

Community Life

Life in Ames
Campus Radio – KURE 88.5
Iowa Public Radio – WOI Radio
Inside Iowa State
Iowa State Daily
Coffee, Tea & English
Community Programs
Driver Licenses
Department of Music & Theatre
Dining / Food
Entertainment – On Campus
Ames Area
Events Calendar
Food and Rental Assistance
Friendships International

Maintenance Shop
Margaret Sloss Women’s Center
Memorial Union
Memorial Union Workspace
Reiman Gardens
Sports/Recreation
Transgender LGBTQIA+ Student Services
Veterans
Volunteer Income Tax Assistance Program
Volunteering