Postdoc Affairs Handbook

THE UNIVERSITY OF UTAH

GRADUATE SCHOOL

Office of Graduate Education
and Postdoctoral Affairs

Version
10/19/2026

Please Note: In any instance where information in this Handbook conflicts with University of Utah policy, University of Utah policy will take precedence

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Welcome

Welcome to the University of Utah! We are thrilled that you have chosen to continue your professional journey with us. The University of Utah is the oldest institution of higher learning in the state and one of only three R1 institutions in Utah. If you are a potential postdoc, we hope you will consider joining one of our many research labs.

The University of Utah takes the success and training of its postdoc population seriously. We are the home to the only Postdoc Affairs program in the state and are active participants in the promotion of excellent postdoc training at the local, regional, and national levels. Coupled with a leading academic medical center, a research-active campus generating over $600 million dollars in research funding each year, a reputation for excellence in producing successful startup companies, and competitive salaries and benefits, postdocs at the University of Utah have every opportunity to thrive in a flourishing and supportive environment.

Housed within the Graduate School Office of Graduate Education and Postdoctoral Affairs, Postdoctoral Affairs provides administrative support, professional development programming, and community building opportunities to over 450 postdocs yearly. We have an exceptionally close working relationship with the Utah Postdoctoral Association which provides us with unparalleled proximity to on-the-ground postdoctoral experiences. We offer numerous postdoc-specific professional development events every year and make many of the materials associated with these events available 24/7 through our online Canvas course. In addition to these events, we host yearly postdoc town halls and summer barbeques to allow postdocs to network and share their experiences while working at the University of Utah.

This handbook will outline the many resources available to postdocs through Postdoctoral Affairs and other relevant units at the University of Utah. It also lists many policies and guidelines that postdocs need to be aware of as they conduct their research here. We hope you will read and re-read this handbook whenever you need guidance and contact us whenever you need additional assistance. We look forward to getting to know you and your research and seeing you at our events throughout the year!

Best wishes,

Neil Vander Most
Director of Postdoctoral Affairs
University of Utah Graduate School

Postdoc Affairs at the University of Utah

Mission

The mission of Postdoctoral Affairs is to enhance, support, and promote postdoctoral training at the University of Utah.

Who We Are

Neil Vander Most
Director of Postdoctoral Affairs
The Graduate School Office of Graduate Education and Postdoctoral Affairs
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Dr. Vander Most earned his Ph.D. in Political Science from the University of Illinois Urbana Champaign. He joined the University of Utah in 2018 as a Learning Specialist with the School of Medicine before transferring to the Graduate School Office of Graduate Education and Postdoctoral Affairs. His research interests include Dutch & Belgian politics, as well as the dynamics of migrant integration into liberal democracies. Dr. Vander Most has over ten years of experience creating programming & policies for graduate and postdoctoral learners in various contexts.

How to Find Us

The Office of Graduate Education and Postdoctoral Affairs and Professional Programs is located in the **Gardner Commons Building** on the University of Utah campus. To schedule a meeting, please email the staff member you wish to speak with directly to set up a date and time.

The Graduate School Office of Graduate Education and Postdoctoral Affairs
University of Utah
260 Central Campus Drive, Room 3105
Salt Lake City, UT 84112-9016
Phone: **801-581-7642**

Starting your Employment

Understanding Your Contract

Postdoctoral Scholars at the University of Utah do not have standard contracts. This makes the terms of your specific contract very important. The contract should clearly state the terms of your appointment, including the beginning and end of your appointment, a brief description of the duties to be performed, amount of salary or stipend to be paid, and designation by name and title of your immediate supervisor. If you notice that these items are missing, or if you have any questions about the details of your contract, please discuss these with your supervisor or department immediately.

Titles / Job Codes

Because postdoc contracts vary from position to position, postdocs may have different job codes depending on the context and tasks for which they are hired. Job codes are important – they determine postdoc retirement and benefits eligibility and expectations regarding teaching responsibilities. Knowing your job code can help postdocs better understand their position and receive faster assistance from University HR and staff.

The seven most common postdoc job codes:

Code	Job	Retirement Benefit Eligible	Teaching Requirement
9205 9258	Postdoc Fellow	No Retirement Benefits	Teaching Required
9207	Postdoc Paid Direct (Grant Supported)	No Retirement Benefits	No Teaching Required
9210 9214	Postdoc Research Associate	No Retirement Benefits	No Teaching Required
9211	Postdoc Research Associate with Ret	Retirement Benefits	No Teaching Required
9213	Postdoc Fellow with Ret	Retirement Benefits	Teaching Required

** 9258 and 9214 are the patient-sensitive versions of 9205 and 9210 (respectively)*

Authorization for Employment / I-9

All employees are required to establish their identity and eligibility to work in the United States by completing a Form I-9. Employees must complete and sign Section 1 of the Form I-9 on or before the first day of employment. Employees must present the required documents (https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents) to the hiring official within three business days after the employee's first day of employment. Failure to meet this requirement will result in release from employment.

Social Security Number

A Social Security Number (SSN) is a 9-digit identification number issued by the United States Social Security Administration (SSA) to work authorized individuals. An SSN is required by the United States government for tax and employment reporting purposes. F-1 students and J-1 scholars must provide evidence of employment or a promise of employment before the SSA will assign an SSN. If applicable, you will need to get an appropriate employment letter and have an active SEVIS record. The SSA provides instructions specific to foreign workers: https://www.ssa.gov/pubs/EN-05-10107.pdf and https://www.ssa.gov/pubs/EN-05-10181.pdf. Please use this website to locate the Social Security Office closest to you: https://secure.ssa.gov/ICON/main.jsp. The Social Security Number (SSN) card is a very important document. Keep the SSN card in a safe place to avoid identity theft.

Visa and Travel Documents

All F1 trainees and J-1 Exchange Visitors that are studying at the University of Utah will need a Form I-20 or DS-2019 also known as, "Certificate of Eligibility for Nonimmigrant Student Status." Trainees will receive the Form I-20 from a Designated School Official or a DS-2019 from an Alternate Responsible Officer (email: International@utah.edu). Trainees must have their Form I-20 or DS-2019 with them at all times.

Direct Deposit

The direct deposit of paychecks can be arranged through the University's Payroll Office within its Human Resources Division. They have a helpful guide on their website (https://www.hr.utah.edu/forms/lib/Direct_Deposit_Help.pdf) detailing how to set up this service through the University's Campus Information Services portal (https://portal.app.utah.edu/).

Enrolling in Benefits

Employee benefits are coordinated through University Human Resource Management ("UHRM"). Benefits information can be found on their website (https://benefits.utah.edu/). Employees elect their benefits via the UBenefits web page (https://ubenefits.app.utah.edu/) . The university also offers several supplemental benefits through its UBenefits+ portal (https://universityofutah.corestream.com/login). These supplemental benefits may not be relevant for every postdoc. Please check the portal to see which benefits would be useful for your living situation.

Postdoc Benefits

Health, Dental, Vision

University employees in benefit-eligible positions at 50% FTE or greater are eligible to participate in the Employee Health Care Plan. Enrolled employees may also enroll their eligible family members. Coverage includes preventive services covered at 100%, services for family members on the autism spectrum, fertility assistance, and coverage for mental health and substance use disorders. The Plan is self-funded by the University. This means that the amount employees and departments pay must be enough to cover all claims and administrative expenses. The University pays approximately 90% of the cost and employees pay approximately 10%.

Dental Coverage is also available for those enrolled in medical coverage. The dental plan has no pre-existing condition waiting period and no deductible. Covered services are paid based on Regence BlueCross BlueShield's schedule of eligible dental expenses. Dental network includes ValueCare Dental Providers.

Moran Eye Center gives significant discounts on vision care for university employees. Those who wish for additional coverage can opt for a paid vision insurance plan through the Utah Benefits Plus program.

Full details of the University's health and dental plan can be found on the University of Utah Benefits website (https://benefits.utah.edu/health-care-and-dental-plans/).

EAP and Mental Health

Enrolled postdocs and other individuals residing in the posdoc's household have access, as part of their health care plan, to free services provided through the Employee Assistance Program, EAP. Services provided include counseling for a variety of concerns, stress and anxiety, substance abuse, grief or loss, and relationship counseling. When needs exceed the scope of what is typically provided by the EAP, individuals are referred to appropriate network providers. Visit the EAP WEBSITE (https://benefits.utah.edu/employee-assistance-program-and-mental-health/) to learn more and this program and the additional benefits offered.

WellU

WellU is an additional program offered to benefit-eligible postdocs at the University of Utah. Completion of the WellU Program requirements will result in a discount on your cost of health plan enrollment for the following year. The details associated with this program change year to year, so postdocs are encouraged to visit the WellU page, https://benefits.utah.edu/wellu-wellness-program/, to learn more about this program.

Retirement

The University has several different retirement plans, all designed to help employees save for retirement.

The 401(a) Defined Contribution Retirement Plan is funded by the University for employees who are eligible to be enrolled in that plan. Postdoc eligibility for the 401a Defined Contribution plan is highly variable and depends on the terms of their hiring contract. See the University-funded Retirement Accounts page for additional information (https://benefits.utah.edu/university-funded-retirement-accounts/). Please be aware that 401(a)-eligible postdocs hired after January 1, 2026 are subject to a four-year vesting period for their 401(a) account. Please see this website for additional information (https://benefits.utah.edu/retirement-plan-changes/). Postdocs hired for positions less than four years should carefully read the section "How Will Vesting Work for an Employee Hired into a Position Expected to Last Less than Four Years".

Certain individuals are not eligible for retirement benefits: employees serving as an exchange employee from outside the State of Utah (such as J-1 exchange visitors) and educational trainees and individuals whose employment is incidental to their educational program (such as F-1 students, including those with OPT and OPT STEM authorization and postdoctoral fellows). Postdocs who previously worked for the University must be reenrolled in the same plan upon rehire. New postdocs who were enrolled in a URS plan with another employer and wish to be enrolled during University employment, must complete the Irrevocable Election online before their first paycheck.

The University also has two retirement plans for employees to defer pre-tax or after-tax money. Employees can contribute to one or both plans up to annual limits set by the IRS. See the Employee-funded Retirement Accounts page for additional information (https://benefits.utah.edu/employee-funded-retirement-accounts/).

Employees may meet one-on-one with a licensed individual from Fidelity Investments, TIAA, or Utah Retirement Systems (for employees who have accounts with URS) for assistance in calculating saving needs and choosing investment options.

The University also has resources to assist employees as they are planning to retire. Eligible retirees retain access to some University benefits, including retiree health coverage. See the Planning for Retirement (https://benefits.utah.edu/planning-for-retirement/**)** and Retiree Benefits (https://benefits.utah.edu/retiree-benefits/) pages for additional information.

Paid Time Off Days

The University of Utah provides a variety of leave time for employees, including holiday, sick and vacation pay; medical leaves of absence; and special, non-medical leave time such as jury duty or bereavement. Postdoc Fellows are eligible for 15 vacation days per year and 8 hours of sick leave a month (assuming full-time employment, 1.0 FTE).

Tracking vacation and sick time usage varies widely department-to-department. Postdocs are encouraged to inquire with their department about preferred recording procedures prior to taking paid time off.

Parental Leave

All postdoctoral fellows may receive Parental Leave Benefits with full pay for a period of up to a total of eight (8) weeks to care for a child born ***to the postdoc*** *or* ***legally placed for adoption or foster care****.* Postdocs may also have the option to apply for an additional 4 weeks of unpaid FMLA leave. To learn more about the University's policy on paid leave, visit the HR website for parental leave, https://benefits.utah.edu/parental-leave-for-birth-or-adoption/, or read over common frequently asked questions, https://postdocs.utah.edu/policies/parental-leave/parental-leave-faq.php.

Library/Gym/UTA

Marriott Library: All postdocs have access the University of Utah library system. Your UCard is your library card. All circulating, physical collections are available for checkout. Electronic resources are available by logging in through the University of Utah with your University credentials. Most books, journals, documents and bound materials circulate for 120 days to University of Utah postdocs and Library Permit holders. Patrons are charged a lost item replacement fee after 14 days past the due date.

Campus Recreation Services: Postdocs may purchase either a six-month or annual membership to the Eccles Student Life Center. Part-time employees are not eligible for payroll deduction. Payment may be made by cash, check, credit/ debit card, or payroll deduction. A valid Ucard or CRS membership card must be presented to CRS personnel when entering a facility, participating in an activity, or renting equipment. The Eccles Student Life Center contains several world-class facilities including a 54-foot climbing wall, an aquatics facility with a 50-meter lap pool, several basketball and soccer courts, a boxing room, a weightlifting room, indoor running track, and more.

UTA: The University of Utah's partnership with Utah Transit Authority provides postdocs no-cost access to the majority of UTA services. Postdocs must use their UCard as a transit pass to tap on and off the card readers located on buses and train platforms when boarding and exiting. The card must be tapped on the card reader located on buses and TRAX stations when boarding and exiting. UCards are not transferable may only be used by the individual depicted on the card. The UTA has the authority to confiscate passes and ID Cards from those using them fraudulently.

UCards do not include Paratransit, Ski and Park City Services. Postdocs with a valid Summit County zip code may obtain a Park City Connect pass.

Other Benefits

Professional Headshots: Every week, the Digital Learning Technologies program hosts an event called "Headshot Wednesday." Postdocs can drop by the Video Studio in Marriott Library Room 1705 from 11:00 a.m. to 1:00 p.m. for a complimentary professional headshot session. No reservations are needed.

Considerations for International Postdocs

International Teaching Assistant Program (ITAP): The Graduate School Office of Graduate Education and Postdoctoral Affairs provides English as a Second Language instruction for its graduate students who are non-native English speakers. International postdocs are not required to participate in this program but may opt in pending the availability of open seats. This availability varies each semester. More information about this program can be found on its website (https://gradschool.utah.edu/ita/), or through contacting the ITAP manager, Kostiantyn Fesenko at k.fesenko@utah.edu.

English Proficiency Resources: The University of Utah does not provide no-cost English as a Second Language instruction for its staff. ESL courses can be found at Salt Lake Community College, and through the University of Utah's English Language Institute. The latter option requires postdocs to register as a student at the University.

Office for Global Engagement: The Office for Global Engagement (OGE) connects, informs, and supports the University of Utah's international initiatives. In addition to being the hub for the University of Utah's various study abroad programs, the OGE help promote the various area studies programs (https://www.global.utah.edu/global-programs/) housed throughout the university. International postdocs are encouraged to get involved with any global communities that interest them.

Off to a Strong Start

Getting a UCard

The Ucard is one of the most important items someone working on campus can have. This card allows you not only building access, but also library privileges, reduced priced tickets for campus event, free TRAX and bus fare, access to campus recreation services and programs, and much more (https://ucard.utah.edu/benefits/index.php). For more information visit the UCard Services website (https://ucard.utah.edu/).

The two locations where you can obtain your Ucard are:

Main Campus:
A. Ray Olpin Union building (200 S. Central Campus Dr.)
Room 158
Hours: M-F 8:00am-5:00pm

Main Hospital:
Acute Care Center (ACC) of the University of Utah Hospital (50 N. Medical Dr.)
Lower Level 2, Room B016
Hours: M-F 8:00am-3:00pm

Important Note: If you will be needing access to campus vivariums, you will need to request a 2+ designation on your UCard ID. This can be done during your visit to obtain your UCard.

Activating University Email

UMail is the officially designated email address for use by postdocs at the University of Utah. All official correspondence will be sent to your UMail, so make sure to check it often. In addition, the university requires that all official university business be conducted using an official University email account, so do not conduct university business on a personal email account. Your UMail will automatically be set up as your uNID@utah.edu. Connecting to campus UMail requires a client which can properly implement Two Factor Authentication (2FA/DUO/OAuth2). Though there are several clients which meet this criteria, MS Outlook is frequently considered to be the easiest.

Parking

Parking on campus requires a purchase of a Parking Permit. There are several different tiers for parking permits on campus, ranging widely in price based on what kind of access the commuter needs. Postdocs can purchase yearly permits with or without a payroll deduction. Additionally, postdocs can also purchase semester permits (Fall, Spring, and Summer) for select permits.

Your parking permit can be purchased through the Commuter Services website: (https://commuterservices.utah.edu/permits/)

You can view campus parking maps online (https://commuterservices.utah.edu/parking-maps/) to check which permit best serves your parking needs.

Canvas

Canvas (also known as Instructure) is the Learning Management System used by the University of Utah. Within a Canvas course, you can submit assignments, participate in discussions, view course grades, and collaborate with other trainees. There are two ways of accessing Canvas at the University of Utah. The first is through the university's Campus Information Service (CIS) portal (https://portal.app.utah.edu/). After logging in, locate the "Student" section and click the "Canvas Login" button. The second way to access Canvas is through the direct URL, canvas.utah.edu.

Wellness Offices

Starting as a postdoc at a new university can be a stressful experience. Employees in need of wellness resources are encouraged to take advantage of the Employee Assistance plan mental health benefit (https://benefits.utah.edu/employee-assistance-program-and-mental-health/). University of Utah Health employees also have the option of getting involved with their Resiliency Center and the great programs that it offers (https://healthcare.utah.edu/integrative-health/resiliency-center). Information about additional resources such as Crisis Lines and the Huntsman Mental Health Institute can be found on the following webpage: https://employeewellness.utah.edu/resiliency-center/resiliency-resources/.

Postdoc Life at the University

Postdoc Affairs

Postdoc Affairs is a campus-wide office tasked to enhance, support, and promote postdoctoral training at the University of Utah. Postdoc Affairs is housed within the Graduate School Office of Graduate Education and Postdoctoral Affairs.

Listserv: The primary method by which Postdoctoral Affairs communicates to the entire postdoc population of the university is through its email listserv. New postdocs are added to this listserv by Postdoc Affairs staff once a month. If it has been a month and you have not received any communication from Postdoc Affairs, please reach out to our office and we will be happy to help with troubleshooting.

Postdoc Affairs Update: Postdoc Affairs circulates a regular newsletter every two weeks via our listserv service. This newsletter outlines our upcoming events and other opportunities for postdocs throughout the university. This newsletter is the primary avenue through which our office communicates with the university postdoc community. Postdocs are encouraged to read it regularly so that they are aware of any relevant activities and opportunities.

New Postdoc Orientations: Postdoc Affairs offers new postdoc orientations four times a year. The details of each orientation are included in an email you will receive from our office upon starting your position. If you have not received an email about orientation one month after you begin your work, please reach out to Postdoc Affairs to ensure our office can contact you.

Workshop Series: Postdoc Affairs regularly holds professionalization workshops on topics relevant to postdocs. These are usually held once monthly. Details about these workshops are included in Postdoc Affairs Updates and can be found on our website calendar (https://postdocs.utah.edu/events/index.php).

Canvas: Postdoc Affairs hosts an online course through the University's "Instructure" / canvas learning management platform. This course contains a variety of handouts, videos, and resources associated with our professional development workshops. Postdocs are automatically added to this resource when they are invited to new postdoc orientations and receive periodic reminders from our office to join the course.

Career Advising: The Graduate School Office of Graduate Education and Postdoctoral Affairs houses embedded career strategists who specialize in helping graduate students and postdocs. Postdocs at the University of Utah are encouraged to meet with these specialists and use their services to succeed.

Travel Grant: Postdoc Affairs welcomes applications from current postdoctoral researchers at the University of Utah for travel assistance to attend professional conferences. Funding opportunities are available for those presenting their work either in person or virtually. Additionally, limited professional development support is offered for those interested in attending conferences where they are not presenting. It is important to note that each postdoc at the University of Utah is eligible to receive only one travel award throughout their postdoctoral career unless they have won an award as a prize for a contest or drawing. Postdocs attending in-person conferences are eligible for $500 of travel award

funding, whereas postdocs attending virtual conferences are eligible for $200. Further information and a submissions form can be found on the following webpage: https://postdocs.utah.edu/current-postdocs/funding-opportunities/postdoctoral-travel-awards/index.php .

National Postdoc Appreciation Week: The National Postdoc Appreciation Week (NPAW) is an initiative sponsored by the National Postdoctoral Association to recognize the significant contributions that postdoctoral scholars make to U.S. research and institutions. The week starting at the third Monday in September was officially recognized as NPAW by the U.S. House of Representatives in 2010. Postdoctoral offices and associations around the world hold special events throughout the week to raise awareness and express gratitude for the great work of their postdoctoral scholars. Postdoc Affairs has had the pleasure of leading the University of Utah's programming for NPAW for several years and continues to do so currently.

LinkedIn/Alumni: Postdoc Affairs maintains a LinkedIn group to facilitate connection with postdocs once they depart the University of Utah. This is currently the primary method Postdoc Affairs uses to contact postdocs once they leave. We encourage all postdocs to enroll in this group (https://www.linkedin.com/groups/14337080/).

Directors of Postdoctoral Scholars: Several departments have faculty who serve as the departmental "Director of Postdoctoral Scholars". If your department has a Director of Postdoctoral Scholars (DPS), please reach out to them and use their services as needed. These faculty members are there to promote postdoc success within their respective departments. All Directors of Postdoctoral Scholars get regular updates from Postdoc Affairs to ensure they are aware of postdoc opportunities on campus.

Individual Development Plans: An Individual Development Plan (IDP) is an essential tool that helps postdocs clarify their strengths, identify resources, and plan a successful professional transition. There are several self-contained tools available that are free and offer comprehensive guidance throughout the planning process. You can find several of these templates in our Professional Development for Postdocs canvas course (https://utah.instructure.com/courses/993998).

Utah Postdoctoral Association

The Utah Postdoctoral Association is an independent advocacy organization started by, run by, and for the postdocs at the University of Utah. The purpose of the UPDA is to be a sustainable organization that represents, supports, and enhances the postdoc community at the University of Utah. Their mission is to promote the social network and career development of postdocs at the University of Utah.

Newsletter: The UPDA circulates a regular newsletter every month via their "UPDA" listserv. This newsletter outlines their upcoming events and other opportunities for postdocs throughout the university. While there is some overlap between the content in Postdoc Affairs newsletters and UPDA newsletters, it is not uncommon for the UPDA newsletter to have unique opportunities. Please read their publication to make sure you are fully aware of all postdoc-related events at the University.

Monthly Meetings: The UPDA holds a regular meeting every month. These meetings are currently held on the first Thursday of each month at 4pm. At these meetings, members of the UPDA plan future programming and advocacy efforts aimed at improving the status of postdocs at the University of Utah.

More information about specific meetings can be found on the UPDA website (https://postdocs.utah.edu/upda/index.php) and through UPDA and Postdoc Affairs listserv communications.

Department-level Postdoc Associations

Several departments and units with larger postdoc populations have department level postdoc associations. These groups do an excellent job serving their local postdoc populations. The Huntsman Alliance for Postdocs (HAP) is an example of one such group dedicated to serving the needs of the postdocs working at the Huntsman Cancer Institute.

Postdocs who are fortunate enough to be in a department with a department-level postdoc association are encouraged to get involved with these groups. If your department does not have a department-level postdoc association and you would like to start one, Postdoc Affairs is happy to arrange a discussion about how best to do so.

Other Relevant Postdoc-related Offices

National Postdoc Association: The National Postdoc Association (NPA) (https://www.nationalpostdoc.org/page/About) is a non-profit, educational organization in Washington DC dedicated to improving the postdoctoral experience by supporting a culture of inclusive connection. At the individual, organizational, and national levels, they facilitate enhanced professional growth, raise awareness, and collaborate with stakeholders in the postdoctoral community.

Because the University of Utah is an institutional member of the NPA, all Utah postdocs are eligible for free NPA membership. Postdocs can sign up for their free "affiliate membership" via the NPA website. The NPA regularly hosts high-yield monthly workshops on topics of value to postdocs around the country. The NPA also regularly hosts a national conference on postdoc affairs in March. If you are interested in improving the experiences of postdocs at the University of Utah, please consider attending.

Office of the Vice President for Research: The Office of the Vice President for Research helps to accelerate innovation and discovery at the U (https://www.research.utah.edu/). Their office oversees numerous research administration units that provide support services, research opportunities, and professional development for researchers, students, and staff on campus.

Biomedical Research Education Office: The Biomedical Research Education Office (BREO) is a pillar within the Health Sciences Office of the AVP for Research (https://uofuhealth.utah.edu/breo). Their team works closely with individuals and offices across the University of Utah to coordinate, support, and enhance activities related to undergraduate, graduate, and postdoctoral trainees engaged in biomedical research.

Office for Research Education: The Office of Research Education provides comprehensive educational opportunities and resources for University of Utah affiliates engaged in responsible conduct of research (https://education.research.utah.edu/).

Institutional Review Board: The University of Utah Institutional Review Board conducts ethics reviews for research that includes human participants (https://irb.utah.edu/). They strive to protect the rights and welfare of human research participants by ensuring compliance with state and federal laws, as well as the high ethical standards set forth in University policy.

Office of Sponsored Projects: The Office of Sponsored Projects (https://osp.utah.edu/) supports University of Utah faculty through effective management of extramural sponsored proposals and awards funded by federal and state agencies, foundations, and other public and private sources. OSP is primarily responsible for interpreting and ensuring compliance with University policy, proposal and award terms and conditions, and applicable federal and state laws and regulations. OSP reviews and submits proposals on behalf of the University. They also draft, negotiate, and sign sponsored agreements and subawards.

International Student and Scholar Services: The International Student & Scholar Services office serves as the primary campus contact for international students, scholars, and alumni (https://isss.utah.edu/). They foster and support a global campus community as part of the University of Utah's vision of a welcoming and internationally connected campus.

Please be aware, if you are on an F-1 visa, participating in standard or STEM OPT, or on a J-1 visa in the Research Scholar category, or in a student category, participating in Academic Training (AT), the institution that issued the I-20 or DS-2019 is the only institution that can legally advise you as it relates to your visa status while on OPT or in the Research Scholar or student category (AT). Each institution (college or university) has their own interpretation of visa regulations, and how the University of Utah interprets visa regulations may be different from the institution that issued the I-20 or DS-2019 for you. The International Student and Scholar Services at the U can advise you related to your visa status if we issued your I-20 or DS-2019.

ISSS will offer guidance and consultation to your host department and/or the Graduate School at the University of Utah in all cases, even if the U did not issue your I-20 or DS-2019.

U Career Success: U Career Success is the primary career center for the University (https://careers.utah.edu/). Their mission is to empower every U student and postdoc to reach their full potential. Their approach to empowerment revolves around two key elements: a “no student left behind” mantra and their commitment to community partners.

Office of General Counsel: The Office of General Counsel provides legal services and advice regarding the University's legal matters to University administrators responsible for those matters (https://legal.utah.edu/). The OGC does not provide personal legal advice to faculty, staff, or students. The OGC may have instruction relevant to postdocs when the University’s legal matters intersect with postdoc affairs and concerns (e.g.: immigration law).

Martha Bradley Evans Center for Teaching Excellence: The Martha Bradley Evans Center for Teaching Excellence (MBECTE) (https://cte.utah.edu/) supports the University of Utah’s mission and core values of student success and teaching excellence by promoting engaging and transformational student learning experiences. MBECTE strives to improve teaching effectiveness through evidence-based pedagogy, while serving the needs of teaching-oriented faculty, instructors, and graduate students.

University Writing Center: The University Writing Center (UWC) is a teaching space committed to helping students develop as writers (https://writingcenter.utah.edu/). UWC tutors will not copyedit or write papers for their clients. Instead, they will be active listeners and readers; they will offer thoughtful suggestions and ask clarifying questions, help their clients to make effective rhetorical choices, and encourage them throughout their writing process – from brainstorming and outlining to drafting, revising, and editing. The UWC welcomes all currently enrolled University of Utah students - including postdocs and transfer students - and offers free, one-to-one consultations in person and online.

Society for the Advancement of Chicanos/Hispanics and Native Americans in Science: SACNAS (https://uofuhealth.utah.edu/sacnas) is an all-inclusive community dedicated to supporting broad representation in STEM fields to match the demographics of our nation and to fostering the success of scientists from under-served and all backgrounds. SACNAS is available to all postdocs, and their goal is to help their members attain advanced degrees, careers, and positions of leadership in STEM. They aim to provide a holistic approach to STEM training by organizing opportunities for professional development, cultural programming, resilience training, and a pipeline of support and mentoring within a national network.

Services for non-traditional postdocs: Non-traditional postdocs may find support services through the Center for Student Access and Resources (https://studentresources.utah.edu/) and the Center for Cultural and Community Engagement (https://culture.utah.edu/). The Center for Cultural and Community Engagement supports postdoc well-being and success by providing pathways to vibrant community and culture through education and celebration of unique heritage, experiences, and practices.

University Policies

Rule R6-309A

Rule R6-309A is the University of Utah rule that governs all postdoctoral fellows at the University of Utah (https://regulations.utah.edu/academics/rules/r6-309a.php). This rule details several policy items relevant to postdocs at the University of Utah. All postdocs are encouraged to read Rule R6-309A in full prior to beginning their roles. Any follow-up questions about the contents of said policy should be addressed to Postdoctoral Affairs. Rule R6-309A also includes Guideline G6-309A, which provides non-binding recommendations for postdoc compensation (https://regulations.utah.edu/academics/guidelines/g6-309a.php).

Rule R6-309A

There are several expectations in R6-309A that may impact postdocs in significant ways while they are working here. As recommended by the National Postdoctoral Association, R6-309A limits the length of a postdoctoral position to five years. Extensions to this time period can be requested if a postdoc has taken family leave or has other extenuating circumstances and can be requested from Postdoctoral Affairs. The rule also details what is expected in terms of a postdoc's review process, and how onboarding and termination procedures are to take place (see section below). R6-309A also explains the details behind the University's postdoc parental leave benefit.

Termination

Rule R6-309A lays out several parameters for the hiring and dismissal of postdoctoral scholars. Like other employees on campus, postdocs may be dismissed for cause. The individual's designated supervisor shall provide timely evaluations of the individual's job performance and make conscientious efforts to assist the individual to correct any unsatisfactory aspects of job performance. If unsatisfactory aspects of job performance persist, the supervisor must provide the individual with a written statement of difficulties and a reasonable time in which to correct them.

If at the end of the specified time the difficulties have not been resolved to the supervisor's satisfaction, the supervisor must give the individual written notice of pending dismissal, to become effective not less than thirty (30) days following the date of the notice. If the individual wishes to appeal the pending dismissal, the individual must submit, within the ten days following the notice of pending dismissal, a written appeal to the cognizant chairperson or dean. After considering both the notice of pending dismissal, the decision, and the appeal, the chairperson or dean shall decide whether to uphold or to rescind the dismissal notice. The chairperson or dean's decision is final.

Guideline G6-309A

Guideline G6-309A outlines recommendations for salary levels and raise timelines for postdoctoral fellows in all academic units. It recommends that units should use benchmarks for setting salaries, and that postdocs should receive yearly raises in recognition of an additional year of experience. The guideline also recommends protocols for how to provide this salary increase.

Nondiscrimination and Respectful Workplace

The University of Utah ("University") is committed to providing and fostering an environment that promotes mutual respect and is safe and free from discrimination or retaliation.

Discrimination & Sex-Based Harassment or Misconduct:

The University of Utah prohibits discrimination against individuals on the basis of race, ethnicity, color, religion, national origin, age, disability, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, pregnancy- related conditions, genetic information, or protected veteran status ("protected class"), in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. The University's Non-Discrimination Policy can be found here: https://regulations.utah.edu/general/1-012.php.

Sexual Misconduct: University of Utah policy prohibits sex discrimination, which includes sexual misconduct. Sexual Misconduct is the most egregious form of sex discrimination. Title IX of the Education Amendments Act of 1972 is the comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

Policies, procedures, and resources are in place to take immediate and appropriate steps to remedy violations of University policy and the university will take steps to end or eliminate the hostile environment, prevent its recurrence and to remedy the effects, as appropriate under each individual's circumstances.

The Office of Equal Opportunity and Title XI (OEO) is charged with responding to reports and investigating complaints of Discrimination, including Sexual Misconduct and Retaliation. The University's Policy prohibiting discrimination and retaliation, including reporting procedures, can be found here: https://regulations.utah.edu/general/1-012.php and here: https://regulations.utah.edu/general/rules/R1-012B.php

Abusive Conduct in the Workplace: University of Utah policy mandates that employees treat each other in a professional manner and with mutual respect. Respectful interactions foster a supportive environment vital to the success of not only each individual, but the entire university community. The University's policy regarding respectful relationships as well avenues for reporting perceived violations of these standards can be found here: https://regulations.utah.edu/general/1-021.php

Research Misconduct

The University of Utah takes research misconduct very seriously and will investigate and address all allegations of research misconduct. University Policy 7-001 defines research misconduct as fabrication, falsification, and/or plagiarism that seriously deviates from those practices that are commonly accepted within the research community for proposing, conducting, or reporting research. Misconduct does not include honest error or honest difference in interpretations or judgments of data.

In terms of said definition, “fabrication” means making up results and recording or reporting the fabricated results. “Falsification” means manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research and/or its results are not accurately represented in the research record. “Plagiarism” means the appropriation of another person's ideas, processes, results, or words without giving appropriate credit and without specific approval, including those learned of through confidential review of others' research proposals and manuscripts.

Policy 7-001 details a lengthy adjudication process which follows allegations of research misconduct (https://regulations.utah.edu/research/7-001.php). All postdocs who intend to conduct research at the University of Utah are encouraged to read Policy 7-001 in full prior to beginning said research. Any follow-up questions about the contents of said policy should be addressed to the university’s Office of Research Integrity and Compliance.

Authorship

Per Policy 7-020 (https://regulations.utah.edu/research/7-020.php), the University of Utah recommends that determinations of authorship be based on the following four criteria, defined by the International Committee for Medical Journal Editors (ICMJE):

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
- Drafting the work or revising it critically for important intellectual content;
- Final approval of the version to be published; and
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All postdocs who are publishing while at the University of Utah are encouraged to read Policy 7-020 in full prior to the publication of their work. Any follow-up questions about the contents of said policy should be addressed to the postdocs PI first, and then to Postdoc Affairs.

Patents, Copyrights, and Intellectual Property

Policy 7-002 provides guidance as to the University’s expectations on patents and inventions (https://regulations.utah.edu/research/7-002.php).

This policy states that as a condition of employment at the University, postdocs (and faculty, non-faculty academic employees, staff, and students) assign to the University all inventions they conceive, develop, reduce to practice, or create in the course of University research or with use of University resources. Inventors are entitled to a share of net revenue derived from the university’s commercialization of inventions.

Policy 7-002 details several additional policy items regarding ownership of inventions and intellectual property while employed at the University. All postdocs who intend to conduct research at the University of Utah are encouraged to read Policy 7-002 in full prior to beginning said research. Any follow-up

questions about the contents of the Policy should be addressed to the university's Technology Licensing Office.

University Name and Logo Use

Policy 3-163 outlines acceptable use for University trademarks (https://regulations.utah.edu/administration/3-163.php). All internal institutional use of University Trademarks must comply with the Brand Standards (University and U Health). These standards can be found online at brand.utah.edu. Faculty and Staff are permitted to use University Trademarks for use in their professional capacity as employees of the University of Utah. Any use of University Trademarks by faculty and staff (including postdocs) must comply with the Brand Standards and must adhere to the brand standards as posted by The University Brand Office on the Brand Standards website.

All postdocs who intend to use University of Utah trademarks are encouraged to read Policy 3-163 in full prior to any use of said trademark. Any follow-up questions about the contents of said policy should be addressed to University Marketing and Communications.

Ombuds Office

The Office of the Ombuds is a resource for **current members of the University of Utah and UHealth community which includes enrolled students, trainees, faculty, post-doctoral fellows, staff, and other employees** with a problem or concern, or those who need help determining appropriate process or policy.

The role of the ombuds is to be neutral and impartial, thus we do not advocate for individual community members, nor the university, rather we provide information on process and communication to aid individuals in making their own decisions. The Office of the Ombuds has no authority to take action regarding concerns; rather it provides confidential consultations to help community members understand their options and decide how to proceed. The Office of the Ombuds is a safe place to voice and clarify concerns, understand conflict situations, and discuss effective ways to respond. Importantly, talking with an Ombuds does not constitute formal notice to the University of Utah.

The Office of the Ombuds supports the Foundational Pillars of the University around cultivating an environment where the highest standards of intellectual integrity, teaching, research and scholarship are practiced.

The website for the Office of the Ombuds is: https://www.ombuds.utah.edu/

Living in Salt Lake City / Utah

On Campus Housing

Post Docs with families have second priority for the University's "Sunnyside" family apartments after all students are accommodated (https://apartments.utah.edu/). Postdocs must be affiliated with a University of Utah Academic College, Department, Interdisciplinary Program, and/or Division, AND categorized with a postdoc job code. Postdocs may then be eligible to live at Sunnyside Apartments for the duration of their departmental affiliation and/or program, based on yearly approval from the Main Office. The person meeting the university employee eligibility requirements for a family apartment must be either the spouse/domestic partner or single parent of any other occupants. Any questions regarding academic affiliation can be addressed to eligibility@apartments.utah.edu.

Off Campus Housing

The University of Utah maintains a website to help students find off-campus housing (https://www.offcampushousing.utah.edu/listing). Major apartment rental websites through KSL, Apartments.com, and Zillow are excellent tools to help find off-campus housing.

Campus Security

The university's Campus Security is led by the Chief Safety Officer. Public Safety includes police officers who are POST-certified and belong to three divisions (Administration, Patrol and Investigations). In addition, public safety contains an unarmed security force whose services include campus patrol, security escorts, building lock/unlock, motor vehicle assists, contracted security services, and event security. Public Safety provides security escorts, who are available 24/7/365 for campus community members who feel unsafe traveling around campus and require a personal escort from a campus security officer. In an emergency the police can be reached by dialing "911". For a campus security escort or any other inquiries, the police and campus safety officers may be reached at (801) 585-2677.

Public Transit

The Utah Transit Authority (UTA) is responsible for public transportation in the Salt Lake area. They have a well-developed bus system as well as a local light-rail system called the TRAX. They also manage a larger commuter-rail system called the "Frontrunner" that connects Salt Lake City and Ogden with their surrounding suburban communities. The University offers a free Frontrunner/TRAX/Bus passes to students and staff. For more information, schedules, and lines, please visit their website (https://www.rideuta.com/).

Neighborhoods in Salt Lake City

Salt Lake City has several neighborhoods, each with unique characteristics and advantages. Living in the northeastern or southeastern parts of Salt Lake City offer the easiest commutes. Neighborhoods such as Capitol Hill, Downtown, Central City, the Avenues, Yalecrest, Liberty Wells, University area, and Sugarhouse are close to the Campus and present few commute obstacles. These neighborhoods are well-served by the UTA's bus and light rail lines. For those wishing to live in the suburbs, the University is easily accessed via I-215 or I-80 and Foothill Blvd.

Utilities

While there may be some differences location to location, in most of Salt Lake City areas "Rocky Mountain Power" is the primary provider of electricity and "Enbridge Gas" (formerly Dominion Energy) is the primary provider of natural gas services. Water service providers often vary by municipality.

Banking

As a major urban area, most major US banks have offices in Salt Lake City. Postdocs are encouraged to check in advance whether or where their existing bank is in the Salt Lake City area. Several major banks are located near the University of Utah campus. These include Canyon View Credit Union, Wells Fargo, Zions Bank, Keybank, Bank of America and more. This is not an exhaustive list. Postdocs should research their banking options carefully and use a bank that best serves their needs.

Other Public Services

DMV: The state of Utah maintains several Department of Motor Vehicles offices. In Salt Lake County, these offices are in Draper and Taylorsville. In Utah, the issuing of driver's licenses is handled separately from DMV offices by an office known as the "Driver's License Division". In Salt Lake County, Driver's License testing centers are located in Salt Lake City (Fairpark Neighborhood), Draper, and Taylorsville. A full list of DMV locations and phone numbers can be found here: https://dmv.utah.gov/offices#saltlake. A full list of Driver's License Division testing centers locations and phone numbers can be found here: https://dld.utah.gov/office-locations-and-hours/ .

Post Office: There are several post office locations throughout the Salt Lake City metropolitan area. The ones closest to campus include a substation in the Campus Bookstore, a location near the campus research park (2255 Sunnyside Avenue), a substation inside the City Creek Harmons Grocery Store (135 E 100 S), and an office in the Sugarhouse neighborhood (1953 S 1100 E).

Child Care

There are two University accredited childcare centers. Biokids and UKids.

BioKids provides a nurturing environment where children are encouraged to develop into caring, self-sufficient individuals (https://biokids.utah.edu/). BioKids is a play-based program where children's individuality is honored; they believe that children learn skills and social consciousness through play. Biokids classrooms provide developmentally appropriate activities where each child can feel safe, challenged and valued. They expect and encourage children to respect each other and the world in which we live.

Ukids has three locations on campus for children aged 6 weeks to 9 years (President's Circle: https://presidentscircle.childcare.utah.edu/, East Village: https://eastvillage.childcare.utah.edu/index.php, and Guardsman Way: https://guardsman.childcare.utah.edu/). While there is generally a waiting list, priority is given to University affiliated families. More information can be found at the UKids Child Care Website (https://childcare.utah.edu/learn/ukids-enrollment.php).

For children 5 and up, the Office of Continuing Education offers on-line and on-campus programs for after school and during the summer through their Youth Education program. You can learn more about these programs at their website, https://continue.utah.edu/youth.

The Student Parent Support Center page, https://childcare.utah.edu/family-child-care-resources/local-care.php, is a great resource for off-campus child care recommendations.

Adventures in Utah

The University of Utah and the Salt Lake Valley are nestled at the base of the Rocky Mountains which, within a 30-minute drive, offer world class skiing and hiking. In addition, Utah has no shortage of dynamic museums, theaters, and nightlife. The state is most known for its globally renown natural attractions. Chief among these are the "Mighty Five" national parks: Zion, Bryce Canyon, Canyonlands, Arches, and Capitol Reef. These five parks do a superb job in showcasing the majesty of southern Utah's red rock landscape. For those seeking more alpine-focused excursions, Grand Teton National Park and Yellowstone National Park are only a five-and-a-half-hour drive north from Salt Lake City.