



JOHNS HOPKINS

BLOOMBERG SCHOOL
of PUBLIC HEALTH

Guidebook for Postdoctoral Fellows

TABLE OF CONTENTS

2	The JHU postdoc networking group and Postdoctoral Fellows Association
3	Postdoctoral Fellows Association Activities
4	Postdoctoral Fellows Association Committees
5	Professional Development and Career Office
6	New Postdoc orientation, ID badge and registration for classes and research
7	The Bloomberg Building numbering system
8	Denton Cooley Recreation Center
9	Life in Baltimore and City Guides
10	Things to do in Baltimore
11	Benefits for Postdoctoral Fellows – Health insurance
12	Benefits continued – mental health, Employee Assistance Program, vision, dental, disability
13	Benefits continued – life insurance, retirement, vacation and sick leave
14	Benefits continued – parental leave, family resources; Disability services, parking and SOURCE
15	Office of international services
16	Financial support and time in training for postdoctoral fellows
17	Required training for postdoctoral fellows
18	Mentoring guidelines and required IDPs
19	Conflict resolution and guidance through the university ombud and the PDF faculty mediators
20	Remediation and Disciplinary Action Policy for SPH postdocs
21	Remediation and Disciplinary Action Policy continued
22	Exit activities for postdocs

I would like to welcome you to the Johns Hopkins Bloomberg School of Public Health on behalf of the administration, faculty, and staff. You may be surprised to hear that you will be joining nearly 150 other postdoctoral fellows here at the school. This is an exciting time in your career as you transition from being a successful doctoral student to a more independent investigator.

Although you will quickly become absorbed in your own research, don't miss the opportunity to become part of the active, diverse research community of this school. Take chances and learn about something that is outside of your own graduate training. Postdoctoral work provides time to hone your knowledge and skills within your own research interests but can be enormously enriched by opportunities to work across disciplinary boundaries that you may not even know exist.

This period of your career should be innovative, productive, and busy but it is important not to become isolated from your peers. I strongly encourage you to join the private Postdoc Networking Group where postdocs across 9 campuses of the university can find each other based on common personal and professional interests. I also encourage you to engage the Johns Hopkins Postdoctoral Association (JHPDA) which unites postdocs across the East Baltimore campus, as well as a postdoctoral association within the school of public health. Another excellent resource is the JHMI Professional Development and Career Office available to members of the East Baltimore Campus. They provide a wealth of activities that will be valuable to you ranging from grant preparation to career planning.

I strongly advise you to work as soon as possible with your mentor to develop an Individual Development Plan (IDP) which is now an annual requirement of all university postdoctoral fellows. It is very easy to get caught up in the day to day of the whirlwind of daily life and it is important to keep your eye on your long-term goals; IDP's can help you do this and remind you to focus on what is most important to you.

This guidebook compiles information that can help you make the most of your time here and as you transition to the next stage of your career. In addition, I provide monthly orientations for new postdoctoral fellows where I cover everything of interest to JHSH postdocs, from salaries and benefits to professional development.

Please keep me informed about any problems that may arise and anything that I might do to enhance your experience at Hopkins. Enjoy!

**Valeria Culotta,
PhD**



Director of Postdoctoral Training
Johns Hopkins Bloomberg School of Public Health

WELCOME NEW POSTDOC!

*ARE YOU NEW TO HOPKINS? ARE YOU NEW TO BALTIMORE?
IF YOU'RE FEELING A LITTLE LOST ABOUT POSTDOCTORAL LIFE, YOU'RE
NOT ALONE. THERE'S A WHOLE COMMUNITY OF POSTDOCS WHO CAN
HELP YOU!*

Private Networking Group just for JHU postdocs

The Postdoc Group on [JHU OneHop](https://onehop.jhu.edu) is a **private networking group for current JHU postdocs and postdoc alums**. JHU has postdocs with specialties that range from bench science to public policy, the arts, engineering, business and much much more. On the postdoc networking group, you can find the many postdocs with diverse interests and backgrounds, communicate and collaborate. Please join this exclusive networking community by registering with this link. <https://onehop.jhu.edu/hub/alumni/groups-v2/postdocfellows>

The Johns Hopkins Postdoctoral Association (JHPDA)

The JHPDA is a volunteer organization run by Postdocs, for Postdocs. Whether you're looking to make some new friends, want to network or expand your career options, learn transferable leadership skills or simply have some fun, you can get this and more by getting involved with the JHPDA! This information overleaf details some of our achievements and activities.

If you ever have any questions or concerns about your experience as a Postdoc at Johns Hopkins, please do not hesitate to contact the JHPDA or attend one of our monthly meetings. These meetings are open to all Fellows.. You can find us on [Linked in](#), [Facebook](#), or [twitter](#).

JHPDA sends out regular email bulletins with information about upcoming events, opportunities and resources to School of Medicine, School of Nursing and School of Public Health Postdoctoral Fellows.



JOHNS HOPKINS POSTDOCTORAL ASSOCIATION

“ADVANCING SCIENCE BY HELPING YOUNG SCIENTISTS”

The Johns Hopkins Postdoctoral Association (JHPDA) was formed in 1992 and has been officially recognized by the University since 1994 making us one of the oldest Postdoctoral associations in the country. We serve approximately 1500 School of Medicine (SOM) approximately 150 School of Public Health (SPH) and 10-20 School of Nursing (SON) Postdoctoral Fellows. Membership is currently open to all Postdoctoral Fellows in the Johns Hopkins SOM, SPH and SON. The association is run completely by the volunteered efforts of our own Fellows.

The JHPDA serves the Postdoctoral community in a number of ways. We focus improving both the daily life and morale of Fellows, as well as long-term issues such as postdoctoral training, career development, and addressing changes in postdoctoral policy. Our main mission is to bring the interests and concerns of Fellows to the attention of the Johns Hopkins administration. We then work together to initiate constructive and mutually beneficial changes.

The JHPDA sponsors events to promote social integration, networking, and professional development of Postdoctoral Fellows throughout JHMI:

- Events for National Postdoc Appreciation Week
- Annual Postdoc Symposium in collaboration with the Homewood Postdoc Association
- Career development conferences, career workshops, and teaching programs in partnership with the Professional Development Office
- Social events throughout the year such as monthly happy hours, holiday events, a skiing trip, cultural outings, baseball games, and more
- Weekly newsletters and bulletins, written and edited by JHPDA members

Please feel free to contact us with any questions, comments, or concerns.

Johns Hopkins Postdoctoral Association

jhpda2@jhu.edu

postdoc@jhmi.edu



JOHNS HOPKINS POSTDOCTORAL ASSOCIATION

INTERESTED IN BECOMING AN ACTIVE MEMBER?

The JHPDA is a volunteer organization that helps the Hopkins Postdoc community on various fronts. We always welcome new ideas and are excited to have new members come on board! Any Postdoc can become a member of one or more of our committees (listed below). There is no minimum attendance; any level of contribution is welcome and greatly appreciated!

If you are interested in participating in these committees, please contact the committee chairs listed below.

Diversity Postdoc Alliance Committee: An interdisciplinary network for engaging, connecting and supporting postdoc fellows historically underrepresented in biomedical fields.

<https://www.jhpda.jhmi.edu/diversity-postdoctoral-alliance-committe>

Professional Development Committee: Organizes events for postdoc professional enhancement, including career information seminars and workshops. Promotes the development of professional skills for academic and non-academic (including industry, policy, and government) careers. Works closely with the JHMI Professional Development Office (PDO) to arrange speakers and panel discussions.

International Committee: Caters to the needs of international Postdocs. Organizes useful resources for International Postdocs, including a visa information session, information on settling into life in the US, and international-themed networking and social events.

Media & Communications Committee: Organizes the artful dissemination of information about JHPDA events and resources. Creates the weekly email bulletin and manages the JHPDA's online presence, including the website and social media sites (Facebook, LinkedIn, and Twitter).

Social Committee: Organizes social events for networking and social interactions away from work. In many ways, Socials represent the 'face' of the JHPDA as these events are often times the first way that Postdocs come into contact with the JHPDA. Activities range from happy hours at various locations on shuttle routes around the city, to whitewater rafting & ski trips, to nights out at the symphony. Socials and Internationals frequently collaborate on international-themed social events.

Policies & Advocacy Committee: Advocates and works with the university to resolve problems affecting the postdoctoral training experience. A bridge of communication between the postdoctoral community, representatives of the University Health System, the School of Medicine, and the Dean of Postdoctoral Affairs. Organizes the bimonthly Postdoc Orientation and annual events such as, "Speak out for Science" and the "JHPDA Annual Survey."

School of Public Health Committee: The goal of the Committee is to advocate for the specific needs of postdocs at the School of Public Health and create better links between the SPH and the wider JHPDA. We aim to work together with other Committees of the JHPDA to help support postdocs at the SPH through a range of activities.



The [JHM Professional Development and Career Office](#) of the Johns Hopkins Medical Institutions serves students, fellows, and junior faculty in the Schools of Medicine, Nursing and Public Health. The new [recordings page](#) includes virtual events.

Our services for students include:

- Weekly e-newsletter
- Free course: Your Research Career
- Including Funding, Publishing, Presenting, and Leadership Topics
- Workshops on CV writing, resume writing, networking, and interviewing
- Teaching Fellows in collaboration with local universities Employer information sessions
- Student and postdoc pages on our website
- Panels and speakers covering a wide range of scientific career paths

Individual consultation to discuss:

Fellowships and grants, career planning, job search strategies, mock interviews, etc.

Stop by or contact us:

Professional Development & Career
Office

1830 E. Monument, Suite 2-107

410-502-2804

Check the PDO Calendar of events

Douglas Dluzen, Ph.D., Director

NEW POSTDOCTORAL FELLOWS “TO DO” LIST

Any international or permanent resident arriving at The Johns Hopkins University to participate in a postdoctoral experience MUST check in with the International Services Office upon arrival. Please call 410-955-3371 and inquire with your departmental academic or HR coordinator for more information.

New Postdoc Orientation: Monthly virtual orientations are held by zoom at 4 PM, usually the first Tuesday of every month. Please see your departmental academic coordinator for details.

ID Badge and Access to JHU Online Resources

To pick up your ID Badge, obtain a request form from Records & Registration, Bloomberg building E1002, which provides verification of postdoctoral status and will allow “Postdoctoral Fellow” and degrees on your ID badge.

Take the completed form to the ID Office, Harvey 108 (Hospital).

- Restricted Access – If your postdoctoral fellowship requires access to card key restricted areas (i.e. animal research areas), see your departmental administrator for a Card Access System Request form and procedures for acquiring the appropriate approval signatures.

Registration/Tuition

- All postdoctoral fellows must register for Postdoctoral Research each of the four terms during the regular academic year. Registration is typically 16 credits/term, the equivalent to full time status. There is no tuition charge to the postdoc for registration. Part-time postdocs should also register full time status each term.
- A postdoctoral fellow may also register to take any didactic course for credit as long as the total of accumulated and registered credits is less than 16 over the duration of the postdoc training period (1-6 years). Each term’s registration should include postdoctoral research in the student’s department (XXX.830). To register for classes outside of BPSH, postdocs should open a SEAM (university Student Enrollment and Account Management) case to request enrollment using as topic area, Interdivisional Registration. Contact your departmental academic coordinator for more information <https://e-catalogue.jhu.edu/public-health/policies/academic/interdivisional-registration/>
- Do not register for classes in the summer or winter intersession, as you will be charged tuition.
- There is no limit to the number of courses a fellow may audit.
- Postdocs must register for classes in responsible conduct in research shortly after arrival. Please see your departmental academic coordinator for details.
- Shortly after arrival, postdocs must also complete the Title IX training requirement governing sexual misconduct in the workplace. Please see your departmental academic coordinator for details.

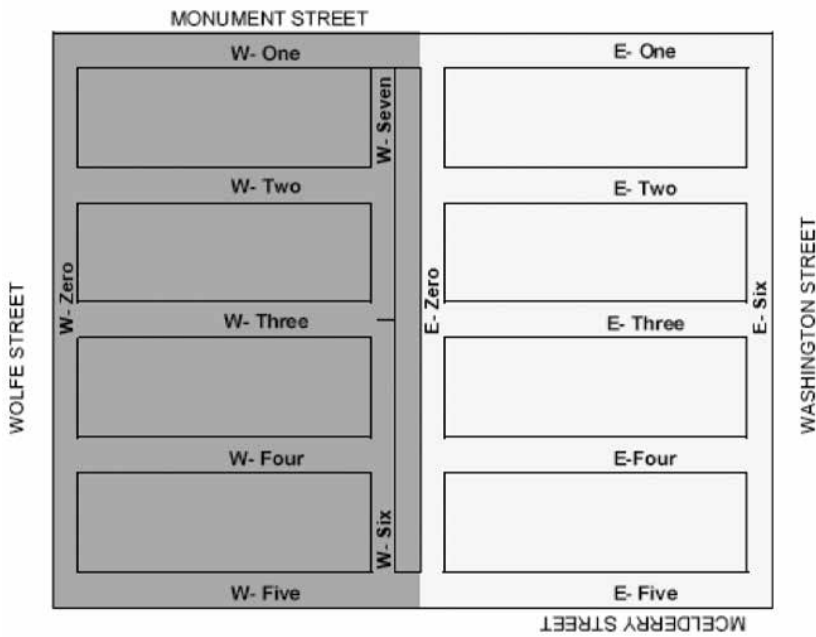
ROOM NUMBERINGSYSTEM (FOR THE BLOOMBERG SCHOOL OF PUBLIC HEALTH)

Letter indicates the side of the building (East or West)

1st number represents the floor number

2nd number represents the hallway (see diagram)

3rd and 4th numbers indicate the office number



DENTON A. COOLEY CENTER

Fitness & Recreation

Location: Main gym and pool
1620 McElderry Street
410-955-2513

Location: Fitness Center, BSPH
615 N. Wolfe St., 9th Floor
410-502-0842

Email: JHUCooleyCenter@aol.com

Website: <https://www.jhmifitness.com/>

Services Include:

- Group Exercise
- Personal training
- Wellness Center
- Intramural leagues
- Swimming Pool

LIFE IN BALTIMORE

JHU Housing information can be found on the [university postdoc web site](#).

Live Baltimore - This site is a good site for someone relocating to Baltimore. It answers a lot of the real estate questions one may have about the areas in this city.

www.livebaltimore.com and <https://baltimore.org/guides>

SPH guide to Baltimore: Stories told by trainees of the school of public health on why they love Baltimore
<https://publichealth.jhu.edu/about/at-a-glance/location>

Craigslist - This website is the ultimate information guide for anyone moving to a new city. It is basically online classifieds where you have the choice of defining what type of apartment you are interested in as well as the price and if you desire to have a roommate.

http://baltimore.craigslist.org

Sublet.com - If you are looking for short-term housing this is great site.

www.sublet.com

CITY GUIDES

City Paper - This website is by far the most comprehensive compilation of events, housing and classifieds specifically geared for present and future Baltimore residents.

www.citypaper.com

Hello Baltimore - You can find every tidbit about Baltimore and its attractions, jobs, weather, restaurants, real estate etc. If you are new to this area this is a great starting point to exploring Baltimore.

www.hellobaltimore.com

Exploring Baltimore - On a budget? Here you may find a listing of restaurants and inexpensive things that one might be able to do in Baltimore.

www.baltimore.to/Guide/index.html

THINGS TO DO IN BALTIMORE

Baltimore Live- This is a great website that can be used as a source for planning events with friends and family. You can also get maps and information on overnight housing.

www.baltimore.org

Fell's Point is one of the oldest areas in Baltimore. This historic town has a lot of beautiful attractions, stores, restaurants and tours. This site is ideal for someone interested in sightseeing and enjoying all the uniqueness that Baltimore has to offer.

www.fellspoint.us/

Baltimore Office of Promotion - All the information that you will need about films, art shows and other events involving the arts, are all listed here by Baltimore's Office of Promotion and the Arts. Check out this website for dates and times of upcoming events.

www.bop.org

Baltimore Symphony Orchestra - Do you like the symphony? Are you a music lover? The BSO has great concerts showing at really convenient times to spruce up your nightlife. Visit this website for more information on all the concerts BSO has to offer.

www.baltimoresymphony.org

Baltimore Museum of Art (BMA) - Enjoy great food and good art at the BMA and its restaurant, Gertrude's. Take in some live music, performances, tours and talks all for FREE! on the first Thursday of each month.

www.artbma.org

Walters Art Museum - This museum contains a diverse range of artwork from all over the world. Be a docent, a volunteer or a member; there are lots of events and programs made available to the public. Don't forget to take advantage of their free admission on the first Thursday of each month!

www.thewalters.org

ArtScape - This is a three-day arts festival held in July every year since 1974. There is usually plenty of food, music, sculptors, paintings, jewelry, and craft persons.

www.artscape.org

The Maryland Zoo in Baltimore - Enjoy beautiful wild life and wilderness in Baltimore. This is one of the greatest attractions in Baltimore and is a must see.

www.marylandzoo.org

THE JOHNS HOPKINS UNIVERSITY BLOOMBERG SCHOOL OF PUBLIC HEALTH SUMMARY OF BENEFITS FOR FULL TIME POSTDOCTORAL FELLOWS

There are numerous wellness resources available to postdocs. For a composite list, please visit the university [Health and wellness](#) site.

I. HEALTH INSURANCE (Effective date is determined by completion date of application)

Effective July 1, 2023, all postdoctoral fellows will be automatically enrolled in a Cigna PPO medical insurance plan administered by Wellfleet. This provides medical coverage for the postdoctoral fellow at no charge. Details on coverage can be found in this [flyer for health benefits for house staff and postdoctoral fellows](#).

Enrollment in **individual** coverage is automatic through a new central Academic Health Plan (AHP) system. You can learn more by visiting jhu.myCare26.com.

There is no cost to the postdoctoral fellow for enrollment in the SHP. However, there are monthly charges associated with coverage for 2-party (fellow and one child or fellow and spouse/domestic partner) or family coverage which will be billed to the postdoctoral fellow's account. For more information, please contact your departmental HR representative for exact costs.

Membership cards are mailed within 7-14 business days to the address provided on the application form. Membership cards can be obtained digitally by visiting jhu.myCare26.com.

II. UNIVERSITY HEALTH SERVICES (UHS) (Effective the date of appointment)

All full-time postdoctoral fellows are enrolled in University Health Services. Enrollment in UHS provides access to adult primary care (UHS will assign a primary care provider) and adult outpatient mental health services. Spouses/domestic partners enrolled in the SHP may also access UHS services without payment of an additional health fee as their visits will be billed to

The SHP by UHS. Spouses/same-sex domestic partners not enrolled in SHP do not have access to UHS. The UHS Health Center is located at 933 N. Wolfe Street; and their website is <http://www.hopkinsmedicine.org/uhs/>.

Enrollment for this benefit is automatic; no forms need to be completed.

III. UNIVERSITY MENTAL HEALTH SERVICES (UMHS) (Effective the date of appointment)

University Mental Health is part of UHS and offers a confidential source for postdoctoral fellows seeking outpatient mental health services. Spouses/domestic partners enrolled in the SHP may also utilize UMHS without payment of an additional health fee as their visits will be billed to the SHP by UHS. Services are rendered by physicians and professional staff of the Johns Hopkins Psychiatry Department. Spouses/same-sex domestic partners not enrolled in SHP do not have access to UMHS. Enrollment for this benefit is automatic; no forms need to be completed.

IV. Employee Assistance Program

The [Employee Assistance Program](#) provides free and confidential support for daily emotional well-being and onsite crisis response for critical incidents. This free resource is available to postdoctoral fellows, their immediate families and any members of their household. Services include free and confidential support services for problems of daily living, including diagnosis of personal problems, referral to appropriate service or treatment resources; brief counseling, preventive and educational sessions, and support and discussion groups.

Enrollment for this benefit is automatic; no forms need to be completed.

V. DENTAL PLAN (Coverage effective the date of appointment)

As of July 1, 2023 Fellows are provided dental coverage through Delta Dental. Enrollment is automatic. This benefit is available at no cost to the postdoc and dependents may be enrolled for monthly out of pocket costs. Details are provided on this flyer for [Delta Dental](#).

VI. VISION INSURANCE

Johns Hopkins University offers vision insurance through [EyeMed](#). This plan provides coverage for eye exams, glasses, and contact lenses. Coverage for your dependents is available at no additional cost. Additionally, postdocs can receive one adult comprehensive eye exam/contact lens evaluation per year by the Wilmer Institute. University Health Services (UHS) administers payment of this exam.

Appointments can be made at any one of four Wilmer sites.

- Johns Hopkins Hospital 410-955-5085
- Greenspring Station 410-583-2800
- Columbia 410-910-2330
- White Marsh 443-442-2020
- Bel Air 410-399-8443
- Bethesda 240-482-1100.

VII. SHORT TERM DISABILITY INSURANCE (effective data of appointment)

Short term disability provides defined salary support and benefits for postdocs up to 11 weeks should they become ill or disabled for extended periods. This benefit can be used following depletion of sick and safe leave (see below). If a post doc needs to report a Short-Term Disability, they should first contact their supervisor and departmental chair, and next call Lincoln Financial at 1-888-246-4483 or go

to <http://www.MyLincolnPortal.com> (register using company code JHUEE). For further details on how or when to report a claim, refer to [Reporting a Short-Term Disability Claim](#)

Any questions can be directed to jhustudentbenefits@jhu.edu

VIII. LONG TERM DISABILITY INSURANCE (effective the date of appointment)

Johns Hopkins provides long term disability insurance through UNUM at no cost to salaried postdoctoral fellows. The plan has two components: group coverage and individual coverage, with automatic enrollment in each. Details of the plan will be mailed approximately six weeks after your enrollment form is received.

- A. The benefit is \$3, 000 per month (\$2,750 per month for the group policy plus \$250 per month for the individual policy)
- B. Benefits are payable after the 90th day of your disability.

- C. The individual policy can be maintained (and increased) by you after you leave Hopkins by the continuation of premium payments. To continue contact UNUM directly.

Enrollment for group and individual components of benefit(s) is automatic.

IX. LIFE INSURANCE (Fellow only – Coverage is effective date of appointment.)

Johns Hopkins provides a \$100,000 group term life policy as part of the benefit package to salaried postdocs. The policy is underwritten by UNUM Life Insurance Company of America. Internal Revenue Service regulations (IRC section 79) provide exclusion for the first \$50,000 of group term life insurance coverage. The imputed cost of coverage in excess of \$50,000 must be included in income and will be reflected on your payment statements. This will appear on your payment statement under the heading Non Cash Earning-GTLI Taxable Income. Depending upon your age, your semi-monthly statement will reflect an additional \$1.50 - \$6.00 of income on which tax will be levied. Failure to designate a beneficiary can result in tax liability to your estate.

Enrollment for this benefit is automatic. However, a Beneficiary Designation form must be completed and signed and submitted to the Student Accounts Office.

X. INCOME DEFERRAL 403(b) RETIREMENT PLAN

The Johns Hopkins University has a voluntary retirement plan for salaried postdoctoral fellows. See [Income Deferral 403\(b\) - JHU Human Resources](#). Enrollment for this benefit is voluntary and is handled directly by the Benefits Services office. This plan allows you to voluntarily tax shelter a portion of your taxable income received as compensation (i.e. salary/wages). Any contribution you make is unmatched by the University. The effective date of your participation will be the first day of the month after the Office of Benefits Services receives your enrollment online through the JHU benefits. Please visit the Benefits Services center at 41-516-2000 or benefits@jhu.edu. Postdocs receiving stipends from training grants or federal fellowships cannot use their stipends for 403(b) contributions, but may contribute to an IRA. Please consult your departmental administrator if you are unsure of your eligibility.

XI. VACATION TIME

- All postdoctoral fellows are eligible for a minimum of ten (10) business days per fiscal year (beginning July 1st) of paid vacation leave. For new hires, the leave will be prorated based on the month in which the postdoctoral training begins. Details can be found on the [university postdoc website](#) and on the [university policy](#) for postdoctoral fellows.
- Postdocs should give notice to their mentor well in advance of any planned vacation taken.
- The ten days vacation are a minimum and the faculty mentor can choose to give the postdoctoral fellow additional paid leave as mutually agreed upon.

XII. SICK AND SAFE LEAVE

- Postdoctoral fellows are entitled to fifteen (15) paid business days at the beginning of the academic year (July 1st) for sick and safe leave. For new hires, the leave will be prorated based on the month in which the postdoctoral training begins.
- For details on allowable sick and safe leave please consult the [university policy](#) for postdoctoral fellows and the [university postdoc website](#).
- The 15 days sick and safe leave are a minimum and the faculty mentor can choose to give the postdoctoral fellow additional paid leave as mutually agreed upon.
- Although leave is not tracked in the same manner as for staff, per Maryland law, sick and safe leave must

be recorded. This includes full days of leave taken where work cannot be completed at home. Consult your departmental administrator for the manner of recording sick and safe leave.

XIII. PARENTAL ACCOMMODATIONS

- All full-time postdoctoral fellows are eligible to take 8 weeks of fully-paid New Child Accommodations in accordance with the [university policy](#) for postdoctoral fellows and the [new child accomodations policy for full time students and postdoctoral fellows](#).
- Postdoctoral fellows should discuss with their mentor well in advance, all planned new child accommodation leave and any additional unpaid leave through FMLA.

XIV. RESOURCES FOR POSTDOCS WITH FAMILIES

The university provides numerous resources to assist postdocs with families, including subsidized child care, free resources for finding child care, discounts in tuition for JHU sponsored child care facilities and much much more. For a comprehensive list of the many available resources, please visit the university site [For Postdocs With Families](#).

SERVICES

DISABILITY SUPPORT SERVICES

Student Disability Services collaborates with campus partners to create an inclusive community for students with disabilities. Our goal is to proactively remove physical, technical, cultural, and programmatic barriers that limit opportunities for students with disabilities at the Bloomberg School of Public Health

<https://publichealth.jhu.edu/about/inclusion-diversity-anti-racism-and-equity-idare/student-disability-services>

PARKING

Postdocs may register for parking at the Student Affairs office, Wolfe Street E1002 Steve Bazetta, sbazzet1@jhu.edu; 410-502-1791
<http://www.jhsph.edu/SupportServices/ParkingandTransportation/parking.html>

SOURCE (Student Outreach Resource Center)

Community engagement and service-learning center for the Johns Hopkins University (JHU) Schools of Public Health, Nursing, and Medicine

Website: www.jhsph.edu/source

Founded by the three Schools on the Johns Hopkins Medical Institutions campus—Medicine, Nursing and Public Health—in January 2005 to realize the need for a single interdisciplinary community service and service-learning center that could coordinate community involvement activities and reduce duplication of effort and services. SOURCE has a particular, but not exclusive, focus on East Baltimore neighborhoods near the Johns Hopkins Medical Institutions.

Office of International Services (OIS)

<https://ois.jhu.edu/>

OIS provides immigration, visa, and travel guidance to the JHU international community. Individuals may access an array of e-requests around the clock using the iHopkins self-service portal. Please visit the web site for more information.

FINANCIAL SUPPORT OF POSTDOCTORAL FELLOWS

All full-time postdoctoral fellows must be paid, at a minimum, the salary equivalent to the stipend for 0 years of experience postdoctoral fellow under the National Institutes of Health (“NIH”) National Research Service Award (“NRSA”). For details see the [university policy](#) for postdoctoral fellows.

- No postdoctoral fellow may be supported by self or family; self-funding is prohibited.
- If a postdoctoral fellow is supported by their home institution or another institution that pays the postdoc directly, the salary must meet the minimal requirements as specified above. Should funding from the non-JHU source not meet the minimum requirements, the department is responsible for making up the difference. Additionally, the department is required to provide a budget number to cover full benefits at a cost of \$745/month. Waivers to cover benefits will only be considered under extraordinary conditions and should be discussed in advance with the Director of Postdoctoral Training. A postdoc that is supported by non-JHU funds must be approved by the Director of Postdoctoral training prior to formalizing the appointment. Such approval can be obtained in the form of a letter from the departmental chair containing dates of appointment, the faculty sponsor and documentation that the salary meets the minimal requirements. The letter should also contain the departmental commitment to support benefits, unless a waiver has been pre-approved. The postdoc candidate and faculty mentor may be asked complete an [Attestation to Financial Support](#) document prior to formalizing the appointment.

Postdocs on stipends versus salaries

- For postdoctoral fellows on training grants or certain individual fellowships, financial support is in the form of a “stipend” as opposed to “salary” (all other postdocs). Please check with your departmental administrator if you are uncertain as to whether your support is in the form of a stipend or salary. Postdocs on stipends receive the same income and benefits as salaried postdocs, but cannot contribute their income towards the university 403b retirement plan.
- Stipend will not have taxes withheld; consult with a tax advisor and consider filing quarterly. As needed, consult the University Tax Office (443-997-8688 or tax@jhu.edu)

Part time postdoctoral fellows:

- Under extraordinary circumstances, a postdoctoral fellow may be appointed as part-time. Such circumstances include medical or family issues that preclude full time employment. Insufficient funding is not an allowable justification for part-time appointment. Postdocs must receive approval from the Director of Postdoctoral Training to be considered for part time appointment. Appointments less than 50% effort will not be considered.
- Details on the appointment and salaries for part time postdoctoral fellows may be found in the [university policy](#) for postdoctoral fellows
- J-1 and H-1B foreign nationals sponsored by the University may not work part-time.

TIME IN TRAINING FOR POSTDOCTORAL FELLOWS

In accordance with the [university policy](#) for postdoctoral fellows, the time in training for all JHU postdocs is limited to 6 years, with exceptions considered. Exceptions should only be made under extraordinary circumstances, such as major shift in training plan, and unforeseen lapse in training due to health or family issues or to unanticipated closure of research facilities. Requests for exceptions can be made in the form of a letter to the Director of Postdoctoral Training. Extensions are typically granted for 6 months.

REQUIRED TRAINING FOR POSTDOCTORAL FELLOWS

- a. Title IX training – All JHSPH are required to take the Title IX training for sexual assault and sexual harassment. Please consult your departmental administrator for details.
- b. Research Ethics/Responsible Conduct of Research (RCR) – all postdoctoral fellows must complete RCR and are encouraged to complete this training shortly after the onset of their arrival. For postdocs on salaries, the online and not-for-credit 550.860 - Academic & Research Ethics will suffice. For postdocs supported by an NIH training grant, an RCR course for credit must be completed. These include 306.665: Research Ethics and Integrity: U.S. and International Issues; and/or 550.600: Responsible Conduct of Research. Please consult the director of the training grant regarding these requirements.
- c. Bloodborne Pathogens - All faculty, postdocs, students and staff with exposure to human or animal bloodborne pathogens will be entered in the Bloodborne Pathogen Exposure Control Program Training is required when hired or before starting work with bloodborne pathogen-containing training materials and annually thereafter. For information about training, call Health Safety and Environment (410-955-5918).
- d. Radiation Safety - All faculty, postdocs, students, and staff who use radioactive isotopes or handle animals (or their cages or bedding) that have been treated with radioactive isotopes must attend a Radiation Safety training session. For information about training, call Radiation Safety (410-955-3710).
- e. IACUC (Institutional Animal Care and Use Committee) <http://www.jhu.edu/animalcare/>
Training Module: <https://secure.lwservers.net/> (Courses, Research Compliance Training Courses, Animal Care and Use)
- f. Human Subjects Training Module. IRB – Institutional Review Board: www.jhsph.edu/irb
All investigators (faculty, postdocs, students, and staff) must complete the training program (CITI) modules required by the School before submitting a research protocol for review. More information is provided in the links described below. SPH training module:
<https://citiprogram.org>
Postdocs cannot serve as PIs on IRB submissions, so your mentor or other JHSPH faculty member must submit the protocol using our electronic system called PHIRST. Detailed information about the JHSPH IRB process can be found in a student/postdoc manual

available either in the IRB office or on-line at:

http://phirst.jhsph.edu/sph/Doc/0/GOCPPJJA5Q474RNOP8CKS3C65/Student%20Manual_V8_18Jun09_Final.pdf

GUIDELINES FOR EFFECTIVE MENTORING OF POSTDOCTORAL FELLOWS:

Required review of the mentoring expectations document

The relationship between a postdoctoral fellow and their faculty mentor is at the heart of a successful postdoctoral experience. To help build an effective postdoc trainee-faculty mentor relationship, the university has developed a [Mentoring Expectations document](#), that outlines the commitments of faculty mentors and their postdoctoral fellows. According to university policy, this document must be discussed by the faculty mentor and postdoctoral fellow at the onset of postdoctoral training and periodically reviewed as departments see fit.

THE IDP as an effective tool for professional growth

All JHU university postdocs are required to complete IDP (individual development Plan) and discuss this plan and research and career development progress with their faculty mentor at least once a year. Each department at JHSPH has developed its own IDP template form and methods for implementing and tracking the IDP requirement for postdocs.

Although the templates may differ, all IDPs are designed to review research and professional development accomplishments and short and long term objections. IDP forms typically cover the following areas:

- A review of postdoc research progress thus far and research goals for the upcoming year.
- The career and professional development opportunities the postdoc has engaged in thus far and new opportunities to consider in the upcoming year.
- The career goals of the postdoc, both short and long term.
- How can the mentor help the postdoc meet their research, career and professional development objectives.

Counseling and conflict resolution for SPH postdoctoral fellows

A faculty mentor has the obligation to effectively train PDFs and to encourage their career preparedness. See [Mentoring Expectations](#) for Postdocs. However, occasions arise when such expectations for effective mentoring are not met. When faculty-PDF conflicts arise, the PDF may feel at a disadvantage and PDFs are often not comfortable speaking with the chair or other faculty members of their department regarding problems with their faculty mentor. There are two major resources for you outlined below:

The university ombud for PhD students and postdoctoral fellows

The [Ombuds Office](#) is a place where people can confidentially and informally raise any issue of concern. Our [university ombud Annalisa Peterson](#) is happy to meet with you and provide confidential advice. Just [make an appointment on the Ombud website](#).

The Postdoctoral Fellow Mediators (PDFM): Faculty Counselors for SPH postdoctoral fellows

The PDFM represents a group of faculty from BPSH that are experts in postdoctoral affairs, and can offer private advice and guidance to PDFs in matters of conflict involving their mentors or other faculty of their department. These faculty were selected based on their experience and excellence in mentoring PDFs and their dedication to the well-being of all PDFs. Each department has at least one faculty member represented. Special attention was given to professional and personal diversity in devising the composition of the PDFM. Please see the [current list of PDFM faculty](#).

The process

When a PDF wishes to seek advice and guidance regarding an issue with their mentor or other faculty members of their department, they will choose two members of the PDFM outside their home department to meet with. If needed, the PDF can request assistance in choosing appropriate PDFMs by writing to the chair of the PDFM, Dr. John Groopman or the Director of Postdoctoral Training, Dr. Val Culotta. The PDF will meet privately with the two members of the PDFM, who will listen to issues and depending on the subject matter, will provide guidance to the PDF and inform the PDF of next steps and possible outcomes, including any documentation.

Remediation, Probation, Suspension, and Termination Policy for Postdoctoral Fellows

Postdoctoral fellows (PDFs) are valued members of the JHU community, important to the research, teaching and service missions of the school. During their time in training, they are expected to conduct themselves in a responsible and ethical fashion while striving to achieve stated goals in scholarly research and professional development. Faculty members who mentor and supervise PDFs are expected to state their expectations clearly and have on-going and open communication regarding performance and expectations.

On occasion, PDFs may find themselves in a situation where their faculty mentor (or another member of the JHU community) feels the PDF is not conducting themselves in a manner that represents the best interests of the research group, department, school, or university. Often such matters can be remediated by counseling and corrective resources before the problem escalates. In cases where the offense is more severe or persists, formal disciplinary action may be necessary. In the interests of all concerned parties, the following procedures are to be followed whenever a PDF's performance or conduct requires that such actions be taken.

Remediation without disciplinary action: In many cases where a faculty mentor notes issues with PDF performance that can be remediated or PDF conduct that is not in violation of university policies, the situation can be corrected with appropriate guidance and counseling. In this instance, the faculty mentor should meet with the PDF and discuss the specific issue(s) and the corrective measure(s) that the PDF can implement in an effort to remediate the problem. The PDF has an opportunity during this meeting to address any issues and together the postdoc and faculty mentor should agree upon guidelines including timelines to correct the issue. The discussion should be documented in writing. In cases where the problem persists or escalates, formal disciplinary action may be taken.

Disciplinary action involving probation, suspension and termination

A PDF may be subject to formal disciplinary action due to (i) persistent or poor performance or failure to meet stated expectations, (ii) violation of any policy, procedure, or guidelines of the university or school, or (iii) conduct that poses danger to faculty, staff, trainees, students, or other affiliates of the institution. It is our policy to employ procedural fairness in all matters which may lead to probation, suspension, or termination of PDFs and PDFs should be provided with verbal and/or written communication regarding these concerns and have an opportunity to respond to them. If the conduct is so serious that it poses such a danger, immediate disciplinary action may be imposed prior to the review described in this policy.

Probation: Disciplinary actions typically are initiated by a meeting with and letter from the mentor detailing in sufficient detail the reasons for probation, the conditions that must be met to correct the deficiencies and obviate the probation, and the time period by which this must be achieved. Except in the case of a conflict, the departmental chair and the director of postdoctoral training will be consulted in advance and copied on this letter. At the end of the defined probation period, the mentor and the departmental chair shall review the case and a decision in writing must be provided to the PDF stating either (i) the deficiencies have been corrected and

the probation period has ended, or (ii) all or some of the deficiencies have not been corrected. If the deficiencies have not been satisfactorily corrected following the probation period, the probation period may be extended or the PDF may be subject to suspension or termination.

Suspension: The decision to suspend or terminate the PDF depends on the severity of the offense and requires prior consultation with the departmental chair, the director of postdoctoral training and an additional appropriate representative from the schools deans office. The suspension notice will outline the terms of suspension and any impact on pay or benefits and should be discussed in a meeting between the faculty mentor and PDF. Typically, the PDF will be suspended from all activities including research and coursework for a defined period of time, but no more than three months. Suspension may occur with or without pay. In instances of suspension with pay, benefit coverage shall be continued. In the event of suspension without pay, the PDF is responsible for full premium payments for health care benefits.

Termination: The decision to suspend or terminate the PDF requires prior consultation with the departmental chair, the director of postdoctoral training and an additional appropriate representative from the schools deans office. The termination notice will identify the reason for termination and should be discussed in a meeting between the faculty mentor and PDF. Except in cases involving a serious and/or continuing violation of policy, procedures, guidelines, violation of law, or conduct that poses a serious danger to the Johns Hopkins community, a minimum of 1 month notice shall be given for termination, including full pay and benefits.

Termination due to lack of funding

If a PDF is to be terminated due to lack of funding support for salary, the PDF should be given 3 month's notice. Exceptions to this include immediate and unexpected loss in salary support and if the PDF's appointment is already set to expire within this 3 month time period. Any notice of termination less than 3 months must be approved in advance by the departmental chair.

PDF departure without termination:

A PDF may leave their position for any reason at any time, but is required to give at least 1 month's notice in writing to the PI and departmental administrator.

Appeals

The PDF may appeal a probation, suspension, or termination decision in writing to the Dean within 5 business days of the decision. The Dean's review will be limited to whether the procedures hereunder were followed and the Dean's decision will be final.

Visa Considerations

When applicable, PDFs are responsible for understanding any implications of probation, suspension, or termination on their visa status. PDFs should contact the Johns Hopkins Office of International Services at 667-208-7012 or internationalservices@jhmi.edu for further information.

EXIT ACTIVITIES FOR POSTDOCTORAL FELLOWS

Request a “Postdoctoral Fellowship Certificate” from the school through your departmental academic Coordinator

Join the [Bloomberg School Alumni association](#).

Turn in your ID badge and keys to your departmental Administrator