



2018-2019 TOP TIER POSTDOCTORAL WORKING GROUP CHARGE

R2-5 TOP TIER POSTDOCTORAL SCHOLARS WORKING GROUP

The R2-5 Top Tier Postdoctoral Scholars Advisory Board/Working Group is the leadership body tasked with ensuring support for Postdocs and their graduate faculty mentors, and ensuring smooth and efficient operation of all aspects of the Office of Postdoctoral Affairs in the Graduate College.

This Working Group is charged with the following responsibilities:

- Further collaborate with Vice-President for Research and Economic Development (VPRED) and Desert Research Institute (DRI) on establishing additional competitive and collaborative Postdocs.
- Create a PostDoc Handbook.
- Create a Postdoc exit survey to assess their experience and track their next placement.
- Implement tracking to ensure postdocs are meeting the Board of Regents requirement: "The duration of Postdoctoral Fellow appointment will, in most cases, be one year or two, and may not exceed five years."
- Work with Office of Sponsored Programs (OSP) to establish boilerplate language for grants.
- Create a repository of successful proposals obtaining postdoc funding.
- Increase network and involvement with the National Postdoctoral Association (i.e. perhaps obtain funding from UNLV to attend the national conference).
- Establish tracking system for non-faculty researchers (NFRs).
- Develop management practices for NFRs (possibly collaborate with VP of Research & Economic Development).
- Additional projects and engagement at the will of the Committee and as need arises.

Graduate College coordination:

- Valarie Burke, Executive Director of Graduate Student Services: Chair; manages the Office of Postdoctoral Affairs; coordinates the Postdoc Advisory Board/Working Group; establishes vision for the OPA; collaborates to deliver programming and achieve stated goals.

- Dr. Katelyn DiBenedetto, Postdoctoral Scholar: Assists with management of the OPA; helps coordinate the Board; handles Postdoc surveys and annual reporting; collaborates to deliver programming; provides annual metrics for program assessment.
- Dr. Kate Korgan, Dean: Reviews recommendations and consults on key issues, ideas, and proposals.
- Leslie Hunter, Executive Assistant to Dean: Assist with room reservations; help with Google Sites (to ensure agendas and minutes are posted); provide guidance as needed.