

PAC meeting

November 17, 2015

FLSA

- Email was sent out to all UTHSC mentors last Friday

Fair Labor Standards Act (FLSA)

Maxwell, Jeddie L

Sent: Friday, November 13, 2015 at 2:22 PM

To: Adebisi, Adebowale; Almoazen, Hassan; Anand, Kanwaljeet S; Armstrong, William Earl; Bridges, Dave; Chauhan, Subhash; and [52 more](#)

Cc: Thomason, Donald B

Dear UTHSC Investigators,

This note is to bring you up to date regarding the Postdoc Office's attention to expected changes to federal regulations that may affect your research budgets. As you may have heard, there are proposed revisions to the Fair Labor Standards Act (FLSA) regulations that would change the "white collar" exemption rules. One proposed change is an increase in the salary threshold to \$50,440, or greater, to qualify as exempt from overtime pay. Our postdoctoral fellows are currently classified as "exempt" employees under the learned professional exemption. If this salary threshold proposal goes into effect, at current salary levels, many of our postdoctoral fellows would no longer qualify as exempt employees and would be entitled to overtime pay for each hour worked over 40 in a work week. An increase in the post-doctoral stipend to reach the threshold, or a limitation of work hours, would have an immediate negative impact on your research budget and the entire UTHSC research enterprise, as well as the training goals of the postdoctoral research fellowship program.

A number of organizations have filed comments opposing the FLSA changes, but whether the proposed regulation is amended, or an exemption for postdoctoral fellows is granted, is uncertain. The proposed FLSA changes may go into effect as early as the second quarter of FY'17 (Fall 2016). For this reason, the Postdoc Office, the Vice Chancellor for Research, the Human Resources Office, the Vice Chancellor for Academic, Faculty, and Student Affairs, and the General Counsel's Office have been exploring options to provide adequate preparation and solutions. We will continue to keep you informed as this situation progresses.

Sincerely,

Monica Jablonski, Associate Dean for Postdoctoral Affairs, College of Graduate Health Sciences
Donald B. Thomason, Dean, College of Graduate Health Sciences

Annual Renewal of Postdoc Appointments

- On or around Oct 9, we sent out email reminders to mentors and business managers reminding them to send out annual renewal emails
- Prior to sending out emails
 - 13 in compliance
 - 34 not in compliance
 - 39 not due
- As of yesterday
 - 46 in compliance
 - 0 not in compliance
 - 39 not due

Term Limit Letters

- Sent out our second series of letters yesterday



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Memphis
Knoxville
Chattanooga
Nashville

MEMORANDUM *Postdoc Office*

TO: Dr. XX (mentor)
Dr. XX (postdoc)
Department of XX

FROM: Monica M. Jablonski, PhD, FARVO
Associate Dean for Postdoctoral Affairs

COPY: Dr. XX, Chair, Department of XX
XX, Business Manager
Dr. Donald Thomason, Dean, College of Graduate Health Sciences

DATE: November 16, 2015

SUBJECT: Two Year Notice of Completion of Postdoctoral Fellowship

On September 30, 2016, Dr. XX's current appointment as a Postdoctoral Fellow will expire. At that time, he will have been a Postdoctoral Fellow at The University of Tennessee Health Science Center (UTHSC) for four years. UTHSC College of Graduate Health Sciences Policy states that a fellow may not exceed five years postdoctoral training at UTHSC, and may not exceed eight years training in total.

In compliance with this policy, Dr. XX's fellowship at UTHSC should end on September 30, 2017. However, because this is your first notice, you are being granted a one-year extension to assist Dr. XX with transitioning into his next professional appointment. Therefore, Dr. XX's postdoctoral fellowship officially ends on September 30, 2018.

This memo is to remind you that every effort should be extended to insure that Dr. XX has successfully completed his fellowship at UTHSC and has secured a position that furthers his career goals. Please keep this in mind as you plan for the remainder of Dr. XX's fellowship. If additional time will be required to complete Dr. XX's project and goals, an extension packet should be completed and submitted to the Postdoc Office no later than 30 days prior to the end of his postdoctoral appointment. Extensions must be approved by the Associate Dean for Postdoctoral Affairs.

Thank you.

Compact


- Sent out to mentors and postdocs on November 6, 2015

Compact: Responsibilities of UTHSC Mentors & Postdoctoral Fellows

Maxwell, Jeddie L

Sent: Friday, November 6, 2015 at 11:04 AM

To: postdocs@listserv.uthsc.edu; Adebisi, Adebowale; Almoazen, Hassan; and [56 more](#)

 Compact Nov 2015.pdf (1.9 MB) [Preview](#)

Dear Mentors and Postdoctoral Fellows,

Attached please find the updated Postdoctoral Fellow Compact that outlines the responsibilities of UTHSC mentors and postdoctoral fellows. Please review the document and keep it available in your files as a reference.

Feel free to contact the Postdoc Office if you have any questions.

My best,
Monica

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Monica M. Jablonski, PhD, FARVO

Professor

Hamilton Eye Institute

Department of Ophthalmology

Department of Anatomy and Neurobiology

Department of Pharmaceutical Sciences

930 Madison Avenue, Suite #758 | Memphis, TN 38163

Associate Dean for Postdoctoral Affairs

College of Graduate Health Sciences

920 Madison Avenue, Suite #807 | Memphis, TN 38163

Tel: 901.448.7572 | Fax: 901.448.5028 | email: mjablonski@uthsc.edu

IDP / APR

- IDP / APR will be released soon
 - Mentor will be able to read report of fellow prior to signing and making comment

Bonus for obtaining a grant

- Bonus for submitting a grant
 - \$200 bonus comes from the CGHS PDO budget
- Bonus for obtaining a grant
 - \$2500
 - No room in the CGHS budget for this bonus
 - Comes from budget of mentor?
 - Mandatory or optional?
 - Mandatory for graduate students, part of bylaws

Handbook update

- Main changes
 - Change in title from trainee to fellow
 - Compact was removed from within Handbook
 - Is a separate document
 - Removed the names of PhDA and PAC members
 - Refer to website
 - Added required training
 - CITI-based RCR, expanded RCR training, AALAS, COI
 - Changed the order of some sections for better flow of the document

We can go through the document line by line or you can email me suggested modifications

PhDA Events

- Dec 10: Postdoc Research Day
 - presentation awards
 - travel awards
 - guest speaker - Dr. Mukesh Kumar from Amarex Clinical Research, LLC

POSTDOC RESEARCH DAY 2015

Thursday December 10, 2015
Venue : Student Alumni Center (#305)

- All members of the UT scientific community are welcome.
- Please attend to support UTHSC postdocs & research associates.
- Lunch will be served.

KEYNOTE SPEAKER



Dr. Mukesh Kumar
Vice President, Regulatory Affairs and Quality Assurance
Amarex Clinical Research, USA

Abstract Submission Deadline:
November 23, 2015, 5:00 PM to:
postdoc@uthsc.edu

SCHEDULE OF EVENTS

9:00 – 9:30 AM Poster Set-Up (Dining Hall)	9:30 – 10:30 AM Oral Presentation	10:45 – NOON Poster Session	NOON – 1:30 PM Lunch and Key Note Address
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- Monetary awards for top 3 oral and poster presentations categories
- Award winners will be announced following the keynote address
- Winter Travel Awardees will also be announced



Next meeting

- Next PAC meeting
 - December 15, 2015
 - PAC / PhDA Holiday Party

