

EAST CAROLINA UNIVERSITY

POSTDOCTORAL SCHOLAR HANDBOOK

Office of Postdoctoral Affairs

<http://www.ecu.edu/cs-acad/postdoctoralaffairs/>

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Post-Doctoral Scholar Handbook 2016

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Office of Postdoctoral Affairs

The Office of Postdoctoral Affairs (OPA) at East Carolina University was established in 2008 within the graduate school to ensure successful training and work experiences for postdoctoral scholars by providing a supportive working environment. In October 2013, the office was moved to the Division of Research and Graduate Studies and the position of Director was established. Postdoctoral scholars are a growing population at ECU, and we are committed to support the career development of these important members of our community.

Six core competencies have been defined by the National Postdoctoral Association. These serve to guide the postdoctoral scholar, mentor and institution of those skills that should be achieved for the scholar to ultimately achieve intellectual and professional independence and success:

Discipline-specific conceptual knowledge
Research skill development
Communication skills
Professionalism
Leadership and management skills
Responsible conduct of research

With these competencies as a guide, the OPA and officers of the ECU Postdoctoral Scholar Association seek to increase scholar engagement and participation in the association and in career development programs and opportunities.

Mission Statement

To advance the research and related missions of ECU through the enhancement, support, and promotion of Postdoctoral training at East Carolina University and to prepare Postdoctoral Scholars for successful careers.

Goals

- To serve as the central resource unit for Post-Doctoral Scholar issues on campus
- To develop sense of community among ECU Post-Doctoral Scholar and to integrate them into the larger university community
- To provide career and professional development programs and services
- To assist in the recruitment and retention of Post-Doctoral at ECU

ECU Postdoctoral Scholar Policies

Effective: August 25, 2016

1. Introduction

East Carolina University (ECU) hosts Postdoctoral Scholars (Scholars) in diverse departments and centers with the goals of continuing their academic training and enriching the research environment of the Institution. Given the unique nature of their association with the University, these policies have been developed to better outline the University's and the Scholar's obligations and expectations in various contexts. The policies will be overseen by the Office of Postdoctoral Affairs (OPA), which is housed in the Office of the Vice Chancellor for Research and Graduate Studies and tasked with maintaining processes, procedures, handbooks and other materials related to Scholars at ECU.

2. Definition of Scholars

East Carolina University will be guided by, but not be bound by, the standards of the FASEB (Federation of American Societies for Experimental Biology) to define Scholars. This includes the following criteria:

- 2.1. Prior to the start date, the appointee shall present to the Office of Post-Doctoral Affairs documentary proof, satisfactory to the University, that he/she was awarded the degree required for the position (e.g., a PhD, equivalent doctorate or terminal degree, for example, ScD, MD or MFA) or a Registrar's statement or official transcript indicating that all degree requirements have been completed. If the documentary proof of degree award is in a language other than English, then a reliable English translation, satisfactory to the University, shall be provided to the Office of Post-Doctoral Affairs within three months after the start date, in which case continuation of the appointment beyond three months is contingent upon compliance with this requirement. If the required degree is in progress on the start date, documentation satisfactory to the University that the degree was awarded must be provided to the Office of Post-Doctoral Affairs within three months after the start date, in which case continuation of the appointment beyond three months is contingent upon compliance with this requirement.
- 2.2. The appointment is temporary and terminable at will, at the discretion of the University.
- 2.3. The appointment involves substantially full-time research or scholarship.
- 2.4. The appointment is viewed as preparatory for a full-time academic or research career.

- 2.5. The appointment may be part of a clinical training program, if research training under the supervision of a Mentor is a primary purpose of the appointment.
- 2.6. The appointee works under the supervision of a Mentor in a university or similar research institution, for example, a national laboratory or the National Institute of Health (“NIH”).

3. Expectations of Scholars

ECU has adopted the following universal set of performance expectations for Scholars:

- 3.1. Conscientious discharge of assigned duties.
- 3.2. Adherence to ethical standards.
- 3.3. Compliance with good laboratory practice, regulatory standards, and related University procedures and policies.
- 3.4. Observation of established guidelines and regulatory standards for research involving biohazards, human subjects and animals.
- 3.5. Open and timely discussion with the supervising Mentor regarding research progress, distribution of reagents or materials, or any disclosure of findings or techniques privately or in publications.
- 3.6. Collegial and professional conduct toward coworkers, University employees and students.
- 3.7. Compliance with all applicable University policies and procedures, including, but not limited to, those related to maintaining eligibility to lawfully work in the United States and North Carolina, the proper conduct of research and export controls, including successful completion of mandatory Responsible Conduct of Research (RCR) training offered by the ECU Office of Research Compliance Administration in year one and every three years thereafter.
- 3.8. Publication and meaningful, consistent progress toward publication of the results of his/her research or scholarship, in consultation with his/her supervising Mentor.
- 3.9. Application for extramural research funding and other financial support as appropriate and/or as directed.
- 3.10. A 3-week notification to the mentor and OPA of intent to leave the training program before the expiration of the current contractual term of employment.

4. Appointment, Renewal and Discontinuation Process

- 4.1. The Scholar will be provided with an official offer letter from the Director of the OPA that outlines the terms of the appointment, rate of compensation, and effective dates of the appointment. Included within the letter will be a position description and a Postdoctoral Scholar Contract (both of which standard versions shall receive approval from Human Resources and the Office of University Counsel before implementation).
- 4.2. Appointments are typically for a one year period. Five years (typically five appointments of one year) is typically the maximum total period that any individual may serve as a Scholar. Once the five year maximum period of service as a Scholar has been reached, the Scholar must either be moved into an established employee position or separated from the University. This maximum total period of service refers to total time spent at ECU as a Scholar, and does not include time spent at other institutions.
- 4.3. Renewals, Reappointments and Extensions
The University, in its sole discretion, has the option to renew or extend any appointment, subject to the availability of funds, past performance evaluations and/or any other lawful reasons.

4.3.1 Where the maximum five year period of service will not be reached or exceeded at the time of expiration of the current appointment, the postdoctoral Mentor and Scholar may request a renewal for another term (typically of one year). This request must be made in writing to the OPA **30 to 60 days prior** to the expiration of the current term. If approved, a new offer letter and contract will be issued, contingent on available funds.

4.3.2 Where the maximum five year period of service will not be reached or exceeded at the time of expiration of the current appointment, and the contract will not be renewed with the current mentor, reappointment as a Scholar may occur with another mentor. The Scholar may request assistance from the department chairperson in identifying other potential opportunities within the department and/or elsewhere within the University. Such requests should be made in writing no later than 90 days prior to the expiration of the current term. The department chairperson should respond in writing within 30 calendar days after receipt of the request with a decision as to reappointment and/or identifying other potential Mentors. A negative response or failure to respond within 30 calendar days, constitute notice to the Scholar that no reappointment will be offered.

4.3.3 To request an extension of appointment beyond the maximum total period of service of five years, the supervising Mentor must submit a written request to the Director of the OPA no later than 90

days prior to the expiration of the current term. It is generally not in the best interests of the Scholar to extend an appointment beyond 5 years. The written request must detail the exceptional circumstances that justify the requested extension and must be cosigned by the Scholar and the department Chair (or Dean when appropriate). Such “exceptional circumstances” include the following: [LIST]Such requests will be decided on a case-by-case basis, in the sole discretion of the University.

4.4. Discontinuation of Appointment Other Than for Cause

4.4.1. Discontinuation due to Expiration of Term

A Scholar’s appointment for a stated term or period expires automatically at the conclusion of the stated term or on the specified date. **The appointment itself constitutes notice of termination and no other notice of termination shall be provided.**

4.4.2. At Will Discontinuation with Notice

At the discretion of the University, a Scholar may have his/her appointment terminated prior to the end of the stated term, subsequent to written notice. Such written notice from the Mentor, co-signed by the faculty member’s department chair and dean, and the Director of OPA must be provided to a Scholar at least 60 calendar days prior to the new termination date.

4.5. Discontinuation of Appointment for Cause

A Scholar may have his/her appointment immediately terminated at any time during the appointment if he/she is found by his/her supervising Mentor to have violated any of the expectations of Scholars set forth herein. Discontinuation of appointment for cause is to be preceded by written notice of intent to discontinue for cause, which must be co-signed by the faculty member’s department chair, dean or designee and Director of OPA.

5. **Evaluation**

The Scholar’s supervising Mentor must complete an annual written evaluation of the Scholar’s performance. The evaluation criteria will be based upon duties and responsibilities stated in the Scholar’s offer letter and position description. The completed evaluation form must be signed by the supervising Mentor and the Scholar and forwarded to the Director of OPA. The Scholar’s signature will acknowledge receipt of the evaluation, not necessarily concurrence. The evaluation process should be simple and must include the opportunity for the Scholar to respond in writing, and this response shall be appended to the evaluation.

6. Compensation

Effective November 2016, Scholars must be hired at or above the salary minimum of \$47,500, in accordance with the change in the federal Fair Labor Standards Act. Scholars will thus not be entitled to overtime pay. Further adjustments to compensation levels will be reviewed/processed in accordance with general University guidelines, Human Resources requirements, and are subject to budget availability. In biomedical fields of study, Scholar salary levels funded by NIH National Research Service Award (NRSA) training grants and fellowships are recommended for use as guidelines.

7. Benefits

- 7.1. Full-time (1.0 FTE) Scholars earn one day of paid vacation leave and one day of paid sick leave each month for a maximum total of 12 days each (i.e., a maximum of 12 annual leave days and a maximum of 12 sick leave days) per year. Subject to the same maximums, leave is prorated for part-time Scholars who work half-time or more (from 0.50 to 0.99 FTE). It is the responsibility of the department to maintain leave records for each Scholar. Unused vacation and sick leave will not be paid out when the Scholar's appointment ends. Leave does not accrue and cannot be carried over from year to year. At the department's discretion, leave may be advanced up to what would be earned by the end of the calendar year.
- 7.2. A Scholar is eligible for 30 paid workdays for parental leave per year consecutive from the day of the qualifying event to care for a new biological or adopted child. The start date of the first leave sets the clock for the 12-month period for leave under this policy.
 - 7.2.1. Requests for parental leave must be provided in writing to the supervising Mentor and Department Chair at least ninety (90) days before the anticipated start of parental leave or as soon as possible under unforeseen circumstances. The Scholar must provide appropriate supporting medical documentation to University Human Resources for its review and approval.
 - 7.2.2. Scholars may be eligible for an additional consecutive 30 workdays of unpaid job-protected parental leave if they meet the eligibility requirements described in section 7.2. University Human Resources should be consulted for any additional requirements. Scholars must maintain health benefits at their own cost during unpaid parental leave.
 - 7.2.3. Requests for unpaid leave by international Scholars on a temporary visa will be reviewed by the University Office of International Affairs and may not be approved if it is determined to constitute a violation of

their visa status. International Scholars who request an unpaid leave must do so BEFORE the start of the leave occurrence.

7.2.4. A Scholar on an active postdoctoral assignment of at least .75 FTE is eligible for health insurance benefits.

7.3. A Scholar is not eligible for participation in ECU retirement benefits, or any other benefits, unless expressly provided for hereunder.

8. Grievances

A Scholar may initiate a written grievance to challenge and obtain review of discontinuation, non-renewal of appointment, or other material matters of concern related to his/her appointment, if, and only if, the Scholar alleges that such action was in violation of law or applicable University policy (which may include this policy and/or those policies that prohibit illegal discrimination and retaliation). A Scholar may use the following procedures to initiate and pursue a grievance:

8.1. No later than 14 calendar days after receipt of notice of the facts and circumstances giving rise to a grievance, the Scholar must initiate the grievance process by making a reasonable effort to resolve the matter through a personal meeting or telephone call with the person against whom the grievance is directed (the "Respondent").

8.2. However, a Scholar is not required to meet with the Respondent if the Scholar alleges that Respondent has engaged in illegal harassment against the Scholar (in such circumstances the Scholar shall instead bring the matter directly to the attention of the Respondent's immediate supervisor and attempt to resolve the matter through a meeting as described in section 8.1). *NOTE: Where the Scholar alleges he/she has been unlawfully harassed, discriminated against and/or retaliated against by any University employee, student, visitor, or another Scholar, the Scholar should also contact the University Office of Equity and Diversity (OED) and the Director of OPA to receive guidance on how to proceed with this grievance process, if at all, in light of the allegations. Under such circumstances, the University may determine that this grievance process should be put on hold or discontinued, pending the outcome of an investigation by OED.*

8.3. *This section describes follow-up procedures for matters that are NOT on hold pending the outcome of an OED investigation.* If the matter is not resolved to the Scholar's satisfaction pursuant to the procedure described in section 8.1, by meeting with the Respondent, or that person's immediate supervisor, as the case may be, the Scholar may in writing formally request resolution of his/her grievance. This written request shall be made to the immediate supervisor of the Respondent, unless the immediate supervisor conducted the meeting described in section 8.1 or the immediate supervisor is named as a Respondent in the Scholar's grievance, in which case the grievance shall be directed to another appropriate administrator above the immediate supervisor

of the Respondent. The request must be delivered to the Respondent's supervisor, or another appropriate administrator above the Respondent's immediate supervisor, as the case may be, no fewer than 14 calendar days after the conclusion of the meeting described in section 8.1. The request must include a written statement describing the matter of concern, the supporting facts, and the results of prior discussions. The request must address three critical questions: (a) What is the grievable offense? (b) Who committed the grievable offense? (c) What is the desired resolution? In addition, the grievance must specify the law or University policy (which may include this policy and/or those policies that prohibit illegal discrimination and retaliation) allegedly violated. Any request failing to meet the requirements of this section may be dismissed, in which case the matter shall be considered fully and finally concluded. The Respondent's supervisor/ other appropriate administrator shall resolve the matter as promptly as reasonably possible by providing the Scholar a written decision and outlining the reasons for the decision, within 14 calendar days from receipt of the written request and receipt of any other information the Mentor's immediate supervisor/other appropriate administrator reasonably determines is necessary for the rendering of an informed decision. This decision shall be final unless the Scholar timely initiates the formal request described in the next section.

- 8.4. If still unresolved to the Scholar's satisfaction, the Scholar may formally request resolution by the Dean of the School or College in which the Respondent is appointed or by another appropriate administrator above the Respondent's immediate supervisor (if the Dean rendered the decision in section 8.3 or the Dean is named as a Respondent in the Scholar's grievance). The written request must be delivered to the Dean or other appropriate administrator, as the case may be, no fewer than 14 calendar days after the student's receipt of the decision described in section 8.3, include a copy of that decision and all information described in 8.3 above. The Scholar's written request must also include the reasons why the decision rendered pursuant to section 8.3 was flawed. Any request failing to meet all the requirements of this section may be dismissed, in which case the matter shall be considered fully and finally concluded. The Dean or other appropriate administrator shall resolve the matter as promptly as reasonably possible, providing a written response outlining the reasons for the decision within 14 calendar days from receipt of the written request and receipt of any other information the Dean/administrator reasonably determines is necessary for the rendering of an informed decision. This decision shall be final unless the Scholar timely initiates an appeal as provided in the next section.
- 8.5 To the extent that the Dean or other appropriate administrator's decision was unfavorable to the Scholar, no fewer than 14 calendar days after the Scholar's receipt of the decision from the Dean or other appropriate administrator he/she may appeal in writing to the Director of OPA or other appropriate administrator (if the Director rendered the decision in section 8.4 or the

Director is named as a Respondent). The written appeal must include all information as described in 8.3 above, copies of all previous written decisions and the reasons why the decision by the Dean or other appropriate administrator was flawed. Any appeal failing to meet all the requirements of this section may be dismissed, in which case the matter shall be considered fully and finally concluded. The Director shall render a final decision based upon the written information provided as promptly as possible, providing a written response outlining the reasons for the final decision within 14 calendar days from receipt of the written appeal and receipt of any other information the Director/administrator reasonably determines is necessary for the rendering of an informed decision.

- 8.6 Upon timely initiation of a grievance and a final outcome that upholds a discontinuation of appointment, the Scholar's discontinuation shall be effective as of the date of the final decision in the grievance procedure. If a Scholar timely initiates a grievance and the final outcome is not to uphold the discontinuation of appointment, then, if more than 60 days remain on the appointment, an at will discontinuation may be pursued, requiring 60 calendar days' notice following the date of the final decision in the grievance procedure.
- 8.7 Notwithstanding the foregoing, as provided by University policy prohibiting illegal discrimination and retaliation, any Scholar may contact the University Office of Equity and Diversity (OED) at any time with concerns that he or she has been unlawfully harassed, discriminated against and/or retaliated against, by a University employee, student, visitor, or another Scholar based on one of the University's protected classes. For more information see, OED's website at <http://www.ecu.edu/oed> or contact OED directly by telephone at (252) 328-6804 or by email at OED@ecu.edu.

RESEARCH SERVICES

CONFLICTS OF INTEREST AND COMMITMENT

ECU's PRR Regulation on Conflicts of Interest and Commitment," as stated in Part VIII of the Faculty Manual **requires** all Professional Staff to complete a Conflict of Interest form annually, whether or not they have any of the relationships that may be deemed to compete with their University responsibilities. A statement regarding conflicts of interest is located on the Division of Research and Graduate Studies website:

<https://ecu.myresearchonline.org/air>

An electronic campus Conflict of Interest and Commitment disclosure site with links to additional conflict of interest material is available online at

<http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/appendixi/appendixi.htm>

If you have questions about this policy, contact: Dr. Hiromi Sanders, Assistant Director of Compliance in the Office of Research Integrity & Compliance. Telephone number: 252-328-9474.

RESEARCH CENTERS AND INSTITUTES

In addition to academic departments, ECU contains a number of Centers and Institutes in which research is fundamental to their mission. A listing of these can be found at: <http://www.ecu.edu/cs-acad/rgs/centers.cfm>. This site contains links to each Center and Institute.

HUMAN SUBJECTS IN RESEARCH

All behavioral or biomedical research involving human subjects conducted at or sponsored by ECU must be reviewed an Institutional Review Board (IRB) prior to the involvement of those subjects. The institutional human subjects in research policy can be found at:

<http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/part7/74.htm>.

The primary function of the University and Medical Center Institutional Review Board (UMCIRB) at ECU is to protect the rights and welfare of human subjects engaged in research at East Carolina University, The Brody School of Medicine, Pitt County Memorial Hospital and its affiliates, and in research conducted elsewhere by faculty, students, staff or other representatives of ECU in connection with their responsibilities. This mission is accomplished by an institutional commitment to education and establishment of a collaborative relationship with the researchers and key support staff. The UMCIRB URL is: <http://www.ecu.edu/irb/>

Researchers are encouraged to contact the relevant IRB to obtain the necessary guidelines, forms, and schedule of meeting dates.

ANIMAL SUBJECTS IN RESEARCH

Every investigator must understand the laws and regulations that govern the use of animals for research and to incorporate them into their research efforts. Although there are many federal, state and local regulations governing the use of animals, there are two main sets of regulations with which the investigator should be familiar. These are the “Animal Welfare Act” enforced by the United States Department of Agriculture (USDA) and the Public Health Service (PHS) “Policy on Humane Care and Use of Laboratory Animals” administered by the Office of Laboratory Animal Welfare. Many of the USDA regulations are similar to those of the PHS policy.

Both of these policies require each research institution to establish an Institutional Animal Care and Use Committee (IACUC) with defined responsibilities. These include the review of all proposed activities related to the care and use of animals, semi-annual review of the institution’s program for animal care, and semi-annual review of all animal facilities and animal research areas.

Federal policy directs IACUC to evaluate research proposals by investigators to ensure that the number of experimental animals is appropriate, non-animal alternatives are used if possible, any pain or distress is minimized, use of animals has been justified, activities do not unnecessarily duplicate previous efforts, personnel are appropriately qualified, and animal activities are in accord with the USDA regulations and PHS policy. ECU is an elective member of the Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC).

Researchers should direct questions about the use of vertebrate animals to any of those listed at the end of this section.

ECU is committed to the human and ethical treatment of animal subjects in research. The Institutional Animal Care and Use Committee (IACUC) fosters compliance through facilitating the efforts employed by the institution’s scientists and instructors in the utilization of the animals in research, education and other scholarly pursuits.

For more information about the IACUC, please e-mail us (iacuc@ecu.edu). Additionally, feel free to contact the following individuals or offices for assistance.

IACUC Chair
Dr. Susan McRae
mkraes@ecu.edu
252-328-6515

University Veterinarian
Dr. Dorcas O'Rourke
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252-744-2420

IACUC Coordinator
Ms. Janine Davenport
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252-744-2436

INTELLECTUAL PROPERTY

East Carolina University is dedicated to the pursuit of knowledge in the form of research and other scholarly activities in an environment that embraces collaboration and publication of scholarly results. Inventions, discoveries and other intellectual assets may also result from the conduct of these activities. These assets may contribute to development of new products and services that could benefit from intellectual property protection in the form of patents and copyrights. The Board of Governors of the University of North Carolina has determined that patenting and commercialization of these assets is consistent with the mission of the University. The [Patent](#) and [Copyright](#) policies of East Carolina University provide valuable direction on such matters as how and when to disclose new inventions to the University, determining ownership of intellectual assets, defining responsibility for commercialization activities, and the process for distribution of any income earned as a result of these activities. Compliance with these policies is a condition of employment for University employees, enrollment of University students, and access to University facilities by visitors and volunteers.

The [Office of Technology Transfer](#) (OTT) is responsible for all issues related to University inventions, such as performing market and intellectual property assessments, securing intellectual property protections, identifying industry and commercialization partners, and negotiating license agreements. [OTT](#) also facilitates engagement of collaboration partners in the review and use of ECU intellectual property through Material Transfer Agreements and Confidential Disclosure Agreements.

Invention Disclosure

University personnel, who either alone or in association with others make an invention in which the University has or may have an interest, must disclose such inventions in a Report of Invention to [OTT](#). [OTT](#) will work with inventors to manage the invention in the best interest of the University, the inventors, and the public. To obtain maximum intellectual property protection, a disclosure should be made prior to submitting data for publication or presenting to a group of non-ECU personnel.

Invention Ownership

Unless otherwise provided for in a written agreement signed by an authorized ECU official, the University owns all right, title and interest in inventions that are conceived or conceived and reduced to practice with the aid of University facilities, staff or students, or with funds administered by the University.

Discussing Your Invention with Others

Public disclosure of an invention in either written or oral form may create challenges to obtaining patent protection for new inventions. Examples of public disclosures include

published articles, abstracts, posters, seminar descriptions, grant proposals, and theses and dissertations. While the United States allows a one-year grace period to file a patent application following public disclosure of an invention, most other countries do not make such an allowance. To maximize protection of University inventions, [OTT](#) should be notified immediately if a public disclosure of an invention is anticipated.

Confidentiality Agreements

Unpublished information and research data generated by ECU personnel may benefit from terms confidentiality found in a Confidential Disclosure Agreement (CDA) or Non-Disclosure Agreement (NDA) prior to disclosure to collaborators from other organizations or potential industry partners. CDAs and NDAs recognize the proprietary nature of unpublished information and restrict the manner in which the information can be used by the receiving party.

Material Transfer Agreements

Similar protection is available in the form of a Material Transfer Agreement (MTA) for tangible research materials such as cell lines, antibodies, vectors, animal models, computer chip design, and software.

For more information about the disclosure, assessment, and commercialization process for University inventions, contact OTT at (252) 328-9549 or visit <https://www.ecu.edu/cs-acad/ott/>. OTT is also a valuable resource for advice when sharing research information or materials is anticipated with non-ECU collaborators or potential industry partners.

OFFICE OF CLINICAL TRIALS

The main focus of the Office of Clinical Trials (OCT) at ECU is to provide support for clinical research. By working closely with investigators, we strive to facilitate the approval process and to improve the overall quality of clinical research. Our goals include ensuring compliance with federal, state and institutional regulations, policies and procedures in order to protect the interests of patients and of the university.

The OCT provides certified, experienced study coordinators to assist principal investigators with all clinical requirements related to their studies. The OCT website is: <http://www.ecu.edu/clinicaltrials/>.

OFFICE OF SPONSORED PROGRAMS

The Office of Sponsored Programs (OSP) assists faculty, staff, and students in obtaining external grants and contracts to support research, instruction, and service activities. OSP coordinates with the Office of Research Development in identifying funding opportunities and preparing and submitting proposals on behalf of the University, with a focus on assuring that proposals comply with University and sponsor requirements. Additionally, OSP negotiates and accepts awards from sponsors, issues sub-awards under funded projects, and oversees other award actions such as

incremental funding actions, award modifications, and no-cost extensions. OSP's RAMSeS electronic proposal routing and approval system tracks proposal submissions and awards, providing valuable information to faculty for annual evaluation purposes and to ECU and UNC administration for assessment and strategic planning purposes. The OSP website is <http://www.ecu.edu/osp>. OSP staff may be contacted via email at osp@ecu.edu.

TRAINING COURSES FOR POSTDOCTORAL SCHOLARS

Several departments on campus offer training to Postdoctoral scholars in a variety of areas. Please see individual departments for training courses that apply to your research.

Training for Research Involving Human Subjects

All persons engaged in research involving human subjects must complete training in ethical conduct of research and protection of subjects. This includes faculty, staff and students, regardless of funding. All submissions to IRB must include documentation that all members of the research team have completed required education.

This educational requirement can be met by completing a web-based training module. Information regarding this training can be obtained from the ECU IACUC office. Upon completion, you will be able to print out a certificate. Each individual involved in the conduct of the research will need to complete the module on their own and print out a separate certificate.

Annual Self-Assessment For Post-doctorals

East Carolina University Office of Post-Doctoral Affairs

1. Years of Postdoctoral training:
2. What were your major goals for last year?
3. Which goals did you meet? For ones you did not meet, why not?
4. Provide a rough estimate of your time -- what % of your time was spent on each of the following activities during the past year, what changes will you in these time commitments next year:

Research
Attending seminars
Teaching (classroom)
Teaching (in lab)
Reading
Writing
Classes
Career development activities
Job search activities
Other

5. What oral presentations (lab meetings, journal clubs, in-house scientific meetings (including poster sessions) did you make in the past year? Do you feel your presentation skills have improved? Are there specific areas of verbal communication you would like to work on in the coming year? How will you work to develop better communication skills?
6. Did you do any teaching in the past year (classes, laboratories, small groups)? Would you like additional opportunities to teach in the coming year? How will you find these teaching opportunities?
7. What papers did you write in the past year? Do you feel your writing skills have improved? Are there specific areas of written communication you would like to work on in the coming year? How will you improve your writing skills?

8. What research-related skills have you acquired in the past year? What further skills do you need to acquire to be successful as a Postdoctoral and in your future career? How will you gain exposure to these skills and evaluate your competency?
9. How much time did you spend on experiments or projects that did not work? Did you ever figure out why they didn't work? Are you continuing to work on them? How long are you willing to keep trying before you drop those experiments? Are there more important experiments that you could or should be doing?
10. In what areas have you done background reading? In what areas do you need to do more reading? How much time do you think you will need to set aside for this reading?
11. What collaborations have you established? Are they successful and beneficial to you? Do you need to establish others or modify your current collaborations?
12. What fellowships or grants did you write? Were they funded? If yes, how will you assure that you make progress on these projects in the coming year? If you were not successful, what can you do to improve the application?
13. What goal(s) received your top priority for the past year? Did you succeed?
14. What goal(s) will receive your top priority for the coming year? Do you foresee any major obstacles and what do you need to do to minimize their impact?
15. What is your long-term career goal? What did you do this year to help develop contacts relevant to your job search? What career development programs do you need to participate in? What can you do to improve your chances of moving quickly into the job of your choice?