

RESEARCH ASSOCIATE AND POSTDOCTORAL FELLOW ORIENTATION



**Welcome to
Harvard University**



**and the
Harvard T.H. Chan School of Public Health**



**HARVARD
T.H. CHAN**

SCHOOL OF PUBLIC HEALTH

**PART 1**

- **Facts/information about Harvard and the Harvard Chan School**

PART 2

- **SPH academic appointments**
- **Getting settled**
- **Non-faculty policies and guidelines**
- **University and SPH resources**

PART 3

- **Postdoc Information**

PART 4

- **Harvard International Office (HIO)**



HARVARD UNIVERSITY



HARVARD UNIVERSITY



**President
Drew Gilpin Faust**

**Provost
Alan M. Garber**

**Faculty
of Arts &
Sciences**

**Faculty of
Medicine
(HMS &
HSDM)**

**School of
Engineering
and Applied
Sciences**

**Divinity
School**

**Graduate
School of
Education**

**Harvard Law
School**

**Graduate
School of
Business
Administration**

**Radcliffe
Institute for
Advanced
Study**

**Harvard
TH Chan
School of
Public Health**

**Graduate
School of
Design**

**John F.
Kennedy
School of
Government**

HARVARD UNIVERSITY



Each Harvard school is responsible for:

- **hiring staff and administrators**
- **faculty and non-faculty academic appointments**
- **admissions**
- **tuition and fees**
- **fundraising**
- **curriculum**

HARVARD UNIVERSITY





Harvard T.H. Chan School of Public Health



HARVARD
T.H. CHAN

SCHOOL OF PUBLIC HEALTH



- Founded in 1913; USA's first graduate training program in public health
- Launched the “designated driver” campaign in the US
- Determined that a retrovirus was the agent causing AIDS
- Demonstrated the different types of fats (trans fatty acids, plant oils)
- Showed that minorities and the poor receive lower quality care than whites and those of higher socioeconomic status
- Worked with labor and management to improve worker safety in the rubber tire, meat-packing and automobile industries
- Two SPH-affiliated scientists have been awarded the Nobel Prize
- Since 1962, six directors of the CDC have been HSPH graduates



HARVARD
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SCHOOL OF PUBLIC HEALTH

LEADERSHIP



David Hunter

Acting Dean, Dean for
Academic Affairs, and the
Vincent L. Gregory
Professor in Cancer
Prevention



Michael Grusby

Senior Associate Dean
for Academic Affairs, and
Professor of Molecular
Immunology



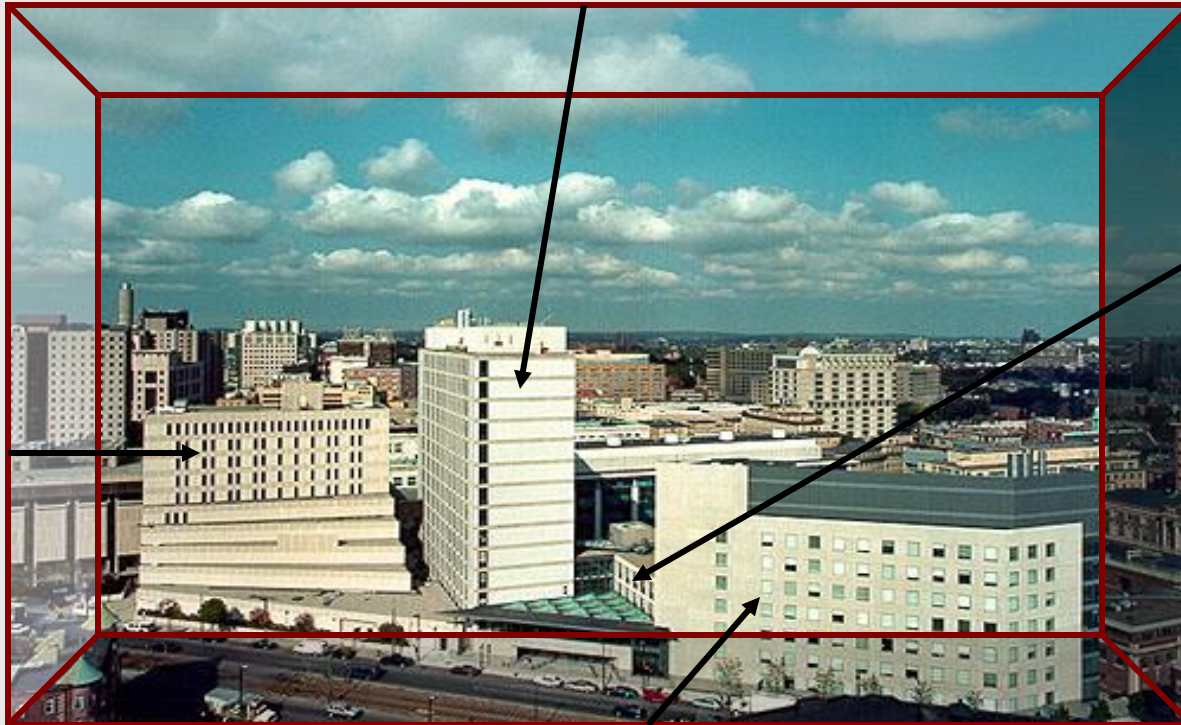
• **Departments and Department Chairs**

- **Biostatistics:** Xihong Lin
- **Environmental Health:** Doug Dockery
- **Epidemiology:** Michelle Williams
- **Genetics and Complex Diseases:** Gokhan Hotamisligil
- **Global Health and Population:** Wafaie Fawzi
- **Health Policy and Management:** Kate Baicker (Acting)
- **Immunology and Infectious Diseases:** Dyann Wirth
- **Nutrition:** Walter Willett
- **Social and Behavioral Sciences:** Ichiro Kawachi



Building 1 - 655 Huntington Avenue

**Building 3 -
677
Huntington
Avenue
(Kresge)**

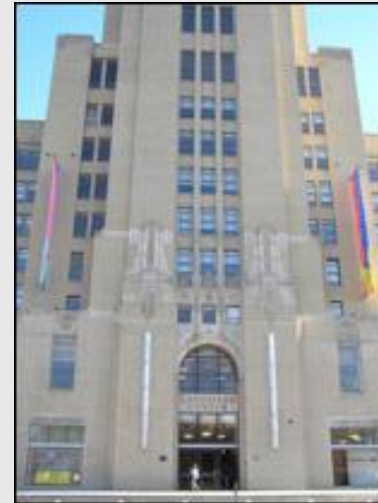


**Building 2 –
655 Huntington
Avenue**

**651 Huntington Avenue
(FXB Building - Francois Xavier Bagnoud
Center)**



**Landmark Center
401 Park Drive**



**and other buildings/offices on Huntington
Avenue, Tremont Street, and in
Cambridge**



90 Smith Street





Terms of Appointments & Getting Settled



Terms of appointment:

- **non-faculty annual appointment, with option of renewal**
- **Office of Faculty Affairs oversees and administers academic appointments**
- **no limit to renewals for research associates**
- **postdoc appointments are usually two – five years in length.**

2 types of postdocs

- a. employee/internal postdocs paid a regular salary from a research grant (6150)**
- b. external/stipendee postdocs on a training grant or fellowship that provides a stipend (6450)**



Tax Implications for Appointment Types

- **Salaried Employee Postdoc (Type A):**

- Federal tax, Massachusetts tax, FICA, and Medicare withheld
- Receives a W2 form from the University

- **Stipendee/Externally Funded Postdoc (Type B):**

- No withholding of taxes, FICA, or Medicare
- To pay taxes, appointees must file quarterly estimated state and Federal taxes on April 15th, June 15th, September 15th, and January 15th on form 1040ES or 1040ES(NR) for Federal tax and Form 1-ES for the state tax
- Rules are different for US citizens (and permanent residents or resident aliens) and non-residents
- Consult with other stipendees, a tax specialist or Harvard's Employee Assistance Program (EAP)



- **To be eligible for Harvard University Benefits, an appointee must**
 - be employed on a regular University payroll in an eligible employee class and work at least 17.5 hours per week (excluding overtime) or earn a base annual rate of at least \$15,000
 - All new benefits-eligible appointees have 30 days from their hire or eligibility date to enroll in benefits
 - **Salaried Appointee (Type A):**
 - Eligible for Health, Dental, Vision, and Short Term and Long Term Disability through the Harvard Benefits Office
 - Can participate in Harvard's Tax Deferred Annuity Program and Flexible Spending Programs
 - **Stipendee/Stipend Appointee (Type B):**
 - Eligible for Health, Dental, Vision, and Short Term and Long Term Disability
 - **Externally Funded Appointee (Type B):**
 - Not eligible for benefits through the Harvard Benefits Office



- **All questions regarding benefits and benefit eligibility must be directed to HARVARD BENEFITS OFFICE.**

- **Contact the Harvard Benefits Office:**

- If you have additional questions...
- Benefits Office Staff can be reached by phone at **617-496-4001** Monday through Friday, **9:00AM to 5:00PM**
- By e-mail at: **benefits@harvard.edu**
- The **Harvard Benefits Office** is located on the 6th floor of the Smith Campus Center at 1350 Massachusetts Ave.
- Walk-in hours are Monday through Thursday, **11:00AM to 4:00PM**

- **Benefits Office Online Orientation:**

- http://harvie.harvard.edu/system/files/system-files/flash/2015_NEO_nonunion_AdminProf/2015_NEO_FINAL_no_n-union-AdminProf.htm



Paychecks and Paid Time Off

Research associates and postdocs are paid once a month, on the last business day of the month

Paid-time off**

- **Vacation time = 20 days/year**
- **Sick time = 12 days per year**
- **Personal time = 3 day per year**



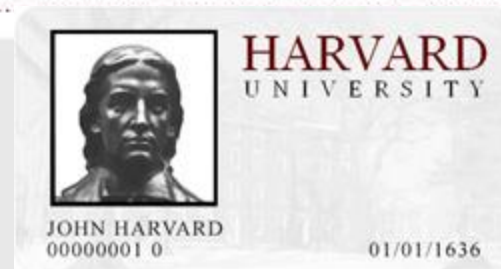
Time off pro-rated for part-time employees

***** Must be used during the term of appointment; unused time will be lost***



Harvard Identification Card

- Pictures taken at the ID office in the Kresge Building, Mon-Fri 8:00 AM to 4:00 PM
- Card provides access to certain buildings, libraries, athletic facilities, museums, shuttle buses, university discounts



Email and Network Accounts

- Application available online at the SPH Department of Information Technology site
- Ask your administrator to enter your email address into the Harvard Web Directory

Harvard PIN

- www.pin.harvard.edu



- ✓ **MBTA Pass Program**
 - ✓ <http://www.transportation.harvard.edu/commuterchoice/transit/discounted-transit-passes>
- ✓ **Outings and Innings**
 - ✓ Discounted tickets to movies, museums shows and sporting events
 - ✓ <https://outingsandinnings.harvard.edu>
- **SPH Fitness Benefit** (not administered in Cambridge) – One year waiting period; \$350 per year (for employees with less than 5 years of service) reimbursement for purchase of health and athletic club memberships. For more information, please visit <http://www.hsph.harvard.edu/human-resources/hsph-fitness-and-wellness-benefit/>
- **Crimson Cash** - Add value to your Harvard ID card using a credit card online at <https://cash.harvard.edu> or with cash at the Value Transfer Station near the vending machines outside the Kresge cafeteria
 - Students and post docs are able to get a discount at the Sebastian's Cafeteria when using Crimson Cash. Certain guidelines must be met to be eligible for this discount. Please visit <http://www.hsph.harvard.edu/faculty-affairs/postdoctoral-research-fellows/postdoc-benefits/> for more information.
 - Faculty, Staff, and Research Associates are not eligible for this discount.



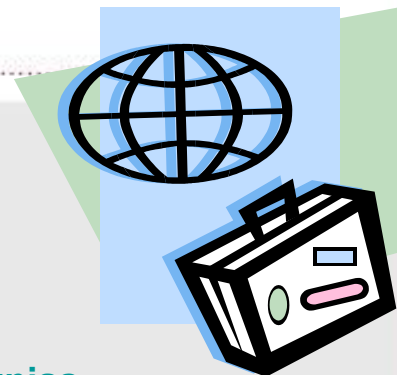
School & University Resources

- **Work/Life Liaison**
 - **Provides seminars and services that focus on childcare, eldercare, and other life transitions**
 - Susanna Katsman, Work/Life Program Manager
 - Phone: 617-432-1048
 - worklife@hsph.harvard.edu
- **Employee Assistance Program (EAP)**
 - You can reach the EAP any day, at any time for personal or work-related concerns about yourself, family, friends or coworkers at 877-EAP-HARV (877-327-4278)



School & University Resources (cont.)

- **MESSAGE ME**
 - <https://messageme.harvard.edu>
- **Ombuds Office**
 - **Provides assistance and advice in resolving work-related problems**
 - Melissa Brodrick, Ombudsperson
 - 164 Longwood Avenue Boston, MA 02115
 - 617 432-4040 (Ombuds)
 - 617-432-4041 (Office)
 - melissa_brodrick@hms.harvard.edu
 - <http://www.hms.harvard.edu/ombuds/>
- **Harvard University Employees Credit Union**
 - <https://www.huecu.org/>



- **Conflicts of interest and commitment**
– fcoi.harvard.edu
- **Use of Harvard name and shield**
– <http://trademark.harvard.edu/policy-on-use-of-harvard-names-and-insignias>
- **Travel and reimbursement policies and procedures**
– <http://policies.fad.harvard.edu/pages/travel-0>
- **Authorship Guidelines**
– <http://www.hsph.harvard.edu/faculty-affairs/authorship-guidelines/>
- **SPH grievance policy**
– <http://www.hsph.harvard.edu/faculty-affairs/postdoctoral-research-fellows/postdoc-guidelines-2/grievance-procedures-for-non-faculty-academic-appointees/>
- **Title IX information**
– <https://cdn1.sph.harvard.edu/wp-content/uploads/sites/48/2014/08/Sexual-Harassment-Flyer-distributed.jpg>
- **Researcher website**
– Contact the Office of Faculty Affairs to request: Facultyaffairs@hsph.harvard.edu



Professional Development Programs

SPH workshops and courses for research associates and postdocs

- **Scientific writing course**
- **Peer-review writing groups**
- **Grants and grant-writing workshops**
- **Teaching opportunities**
- **CV, cover letter, research statement, and teaching statement workshops**
- **Job search workshops**



Postdoctoral fellows are training positions which allow researchers the opportunity to:

- **develop research skills**
- **develop scholarship reflecting the postdoc's own interests**
- **receive mentoring under a faculty supervisor**
- **develop publications and receive appropriate recognition for contribution to scholarship**
- **participate in school-wide workshops and events for postdocs**

Role of postdoc and faculty supervisor





Postdoctoral Career Development Process:

- **Career Development Plan**
 - goals for first year
- **Postdoc Annual Progress Review Form**
 - evaluate progress towards year's goals
 - identify goals for coming year
 - feedback from mentor; suggestions for future progress



Questions?
Contact the
Office of Faculty Affairs

Phone: 617.432.1047

Email:

Facultyaffairs@hsph.harvard.edu



- The Postdoctoral Association (PDA) represents the interests of post docs and research associates. This group is focused on career development, as well as providing fun and interesting forums and social events.
- All postdoctoral fellows and research associates are members of the postdoc association (PDA) automatically from their appointment start date.
- For more information please visit:
 - SPH PDA Website: <http://www.hsph.harvard.edu/pda/>
 - SPH PDA Facebook Page:
<https://www.facebook.com/search/top/?q=hsph%20postdoctoral%20association>
 - Contact the PDA via email at pda@hsph.harvard.edu



HARVARD

International Office



What is the Harvard International Office?

- Harvard International Office (HIO) is part of the Harvard University's Central Administration.
- HIO is responsible for working with you and your department to maintain your visa sponsorship.



When an Annual Appointee Arrives

Must register with HIO IMMEDIATELY

- Government requirement. Ensures that we work with your department to extend your immigration status if necessary.
- “Getting Started” orientation and information about Social Security Numbers, HU ID, health insurance enrollment:
<http://hio.harvard.edu/registration-orientation>



Maintaining Visa Status

Four important documents

- Passport
- Visa Document (DS-2019/I-20/I-797)
- Visa (except for Canadians)
- I-94 printout (www.cbp.gov/i94)

Keep scans of your immigration documents.



Questions?

Contact Elizabeth Capuano:

- elizabeth_capuano@harvard.edu
- Direct Line: 617-495-2817
- <http://hio.harvard.edu/office-hours> Appointments are not required for office-hours visits.
- HIO in Cambridge is open Monday - Friday 9:00 a.m. - 3:00 p.m., and you can speak with Advisor on Call (AOC) for “walk-in” service
 - Smith Campus Center, Room 864
- Holds office hours at the **School of Public Health** from 10 a.m. – 1 p.m. on most Thursdays. For more details regarding the location and specific dates for these office hours, please visit: <http://hio.harvard.edu/office-hours>



Thank you.