

WHOI Postdoctoral Association

MINUTES OF MEETING NO. 23

Thursday, June 19, 2008

Caryn House

Committee members present:

Michael Berumen, Sébastien Bertrand, Tom Farrar, Joanne Muller, Michelle Portman (by phone).

Other representatives present:

Janet Fields (Postdoctoral Coordinator/Academic Programs)

1. Summary of upcoming PDA meetings/events

- (a) Tuesday, July 1: Coffee hour at the Marine Mammal Necropsy Facility (Michael to organize)
- (b) Wednesday, July 2, 11:00 AM: PDA meeting to draft a document of best practices for postdoc review process.
- (c) Monday, July 28, 4:00 PM: Postdoc Summer Picnic/Cookout in the Rose Garden on Quissett Campus (Carriage House as rain location).

2. Two PDA members leaving

Tom will cease to be a postdoc on July 1, 2008, and Joanne's appointment will end in mid-August. Tom's position will be filled by one of the current PO postdocs. Joanne's position will be filled during the annual PDA elections (around October).

3. Postdoc events

Academic Programs has funding for about four postdoc events per year, and potential events were discussed. It was agreed that professional development workshops or events are desirable, and one possibility is to invite postdoctoral-program alumni to speak.

It was agreed that a Summer Picnic shall be held on July 28 in the Rose Garden on Quissett Campus, with the Carriage House as a secondary location in case of rain. Janet will reserve the Rose Garden and Carriage House and book a grill to be delivered by Facilities, but other aspects of organizing the event will be the responsibility of the PDA.

Jim Price (Associate Dean) will offer a workshop on science ethics and professional conduct, open to postdocs and Joint Program students.

Michael will organize a coffee hour at the Marine Mammal Necropsy Facility for Tuesday, July 1.

The Postdoc Fall Picnic and Postdoc Symposium will occur this fall (September/October).

4. *Postdoc review process*

We agreed to hold a special PDA meeting on Wednesday, July 2 at 11:00 AM to draft recommended guidelines, or best practices, for the performance review process as it pertains to postdocs. Since some reviews will be underway in August, and the PDA guidelines will be presented to the department chairs at their monthly meeting, this task needs to be completed as soon as possible.

5. *PDA Fact Sheet*

The PDA fact sheet must be reviewed and revised as necessary. Ideally, this should be done before the fall, when many new postdocs arrive. Ernst is overseeing this effort.

Meeting closed.

(Minutes recorded by Tom)