



## Welcome to your WHOI Postdoctoral appointment!

We are all so glad to have you here. As a postdoc at WHOI, you are part of a multinational community consisting of postdoctoral scholars, fellows and investigators. The postdoctoral experience can be a time of great intellectual and personal growth for an early career researcher. Beyond completing impactful research, it can also provide valuable insight on passions and potential future pathways. A positive and rewarding postdoc experience benefits from open conversations between advisors, mentors and postdocs about mutual expectations and responsibilities. Beyond your advisors, mentors, and department, the Academic Programs Office (APO) and the WHOI Postdoctoral Association (PDA) work to provide postdocs with various career and social opportunities.

APO is located in Fenno Building on the Quissett Campus, in the far wing from the Buttery Cafe, 120 office suite. We use a single “catch all” email for postdocs: [postdoc@whoi.edu](mailto:postdoc@whoi.edu). That address is read by at least 3 people in the office, so when in doubt, email us there. You are also now part of the mailing list [postdoc-official@whoi.edu](mailto:postdoc-official@whoi.edu), a mailing list for general announcements that we maintain. Events, job opportunities, and other events will be shared via that list.

Folks to know in our office: First is Diane Foster, Vice President for Academic Programs and Dean, who leads APO. She is best reached via Jenny Hops, [jennifer.hops@whoi.edu](mailto:jennifer.hops@whoi.edu), Senior Admin in APO. Next is Julie Huber, Senior Scientist in MC&G, who serves as Assistant Dean for Postdocs (ADP) and has open office hours every 2 weeks to provide support for navigating your career, relationship with advisors or peers, and as a faculty resource for all postdocs and their advisors. Watch for emails from [postdoc-official@whoi.edu](mailto:postdoc-official@whoi.edu) about office hours or Julie can be reached directly at [jhuber@whoi.edu](mailto:jhuber@whoi.edu). You can expect to meet her within your first month here via invitation from APO, but she is also available to meet any time for questions or concerns. Finally, Kama Thieler, the Non-Degree Programs Manager in APO, is the point of contact for onboarding scholars and fellows and provides general support for all postdocs, and Christine Charette, the Senior Manager for all things financial within APO.

The Institution has a peer-based postdoctoral mentoring program run by the PDA, whose website is [here](#). Mentors for this program are postdocs who have already established themselves at the Institution and who volunteer to help incoming postdocs with their transition. Mentors can assist new postdocs in getting settled, and navigating the WHOI system, as well as many other tasks if asked. If you would like to be matched with a mentor, please e-mail: [whoi-pda@whoi.edu](mailto:whoi-pda@whoi.edu). They also maintain an informal [all-postdocs@whoi.edu](mailto:all-postdocs@whoi.edu) mailing list that you can sign up for.

We also encourage you [sign up for your own free affiliate NPA account](#) using your WHOI address. They have a lot of great resources for postdocs, including webinars, tax advice and more. Further resources and policies specific to WHOI can be found on the postdoctoral section of the WHOI website, which is currently undergoing restructuring, but you can bookmark it [here](#). First, attached to this email and linked on the website is a 2-page document on [Guidelines for Discussing Advisor-Postdoc Expectations and Responsibilities](#) that you can use for an initial discussion between your

advisor(s) and you soon after arriving at WHOI. The goal is to assist you all in defining expectations, roles and responsibilities for the postdoctoral period. The document is meant to be a guide, not a checklist. Ideally, you and your advisor(s) will have this discussion before your initial meeting with Julie. We have also linked here some other documents you might want to look over on our website, including some [Best Practices for Communication](#), both as a speaker and listener, a [Postdoc-Advisor Alignment Meeting Checklist](#) for quick pre-meeting communication, [Postdoc-Advisor Action Plans](#) for when more support is needed, and the [National Postdoc Associations Guide to Individual Development Plans \(IDP\)](#). These are things we will discuss in your first meeting with Julie, but we encourage you to read them now and discuss with your advisor when time allows as you settle in.

It is also important to understand who can serve as a Principal Investigator in writing proposals, and we encourage you to read over [these WHOI rules](#) once you are settled in. If you have questions, please discuss them with your advisor and/or reach out to our office or your department administrator with questions. Again, [postdoc@whoi.edu](mailto:postdoc@whoi.edu) for questions related to these topics.

Education Coordinators within each department are also available to assist postdocs within their departments with questions related to postdoctoral life and career issues, and each department also has a Postdoc Mentoring Committee. Importantly, if you have questions related to foreign national status, please email [fna@whoi.edu](mailto:fna@whoi.edu), but also cc us at [postdoc@whoi.edu](mailto:postdoc@whoi.edu) so we are always looped in and can advocate for you.

If you would like to create a web page to outline your research accomplishments and establish a presence on the web, WHOI has a WordPress template that allows you to do this quickly and with little or no web development experience. Information about accessing this template and other useful information can be found [here](#). The [WHOI internal web site](#) also provides an abundance of useful information. From here you can log into and edit your staff profile information using your WHOI email username and password (upper left section of the site). This allows access to update your basic directory profile information, and your email settings, among other items.

Remember that advisors and postdocs are both working together toward a mutual goal – the postdoc's success. The advisors of postdocs have the responsibility to provide a postdoctoral experience that is fundamentally educational in nature and advances the postdoc's career. The postdoc bears the primary responsibility for the success of their experience, with the support of their advisors, mentors and mentoring committees, and the institution.

Finally, Dean Foster has taken on conducting exit interviews with as many postdocs as possible to provide herself with the broadest perspective possible on the successes and challenges of the postdoc experience at WHOI. We will be communicating back out to advisors, education coordinators, and/or department chairs if any patterns emerge with respect to issues or challenges that we think APO could help address. Please reach out to us at [postdoc@whoi.edu](mailto:postdoc@whoi.edu) if you have questions or concerns.

Again, welcome to WHOI and we look forward to getting to know you!

From the WHOI APO Postdoc Team,

Diane, Julie, Kama, Jenny, and Christine