

Postdoctoral Handbook



UTSA Graduate School

WELCOME TO UTSA

Dear Postdoctoral Colleagues,

With great pleasure and enthusiasm, I warmly welcome each of you as you embark on this exciting journey as a Postdoctoral Fellow at our esteemed institution.

First and foremost, congratulations on reaching this pivotal stage in your academic and professional careers. Your dedication, hard work, and relentless pursuit of knowledge have led you to this moment, and we are thrilled to have you join our vibrant research community.

As a Postdoctoral Fellow, you are an integral part of our mission to advance the frontiers of knowledge and contribute to groundbreaking research in your respective fields. Your presence will undoubtedly enrich our academic environment, fostering collaboration and encouraging cross-disciplinary interactions that are essential for generating transformative ideas.

Our institution takes great pride in fostering an inclusive and supportive environment that values diversity and promotes equal opportunities for all. Your work as a Postdoctoral Fellow will undoubtedly contribute to the advancement of knowledge and impact society in meaningful ways. We are eager to witness the outcomes of your research and the transformative impact you will make during your time with us.

Once again, welcome to our academic family, where excellence and innovation thrive. We are delighted to have you on board. Please do not hesitate to reach out if you need guidance or support. Together, we will create a brighter future through the power of knowledge.

Best wishes on your journey of discovery!

Warmest regards,

Ambika Mathur, Ph.D.
Senior Vice Provost for Graduate & Postdoctoral Studies and Graduate Dean
Distinguished Professor
The University of Texas at San Antonio
San Antonio, TX 78249

MESSAGE FROM THE DEAN

The University of Texas at San Antonio Graduate School is enlightened to welcome you to the Postdoctoral Community!

The Office of Postdoctoral Affairs was established to recognize and foster the success of our Postdoctoral Fellows and Researchers. As a recent R1 institution, we value your contributions and escalate the importance of your training. As a postdoc at UTSA, you will find that our community has access to renowned facilities and state-of-the-art resources. To create an environment that fosters professional development and promotes research excellence, we provide workshops and seminars throughout the year to enrich your experience and facilitate personal and professional growth.

We encourage you to visit our Postdoctoral Affairs website, where you will find a surplus of resources, events, professional Development, and networking opportunities to support you during your time at UTSA.

We hope your experience at UTSA is memorable and marks the beginning of a distinguished career in your field.

Ambika Mathur, Ph.D.
Senior Vice Provost for Graduate & Postdoctoral Studies and Graduate Dean
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“Postdoctoral Researchers are a significant part of UTSA’s research success. The mission of the Office of Postdoctoral Affairs is to advocate for the Postdoctoral community and support postdoctoral researchers in their journey. As a team at the Graduate School Office, we foster successful collaborations and progress of Postdoctoral and Postgraduate Fellows throughout the UTSA system, in concert with every department and school, by offering timely support, training, and career guidance.”

Dr. Madhumita Joshi
Director of Postdoctoral Success
Graduate School Office of Postdoctoral Affairs
The University of Texas at San Antonio (UTSA.)
Website: [Office of Postdoctoral Affairs](#)

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I. INTRODUCTION AND OVERVIEW

The University of Texas at San Antonio (UTSA) was founded in 1969 and is the largest university in the San Antonio metropolitan region, with more than 34,344 students enrolled in Fall 2022. UTSA advances knowledge through research and discovery, teaching and learning, community engagement, and public service. The university embraces multicultural traditions and is one of the nation's top Hispanic-Serving Institutions (HSIs). UTSA recently earned the Seal of *Excelencia* designation from Excelencia in Education, the nation's premier authority on accelerating Latino student success in higher education. Situated in our seventh-largest city—which is growing faster than any other city, UTSA is uniquely positioned to serve society due to our deep integration in a region that reflects the demographic future of the United States.



UTSA MISSION

The University of Texas at San Antonio is dedicated to advancing knowledge through research and discovery, teaching and learning, community engagement, and public service. As an institution of access and excellence, UTSA embraces multicultural traditions and serves as a center for intellectual and creative resources and a catalyst for socioeconomic Development and the commercialization of intellectual property – for Texas, the nation, and the world.

UTSA VISION

To be a premier public research university, providing access to educational excellence and preparing citizen leaders for the global environment.

UTSA DESTINATIONS

1. UTSA will be a model for student success
2. UTSA will be a great public research university
3. UTSA will be an exemplar of strategic growth and innovative excellence

UTSA CORE VALUES

1. Integrity
3. Inclusiveness
5. Collaboration

2. Excellence

4. Respect

6. Innovation

Rankings and Recognitions

UTSA is #9 in the nation for degrees awarded to Hispanic students (Hispanic Serving Institution) and possesses a prestigious Tier One designation for research.

#31

Top 3%
of universities worldwide (2023)

#31

'Best for Vets' Colleges
in the nation (2022)

#33

Best school for social mobility
in the nation (2022)

#8

Top producers of Hispanic bachelor
degree recipients
in the nation (2023)

#5

Forbes' America's
Best-in-State Employers (2022)

#7

Best Online Bachelor's Program
in Texas (2022)

Designations Achieved



Our Carnegie R1 research status, received in 2022, recognizes UTSA as one of the **top 4% research institutions** in the nation



Our Seal of Excelencia designation, awarded in 2020, recognizes UTSA's leadership in **advancing Latino student success**



Our Elective Community Engagement Classification, received in 2015, highlights UTSA's commitment to **servicing the San Antonio region**



Our Innovation & Economic Prosperity designation, received in 2023, recognizes UTSA's impact on **regional economic growth** and opportunity

Graduate School at a Glance

UTSA Graduate and Postgraduate Educational Elemental Piece



Graduate Degrees Conferred

1486

Master = 1343 Ph.D. = 143

39.13% First-generation

47% Hispanic/Latino

Colleges

Carlos Alvarez College of Business

Klesse College of Engineering & Integrated Design

College of Education and Human Development

College of Liberal & Fine Arts

College of Sciences

College for Health Community and Policy

University College

Honors College

School of Data Science

Campuses

Main Campus

Downtown Campus

Southwest Campus

Hemisfair Campus

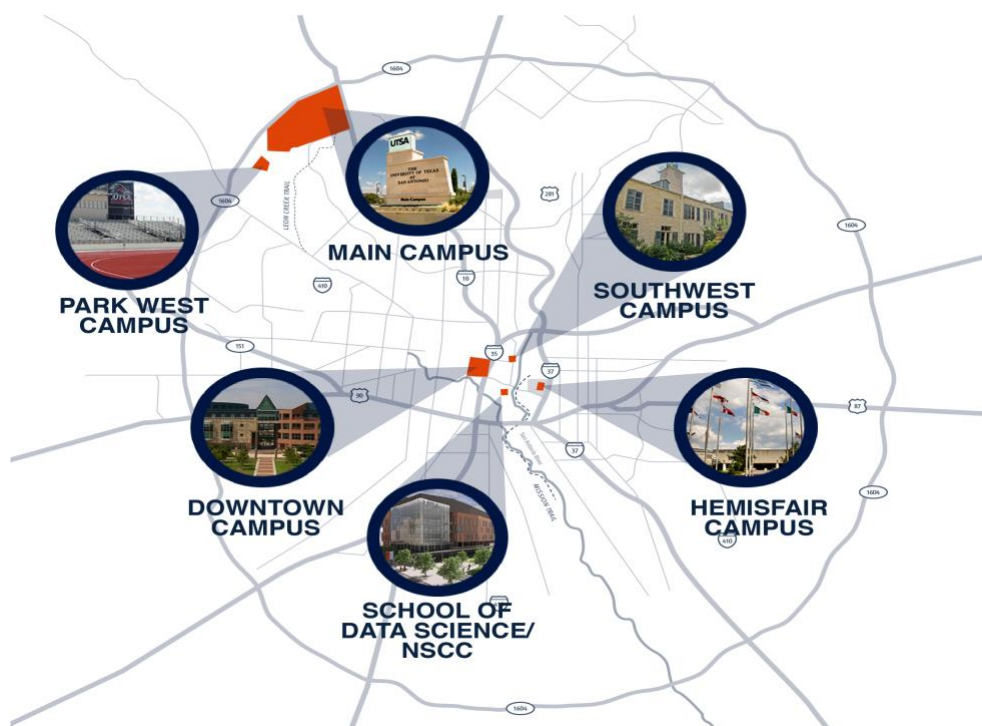
Park West Campus

Online

Satellite Locations

CAMPUSES

With thousands of talented and driven students across our physical and virtual campuses, UTSA is the largest university in the San Antonio metropolitan region. There are five campuses across the city ([campus map](#)): The Main Campus, Downtown Campus, Hemisfair Campus, Park West Campus, and the Southwest Campus. San Pedro I, the new School of Data Science home, is a 167,000-square-foot, six-story building that sits along San Pedro Creek east of UTSA's Downtown Campus.



Main Campus

Serving the majority of UTSA's students, the Main Campus includes the Carlos Alvarez College of Business, College of Education and Human Development, Klesse College of Engineering and Integrated Design, College of Liberal and Fine Arts, College of Sciences, Honors College, University College, and The UTSA Graduate School. The 600-plus acre campus is surrounded by a thriving Medical Center, USAA, Valero, Fiesta Texas, and anchor retail facilities such as The Shops at La Cantera and The Rim.

Downtown Campus

The Downtown Campus is located between San Antonio's historic West Side neighborhood and the downtown core in close proximity to several cultural, historic, and commercial venues. The campus is home to the Margie and Bill Klesse College of Engineering and Integrated Design, the College for Health, Community, and Policy, and the College of Education and Human Development. Also based at the Downtown Campus is the Urban Education Institute, a hub to prepare future educators, strengthen community partnerships, and raise the educational attainment levels and earnings of economically disadvantaged students, as well as the UTSA School of Data Science, which is housed in San Pedro I, a building whose name recognizes the university's commitment to the site as a historic and future hub of prosperity for the city.

Southwest Campus

The Southwest Campus is located on the San Antonio River in downtown San Antonio, on the historical site of the Southwest School of Art, which merged with UTSA in 2022. Southwest School of Art was founded in 1965 and has long been regarded as a nationally recognized leader in visual arts education. The campus has been an urban oasis for learning and growth for more than 165 years. The buildings and campus were initially known as the Ursuline Convent and Academy, which opened in 1851 as the first school for girls in San Antonio.

Hemisfair Campus

The Hemisfair Campus, UTSA's second downtown location, is situated east of the Downtown Campus, along IH-37 opposite the Alamodome. It is home to the Institute of Texan Cultures, where historical exhibits, cultural programs, and live performances are offered year-round. Through its research, collections, exhibits, and outreach, the institute promotes an understanding and appreciation of the rich diversity of Texas and Texans.

Park West Campus

Athletics enrich the UTSA experience, encouraging a sense of community and school spirit that inspires students, faculty, staff, alums, and fans alike. The 125-acre Park West Campus, which sits less than two miles from Main Campus, is home to a soccer field and a track-and-field stadium. It serves Roadrunner student-athletes and is designated a host site for many community sports events.

UTSA Online

UTSA offers undergraduate students an excellent selection of 100% online degree programs to allow students the flexibility they need to reach their personal, professional, and educational goals! Bachelor's degrees currently offered through UTSA Online include our highly ranked BBA in Cyber Security, Multidisciplinary Studies, and a BA in Communication.

Satellite Locations

UTSA has established a presence at unique locations locally and abroad to expand the horizons of student learning and engage with the San Antonio community.



Campus Resources

Libraries

UTSA has four libraries that hold Special Collections, including the John Peace Library (JPL) and the Applied Engineering College Library, both located on UTSA's main campus, the Downtown Campus Library (DTL), and the Special Collections Library at Hemisphere Park.



Academic Innovation

The Division of [Academic Innovation](#) brings together experts in teaching, technology, and virtual learning to champion innovative and transformational practices that enhance the academic experience of the students, staff, and faculty at UTSA. Academic Innovation works collaboratively to ensure UTSA members have the tools, resources, and knowledge they need to deliver accessible, high-quality online, hybrid, and in-person courses.

The Office of Innovation has the following services to support your journey as a Postdoc teaching at UTSA: <https://provost.utsa.edu/academicinnovation/online-programs/>

Research, Economic Development, and Knowledge Enterprise ([REDKE](#).)

The office of the Vice President for Research, Economic Development & Knowledge Enterprise supports UTSA's research community by facilitating growth, productivity, and excellence. The REDKE promotes all aspects of research and other creative endeavors among colleges, centers, institutes, and collaborating partners. The office supports researchers and investigators in their work of discovery, innovation, and identifying funding opportunities and collaborators ([research-fund](#))

Recreation Wellness Center

Located on the Main Campus, the Rec Center can be found on the [campus map](#) labeled as RWC, just north and adjacent to Brackenridge Avenue Parking Lot 2. The Rec Center offers two levels of facility space and programming space, including five multi-purpose courts, a 54-foot Rockwall, a TV/gaming lounge area, lounge spaces, racquetball courts, an Aquatics Center, four studios, meeting rooms, a demonstration kitchen, massage studio, fitness assessment lab, and multiple cardio and weight rooms.



National and International Organizations:

Several students' associations/councils/societies are available to organize and celebrate events and provide resources for newcomers. <https://utsa.campuslabs.com/engage/organizations>

Campus Transportation Services

UTSA and [VIA Metropolitan Transit](#) partner to provide free, unlimited bus service and on-demand rides through [VIA Link](#) to current UTSA students and paid employees. The VIA U-Pass program offers cost savings and makes it easier for the campus community to leave vehicles at home, reducing traffic on campus roads and parking lots.



II. LIVING IN SAN ANTONIO, TX



San Antonio, also known as Alamo City, is among the seventh-largest and fastest-growing cities in the US. The city also offers a rich, centuries-old history, contemporary restaurants, and expanding arts scene. San Antonio has a wide variety of housing, from inner-city apartments to suburban neighborhoods to rural housing.

All that rich history means plenty of nicknames for San Antonio. You will most likely hear Alamo City plenty, and other names you might come across are Saytown (SA), Military City, the 2-1-0, and Ol' San Antone. In addition, other quick notes:

- UTSA's motto is "Birds up!"
- Residents are called San Antonians
- San Antonio has the best Tacos
- The iconic barbecue restaurant is referred to simply as [Bill Miller](#).

Geographically and culturally, San Antonio is considered South Texas. The city celebrates its annual [Fiesta San Antonio](#) and [Dia de los Muertos](#) festivities, which the residents love.

H-E-B is based in San Antonio, and its headquarters are located on a picturesque campus just south of downtown.

San Antonio's location makes it easily accessible to some of the best Texas attractions. Located on the edge of the Hill Country, San Antonio is just a short drive to Texas wine country and quaint towns like Fredericksburg and Castroville.

You are also close to family-friendly beaches like South Padre Island and Port Aransas, and if you come from a big city, you will find Houston, Dallas, and Austin are all a few hours' drive.

FAMILY SUPPORT

School Districts

San Antonio has 24 school districts, encompassing 123 public elementary, middle, and high schools. In addition, there are also private, charter, religious, or academies of primary and secondary education institutions.

Child Care

UTSA has a Child Development Center for childcare services to UTSA students, staff, and faculty. The Center is licensed by the Texas Department of Family and Protective Services and accredited by The National Association for the Education of Young Children. If you'd like additional information, you can contact them at 210-458-6364.

There are wonderful childcare options in the local San Antonio Area. The following are options of current childcare facilities that other faculty and staff appreciate and utilize for their children.

- La Petite Academy
 - Many locations available
- The Goddard
- Westover Hills Learning Center
- Children's Lighthouse of San Antonio
- Kids 'R' Kids
- Learning Tree Academy

Things to do in San Antonio

The River Walk

Sightseeing, shopping, food, and fun. All on a world-renowned 15-mile urban waterway. The River Walk, or Paseo del Rio, is a San Antonio treasure and the largest urban ecosystem in the nation. Tucked quietly below street level and only steps away from the Alamo, it provides a serene and pleasant way to navigate the city.

The Alamo

Originally known as Misión San Antonio de Valero, the Alamo and San Antonio Missions National Historical Park are designated as a UNESCO World Heritage site – the first and only in

Texas. It features interactive tours, exhibits, and a Living History encampment where you can experience and learn more about frontier life in early Texas, visit the Alamo to watch demonstrations and get your hands on history.

Schlitterbahn Waterpark & Resort

The World's Best Waterpark provides a staggering variety of river rides, pools, waterslides, and adventures from mild to wild. With four distinct sections, any single area of Schlitterbahn is as large as most regional waterparks. Every section contains a swim-up bar, not-so lazy river, a children's area, and unique signature attractions.

Paradise Canyon

For more than 60 years, Paradise Canyon has offered a little piece of heaven on the Medina River. Bring your family, jump in a tube, and go swimming. Spend the day, camp out, or rent one of the cabins or vintage RVs.

Brackenridge Park

Historic Brackenridge Park is a perennial favorite with San Antonio natives and visitors alike. The park is home to a stretch of the San Antonio River, the Japanese Tea Garden, Sunken Garden Theater, the San Antonio Zoo, Lambert Beach, and Tony "Skipper" Martinez ball fields. Whether it's a family picnic, a jog on the trail, or fishing, park visitors have plenty of opportunities to enjoy themselves. Take a walk, enjoy the scenery, and de-stress.

Japanese Tea Gardens

The Japanese Tea Garden features a lush year-round garden and a floral display with shaded walkways, stone bridges, a 60-foot waterfall, and ponds filled with Koi. The garden's entrance is punctuated by a moon gate created by a Mexican artist renowned for crafting wood-look concrete sculptures. Free admission.

Natural Bridge Caverns

Natural Bridge Caverns (the #1 paid attraction in San Antonio, according to Trip Advisor) is a world-renowned show cave with two spectacular caverns. New in 2023: Hidden Wonders, a multi-million-dollar tour featuring state-of-the-art lighting, a sound and light show, and expansion into never-before-seen areas of the southern Hidden Cavern.

San Antonio Zoo

Open year-round, come experience and connect with more than 750 animal species on 56 acres of beautifully landscaped grounds that immerse visitors in replicas of the world's most stunning natural habitats.

San Antonio Botanical Garden

Only 3 miles from downtown, the San Antonio Botanical Garden is an immersive living museum recognized for outstanding horticulture displays, botanical diversity, education, conservation, and

experiences.

III. ABOUT THE OFFICE OF POSTDOCTORAL AFFAIRS



The Office of Postdoctoral Affairs ([OPA](#)) was established in 2022 as a resource for postdoctoral fellows and their research mentors. The office is housed within the Graduate School at the University of Texas at San Antonio (UTSA) and in collaboration with the Divisions of Academic Affairs and Research, Economic Development, and Knowledge Enterprise. It supports an environment for research, discovery and learning, scholarly activities, intellectual and creative endeavors, as well as public service and community engagement. The Graduate School Office of Postdoctoral Affairs ensures the success of multidisciplinary groups of graduate and postdoctoral fellows in partnership with staff, faculty, and administrators at UTSA in Texas, the country, and the world.

Postdoctoral education is paramount to the success of an R1 institution, especially one such as UTSA, an HSI, a USU, and a member of the HSRU. alliance, with a core mission to serve the needs of our community. Therefore, it is of the utmost importance that we ensure that our postdoctoral training is of the highest caliber and leading the advancement of postdoctoral training nationally. The Office of Postdoctoral Affairs is the hub for all UTSA postdoc fellows training with a research advisor within six years of attaining their doctorate.

OPA MISSION

We aim to develop and expand a resource hub/portal for the postdoctoral community. It will serve many purposes but focus on key issues like professional Development, training, fellowships, funding and collaboration opportunities, and career development for postdoctoral fellows. We will promote the program's focus on the welfare and advancement of postdoctoral success and help them to achieve their goals.

OPA VISION

Provide support and facilities to our postdoctoral Fellows and ensure they achieve their highest goals.

Graduate school (Office of Postdoctoral Affairs) OPA supports all postdocs at UTSA.

- Provide one-on-one appointments
- Administer Postdoctoral Travel Awards
- Provide robust professional Development
- Answer questions and consult about concerns
- Celebrate postdocs appreciation week
- Provide completion certificate for Postdoctoral training

Postdoctoral Listserv

The Office of Postdoctoral Affairs has created a Postdocs Listserv Email service to keep postdocs updated on upcoming events and information pertinent to postdocs at UTSA.

Postdoctoral Event Calendar

Postdoctoral Event Calendar is an online [calendar](#) maintained by OPA to keep postdocs updated on upcoming professional and social seminars/workshops/events.

UTSA Postdoctoral Association

Established in 2021, the Postdoctoral Association (PDA) is a postdoc-led organization that seeks to be the voice and advocating body for all UTSA postdoctoral fellows. The Postdoc Association ([UTSA-PDA](#)) works collaboratively with The UTSA Graduate School Office of Postdoctoral Affairs, Research, Economic Development, and Knowledge Enterprise, and UT. Health San Antonio to offer special events and research-focused programs to elevate the experience of all postdoctoral fellows at the University of Texas at San Antonio and its partnering institutions.

The purposes of the Postdoc Association are to enhance the postdoctoral experience and promote the continued success of scholars by providing a social network and support group for postdoctoral fellows. PDA also creates a community of provision, engagement, and interdisciplinary research opportunities, as well as connects postdoctoral fellows with resources and support services essential to gaining the most from the UTSA employment experience.

The PDA will also tie the communication among postdoctoral fellows, faculty, staff, and administration and help to create awareness about issues common to all postdocs at UTSA.

Being a part of the PDA will foster an environment where postdoctoral fellows can freely express their ideas and opinions on current issues, cutting-edge research, and other employee concerns.

All postdocs at UTSA automatically become members of the PDA and suggest subscribing to the listserv to keep updated on events/news and also visit the online postdoctoral calendar.

UTSA PDA organizational structure consists of chairs and co-chairs, with committees and subcommittees. The PDA meets monthly to organize community and social events and other peer mentoring/networking programs led by the PDA committees with the help of OPA. All PDA members are encouraged to participate and suggest ideas and topics for upcoming PDA activities.

For more information on the Postdoctoral Association at UTSA, email Postdocs@utsa.edu.

Definitions and Requirements

Postdoctoral Fellows and Postdoctoral Fellows, communally referred to as "postdocs," are scientists in training who conduct research under the guidance of a faculty mentor.

[The National Institutes of Health \(NIH\)](#) defines a postdoc as "A postdoc is an individual with a doctoral degree (Ph.D., MD, EdD, or equivalent) who is engaged in a *temporary period* of mentored research and/or scholarly training to acquire the professional skills needed to pursue a career path of his or her choosing."

[The National Postdoctoral Association \(2007\)](#) defines a postdoc as "A postdoctoral fellow is an individual holding a doctoral degree who is engaged in a *temporary period* of mentored research and/or scholarly training to acquire the professional skills needed to pursue a career path of his or her choosing."

POSTDOCTORAL REQUIREMENTS

1. Postdocs have earned a Ph.D., EdD, MD, DO, or equivalent doctoral-level degree. Postdoc candidates must provide proof of degree by a copy of the diploma or an authorized official transcript showing the completion of their degree. If a recent grad has defended their dissertation and is waiting for degree completion, a university-authorized transcript with the date of the successful dissertation defense may serve as proof of degree completion.
2. Postdoctoral title may be used to designate Postdoctoral Fellows who are within six years of attainment of a terminal degree and will be engaged in mentored research and scholarship ([HOP 2.02](#)).
3. Postdocs are engaged in full-time scholarly research and training under the supervision of a faculty member.

4. Postdocs participate in lab meetings, give presentations, and prepare manuscripts on their findings for publication in close collaboration with their mentor.

IV. ONBOARDING PROCESS

Office of Postdoctoral Affairs conducts the Orientation for the Postdoctoral Fellows in the fall semester in person and virtually every 3-4 months.

New Postdoctoral Fellows are strongly encouraged to attend the orientation program to familiarize themselves with UTSA and the resources available specifically for postdoctoral fellows. The program covers various aspects of the postdoctoral journey at UTSA, including making the most of postdoctoral time here. OPA guides you through various professional and career development programs offered by the Graduate School (Office of Postdoctoral Affairs) and helps you choose the ones that best align with an individual's career trajectory. Special sessions for international postdocs regarding social and intellectual integration and collaborative networking with PDA leaders are also available at orientation. This orientation is open for all postdocs who have not attended or want to learn more about upcoming resources.

To help make your postdoctoral journey the best, this guide will assist you through the tasks you should complete before and after your arrival and the resources that might be beneficial in your first weeks and months at UTSA.

Before and after arriving at UTSA, please visit or contact the Graduate School's Office of Postdoctoral Affairs. We can assist you with any questions, comments, or concerns regarding your journey at UTSA.

The following will also need to be done before/after you arrive at UTSA:

- Set up Duo Two-Factor Authentication
- Complete Employment Eligibility Verification
- Visit the Graduate School (Office of Postdoctoral Affairs)
- Activate University NetID Account
- **International Postdocs only**
 - Visit the International Student and Scholar Services Office
 - Apply for a Social Security Number

Upon arrival and first few days at UTSA, you will need to complete the following:

- Attend Your **Bold New Journey Orientation** with the Office of People Excellence
- Get an employee ID Card
- Access University Email and Calendar
- Meet with your department's Administrator/Manager to complete any forms or documents
- Obtain your UTSA Employee Card and any keys for your building
- Complete Payroll Information on People Excellence | UTSA (Direct Deposit, E-W2, Tax Form W4 etc.,)

- Enroll in Health Benefits
- Select and enroll in the university benefits plan available to you within 30 days of your start date. Registration is done online via the PeopleSoft link.
- Review retirement FAQs to understand retirement options
- Learn about the University's Telephone Services
- Attend the New Postdoctoral Orientation through the Office of Postdoctoral Affairs

Ongoing Onboarding

- Get access to well-being and work/life balance programs and resources
- Take advantage of a one-month free pass to the UTSA Wellness and Recreation Center
- View University policies
- Learn about Education Benefits and Eligibility
- Register for ORCID ID to track your research outcome and distinguish you across your career

Check-in Meetings

- Departmental Administrators: Your departmental administrator will help and support you at the departmental level. They are the link between you, your appointment, and OPA. They have a wealth of knowledge about living and thriving here, so contact them with any questions you have before and after you arrive.
- Meet with your faculty mentor
- For International postdoctoral fellows, visit the International Student and Scholar Services Office
- Meet with the Graduate School, Office of Postdoctoral Affairs

V. POSTDOCTORAL JOURNEY

The Graduate School-Postdoctoral Affairs Office will implement three stages of the Postdoctoral Journey. Postdoctoral Launch is the early phase, focusing on arrival and integration. Implementation of an IDP will help to develop their research and career path. The Career Preparedness phase will be the mid-stage, where research and professional development are expected. The last-Completion phase will need more support for the transition to the next job by acquiring transferable skills like teaching and mentoring, Leadership/Management, Communication, etc.

The following stages constitute the Postdoctoral Journey at UTSA.



Three Stages of the Postdoctoral Journey

STAGE I: Early Phase-Postdoctoral Launch

The first stage, **Postdoctoral Launch** will prepare postdocs for their arrival and integration into their programs. Postdocs will need to complete their Mandatory Training, such as their Ethics, RCR, and Rules training. This first stage will also allow the postdoc to work on their wellbeing as they settle into their home, community, and work environment. Communication is also important as postdocs are transitioning to creating relationships with their Advisor and Research team. In this first stage, postdocs will also begin their Career mapping process as they sign up for their ORCID ID and begin creating their IDP with their advisor.

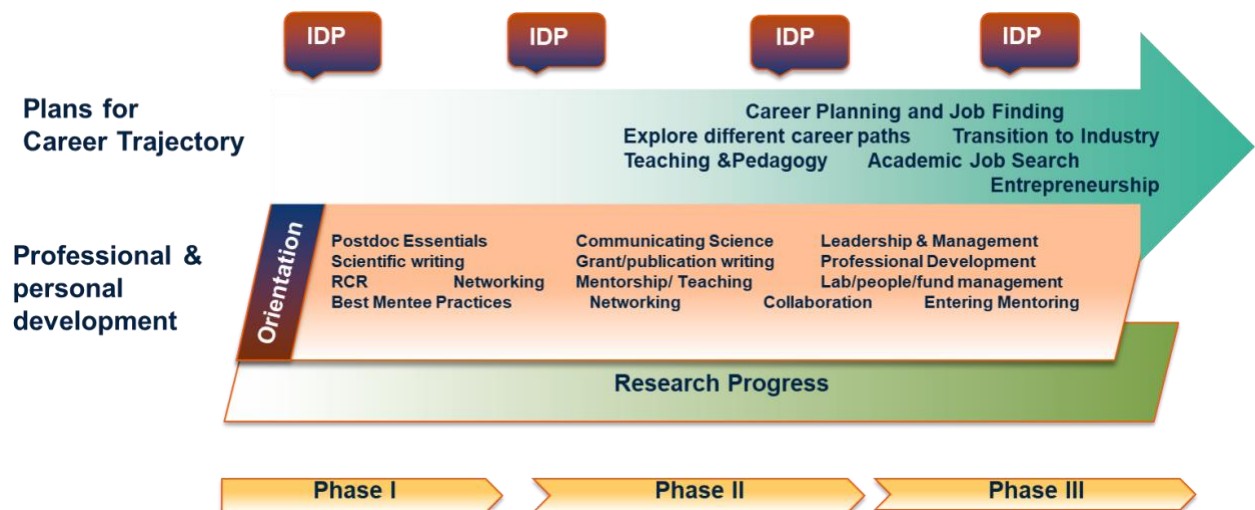
STAGE II: Mid Phase– Career Preparedness

Postdocs will continue working on their wellbeing during the second stage by navigating feedback and their community. They will prepare for Grant writing and Oral presentations, manage their workplace integrations, and engage in committees, such as becoming a part of the PDA. This stage is also the perfect opportunity for postdocs to participate in teaching and mentoring graduate and undergraduate students, joining mentoring networks (e.g., NRMN) and pedagogy programs (e.g., CIRTL). This is the most active phase, where the postdocs will begin preparing as they transition to their careers, participate in committees, experiences, and networks, and continue to complete their RCR training alongside career preparedness.

STAGE III: Late Phase – Completion Phase

This is the Final and essential phase as the postdocs should begin moving towards the next step in their career. At this phase, they should be applying for careers as independent contributors and initiating their professional transitions. They should continue working on their wellness and stress management. Their communication skills should be at a higher level as they begin presenting their research or preparing to publish their work, in addition to taking leadership roles in their laboratories while mentoring the students and always keeping up to date with the trainings.

Maximize Your Postdoctoral Experience/Timeline



Individual Development Plan (IDP)

The Graduate School is implementing an Individual Development Plan (IDP) for postdoctoral fellows to identify their professional goals and determine what experiences, skills, and behaviors will help you achieve your goals within the first three months of your employment.

Once you have identified your professional goals, you will create a plan of action to achieve your goals. You will work with your advisor to evaluate areas with the greatest potential for you and the organization. This will ensure that you, your program, and the university can succeed together.

Establishing expectations and setting goals with a robust plan is essential for a successful postdoctoral career. The IDP is a road map that will provide the general path you want to take and help match your skills and strengths to your career choices.

Below is an example of how to map out your personal IDP, with some suggestions for answering the questions and goals. Moreover, IDP is also a communication tool between postdoctoral fellows and their mentors. Below is a guide to help you map out your IDP:

1. Identify your professional goals
 - a. Career/professional preferences?
 - b. What sectors are you interested in
 - c. What skills would you like to develop
2. Research Careers
 - a. Organizations and job positions relevant to your goals
 - b. Participate in career-related events
 - c. Select specific careers that make your goals
 - d. Seek advice: Talk to experts in your field
3. Engage in professional Development
 - a. Identify the skills you need to develop for your target career
 - b. Participate in courses and workshops to enhance your skills for careers
 - c. Get involved in activities that will allow you to engage in those skills
4. Job Search
 - a. Develop your Network with people you met at career-specific events while developing your skills
 - b. Prepare your profile material and practice job interviewing skills

For further resources on how to begin your IDP, you can reference the following two sites with step-by-step instructions to guide you in developing your IDP.

If you're in the STEM field, use the following as a guide: My IDP (STEM fields)

MyIDP, created by [Science Careers](#), helps you explore career opportunities based on your strengths, values, and interests and set goals to achieve them. This free myIDP online access can be used independently or with a mentor. It helps you to:

- Determine your skills, interests, and values based on designed experiments
- Find the best-fit career path for you from 20 different scientific career paths, matching your skills and interests
- Provide tools to set up short- and long-term strategic goals and keep you on track using the reminder.
- Guide you through the process using appropriate articles and resources.

If you're in the Humanities or Social Sciences, you can use this reference to guide you for your IDP.

[ImaginePhD](#) is a career exploration and planning tool specifically for postdocs and graduate humanities and social sciences students.

- Postdocs to evaluate their career-related Skills and explore career paths based on their interest. It also helps to map out steps needed for career and professional Development.
- ImaginePhD is a unique platform developed by experts from over 50 universities for Ph.D. students to identify popular job sectors and learn how to use various search strategies to find a best-fit job in their discipline.

VI. BENEFITS & SERVICES

Congratulations on joining the Roadrunner community! UTSA advances knowledge through research and discovery, teaching and learning, community engagement, and public service. Every day, UTSA employees contribute and benefit from this continued excellence.

Essential resources regarding benefits and services can be found on [UTSA's People Excellence's New Employee website](#). You will find helpful guides such as:

- Before you start
- New Hire Orientation, "Bold New Journey"
- New Employee Required Paperwork
- Benefits
- Time and Leave
- Professional Development Opportunities

Please reach out to People Excellence at hr@utsa.edu for specific inquiries.

UTSA's new employee orientation program at your Bold New Journey is designed to give a broad overview of the university and your role in the Roadrunner community. You will learn about the university's history and future, benefits, helpful resources and services, and important instructions and guidelines to ensure a positive and successful experience as a new employee.

Bold New Journey is typically held on the first three Mondays of each month. Dates can be found on the orientation calendar. You will receive information about orientation the Thursday before your start date. Be sure to complete pre-employment tasks before you start. If you are unable to attend, please email Talent Acquisition.

YOUR FIRST 30 DAYS

Throughout your first month, you will complete several essential processes and have the opportunity to learn about many of our campus resources and services. The following are specific requirements that will need also to be completed.

Timesheets

Non-faculty employees are required to enter and submit hours worked promptly and accurately. Employees submit timesheets directly into PeopleSoft Time and Attendance, and the timesheet will route through PeopleSoft to your supervisor for approval.

Timesheet deadlines vary by employee classification. You can find your employee classification type in Peoplesoft on the upper right side of the timesheet screen. Learn more about the payroll process and deadlines.

Compliance Training

UTSA is committed to maintaining an environment that is welcoming, safe, accessible, inclusive, and embodies of our core institutional values. To ensure you have the knowledge needed to comply

with general university policies and relevant state and federal laws, you are required to complete compliance training during your first month at UTSA. Compliance training will be assigned to you within your first week of employment through the MyTraining portal. The compliance training **must** be completed in the first 30 of your employment.

Benefits

If you are a benefits-eligible employee, you must enroll in (or opt out of) employee benefits. Within your first few weeks at UTSA, you will receive an email with benefits instructions. You can find it stated in your offer letter if you are unsure of your benefits eligibility.

In addition, the following are Employee Benefits ([Employee Benefits](#)) that UTSA employees receive.

- Vacation
 - New hires accrue vacation hours throughout their first six months. You are eligible to submit vacation requests after you reach six months. Accrued vacation and sick leave can be viewed in the PeopleSoft Employee Self-Service Portal. For more details, visit the People Excellence site ([Vacation and Sick Leave](#)).
- UTSA Holidays
 - UTSA observes various holidays throughout the year, including a winter holiday. View the [holiday schedule](#) to learn more.
- Employee Education Benefit program
 - Once your six-month probationary period ends, you may be interested in continuing your education. The Employee Educational Benefit (EEB) program empowers eligible employees to achieve professional growth and greater job satisfaction by enrolling in traditional degree programs, job-related courses, or job-related certificate courses and programs at UTSA. UTSA employees are eligible for up to 12 hours of tuition assistance per academic year. Learn more about the Employee Education Benefit ([EEB](#)).
- Employee Discounts
 - The university partners with many local and national companies to provide employees with a wide range of discounts. Many are accessible using your UTSA Card or entering a special discount code [online](#).
- Employee Assistance Program
 - The Employee Assistance Program (EAP) covers various services for UTSA employees, from counseling services to legal assistance and identity theft recovery. Take some time to review these additional benefits available to you online.

Tech Support

Your supervisor will provide information on computer and software needs for your position. If you have technical issues with your software, network, or computer, contact Tech Café, your go-to resource for all technology needs.

Campus Recreation

Faculty and staff are eligible for discounted membership to Campus Recreation facilities. You will receive an email containing a free, one-month membership. If you decide to purchase a membership, you can elect to pay your monthly fee via payroll deduction.

International Postdoctoral Fellows

International Scholar Services Office

The University of Texas at San Antonio (UTSA) has a rich and diverse international population that contributes significantly to the university's teaching and research mission. It is essential, therefore, that units in which these individuals are employed are aware of university procedures for processing permanent resident and temporary worker visa petitions, changes stemming from federal policy developments, and the state of the national and Texas economies.

To comply with the provisions of the Immigration Reform and Control Act, UTSA may not employ individuals who are not authorized to work in the United States. Moreover, petitions for temporary employment and permanent residency must serve to support the teaching and research mission of UTSA. They must fully comply with the regulations of the Department of Labor and the various immigration bureaus that are part of the Department of Homeland Security.

The International Scholar Services Office oversees numerous other functions essential to international postdocs, such as:

- Assisting and advising postdocs regarding their J-1 visa to facilitate the successful completion of their program at UTSA.
- Acting as the liaison between UTSA, foreign nationals, US Department of State, Department of Homeland Security
- Supporting international postdocs on International Procedures, Permanent Residence, Maintaining Legal Status, Reporting Requirements, Visas, Forms, and other inquiries, please get in touch with the International Scholars Services office: intscholarservices@utsa.edu

VII. PROFESSIONAL AND CAREER DEVELOPMENT

Institutional Membership and Networking

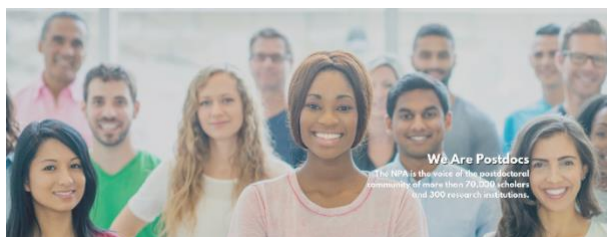
UTSA prides itself on having plenty of resources and opportunities to support everyone ([Career and Professional Development](#)). All faculty, postdocs, academic staff, and graduate students get free access to sign up for membership using their UTSA email address (<https://graduateschool.utsa.edu/postdoctoral-affairs/institutional-membership>). UTSA holds institutional membership with the following professional associations:

National Postdoctoral Association

[The National Postdoctoral Association \(NPA\)](#) is a professional association established in 2003, which provides a national voice for postdoctoral fellows and has an agenda to enhance postdoctoral success. The NPA is the one national entity representing more than 70,000 postdoctoral scholars and 300 research institutions.

Key N.P.A. Events & Programs

- [N.P.A. Annual Conference](#)
- [National Postdoc Appreciation Week](#)
- [SmartSkills](#) Professional Development Course
- [IMPACT Fellowship Program](#) (DEI.)
- [Race & Ethnicity Equity Summit](#) (DEI.)



The following are materials presented and shared by NPA at the UTSA postdoctoral Professional development workshop.

- [Slide Deck](#) -contains links to all the NPA programs
- [Link](#) to join as an NPA affiliate member
- [A Postdoc's Guide to Career Development](#) - This NPA resource has great information and links to further answer some questions, including the UCSF's Office of Career and Professional Development website.
- [The Postdoc Academy](#) - Their two courses are well worth taking!
- Becoming a Resilient Scientist - Here is the [link](#) to the course explicitly done for postdocs (you need to be logged in as an NPA Member to access it) - This is the course run by Sharon Milgram, Ph.D., Director of NIH's Office of Intramural Training & Education.

National Center for Faculty Development & Diversity (NCFDD.)

National Center for Faculty Development & Diversity ([NCFDD](#)) is a nationally recognized, independent organization providing online career development and mentoring resources for advanced graduate students, postdocs, and faculty.

The subscription provides all faculty, postdocs, academic staff, and graduate students access to tools to increase research and writing productivity and improve work-life balance.

There are several resources available from NCFDD:

- Monday Motivator-- A weekly motivating message that emphasizes core ideas and supports the scholars in transitioning to a faculty position.
- Guest Expert Webinars-- Monthly professional development sessions.
- Discussion Forum – A member's discussion forum which helps share knowledge with peers and mentors and celebrate success together.
- Multi-Week Courses – Expert facilitators from different fields conduct a series of workshops.
- Archives -- Library for resources and recordings, archives of previous webinars.
- Career Center – Guidance for job search process and notifications of new job openings.

Center for the Integration of Research, Teaching, and Learning (CIRTL.)



[Center for the Integration of Research, Teaching, and Learning \(CIRTL.\) Network](#) programming is now open for UTSA members! Please connect [here](#) to view available workshops for postdocs and graduate students interested in pursuing teaching careers in STEM disciplines, and **register as soon possible**, as some programs are in high demand and involve a selection process.

The network aims to prepare the future STEM faculty as they prepare to join Academia or the workforce. CIRTL must influence graduate-through-faculty preparation in teaching and learning. There is a certification process that will need to be completed as members go through the levels of the program.

The certification pathway will guide the participants through teaching and professional development training that should prepare them in their respective fields and make them more competitive as they enter the job market. The participants start at the Associate (Describe and

recognize value) and move on to Practitioner (Engaging in the program) with the goal of ending at Scholar (Advance and Disseminate their projects).

The CIRTL has three Core Ideas that every member will have to follow. You will find them below, but you can also find more details on the [Core Ideas link](#):

- **Teaching as Research (TAR.)**
 - Using evidence-based practices, bringing research rigor to reflect on teaching;
Dynamic engagement of STEM faculty in advancing learning
- **Learning Community**
 - Functional connections for shared discovery and learning
- **Learning through Diversity**
 - Engaging the diverse experiences of all in the learning of all

Seminars and workshop series

Seminars and workshops are designed and planned for a diverse group of postdoctoral fellows in various aspects of professional Development. Workshops will be organized as hybrid events, in-person and virtual participation ([seminars and workshop series](#))

- **Career Development Series**

Topics will cover the essential aspects of building a career in an academic or non-academic environment, like Networking, Collaboration, Grant writing, etc. Browse the Postdoctoral success website (<https://graduateschool.utsa.edu/postdoctoral/seminars>) for current or upcoming series.
- **Teaching Workshop Series**

Focus on developing teaching and learning skills for the diverse learner who wants to build a career in teaching.
- **Mentoring Workshop Series**

Both Mentors and Mentees training for postdoctoral fellows to learn the skills necessary to mentor graduate students in their labs and develop their expertise to move to the next level.
- **Postdoc Affairs Series**

Focused on postdoctoral fellows' social and other needs like wellness, immigration rules, work-life balance, etc.
Please visit our [Seminars and Workshops website](#) for upcoming event dates.

Micro-credentials

The UTSA Graduate School provides competency-based professional Development that is transferable across various careers ([UTSA Microcredentials](#)). Through online sessions, learners develop interconnected skills and earn digital badges, which can be added to LinkedIn, portfolios, and social media. Career Builder Badges are open to San Antonians, including Job Seeker and Leadership Series. Transferable Skills Badges are open to individuals at UTSA. Total 106 Badges and 11 collections are available at the Credly platform. Contact gps@utsa.edu for more information.

VIII. TRAINING

UTSA Talent Management provides the most dynamic and effective training available to faculty, staff, and student employees. Training & Development's professional team brings innovative training techniques to improve expertise in workplace and personal development areas.

UTSA also has LinkedIn Learning courses for every step of your career. You can learn more about it at the People Excellence [Training](#) website.

Responsible Conduct of Research (RCR.)

UTSA is committed to research integrity and the responsible conduct of research. Training in Responsible Conduct of Research (RCR) is highly recommended for postdoctoral trainees involved in research. To ensure that all researchers are trained to conduct their research knowledgeably and responsibly, we have implemented a [Responsible Conduct of Research \(RCR.\) Standard](#), following NIH guidelines (NIH's Responsible Conduct of Research) which covers topics like Conflict of interest, Policies regarding human/ vertebrate subjects, Mentor/mentee responsibilities, Safe research environments, International collaborative research, Peer review, Data acquisition, reproducibility, ethical data management, Research misconduct and policies, Plagiarism, Responsible Authorship and publication, Social responsibility of scientist.

Graduate Schools offer two different Responsible Conduct of Research (RCR.) Trainings:

1. A general online tutorial conducted by CITI. ([CITI RCR training](#)), appropriate for the career stage of the students/researcher and
2. Research field-specific discussions, workshops, or seminars offered or recommended by Graduate Schools, departments, and colleges.

IX. RESOURCES

CITI Online Grant Proposal Program

The [CITI. Grant Proposal Development Program](#) is a fully online, self-paced proposal development training to help graduate students, postdoctoral fellows, and other professionals better understand grants, how to find them, and how to create and submit a proposal. The 9-module course aims to take much of the mystery out of grant writing by walking learners through the process one step at a time with in-depth instruction that includes videos, exercises, resources, and examples.

This online training course is free and accessible to all UTSA graduate students and postdocs. To set up an account and participate in the training, follow these instructions:

- Navigate to CITIprogram.org
- Click on "**Log in Through My Institution**" in the menu towards the top of page
- Select "**University of Texas at San Antonio**" from the organizational listing
- If you do not already have an account, you will be prompted to initiate one using your **UTSA ABC123** and passphrase (single sign-on portal)
- Once logged in, click on the "**View Courses**" button
- Scroll down and under "Learner Tools for University of Texas at San Antonio," select "**Add a Course.**"
- Scroll down until you see "Essentials of Grant Proposal Development (EGPD) " and select the "**Yes**" radio button
- Click "**Submit**"

This course should now appear as one that you are enrolled in, and you can complete the modules at your convenience and desired pace. If you have any technical difficulties or questions, please contact ors@utsa.edu.

Level Up

The new Level Up Loyalty Program rewards students and postdocs who attend professional development events throughout the fall and spring semesters. Attend events and earn exclusive UTSA Graduate School swag items (per semester).

For more information and to register for Level Up eligible events, visit [The Graduate School calendar of events](#).

Funding & fellowships ([Resources for Funding & Fellowships](#))

A directory of funding resources for postdoctoral fellows is available on the Postdoctoral Success site. We keep updating available resources categorized as external and internal funding sources, fellowships for women in science, funding for non-citizens and citizens, etc.

Grants and awards

Currently, there are two awards available for Postdocs. The Outstanding Postdoctoral Fellow Award and the Postdoctoral Fellowship Travel (PFT) Award. You will find more information below:

Postdoctoral Research Fellow of the Year Award: The Graduate School is pleased to announce the Postdoctoral Research Fellow of the Year Award. The award will be presented annually to two to three (postdoctoral fellows at The University of Texas at San Antonio (UTSA) who demonstrate excellence in research, communication, and leadership. Each award includes a certificate and cash reward to the recipient. The awardees will be announced during Postdoctoral Appreciation Week (3rd week of September).

Postdoctoral Fellowship Travel Award

Postdoctoral Fellowship Travel (PFT) Awards provide supplemental support for postdoctoral fellows to attend major professional meetings where they make a presentation (talk, paper, poster, or other appropriate form of presentation) based on their research or scholarly work. The Graduate School Office of Postdoctoral Affairs and Office of Research provides these awards to assist academic units to more fully fund postdoc travel to present research unique to UTSA.

Career support

The Office of Postdoctoral Affairs can support you with individualized career goal. Please get in touch with Dr. Madhumita Joshi for any questions or concerns you may have, in addition to career support. The Office of Postdoctoral Affairs can support postdocs by:

- Understanding and defining your career goals
- Exploring opportunities and different career options that fit your expertise
- Completing a self-assessment to identify your strengths and weaknesses
- Preparing an Individual Development Plan (IDP) and implementing it for skill development
- Preparing for job search and interviews.

To schedule an appointment, please contact Dr. Madhumita Joshi, Director of Postdoctoral Success, at madhumita.joshi@utsa.edu. Or schedule at



Additional Helpful Resources

Easy Links for Campus Services

- [Roadrunner Days Events](#)
- [Parking Permits](#)
- [Student ID](#)
- [The Runner \(Campus Shuttle\) Schedule](#)
- [Dining](#)
- [ASAP](#) (Registration, Student Accounts, Grades, and more!)
- [University Technology Solutions](#)
- [Troubleshoot Campus Technology Problems](#)
- [International Student Services](#)
- [The Writing Center](#)
- [UTSA Libraries](#)
- [Wellbeing Services](#)
- [One Stop Enrollment](#) (Admissions, Financial Aid, Scholarships, Registration)
- [Graduate School – Current Students](#)
- [Graduate School – GRAD. Space](#)
- [Graduate School – Calendar of Events](#)
- [University Events Calendar](#)
- [University Academic Calendar](#)
- [UTSA Rec Center](#)
- [UTSA Athletics](#) (Roadrunner Football and More!)