

Physiology Post-doctoral Development Committee (PDC) Guidelines

- 1) **Purpose & Goals:** The main goals of the PDC are to:
 - a) provide post-docs with tailored training in professional development topics
 - b) provide each post-doc with individual feedback regarding progress toward short- and long-term career goals, using the Individual Development Plan (IDP) as a guide
 - c) Assist post-docs in successfully moving to the next career stage, as dictated by their individual goals
 - d) provide post-docs with a forum in which to voice any concerns they may have regarding projects, mentors, department, institution, field, etc.
- 2) **Participants:** All Physiology Department post-docs are required to participate.
- 3) **Committee composition:** The PDC is currently composed of Dr. Nick Gilpin (PDC Chair), Dr. Scott Edwards, and Dr. Patricia Molina (Department Chair)
- 4) **Logistics, frequency & timing of PDC group meetings:**
 - a) there are two PDC group meetings in the Fall and two PDC group meetings in the Spring of each academic year.
 - b) the topic for each of these 4 meetings is chosen by the post-docs through discussion, and is dictated by career stage, gaps, needs, and interests.
 - c) the PDC Chair schedules, organizes, distributes materials, and facilitates PDC group meetings. These may be a discussion of readings, preparation and review of documents, or didactic lecture from an expert in a particular area.
 - d) PDC group meeting topics may include but not be limited to: IDP, institutional regulatory bodies, oral & written communication skills, grantsmanship, ethics in research, career paths, lab management, mentoring, organizational skills, networking, finance and budgets, professional etiquette, developing a research niche, getting a job, etc.
 - e) the PDC committee chair will keep a log of meetings and topics covered.
- 5) **Logistics, frequency & timing of PDC individual meetings:**
 - a) each post-doc schedules and facilitates one 1-on-group meeting with the PDC in the Fall and one 1-on-group meeting in the Spring of each academic year.
 - b) prior to the first 1-on-group meeting with the PDC, the post-doc completes a core competencies checklist, composes (in collaboration with their mentor) an Individual Development Plan (IDP), and shares their IDP with PDC members.
 - c) the post-doc meets with the PDC to discuss projects, career goals, grants, teaching, service, outreach, professional development, etc. The PDC will provide the post-doc with frank and direct feedback regarding their progress.
 - d) the PDC will ask the post-doc if they have any unmet needs and try to bridge those gaps or identify resources for the post-doc.
 - e) if the post-doc is in the lab of a PDC committee member, the meeting will be led by a different PDC member.
- 6) **Responsibilities of the post-doc** include participation in all group and individual meetings, choosing group meeting topics, leading individual meetings, and maintaining an updated IDP.
- 7) **Responsibilities of the PDC Chair** include identifying resources and experts, scheduling and facilitating meetings, and keeping meetings organized, on topic, and productive.