University of Missouri
Postdoctoral Fellow
Handbook
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Greetings!

Welcome to the University of Missouri. On behalf of the Offices of Graduate Studies and Postdoctoral Education and MU Postdoctoral Association (MUPA), we are thrilled that you have joined Mizzou as a postdoctoral scholar. Mizzou employee over 200 postdoctoral scholars in departments throughout campus. The majority of postdocs are in research positions; however, we have a number of postdocs whose primary responsibility is teaching.

We want your training experience at Mizzou to be as rewarding as possible. We know much of your time will be dedicated to working closely with your mentors, but we hope that you will carve out time to engage with other postdocs on campus, take advantage of professional development opportunities sponsored by MUPA and the Office of Graduate Studies, and enjoy living in Columbia.

We hope that this handbook will give you a glimpse into postdoc life at Mizzou. Don’t hesitate to contact the Office of Postdoctoral Education if you have any questions about resources available to you.

Best wishes,

Jeni Hart
Assistant Vice Provost for Graduate and Postdoctoral Affairs
Welcome to the University of Missouri! As you get settled on campus, please consider the following:

- Check in with PI
- Register for New Employee Orientation
- Find out when the Postdoc Orientation is happening next (Jan/July/Sept is a planned cycle), by contacting the Office of Graduate Studies
- Identify Mentor Team (beyond primary advisor) and connections to campus resources
- For information on parking, commuting, maps, refer to the following websites:
  - MAPS
    - [http://map.missouri.edu/](http://map.missouri.edu/)
  - TRANSPORTATION
    - MU Parking
    - CoMo
  - Living In Columbia
    - [http://gradstudies.missouri.edu/about/columbia-missouri.php](http://gradstudies.missouri.edu/about/columbia-missouri.php)
- International Postdocs on J-1 exchange visitor visas: Check in with the MU International Center
- Sign-up for Emergency Alerts

Office of Postdoctoral Education
210 Jesse Hall, Columbia, MO 65211
Local calls: 573-884-1402
Toll-free: 800-877-6312
[http://postdoc.missouri.edu/](http://postdoc.missouri.edu/)
Finding housing

The International Center (http://international.missouri.edu/come-to-mu/living-in-columbia/index.php) has good information for anyone interested in living in Columbia and finding housing around campus and in Columbia. The Wellness Resource Center also has a comprehensive list of places around Columbia, geared toward undergraduates, but may be a useful starting point (http://offcampus.missouri.edu/).

Mailing

US Post Offices – There are several post office locations around Columbia. The main office is located downtown 511 E. Walnut St. There is one location at the Columbia Mall 2300 Bernadette Dr. #200 and one location on Southside of town at 1408 Forum Blvd. Other facilities include:

- On campus located in the student center
- FedEx – located downtown
  25 S 6th St.
  (http://local.fedex.com/mo/columbia/office-0110/)
- UPS – multiple locations
  Closest to campus: 2000 E Broadway

Visit their website for more information (http://columbia-mo-2380.theupsstorelocal.com/)

Social Security office

803 Gray Oak Dr., Columbia, MO 65201

More information can be found at: http://www.ssa.gov/

Libraries

MU campus libraries (http://library.missouri.edu/)

Daniel Boone Regional Library (www.dbrl.org)
The Office of Graduate Studies (OGS) is responsible for campus administration of the Office of Postdoctoral Education (OPE) at the University of Missouri. Administrative responsibilities of OPE include the establishment of policies, benefits, and services available to postdoctoral scholars. In addition, OPE coordinates the university's Postdoctoral Education Advisory Committee and provides administrative support for MUPA. We are invested in a productive postdoc experience.

OGS and OPE addresses the following functions:

- Policy Coordination and Oversight
- Centralized Resources
- MUPA
Conditions and Characteristics of Postdoctoral Fellow Appointments

The policies underlying postdoctoral fellowships, postdoctoral scholars, responsibilities of postdoctoral scholars, international postdoctoral fellows, and faculty mentors can be found at the following website:

http://postdoc.missouri.edu/policies/
Topics covered:

- Postdocing in the U.S.
- Going in With Your Eyes Open
- Signposts to Living in the U.S.
- So, Nobody Will Give You a Credit Card?
- A Quick Guide to Visas
- Beginner’s Guide to Income Taxes for International Postdocs
- Been There, Done That! Advice from Experienced Postdocs


Important Documents for International Postdocs

In addition to your passport, visa and other immigration-related documents, you may need to obtain a Social Security card or driver's license:

- **Social Security card**: Required for all international students and scholars who will be employed during their time at MU.
- **Driver's license**: Required for anyone who plans to operate a motor vehicle or motor-driven cycle on public roadways.

- **Nondriver ID card**: A government-issued photo identification card that can be used as a primary form of identification in many situations (e.g., opening a bank account).

If you are unsure whether you should obtain any of these documents, please [contact an International Center adviser](http://postdoc.missouri.edu/policies/international.php).

For more information visit: [http://postdoc.missouri.edu/policies/international.php](http://postdoc.missouri.edu/policies/international.php)
National Postdoctoral Association (NPA)

NPA provides a national united voice and advocates for positive work environments for postdoctoral fellows, researchers, instructors, and scholars.

The MU Office of Graduate Studies has paid for institutional membership with the National Postdoctoral Association (NPA). This means all of Mizzou's postdocs are entitled to free affiliate (individual-level) membership to NPA. In doing this, we join a long list of other prestigious universities who are also members of NPA.

Here’s a list of their individual member benefits:

- Subscription to NPA e-alerts, a periodic news announcement, and The POSTDOCket, the NPA’s official quarterly newsletter
- Reduced registration fees to the NPA Annual Meeting & eligibility for the NPA travel award program
- Access to members-only NPA Web content
- Access to [NPA Member Groups](#) to connect & network with fellow NPA members
- Discounts to services and products
- Opportunities to serve and contribute your expertise on a variety of NPA committees
- Voting rights in all NPA elections and on NPA ballot issues
- National representation on postdoctoral issues

To obtain your free membership, contact the [postdoc@missouri.edu](mailto:postdoc@missouri.edu)
MU Postdoctoral Association (MUPA)

MUPA's mission is to foster professional development and social interaction to provide community and a collective voice; and to liaison between postdoctoral fellows, faculty, and administration.

Resources and professional development for postdoctoral fellows:

- Professional Development for Postdoctoral Fellows and Graduate Students
- Free Affiliate Membership in the National Postdoctoral Association
- Preparing Future Faculty (PFF) Program
- Preparing Future Faculty (PFF) Postdoctoral Fellowship
- MU Postdoctoral Association (MUPA)
- Postdoc Listserve (to join send email to MUPDA-L@po.missouri.edu)
- Center for the Integration of Research, Teaching and Learning (CIRTL) http://gradstudies.missouri.edu/cirtl/

Like our Facebook page and stay current on our events
Join our LinkedIn page to network with other MUPA members
Benefits Information

All postdoctoral scholars are eligible to receive benefits, but the type of benefits package received is dictated by the nature of the relationship between the postdoctoral fellow and the university. Postdoctoral fellows can be considered as having either an employer–employee relationship with Mizzou or in rare cases, one that is educational.

Postdoctoral scholars who are paid salaries from Mizzou funds, including grants and contracts, and are classified as university employees and receive the same health, leave, educational assistance and retirement benefits as faculty and staff.

Postdoctoral scholars who cannot be considered salaried university employees because they receive stipend or salary support directly from a granting agency or a funding source that does not allow university employee status as a condition of the award, are eligible to receive benefits, but the benefits package differs in some respects from that of individuals who are salaried employees of the university. As applicable, it is the responsibility of the faculty mentor and/or department chair to ensure that resources are available from grants, departmental funds or other university sources to cover the university’s share of the costs for medical insurance before a postdoctoral trainee is accepted.

The University of Missouri System Faculty and Staff Benefits Handbook provides a comprehensive list of benefits available to postdoctoral trainees who are classified as employees. Details regarding benefits for stipend-funded and other non-employee postdocs are available from the Office of Postdoctoral Education in the Office of Graduate Studies.

Check out HR website for info:

http://hrs.missouri.edu/benefits-and-pay/

More information about funding of benefits for postdoctoral fellows:

http://postdoc.missouri.edu/policies/supporting-benefits.php
Additional Benefits

- Museums/Exhibits/Tours
- Health and Recreation
- Food and Restaurants
- Shops, Sales and Services
- Entertainment
- Cellular Service Discounts
- Community Fitness Centers

Tuition discounts and more...

For more information visit


Questions about the Total Rewards benefits package may be directed to:
Donna Kasper: 573-884-2350 (kasperd@umsystem.edu)
Sherry Campbell: 573-882-2146 (campbellsk@umsystem.edu)
1095 Virginia Avenue
Parking Structure #7

If you have questions about retirement packages contact:
Woodrail Centre
1000 W. Nifong
Building 7, Ste. 210
573-882-2146
benefits@umsystem.edu
The Mizzou Office for Financial Success (OFS), located in 162 Stanley Hall, is a Money Management Center whose primary mission is to improve the financial well-being of the campus community.

Services are completely FREE and cover a wide range of various financial topics such as these:

- Student Loans
- Budgeting Financial Goal Setting
- Saving Plans
- Credit Reports & Scores
- Investing
- Credit Building
- Debt Management
- Tax Planning
- Employment Benefits
- Insurance
- Retirement
MU Postdoctoral Associations Career Events – check the MUPA website, join the postdoc listserve, or follow on Facebook group (MU Postdoctoral Association (MUPA) to receive information about career events.

Professional Development Seminars – organized through the Office of Graduate Studies for graduate students and postdocs.

http://gradstudies.missouri.edu/resources/graduate-student-career-exploration/pd-seminars.php

Contact the Offices of Graduate Studies and Postdoctoral Education for additional information.
The Office of Graduate Studies (OGS) compiled a variety of opportunities in which postdocs can participate.

- **College Teaching Online Certificate (ELPA)**
  4 16-week classes (can be taken online or face-to-face; there are enough courses within the certificate offered online that they can all be taken in that format)

- **The Professoriate (ELPA 9456)**
  Offered online in fall semester and face-to-face in spring semester

- **College Teaching (ELPA 9448) and/or College Science Teaching (LTC 8724)**
  College Teaching is offered face-to-face in fall semester and online in spring semester
  College Science Teaching is offered face-to-face in fall semester

- **Grant writing Graduate Certificate (Truman School of Public Affairs)**
  4 classes, can be completed online

- **Grant Writing I & II (PUB_AF 8830/PUB_AF 8831)**
  3 credit courses

- **Center for the Integration of Research, Teaching, and Learning (CIRTL)**
  As a CIRTL campus, postdocs can participate in to participate and develop workshops, webinars, and programming on teaching, learning and the scholarship of teaching and learning through the national CIRTL network
  Certification is possible
  [http://gradstudies.missouri.edu/cirtl/](http://gradstudies.missouri.edu/cirtl/)
The Office of Research, Graduate Studies and Economic Development is a great resource for helping postdoctoral scholars conduct responsible research.

Research data, records, products and intellectual property

Postdoctoral scholars must be made aware that the use and disposition of all data, software, research records and other materials generated in association with their training at Mizzou must be carried out in accordance with university policy.

Learn more about research integrity

Office of Technology Management & Industry Relations

The Office of Technology Management & Industry Relations (OTMIR) manages technology transfer functions at MU under the direction of the division of Research, Graduate Studies and Economic Development.

Office of Research, Graduate Studies and Economic Development,
310 Jesse Hall, Columbia, MO 65211
Phone: 573-882-9500
https://research.missouri.edu/
Living in Columbia

Columbia, MO., is known as an ideal college town, combining small-town comforts, community spirit and cost of living with big-city culture, activities and resources. Our city of about 120,612 people is located midway between Missouri’s largest cities, St. Louis and Kansas City. Columbia is home to an excellent public school system, and other colleges and educational centers. It's packed with restaurants and entertainment, and hosts more than a dozen annual cultural festivals. The city boasts multiple city parks as well as Rock Bridge State Park and the MKT Trail for hiking and bicycling.

Columbia attracts residents from all over the world, and Columbians value and celebrate the diverse population. The city is home to more than 100 places of worship, including a synagogue and an Islamic center, and counts many international grocery stores and restaurants among the local businesses.

Resources

City of Columbia New Resident Guide
Columbia Convention and Visitors Bureau
Mizzou Visitors Guide
Health and Safety

Your health and safety are important at MU. Both the MU and Columbia police departments are here to help you should a problem arise, and Columbia is home to several excellent hospitals and health care centers.

If you or someone you know is in immediate danger, dial 911 and tell the operator what kind of emergency you have.

Postdoctoral Scholar Grievances

Postdoctoral appointees should be made aware of the options that are available to resolve problems that might arise between the appointee and the mentor during the period of their appointment. Although the types of remediation available to employee and stipend-funded postdocs differ in some respects, the first course of action should be to attempt to resolve the conflict locally via discussions with mentor, department chair or the divisional dean. If these efforts fail, the next step would be to contact the Assistant Vice Provost for Graduate and Postdoctoral Affairs. For more information visit http://postdoc.missouri.edu/policies/grievances.php
Getting to Columbia

Fly into Columbia

You can fly directly into the Columbia Regional Airport, just a short 15-minute drive south of the MU campus. Please see the airport website for current flight options. Taxi service is available from the Columbia Airport to the MU campus. A one-way trip to campus from the Columbia airport will cost approximately $20. Lyft and Uber services are also available in Columbia.

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Please Note: Starting January 22, 2018, if you have a driver’s license or ID issued by the state of Missouri prior to the new ID policy change, you will need an alternate ID to fly. For more information visit https://www.tsa.gov/

Fly into St. Louis or Kansas City

Most people fly into either the Kansas City airport or the St. Louis airport. Each of these airports is located approximately 120 miles, or a two-hour drive, from Columbia. After getting off your plane, you should follow the signs to baggage claim to pick up your checked luggage. Most ground transportation services at both airports leave from just outside the baggage claim areas; look for signs to the appropriate transportation.

Ground transportation to Columbia

Here are some options for getting from the St. Louis or Kansas City airports to MU:

- **Airport shuttle**: You can use an airport shuttle (van service) to get to Columbia from St. Louis or Kansas City. There are two airport shuttle services based in Columbia: MO-X, which serves the St. Louis and Kansas City airports, and EZGO Bus, which serves the St. Louis airport. Check their websites for schedules and prices.

- **Bus service**: Bus service to Columbia from both St. Louis and Kansas City is available on Greyhound. You will have to take a taxi or public transportation from the airport to the Greyhound bus station in both cities.

- **Rental car**: If you want to rent a car, you may be able to make arrangements in advance online. Remember to ask the rental companies about what documents you will be required to show in order to rent and drive the car.
Discrimination and Harassment

MU Office for Civil Rights and Title IX

The Office for Civil Rights and Title IX coordinates non-discrimination and equity efforts across campus. MU policies prohibit discrimination and harassment based on:

- Race
- Color
- National origin
- Ancestry
- Religion
- Sexual orientation
- Gender identity
- Gender expression
- Age
- Genetic information
- Disability
- Protected veteran status
- Sex (including sexual assault, stalking, dating/intimate partner violence and pregnancy)

This office is responsible for enforcing the university's nondiscrimination policies, educating the community about MU policies and practices, and connecting people to resources that can support them if they experience discrimination or retaliation.

If you experience any form of discrimination or harassment, you can make a report to the Office for Civil Rights and Title IX. An investigator will then contact you to discuss your options and rights, and can investigate whether university policies were violated. Your report is confidential, and it is up to you whether you wish to contact the police.

For additional information about how to make a report, see the Office for Civil Rights and Title IX website.

*Postdocs are academic appointments (except in a few rare cases) and should refer to the CRR (collected rules) for additional information about academic rights and responsibilities.