

## SAMSI Postdoc Responsibilities and Activities

### 2017-2018

- 1. Presence at SAMSI:** First-year postdocs are required to be present at SAMSI at least four working days per week. Inform your administrative mentor if you are to be away for an extended period of time (e.g., more than a week).
- 2. Desks:** Use assigned desks. Contact the Operations Director (Gordon Campbell) for any queries related to desk space and/or equipment.
- 3. Postdoc Meetings:** Each postdoc will meet weekly with their scientific mentor(s) and no less than monthly with their directorate mentor.
- 4. Postdoc Seminar:** 1:15pm-2:15pm every Wednesday
  - All Postdocs are required to attend
  - Deputy Director (Elvan Ceyhan) coordinates the seminar
  - The schedule is posted at [SAMSI website](#)
- 5. Professional Development Workshops:** 10:00-12:00 Wednesday (monthly)
  - All Postdocs are required to attend
  - Deputy Director coordinates the workshops
  - The schedule is posted at [SAMSI Postdoctoral Fellow Seminars website](#)
- 6. Working groups and courses:**
  - Working groups (formed during the opening workshops) are the main research vehicles of the programs. Postdocs are required to be involved in two working groups in their program. Besides research activities, each postdoc will contribute to maintaining the working groups by being responsible for setting up WebEx for remote participation, and to maintain the working group web pages (e.g., via SAKAI)
  - Postdocs should attend the SAMSI courses in the program with which they are affiliated. They are welcome to attend courses in the other program as well.
- 7. Education and Outreach responsibilities:**
  - Two undergrad workshops lasting two days each: **October 23-24, 2017** and **February 26-27, 2018**: Postdocs are required to be present and to participate in both workshops. Inform the Deputy Director if you not going to be available.
  - Undergraduate Modeling Workshop: **May 21-25, 2018** (at NCSU): Postdocs are required to be present and to participate.
  - Industrial Math/Stat Modeling Workshop for Graduate Students: **July 15-25, 2018**: Participation is highly encouraged. Please check with Associate Director (Ilse Ipsen) if interested in participating at IMSM.

### **8. Travel for Postdoc Fellows:**

- Please give advanced notice to your administrative mentor if you are planning to attend a conference, workshop or making other research related trips.
- Reasonable funding for conferences is generally available (especially if you are presenting your work). In order to request funding, please read the policy on travel reimbursement, fill out and submit the travel request form well in advance of the event. <https://www.samsi.info/forms-resources/for-postdocs/>

### **9. Computing:**

- See Operations Director for guidance and information on policies for computer equipment.
- If you would like specific software, please contact Operations Director and/or your administrative mentor.

### **10. Library/Journals:**

- Use access provided through your host university. Contact Deputy Director or your administrative/scientific mentor for further information.

### **11. Reporting requirements for Postdoctoral Fellows:**

- Consult with your scientific mentor and administrative mentor before submitting all of the following reports to [dir@samsi.info](mailto:dir@samsi.info) (an email alias for SAMSI Directorate)
- Research Plan due by **October 6th, 2017**
- First Progress Report due **December 8th, 2017**
- Second Progress Report due **April 6th, 2018**
- Final Progress Report due by **June 15th, 2018**, or prior to leaving SAMSI, whichever is earlier
- SAMSI Experience Evaluation due by **June 15th, 2018** or prior to leaving SAMSI.
- Templates for the Research Plan, which is updated for each of the Progress Reports, and for the Evaluation are available on the web site: <https://www.samsi.info/forms-resources/for-postdocs/>

### **12. Workshops:**

- Postdocs should register for and attend all workshops of the research program with which they are affiliated.
- Postdocs will be assigned to help at workshops: Monitor equipment and help speakers if needed. Put files of speakers' talks in advance on the presentation computer.

### **13. Building:**

- Off-hour building use (evenings, nights, weekends and holidays):
  - Security alarm is ON: All entrance/exit doors must be closed within 15 seconds after being opened or police will be notified
  - Please do not enter the server room except in the case of emergency