

## SAMSI Postdoc Responsibilities and Activities

### 2019-2020

Each SAMSI postdoc will have two mentors, a scientific mentor (usually at the base university) and a directorate mentor (also called administrative mentor in some documents) at SAMSI.

- 1. Presence at SAMSI:** First-year postdocs are encouraged to be present at SAMSI for three working days per week and advised to be on their base campuses for two days each week. Inform your directorate 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 (Beth Peloquin) 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 who are in town should attend.
  - Deputy Director (Emily Griffith) coordinates the seminar.
  - The schedule is posted at [SAMSI website](#)
- 5. Professional Development Workshops:** 10:00-12:00 Wednesdays (tentative)
  - All Postdocs who are in town should 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:**
  - Undergrad workshop lasting two days, **February 24-25, 2020**: Postdocs are required to be present, to participate, and to provide assistance as needed in both workshops. Inform the Deputy Director if you not going to be available.
  - Diversity Workshop (in DC): **October 17-18, 2019** at Howard University. Please talk to

Sudipta (more info) if you're interested in participating.

- Undergraduate Modeling Workshop, **May 18-22, 2020**: Postdocs are required to be present, to participate, and to provide assistance as needed.
- Industrial Math/Stat Modeling Workshop for Graduate Students, July 12-22, 2020: Participation is highly encouraged. Please check with Associate Director (Mansoor Heider) if interested in participating at IMSM.

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

- Please give advanced notice to your directorate 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 directorate mentor.

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

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

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

- Consult with your scientific mentor and directorate 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 4th, 2019**
- First Progress Report due **December 6th, 2019**
- Second Progress Report due **April 3rd, 2020**
- *First and Second Progress Reports would be just changes (updates, additions, omissions, etc.) in the Research Plan (highlighted or written in different color) for convenience to all parties.*
- Final Progress Report due by **June 12th, 2020**, or prior to leaving SAMSI, whichever is earlier
- SAMSI Experience Evaluation due by **June 12th, 2020** 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