Postdoctoral Information Guide
Rutgers Legacy Postdocs

"Engaging, Connecting, and Developing the Rutgers Postdoc Community"
postdocs.rutgers.edu

Itzamarie Chévere-Torres, PhD
ASSOCIATE DIRECTOR, POSTDOCTORAL AFFAIRS

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Information Session

This one-hour information session aims to orient you about the resources and benefits that are available to you as a postdoctoral researcher working at Rutgers University.

Office of Postdoctoral Affairs

Launched on February 3, 2017, in the Office of the Senior Vice President for Academic Affairs, the university-wide Office of Postdoctoral Affairs is committed to advancing the University’s mission to conduct cutting-edge research and advanced postdoctoral training. The Office of Postdoctoral Affairs supports postdoctoral researchers and their faculty mentors by providing a central hub for professional development opportunities, knowledge sharing, and community building.

Every month we host activities—all dedicated to helping postdocs make the most of their time at Rutgers and prepare them for the next stage of their career. [http://postdocs.rutgers.edu/event-schedule](http://postdocs.rutgers.edu/event-schedule).

To learn more, visit our website [http://postdocs.rutgers.edu](http://postdocs.rutgers.edu), check out our monthly activities and schedule of events, and register for an upcoming event.

We have collected information about career development resources available to you at Rutgers. Check them out here: [http://postdocs.rutgers.edu/career-development-rutgers](http://postdocs.rutgers.edu/career-development-rutgers)

You will also find information about external career resources by visiting our website: [http://postdocs.rutgers.edu/external-career-resources](http://postdocs.rutgers.edu/external-career-resources)

To receive news about upcoming events, workshops, general announcements, and job opportunities subscribe to our listserv [https://email.rutgers.edu/mailman/listinfo/rutgers_postdocs](https://email.rutgers.edu/mailman/listinfo/rutgers_postdocs).

Contact us:

Office of Postdoctoral Affairs
opa@oq.rutgers.edu
848-445-1800

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Itzamarie Chevere-Torres, PhD
Associate Director, Office of Postdoctoral Affairs
ict@oq.rutgers.edu
848-445-1800 or 848-445-0242

Carmen Castro
Senior Program Coordinator
Office of the Senior Vice President for Academic Affairs and the Office of Postdoctoral Affairs
ccastro@oq.rutgers.edu
848-445-1800 or 848-445-0241

Rutgers Postdoctoral Association

The Rutgers PDA is a volunteer organization that aims to build a stronger and more cohesive postdoctoral community across all departments and campuses at Rutgers University.

In 2016, in preparation for the opening of a new Office of Postdoctoral Affairs, the PDA expanded its scope and dedicated itself to building a stronger and more cohesive postdoctoral community across all of Rutgers University, regardless of campus or department.

Here at Rutgers, you will be joining hundreds of postdocs across all disciplines to help advance the forefront of human knowledge. We know that being a postdoc is an important transitional time in your life, and we want you to gain the skills you need to achieve your personal and professional goals.

The Rutgers PDA works to enrich the experiences of postdocs at Rutgers, and we host a variety of formal and informal events throughout the year, including a fall orientation luncheon, the spring Postdoc Symposium, biweekly Postdoc Happy Hours, and sports and hiking around New Jersey. The best way to get in touch with us is through our Wordpress site or our (closed) Facebook group:

rutgerspda.wordpress.com

www.facebook.com/groups/rutgersPDA/

You can always email rutgerspda@gmail.com with any questions or to get involved, and we look forward to meeting you at one of our future events!

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Newark PDA Chapter:

The goal of the Newark division of the Rutgers PDA is to provide support for career development and community engagement to postdoctoral fellows, research associates, and visiting scholars. The Rutgers-Newark PDA consists of three (3) committees: Community Development Committee, Career Exploration Committee, and Fundraising Committee.

Check out the happenings at the Newark PDA chapter or contact Dr. Doreen Badheka, Newark PDA adviser, 973-972-0908 for more information.
https://rutgerspda.wordpress.com/about/rutgers-newark-pda/

For more information about the Rutgers-Newark PDA, please contact Dr. Doreen Badheka, the GSBS/SGS Program Director of Special Projects, at badhekdk@gsbs.rutgers.edu.

Alliance for Career Advancement (ACA) & Rutgers Life Sciences Consulting Club (RLSCC):

ACA and the RLSCC are 100% student-postdoc run organizations. Both of these organizations are housed on the NJMS/GSBS Newark campus.

Through the ACA we have succeeded in providing PhD students and postdocs a platform to reach out to professionals from their career of choice. Students and postdocs connect with these professionals and often receive real-world and real-time guidance on boosting their resumes, developing relevant core competencies and succeeding in interviews. Through these activities our PhD students and postdoctoral fellows enter the job market more prepared and better informed.

The RLSCC members get together every 2 weeks to practice case studies from BioPharma and non-BioPharma industries. The students and postdocs invite consultants to moderate their case studies and talk about role of PhD graduates in the consulting world. The students and postdocs have also participated in various inter-university case competitions.

For more information, contact Dr. Doreen Badheka, Dr. Doreen Badheka, the GSBS/SGS Program Director of Special Projects, at badhekdk@gsbs.rutgers.edu.

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International Postdoctoral Researchers

Rutgers, one of the most culturally diverse universities in the United States, offers many avenues of support for international students, faculty, and staff.

As part of your onboarding process, make sure to check out the Scholar/Faculty Handbook to learn about the information you should know before and during your stay at Rutgers. You will find topics such as Housing, Banking, Social Security Number, Driver’s License, and Health Insurance among others. You can locate the handbook by visiting http://globalservices.rutgers.edu/forms/J1_Faculty_Scholar_Handbook.pdf.

After your arrival in U.S. check-in with the corresponding Rutgers international services office within 30 days of the start date on your status document form and register for a Welcome Session. This welcome session will provide information regarding your Visa status as it relates to your association with Rutgers.

Every international postdoc should visit one the offices below. They are the first point of contact and your home away from home. Through one-on-one orientations, international postdocs receive relevant information about their visas and how to navigate the campus and state. You will also learn about upcoming events and opportunities to connect with other international scholars.

- **New Brunswick**: Center for Global Services
  - [http://internationalservices.rutgers.edu/](http://internationalservices.rutgers.edu/)
- **Newark**: Office of International Student and Scholar Services
  - [http://oiss.rutgers.edu/](http://oiss.rutgers.edu/)
- **Camden**: Office of International Students
  - [http://ois.camden.rutgers.edu/](http://ois.camden.rutgers.edu/)
- **Rutgers Biomedical and Health Sciences**: International Services
  - [http://rbhs.rutgers.edu/internationalservices/](http://rbhs.rutgers.edu/internationalservices/)

Your International Affairs (GAIA) Contact:

For assistance with visas and other international services, here's whom to contact:

- **Rutgers-New Brunswick & Rutgers-Camden Postdocs**:
  - Julie Hafeez, jhafeez@global.rutgers.edu
  - Carlo Santoro, csantoro@global.rutgers.edu

- **Rutgers-Newark Postdocs**:
  - Jeannie Wang, jwang08@andromeda.rutgers.edu
• RBHS Postdocs:
  o Lorraine Luciano-McKeon, lucianlo@global.rutgers.edu

For postdocs on H-1b visa, please contact Rumin Zhang, rzhang@global.rutgers.edu.

For questions about health insurance, please contact Eirinn Jones, eljones@global.rutgers.edu.

Visit also our website for more information for international postdocs, http://postdocs.rutgers.edu/information-international-postdocs.

Rutgers Contacts for Postdocs

All postdocs should feel free to contact our office—at any time—about anything. We are here to help you, and if we cannot, we will connect you with someone who can.

In addition to our office, most postdocs can contact their department administrator directly for help with administrative issues. For guidance needed beyond the department level, but within your school, here's your school level contact:

RUTGERS UNIVERSITY–NEW BRUNSWICK

School of Arts and Sciences (SAS)

SAS postdocs, your first point of contact at the school level is Dale Kozneck, Acting Assistant Dean, 848-932-6442 or dale.koznecki@rutgers.edu.

School of Environmental and Biological Sciences (SEBS)

SEBS postdocs, your first point of contact at the school level is Richard Ludescher, Dean of Academic and Student Programs, 848-932-3516

School of Engineering (SoE)

SoE postdocs, your first point of contact at the school level is Henrik Pedersen, Associate Dean for Academic Programs, 848-445-4795

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School of Pharmacy

Pharmaceutical Industry Fellows, your first point of contact is:

Lisa Mulé, Sr. Exec. Associate for Administration, 848-445-6814
Mike Toscani, Fellowship Director, 848-445-6810

Clinical Residents within Pharmacy Practice and Administration, your first point of contact is:

Marc Sturgill, Department Chair, 848-445-6815

RUTGERS BIOMEDICAL HEALTH SCIENCES

Office of Postdoctoral Affairs - RBHS

Courtesy of the Office of Postdoctoral Affairs in Newark in the Office of the Dean of the Graduate School of Biomedical Sciences, all RBHS postdocs receive several resources including a welcome letter, business cards, and a one-year free subscription to the New York Academy of Sciences (NYAS).

For more information about these resources and others, RBHS postdocs can contact Kimberly Pemberton or Susan Lomanto at:

Office of the Dean/Office of Postdoctoral Affairs
Stanley S. Bergen, Jr. Building, Suite 517
Graduate School of Biomedical Sciences
65 Bergen Street, Newark, NJ 07107
973-972-8384

RBHS Postdocs and Other Postdocs in Newark

Doreen Badheka, Program Director for Special Projects at Graduate School of Biomedical Sciences (GSBS), provides general administrative guidance, career development counseling to postdocs in Newark Campus, and serves as the adviser to the Newark PDA chapter. For more information, contact Doreen at:

Graduate School of Biomedical Sciences
Medical Science Building, Room H645
185 South Orange Avenue, Newark, NJ 07103
973-972-0908

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Robert Wood Johnson Medical School (RWJMS)

RWJMS postdocs, your first point of contact, Director of Strategic Initiatives is...(Coming Soon)

RUTGERS UNIVERSITY–NEWARK

Rutgers University–Newark postdocs, your first point of contact is:
Betsy Rowe, Associate Dean, Faculty of Arts and Sciences-Newark, 973-353-5213
Sally Kasper, Assistant Dean for Academic Personnel and Director of International Faculty Services, 973-353-5298

RUTGERS UNIVERSITY–CAMDEN

Rutgers-University - Camden postdocs, your first point of contact is John Wall, Associate Dean, Graduate School and Research, 856-225-6123

Work Benefits for Postdoctoral Researcher

A postdoc is a highly skilled individual holding a doctoral degree who is engaged in a temporary and defined period of advanced mentored research and/or scholarly training for the purpose of acquiring the professional skills and research independence needed to pursue either an academic or an alternative science career path of his or her choosing. Postdocs typically perform research under the supervision and mentorship of a more senior researcher or faculty, called the Principal Investigator (PI).

There are two types of postdoctoral researchers working at Rutgers University, postdoctoral associates, and postdoctoral fellows.

Postdoctoral Associate is an individual holding a doctoral degree employed by Rutgers University to perform research or scholarship, in continuation of their doctoral education, under the direction of the PI, to meet the research or scholarly goals established by the appropriate funding agency. Postdoctoral Associates are usually appointed for periods not more than one year at a time with a total allowable limit of five years.

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As a postdoctoral associate, you are a **full-time regular salaried employee of Rutgers** (Class 1) and as such, entitled to the same benefits of any Rutgers’ class 1 employee. The department coordinator or Human Resources Generalist should schedule a welcome and benefits orientation for new employees within one week of your hire date. You will have **14 working days** from your hire date to enroll and submit completed benefits forms.

Please also read the current **Postdoctoral Contract** negotiated by Rutgers AAUP-AFT to verify your most updated benefits, [http://rutgersaaup.org/contracts/postdoctoral-associates](http://rutgersaaup.org/contracts/postdoctoral-associates).

Here is a list of **State-benefits**:

- **Health Benefits**: Coverage starts 60 days from the start date of employment.
  - Medical Plans
    - [http://uhruhr.rutgers.edu/benefits/health-benefits/medical-plans](http://uhruhr.rutgers.edu/benefits/health-benefits/medical-plans)
  - Prescription Drug Plan
    - [http://uhruhr.rutgers.edu/benefits/health-benefits/prescription-drug-plan](http://uhruhr.rutgers.edu/benefits/health-benefits/prescription-drug-plan)
  - Dental Plan
    - [http://uhruhr.rutgers.edu/dental-plans](http://uhruhr.rutgers.edu/dental-plans)
  - Vision Coverage
- **Pension** administered by the NJ Division of Pension and Benefits
  - [http://uhruhr.rutgers.edu/benefits/pension](http://uhruhr.rutgers.edu/benefits/pension)
- **Retirement**
  - [http://uhruhr.rutgers.edu/retirement](http://uhruhr.rutgers.edu/retirement)
- **Tax Saving Plans**
  - [http://uhruhr.rutgers.edu/tax-savings-plans](http://uhruhr.rutgers.edu/tax-savings-plans)
- **Life and Insurance Programs**

**Postdoctoral Associates on F or J visas may not qualify for all the above State benefits**

Also, as a Rutgers’ employee you are also eligible for the following **non-State benefits** provided by the University:

- **ABP Plan & Trust**
- **Child Care Programs**
- **Employee Discounts**

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• Employee Wellness Program
  o [http://uhr.rutgers.edu/worklife-balance/wellness-programs](http://uhr.rutgers.edu/worklife-balance/wellness-programs)

• OzonePass Program
  o [http://uhr.rutgers.edu/benefits/non-state-benefits-rutgers-positions/ozonepass-program](http://uhr.rutgers.edu/benefits/non-state-benefits-rutgers-positions/ozonepass-program)

• Paid Time Off: You are entitled to **15 days** paid time off in a year of contract. If your appointment/re-appointment extends beyond four years, paid time off shall increase to 18 days. All paid time off should be used before the final date of employment. For more information check the current **Postdoctoral Contract** negotiated by Rutgers AAUP-AFT

• Tuition Remission

• UNUM Long Term Disability Plan

• Vision Care Reimbursement Plan

• Work Place Banking
  o [http://uhr.rutgers.edu/benefits/employee-discounts/work-place-banking](http://uhr.rutgers.edu/benefits/employee-discounts/work-place-banking)

For more information or questions about your benefits visit the UHR website [http://uhr.rutgers.edu/staff](http://uhr.rutgers.edu/staff) or contact the UHR Benefits team, [benefits@hr.rutgers.edu](mailto:benefits@hr.rutgers.edu).

**Postdoctoral Fellow** is an individual holding a doctoral degree who is affiliated with Rutgers to continue advanced research or scholarly studies, and receive additional professional training under the supervision of a PI. Postdoctoral Fellows are appointed for one, two or three-year period under Rutgers legacy system. Postdoctoral fellows receive a stipend from either an individual award or institutional award.

As a full-time postdoctoral fellow, you have **no employee/employer relationship** with Rutgers University (class 9), and as such, **you are only eligible** for the student health insurance plan. UHR will automatically enroll you in the Postdoctoral Fellows Health Insurance plan with UnitedHealthcare Student Resources. The coverage starts within 24-48 hours of enrollment. You will receive a confirmation of enrollment from United Healthcare Student Resource and will be asked to print your insurance card. [https://www.universityhealthplans.com/letters/letter.cgi?group_id=288](https://www.universityhealthplans.com/letters/letter.cgi?group_id=288).

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No Waiver Action is required unless you are an eligible Postdoctoral Fellow and you decline the Postdoctoral health insurance; then you must waive the student health insurance. Insureds may enroll their eligible dependents with UHR.

- **Health Benefits:** Coverage starts within 24 to 48 hours of enrollment.  

  - **Medical Plans**
  
  - **Prescription Drug Plan**
    - [https://www.uhcsr.com/common/pdfs/PDL-All.pdf](https://www.uhcsr.com/common/pdfs/PDL-All.pdf)
  
  - **Dental Plan:** You may enroll on a voluntary basis
  
  - **Vision Plan:** You may enroll on a voluntary basis

For questions regarding the Student Health Insurance Plan administered by United Healthcare Student Resources (UHCSR), contact the Student Health Insurance Office, call 848-932-8285. You can also send an email inquiry to [insure@rutgers.edu](mailto:insure@rutgers.edu).

**Office of Student Health Insurance**

Hurtado Health Center  
11 Bishop Place  
New Brunswick, NJ 08901-1180  
Main Phone: 848-932-8285  
Fax 732-932-3331

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Housing for Postdoctoral Researchers

Rutgers-New Brunswick

Coordination for postdoctoral researchers housing is done through communication between the hiring department coordinator and Ms. Nancy Sullivan, Assistant Manager for the Economic Development Management Team at the Office of Institutional Planning and Operations.

Nancy Sullivan

Economic Development Management Team
Institutional Planning and Operations
Rutgers, The State University of New Jersey
33 Knightsbridge Road
Piscataway, NJ 08854
848-932-4448
ns647@ipo.rutgers.edu

Postdoctoral researchers qualify for housing under Rutgers Faculty and Staff Short Term Housing Program

For additional information about this program, please visit the following website:

If you have questions about off-campus housing visit their website, http://ruoffcampus.rutgers.edu/our-services/ or contact their office.

Off-Campus Living and Community Partnerships

39 Union Street
New Brunswick, NJ 08901
Phone: 848.932.5500
RUoffcampus@echo.rutgers.edu

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Rutgers-Newark

Coordination for postdoctoral researchers housing is done through communication between the hiring department coordinator or supervisor and Ms. Ayat Ibraheim, Assistant Director of Housing Administration.

The department coordinator or supervisor contacts Ayat Ibraheim and request housing for the upcoming postdoc. Postdoctoral researchers are placed on a waiting list, in which students have priority. For more information about housing arrangement, contact your department coordinator.

Office of Housing & Residence Life Housing Staff
https://housing.newark.rutgers.edu/
Phone: 973-353-1037

Assistant Director of Housing Administration
Ayat Ibraheim
aei3@andromeda.rutgers.edu

Rutgers-Camden

Coordination for postdoctoral researchers housing is done through communication between the sponsoring department or professor and Brandon Chandler, Director of Housing & Residence Life, at least a month in advance. Postdoctoral researchers qualify for the Guest/Visitor Program.
Mr. Chandler sends the following link with a form that needs to be filled out by the postdoc. https://housing.camden.rutgers.edu/conference.

Off-campus housing: https://housing.camden.rutgers.edu/off_campus_housing
If you have any questions about off-campus housing listings, please contact the Office of Housing & Residence Life at 856-225-6471.

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Transportation

Rutgers-New Brunswick

The Rutgers-New Brunswick/Piscataway inter-campus bus and shuttle system is a service provided for all five campuses (Busch, College Ave., Douglass, Cook, & Livingston). It is available to all members of the university community.

For more information about routes and schedules visit their website: http://parktran.rutgers.edu/campusbuses.shtml.

Department of Transportation Services
New Brunswick
Public Safety Building
55 Commercial Avenue
New Brunswick, NJ 08901
Main Office 848-932-7744
Fax 732-932-1450
Bus Dispatch 848-932-7817

Cashier and General
Office Hours
Monday - Friday
8:30AM - 5:00PM
September & Holiday
Hours May Vary

Campus Map:
http://parktran.rutgers.edu/DOTS_files/0297%20Campus%20Map.pdf

Rutgers–New Brunswick is situated at the center of the Northeast Corridor that runs from Boston to Washington, D.C. It's 38 miles from New York City and 65 miles from Philadelphia. You can find our campus by rail, bus & air. For more information about these services, please visit their website: http://newbrunswick.rutgers.edu/visit/maps-directions-parking.

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Rutgers-Newark

The new transportation service in Newark will have three core routes, Campus Connect, Newark Penn Station and Kearny, in addition to the existing Rutgers-Newark Penn Station Midnight Express security shuttle.

For more information about routes and schedules, visit their website: http://parktran.rutgers.edu/nwktransport.shtml

Department of Transportation Services
Newark
Blumenthal Hall
249 University Avenue
Newark, NJ 07102
Main Office 973-353-1839
Fax 973-353-5873

Cashier and General
Office Hours
Monday, Tuesday, Wednesday (Until 5 PM), Thursday and Friday
9:00AM - 3:30PM
September & Holiday Hours May Vary

Campus Map:
http://www.newark.rutgers.edu/MAPS

Rutgers University in Newark spans two campuses -- the Rutgers University-Newark campus and the Rutgers Biomedical and Health Sciences Campus in Newark. It is accessible by car and public transportation. For more information about these services, please visit their website: http://www.newark.rutgers.edu/maps-and-directions.

Rutgers-Camden

Rutgers–Camden offers shuttle bus service from the main parking lot (Lot 11) to Third Street in front of the Business and Science Building during the academic year. After 8 p.m., an additional bus runs to and from Fifth Street, under the law school bridge.

Shuttle buses make one stop on campus, in front of the Business & Science Building. After 8:00 pm, one bus will stop there the other bus will stop on 5th Street, under the Law Bridge. The shuttle will run Mondays to Thursdays 7 am – 11 pm and Fridays 7 am – 5 pm. Call Police Dispatch at 856.225.6009 for a Safety Escort if you need to return to your vehicle after the shuttle stops running.
Department of Transportation Services
Camden
Rutgers University Police Department
409 N. 4th Street
Camden NJ 08102
Main Office 856-225-6137

Cashier and General
Office Hours
Monday - Friday
8:30 AM - 4:30 PM
September & Holiday
Hours May Vary

Campus Map:
http://www.camden.rutgers.edu/map

You can find the Rutgers–Camden campus by rail, bus, air, and ferry. Camden campus is convenient to public transportation in South Jersey and the metro Philadelphia area. For more information about these services, please visit their website:
http://www.camden.rutgers.edu/visit/public-transportation

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Checklist

➢ Appointment letter
  o At least two weeks prior the initial appointment, you should receive an appointment letter from Rutgers, that indicate the start date, salary, principal investigator or supervisor, project name, end date of appointment, the URL of the website posting the collective negotiation agreements for your Postdoctoral Contract, and information about our Office of Postdoctoral Affairs. Reappointment letter should follow the same format.

  o A sample appointment letter is included in this information package. If you have not received an appointment letter like the one included here, contact us.
    ▪ opa@oq.rutgers.edu or 848-445-1800

➢ New Employee UHR orientation
  o The department coordinator or Human Resources Generalist should schedule a welcome and benefits orientation for new employees within one week of your hire date. You will have 14 working days from your hire date to enroll and submit completed benefits forms.

➢ RUconnection ID card
  o Postdoctoral Associates receive their RU ID card at the UHR orientation. Postdoctoral Fellows can get their RU ID cards at the corresponding ID card locations.
    ▪ http://pst.rutgers.edu/locations.php

  o To receive the RU ID card, you must have a completed employee record in the PeopleSoft payroll system three business days before requesting an ID card.

  o Departments can complete a new employee's record before the employee's first day of work.

  o Confirm with your hiring department, unit or school that your employee record has been completed promptly before requesting an RUconnection ID Card.

  o At the card-printing location, you will have to show a valid form of government-issued identification and will take a quick photo to be printed on the card.

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For additional information about the RUconnection ID Card, please visit the ID Card website at http://pst.rutgers.edu, or email IDquestions@aps.rutgers.edu.

- **NetID & email**
  - You are assigned a unique Rutgers ID number, known as NetID.
  - Please visit the following site to activate your NetID and set a password. https://netid.rutgers.edu/index.htm
  - During the activation process, you will establish your Rutgers email address and set up services. Additional information on computing resources can be found in the Faculty Staff Technology Guides, https://techguides.rutgers.edu/fs.

- **Parking Permit**
  - You can purchase a parking permit online or in person at their campus parking office. Visit the Department of Transportation Services website for the fee schedule, parking maps, and other transportation resources. http://parktran.rutgers.edu/
  - Rutgers University parking permit fees are based on an employee’s annual salary. To determine your yearly parking permit fee, use the Rutgers Parking Permit Fee Calculator found on the following website: http://rudots.rutgers.edu/RateCalc2.htm
  - With a Faculty/Staff parking hangtag you can park in any open access Faculty/Staff (F/S) parking lot unless you have been assigned to a gated F/S parking lot, in which case you will need a keycard.
  - For a list of F/S parking lots visit: http://rudots.rutgers.edu/parkinglots.shtml

- **International postdocs, make sure to:**
  - Identify your primary contacts and GAIA representatives.
  - Check-in with GAIA within 30 days of arrival.
  - Attend GAIA welcome orientation.
  - Update GAIA of any changes you do.

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Check the Office of Postdoctoral Affairs (OPA) website to learn about resources available to you.
  o http://postdocs.rutgers.edu/

Subscribe to the OPA mailing list
  o http://postdocs.rutgers.edu/

Participate of OPA monthly activities:
  o Career Development workshops & events
  o Drop-in Coffee Hour once a month
  o Register for a welcome or information session

Join Rutgers Postdoctoral Association
  o Visit their website:
    ▪ https://rutgerspda.wordpress.com/
  o Join their Facebook group:
    ▪ www.facebook.com/groups/rutgersPDA/
  o Questions? Contact Rutgers PDA:
    ▪ rutgerspda@gmail.com
      ▪ Dr. Itzamarie Chevere-Torres, PDA New Brunswick/Piscataway, Adviser
      ▪ Dr. Doreen Badheka, PDA Newark, Adviser

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SAMPLE POSTDOC APPOINTMENT/REAPPOINTMENT LETTER

On the recommendation of Professor [Insert name] in the Department of [Insert department/program], I am pleased to offer you an appointment as a Post-Doctoral Associate on an [Insert academic year or calendar year] basis for the period of [Insert begin date] through [Insert end date] at a salary of [$Insert salary]. [If applicable, insert: This position is contingent upon satisfactory completion of Ph.D. Degree.]

Your duties will be to [Insert description of duties/project name(s)] under the direction of Professor [Insert PI name]. [If grant-funded, insert: This is a grant-funded appointment contingent upon the availability of funds to support it]. [If on a visa, insert: This appointment is also contingent upon the appropriate visa status].

[For New Employees Only; delete if not applicable] The Immigration Reform and Control Act of 1986 requires all employers to certify the identity and work eligibility of all new employees. This offer of appointment is therefore subject to your presentation of proper documentation, as required by law. The Employment Eligibility form (Form I-9) is an online process, and all new employees must present the required documents to the employing department, in person, within three days of the employment start date. Accordingly, please present the required documents to [Insert name of a specific individual in the department] no later than [Insert date].

In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. E-Verify compares information from your Form I-9 to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a “Temporary Non-Confirmation (TNC)” of your eligibility for this job, you will be notified by your employing department and given the opportunity to respond to USCIS within the required timeframe. If subsequent to a TNC on your case the E-Verify system gives Rutgers a “Final Non-Confirmation (FNC)” of your eligibility for the job, your employment in this position will be subject to immediate termination as required by USCIS regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website http://www.uscis.gov/portal/site/uscis.

Pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the Employer Obligation to Maintain and Report Records regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at http://uhr.rutgers.edu/ee/noticepostings.htm.

As part of your new employment, you are represented by the Rutgers Council of AAUP Chapters, AAUP-AFT, AFL-CIO for the purposes of collective negotiations. To access the current collective agreement that is in effect from March 1, 2012 through June 30, 2019, please refer to http://academiclaborrelations.rutgers.edu/contracts.

As a member of the University community, you will be expected to abide by departmental and University regulations, policies and procedures. In addition, as a Rutgers employee you are required to participate in employee training as part of your appointment and
without additional compensation. Completion of all training required by the University is a condition of employment. This includes, but is not limited to, ethics training, training on unlawful harassment and other policies, statutes and regulations governing the workplace. For more detailed information on ethics compliance and unlawful harassment, please visit the New Employee website at http://gettingstarted.rutgers.edu/. [If applicable, insert details about any departmental/unit training/orientation]

Lastly, we encourage you to take advantage of the resources and professional development opportunities offered through Rutgers’ Office of Postdoctoral Affairs. Reporting to the Office of the Senior Vice President for Academic Affairs, and committed to advancing the University’s mission to conduct cutting-edge research and advanced training, the Office of Postdoctoral Affairs supports postdoctoral researchers and their faculty mentors by providing a central hub for professional development, knowledge sharing, and community building opportunities. The Office relies on strong partnerships with units across Rutgers to provide central coordination of information and opportunities relevant to all postdocs, helping them make the most of their time here at Rutgers. Specifically, Office staff:

- Act as a main contact for postdocs and help them navigate postdoc life at Rutgers by providing information through welcome sessions and referrals to campus representatives and relevant institutional contacts across the university
- Host career development workshops and other activities, open to all postdocs, and encourage postdocs to take advantage of professional development opportunities offered within and outside of Rutgers
- Help postdocs build community and expand their professional networks, starting internally, by creating opportunities for postdocs to connect with their colleagues across Rutgers.

Kindly indicate your acceptance of this appointment and its terms and conditions by signing this letter and returning it to [Insert a specific individual] at [Insert address] on or before [Insert date]. A copy of this letter is enclosed for your records. We look forward to working with you.

Sincerely,

Dean [Insert Name]

I accept this offer: ________________________________

Signature Date

c: [Department/Program]

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Working and Living in New Jersey

Visit the links below to learn general information about navigating Rutgers University.

RU-Info

http://ucm.rutgers.edu/about/ru-info

Campus Safety

http://www.rutgers.edu/about/campus-safety

List of Resources for Faculty & Staff that may be helpful to you as well:

http://www.rutgers.edu/info/information-faculty-staff

Visit the UHR “Local Community” page, http://uhr.rutgers.edu/local-community-0, to learn about:

- Airports
  - Newark (NJ)-Liberty
  - JFK (NY)
  - La Guardia International (NY)
  - Philadelphia International
  - Stewart International
  - Teterboro
  - Atlantic City International

- Area Maps
  - New Jersey Maps Online
  - Rutgers University Campus Maps

- Arts & Cultural Interests

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• **County Cultural and Heritage Commissions** – Hunterdon, Mercer, Middlesex, Monmouth, Somerset, Union
  o Jayne Voorhees Zimmerli Museum
  o New Jersey Symphony Orchestra
  o New Jersey Performing Arts Center
  o Newark Museum
  o PNC Arts Center
  o State Theatre - New Brunswick

• **Childcare**
  o Discounted childcare services for RU employees

• **Daily Newspapers & Magazines**
  o Asbury Park Press
  o Bridgewater Courier News
  o The Newark Star Ledger
  o NJ Monthly Magazine
  o The Home News/Tribune
  o The New York Times

• **Getting Around - Transportation**
  o AMTRAK
  o EZ Pass
  o NJ Commuter Resources
  o NJ Department of Transportation
  o NJ Transit
  o NJ Turnpike and Parkway
  o New York Metropolitan Transportation Authority
  o Port Authority Trans Hudson (PATH)

• **Government**

• **State of New Jersey**

• **K-12 County Superintendent of Schools**
  o Hunterdon, Mercer, Middlesex, Monmouth, Somerset, Union
  o NJ School Report Card

• **Moving In**
  o Find a Realtor

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• **Recreation & History**
  o County Park Commissions – Hunterdon, Mercer, Middlesex, Monmouth, Somerset
  o Edison National Historic Site
  o Ellis Island National Monument
  o New Jersey Coastal Heritage Trail Route
  o New Jersey Historical Society
  o New Jersey Sports and Exposition Authority
  o Rutgers Recreation

• **Travel and Tourist Information**
  o New Jersey
  o New York
  o New York City
  o Pennsylvania
  o Philadelphia

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**Entertainment Opportunities at Rutgers & around New Jersey**

At Rutgers, you will find a multitude of sporting events, entertainment opportunities, restaurants, and retail shopping at Rutgers University.

**Events Calendar**
Find out what events are happening on campus. You can search by date, location, category, organization, or keyword.
- [http://ruevents.rutgers.edu/events/](http://ruevents.rutgers.edu/events/)

**Recreational Facilities**
Rutgers is home to several indoor and outdoor recreational facilities with pools, courts, equipment, tracks, and fields. Numerous noncredit classes and special programs are held throughout the year.
- [http://nb.rutgers.edu/student-experience/athletics-recreation](http://nb.rutgers.edu/student-experience/athletics-recreation)

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Rutgers Art and Culture
Cultural and performing arts are plentiful at Rutgers. Museums, art galleries, concerts, and theatrical performances are all available at Rutgers!

- [http://newbrunswick.rutgers.edu/campus-life/arts-culture](http://newbrunswick.rutgers.edu/campus-life/arts-culture)

Rutgers Athletics
From football to soccer, wrestling to lacrosse, over 600 Rutgers men and women student-athletes compete in the university's sport programs. The university sponsors 24 Division I sports in the Big Ten, one of the most prestigious and elite DI conferences in the nation.

- [http://www.rutgers.edu/athletics](http://www.rutgers.edu/athletics)

Check the following links for information about activities, events and places to visit around New Jersey.


[http://www.state.nj.us/nj/things/](http://www.state.nj.us/nj/things/)

[http://www.visitnj.org/nj/attractions](http://www.visitnj.org/nj/attractions)

[http://www.njfamily.com/Things-To-Do-In-NJ-This- Weekend/](http://www.njfamily.com/Things-To-Do-In-NJ-This-Weekend/)


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**Dining Services at Rutgers**

The following links provide information about dining services that can be found at Rutgers University.

**New Brunswick/Piscataway Campus:**

**Food Delivery Services in New Brunswick/Piscataway Campus:**

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Newark Campus:  
https://www.newark.rutgers.edu/where-eat

Camden Campus:  
https://www.camden.rutgers.edu/campus-life/housing-dining

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