

Tufts

UNIVERSITY

POSTDOCTORAL HANDBOOK

Chapter One – Tufts University Postdoctoral Program

1 A. Mission of the Postdoctoral Program

The mission of the Postdoctoral program at Tufts University is to provide an environment in which Postdoctoral Associates and Fellows can broaden their research abilities and equip themselves with the skills necessary for a successful career in their chosen field. Postdoctoral Associates and Fellows at Tufts are obligated to carry out a research program to the best of their ability under the guidance of a research advisor.

The Employee Handbook, which may be obtained from Human Resources and accessed through the Tufts web site, applies to Postdoctoral Associates, Postdoctoral Fellows and Research Associates. This Postdoctoral Handbook provides additional policies and guidance which only apply to Postdoctoral Associates and Fellows.

Postdoctoral Associates and Fellows may also be subject to additional policies that are specific for their host Research Advisors, Departments and Schools.

The policies and guidance in this handbook may be changed at any time and this handbook does not create a contract between the University and any Postdoctoral Associate or Fellow.

1 B. Tufts University

Tufts University, founded in 1852, is an independent non-sectarian university with degree programs at both the undergraduate and graduate levels in a variety of liberal arts and professional areas. Postdoctoral Associates or Fellows at the University may work on one of three campuses. The Medford - Somerville campus houses all undergraduate and some graduate programs, including the School of Arts and Sciences, the Graduate School of Arts and Sciences, the School of Engineering, and the Fletcher School of Law and Diplomacy. The Boston campus houses the School of Medicine, the School of Dental Medicine, the Sackler School of Graduate Biomedical Sciences, the Friedman School of Nutrition Science and Policy, and the U.S.D.A. Human Nutrition Research Center on Aging. The School of Veterinary Medicine is located on the Grafton campus, 40 miles west of Boston. Each School within the University has a Postdoctoral Officer overseeing affiliated Postdoctoral Associates or Fellows.

Chapter Two - Postdoctoral Appointment, Promotion and Separation

2 A. Ranks and Titles

1. Postdoctoral Associates are persons who have earned a Ph.D., M.D., D.V.M., D.D.S., D.M.D., Ed.D. or equivalent doctoral level degree and may have worked previously as a full-time researcher in a Postdoctoral training position for no more than five years. The person is paid by the University, using funds derived from research grants, research contracts, training grants, or other funds available to the University. Postdoctoral Associate positions may be held for a maximum of three years at Tufts or until completion of six years of Postdoctoral research in total. Postdoctoral Associate employment at Tufts is considered temporary and is dependent on continued availability of appropriate funds and performance. Employment as a Postdoctoral Associate is considered to be preparatory for an independent career. The Associate works under the direct supervision of a faculty advisor and is expected to produce work of publishable quality.

2. Postdoctoral Fellows are persons who have earned a Ph.D., M.D., D.V.M., D.D.S., D.M.D., Ed.D. or equivalent doctoral level degree and may have worked previously as a full-time researcher in a Postdoctoral training position. The Fellow works under the supervision of a faculty advisor and has been awarded a fellowship by a public or private organization or institution external to Tufts. Postdoctoral Fellow employment at Tufts is considered temporary and is dependent on continued availability of appropriate funds from the awarding body and performance. The Fellow works under the direct supervision of a faculty advisor and is expected to produce work of publishable quality. At the conclusion or termination of a fellowship, the Fellow may be eligible for employment as a Postdoctoral Associate or Research Associate.

2 B. Confirmation of Employment

Postdoctoral Associates and Fellows will receive a confirmation of employment letter.

2 C. Conditions of employment activation

Employment will be effective only after the following conditions have been met by the Postdoctoral candidate and verified by the School's Postdoctoral Officer.

1. Completion of an application for employment.
2. Proof of completion of the Doctoral Degree. The candidate must show an official diploma or transcript (with translation into English if it is in a foreign language), or other acceptable proof of final doctoral degree conferral to the School's Postdoctoral Officer. If the final degree has not yet been formally conferred, but all the requirements have been met, a statement of completion of studies from the prospective Postdoctoral Associate or Fellow's home institution (Registrar's Office or Dean of Graduate Studies) is requested for conditional admission for six months. This statement should indicate the date on which all requirements were completed and the expected degree conferral date. If the degree is not formally conferred within six months, the Postdoctoral Associate or Fellow will be required to withdraw from his/her Tufts Postdoctoral position.
3. Proof of employment eligibility. The candidate must prove that he/she is eligible to work in the United States by completing Form I-9 and providing appropriate documentation.
4. Visa requirement for Non-United States Citizens. A candidate who is not a United States citizen must provide evidence of work eligibility at Tufts University that is valid for the entire period of employment. The University's International Affairs Offices, located on the Boston and Medford campuses, can provide information regarding non-immigrant visas. The sponsoring faculty member or Department will provide assistance in completing the appropriate visa application. However, the University generally will not apply for permanent residence on the candidate's behalf. All Immigration and Naturalization fees in connection with the visa and its revalidation are the Postdoctoral Associate or Fellow's responsibility. Government regulations stipulate that J-1 visa holders enroll in insurance coverage for Medical Evacuation and Repatriation of Remains. The University's International Office can provide information regarding this coverage.
5. Social Security Number or Tax Identification Number. A United States Social Security Number (SSN) or Tax Identification Number (TIN) must be reported on the I-9 form. If the candidate does not have a SSN or TIN, he/she should apply for one at a local office of the Social Security Administration. Any employee who will be paid on the University payroll must have a Social Security Number.

6. Tuberculosis test. In accordance with Massachusetts State Law, the candidate must provide to Human Resources a report signed by his/her physician certifying freedom from communicable tuberculosis. This report must be accompanied by the results of a negative Mantoux (tuberculosis) skin test administered not more than 90 days before employment at Tufts begins, or in the case of a positive skin test, also by the report of a chest x-ray taken not more than 90 days prior to commencing duties and any other laboratory or clinical examinations as may be required to exclude communicable tuberculosis.

7. Completion of Form W-4. The W-4 form or Employee's Withholding Allowance Certificate indicates the number of federal and state withholding allowances claimed. This can be changed at any time by completing a new form.

8. Completion of Direct Deposit Authorization form. Direct deposit allows the net pay to be deposited to a bank of choice, provided that the bank is a member of the Automated Clearing House. Payment through direct deposit is a condition of employment at the University.

9. Health evaluation for exposure to animals. Postdoctoral Associates and Fellows whose work involves exposure to research, farm, wildlife or domestic animals must notify the Tufts Occupational Health Office in the Office of Environmental Health and Safety. The Office requires completion of a health evaluation, training, and other follow-up activities. The Postdoctoral Associate or Fellow's tentative date of employment is contingent upon a positive confirmation from the Occupational Health Office.

10. Completion of the Tufts University Employee Background Summary /Self-Identification Form. This information is requested to meet Federal government reporting requirements.

11. Orientation. Participate in orientation given by Human Resources, which includes an overview of Tufts and discussions on topics of employment policies, technology resources, Environmental Health and Safety, Tufts Police, identification cards, and parking facilities.

2 D. Length of Employment

Employment at Tufts as a Postdoctoral Associate or Fellow should not exceed three years or until completion of six years of Postdoctoral research in total. A term may be extended due to unusual circumstances. Each School's Postdoctoral Officer will have additional information on this issue and is the only person authorized to allow extensions. The Postdoctoral Officer may also authorize part-time employment in unusual circumstances.

The term of employment of a Postdoctoral Fellow is determined by the awarding organization or institution, subject to approval by the designated advisor and relevant Department Chair.

2 E. Separation

1. Termination for performance reasons. A Postdoctoral Associate or Fellow may be terminated if performance is unsatisfactory. Usually, there will be a written review discussing performance concerns and suggestions for achieving a satisfactory level of performance. However, the University reserves the right to terminate a Postdoctoral Associate or Fellow without such written review.

2. Resignation. If a Postdoctoral Associate or Fellow decides to resign, he/she should inform the advisor and the School's Postdoctoral Officer in writing at least one month in advance.

3. Compliance with University Policies upon Separation. Under all circumstances, upon leaving employment, a Postdoctoral Associate or Fellow has an obligation to leave the research records, laboratory reagents, etc. in a state that will allow continuation of the project and ensures compliance with all applicable policies.

Chapter Three - Compensation and Benefits

3 A. Payday

Postdoctoral Associates are paid semimonthly. Payday is the 15th and 30th of each month. In case the 15th or 30th falls on a weekend or holiday, payday is the workday before. At the end of each pay period, participants will receive deposit information indicating gross pay, taxes, deductions, and net pay. Depending on the source of funding, Postdoctoral Fellows may be paid as described for Postdoctoral Associates, they may be paid directly from their granting agency, or they may be paid by both methods. Postdoctoral Fellows who do not receive pay from Tufts will be considered employees for health insurance and other postdoctoral policies including intellectual property rights. Postdoctoral Associates or Fellows must work half time or greater to be eligible for benefits.

3 B. Compensation levels

The advisor in accord with University guidelines will determine compensation levels for Postdoctoral Associates. The minimum amount will be tied to the amount supported by the National Institutes of Health (NIH)-National Research Service Award (NRSA) for Postdoctorals with 0 years of experience. For academic year 2009/2010, the minimum amount will be \$37,368 (or \$1,557 per semi-monthly pay period).

Compensation levels for Postdoctoral Fellows will be determined by the awarding body, but will not be less than the minimum, in U.S. dollars, for Postdoctoral Associates with 0 years of experience. Compensation will be adjusted if the Postdoctoral Fellow is employed less than full-time.

3 C. Merit increases

The advisor will determine pay increases for Postdoctoral Associates each year, following the University guidelines and schedule for merit increases. Merit increases are usually effective July 1 of each year. The awarding body will generally determine merit increases for Postdoctoral Fellows.

Each six months and before any review of performance is made, Postdoctoral Associates and Fellows should evaluate the research project goals, his/her progress towards those goals and plans for the next six month period and career objectives. The self-evaluation should be given to the advisor before a review takes place.

3 D. Tax liability of U.S. citizens and permanent residents

Postdoctoral Associates and Fellows who are paid by the University are subject to mandatory federal and state taxes. Each employee has the opportunity to indicate the number of federal and state withholding allowances when they complete a W4 form at the time of hire or at a later date. Postdoctoral Associates or Fellows who are paid through individual or Institutional Federal Training Grants may be exempt from FICA (Social Security) taxes. The taxability of these fellowships will be reviewed at the initiation of each award.

3 E. Tax liabilities of nonresident aliens

A number of variables, such as country of origin, treaty type (if any), or visa type are considered in determining the tax liability of nonresident aliens.

3 F. Benefits

The benefits described in this handbook apply to Postdoctoral Associates or Fellows who work half time or greater. Employees who work less than half time are not eligible for benefit programs.

- **Health Coverage.** Postdoctoral Associates and Fellows are required to enroll for individual coverage in the University's Health Sciences Graduate Student and Postdoctoral group of the Tufts Health Plan, a health maintenance organization that provides both routine medical and major medical insurance coverage. The cost of this health plan is provided as a free benefit to qualified Postdoctoral Associates and Fellows. The insurance plan will be waived for those Postdoctoral Associates and Fellows who can show evidence of adequate coverage by other plans. Coverage for spouses, qualified same-sex domestic partners, and dependents that are family members will be at the expense of the Postdoctoral Associate or Fellow.
- **Dental care.** Postdoctoral Associates and Fellows are eligible to receive limited dental health services through the Tufts University Undergraduate Dental School Clinic. Services provided at no charge include radiographs, oral examination, prophylaxis and emergency services. The Health Administration Fee for these services is provided as a free benefit to the Associate and Fellow. All other treatment procedures through the Undergraduate and Graduate Dental School Clinics will be provided at the full fee.
- **Tufts University Health Care and Dependent Care Flexible Spending Accounts (FSA):** As of January 1, 2009, Postdocs holding twelve-month appointments may contribute to an FSA. Postdocs must sign up during the Open Enrollment period each year, for the following calendar year. Flexible Spending Accounts allow you to set aside a portion of your pay on a pre-tax basis to pay for eligible medical, dental, vision, child care and elder care expenses. For additional information see the Human Resources website.
- **Tufts University 403(b) Retirement Plan:** As of January 1, 2009, Postdocs holding a twelve month appointment AND who pay FICA tax are entitled to contribute to the Tufts University Voluntary 403(b) Retirement Plan. Eligible postdocs may sign up for the Voluntary Retirement Plan starting December 1, 2008 and then at any time throughout the year. Enrollment is available through Employee Self Service. When you login and make your election or change your contribution, the election takes effect the first paycheck of the following month. You may elect to contribute an annual amount up to the current Federal limit.
- **Sick leave.** Nonexempt benefits apply. (See Employee Handbook)
- **Extended illness.** Nonexempt benefits apply. (See Employee Handbook)

- Maternity leave. Nonexempt benefits apply. (See Employee Handbook)
- Unpaid leave of absence. Under exceptional circumstances, a Postdoctoral Associate or Fellow may need to take an unpaid leave of absence. Such leave may be granted at the discretion of the Advisor, in consultation with the School's Postdoctoral Officer and Human Resources, whether or not the Postdoctoral Associate or Fellow has vacation or sick leave to his/her credit. For further information, see the Employee Handbook.
- Vacation.

As of July 1, 2008, the vacation policy for Postdoctoral Associates and Fellows is as follows:

Postdoctoral Associates and Fellows are entitled to three weeks of paid vacation (15 days/105 hours each year) pro-rated for part-time and part-year schedules.

- Vacation time will be awarded on July 1, the beginning of the fiscal year.
- Unused vacation may not be carried from year to year, nor will it be paid out upon separation from the University.
- If a Postdoctoral Associate or Fellow is hired after July 1, the vacation award will be prorated to reflect a partial year. A Postdoctoral Associate or Fellow who begins employment on the first of a month will receive their vacation award that month. A Postdoctoral Associate or Fellow hired after the first will receive their award at the beginning of the next month.
- If a Postdoctoral Associate or Fellow is transferred or promoted to another position in the university, s/he will forfeit their postdoctoral vacation award and follow the vacation policy applicable to their new status.

A Postdoctoral Associate or Fellow who accrued unused vacation under the old policy and requested that the accrued vacation be “grandfathered” into their vacation “bank” will use the grandfathered time first when taking vacation.

When a Postdoctoral Associate or Fellow leaves the University:

- Unused vacation time from the “grandfathered” hours will be paid out.
- Vacation time awarded after July 1, 2008 will not be paid out.

- Personal Days. (See Employee Handbook)

Chapter Four - Postdoctoral Responsibilities

4 A. Postdoctoral Responsibilities

Associates and Fellows are expected to devote full-time to research and scholarship. This includes, but is not limited to, attendance at national/international meetings, participation in undergraduate or graduate courses and mentoring graduate students and/or undergraduates. The Advisor should supervise all of these activities.

4 B. Conform to established policies and procedures of research group, Department and University

Postdoctoral Associates and Fellows are required to comply with all established policies and procedures of the research group, Department, and University. These include, but are not limited to:

- the conscientious discharge of research responsibilities;
- conformity with ethical standards in research;
- maintenance of adequate research records;
- compliance with University standards and regulations regarding use of isotopes, chemicals, infectious agents, animals, and the like;
- open and timely discussion with his/her advisor regarding possession or distribution of publications, materials, reagents, or records relevant to the research project, and any proposed disclosure of findings or techniques privately or in publications;
- collegial conduct towards co-workers and members of the research group;
- compliance with all applicable University policies;
- ensure that any work performed outside of the University does not conflict with the University's Business Conduct Policy or Intellectual Property Policy, and the Advisor is informed of such activities.

4 C. Ownership of research data, notebooks, and reagents

It is the policy of Tufts University that all notebooks, research data, and reagents generated in Tufts University research groups are the property of the University. These materials must remain with the research Advisor at the termination of the Postdoctoral position and should be organized to such an extent to allow for smooth continuation of the research project(s).

4 D. Communicate research results to advisor

The Advisor is the frontline source of information and the one who sets standards for the conduct of efficient, ethical and productive research. Therefore, communication between a Postdoctoral Associate or Fellow and his/her Advisor is of utmost importance and should be regarded as both an opportunity and a responsibility. A Postdoctoral Associate or Fellow should meet regularly with his/her Advisor according to a mutually convenient schedule. These meetings should be used to apprise the Advisor of the research results, for the development and troubleshooting of techniques, to provide direction and focus to the research, to air concerns and conflicts, and to express mutual expectations.

4 E. Publish research results

One goal of Postdoctoral research is the dissemination of knowledge to the professional community. It is expected that the Postdoctoral Associate or Fellow's research will be of publishable quality, and be published in a journal appropriate to the field in a timely manner. A Postdoctoral Associate or Fellow is responsible for writing his/her manuscripts, with guidance from the Advisor. The Associate or Fellow should participate in writing grant applications and reports that pertain to the research. If a Postdoctoral Associate or Fellow fails to write up his/her results in a timely fashion, the Advisor may choose to do so, since publications are critical for continued funding.

4 F. Participate in the activities of the research group and Department

As part of the training experience, Postdoctoral Associates and Fellows are expected to participate in all formal and informal academic endeavors of the Advisor's research group and the Department. These activities include, but are not limited to:

- group meetings;
- joint meetings with other groups having a similar research orientation;
- journal clubs for in-depth discussion of recent primary research literature;
- regular research seminars.

Postdoctoral Associates and Fellows may be encouraged to audit specific graduate courses to make up for gaps in knowledge or to expand expertise. Finally, Postdoctoral Associates and Fellows should be involved in training/mentoring junior members of the laboratory - graduate and undergraduate students and technicians - all under the guidance of the research Advisor.

4 G. Develop career skills

Since the Postdoctoral experience is transitional to becoming an independent researcher, the Postdoctoral Associate or Fellow should try his/her best to acquire the varied skills necessary to advance his/her career in today's job-market with guidance from the advisor. These skills include, but are not limited to:

- the ability to present research plans and findings in a cogent fashion, both in oral and written modes of communication. These skills may be developed by writing grant applications, review of manuscripts submitted for publication, writing research papers and review articles, and regular presentation of one's research results at meetings and conferences.
- the ability to establish contacts and network with colleagues pursuing a similar research agenda. Such contacts can lead to much fruitful collaboration and can often yield promising employment opportunities.
- the ability to organize and teach a class or a course if the Postdoctoral Associate or Fellow's career aspirations are more inclined towards a teaching career.
- an understanding of research group management and supervision of others.

Appendix 1 - Relevant Documents

- 1. Review form**
- 2. Postdoctoral job description**

Postdoctoral Associate and Postdoctoral Fellow Review Form

Advisors and Postdoctoral Associates or Fellows should meet every 6 months to review the Postdoctoral Associate or Fellow's research progress, performance and career goals.

Postdoctoral Associate/Fellow's name	
Advisor name	
Date of review	
Date of initial appointment at Tufts (maximum 3 yrs)	
Total years of Postdoctoral experience (maximum 6 yrs)	

Part A (to be completed by the Postdoctoral Associate or Fellow before the review)

1. Summary of overall research project goals:

2. Summary of research progress since last review:

3. Plans for next 6-month period:

4. Summary of other career-related accomplishments:

5. Career objectives (for example, research in academics, industry, government, teaching, writing, undecided, other). Put down more than one objective, if appropriate.

6. Are there other responsibilities that you want to assume or skills that you want to learn?

7. Are there concerns or conflicts that should be discussed?

Part B (to be completed by the advisor prior to the review)

1. Has the Postdoctoral Associate or Fellow made reasonable research progress during the last 6 months?

2. Comment on the Postdoctoral Associate/Fellow's supervisory and/or group management skills, oral and written communication skills, and participation in group meetings and seminars.

3. Are there other responsibilities that the Postdoctoral Associate/Fellow should assume?

4. If research progress has been satisfactory, are the Postdoctoral Associate or Fellow's plans for the next 6 months reasonable?

5. If research goals are not being met, should a different approach or different research project be initiated?

6. If performance has been unsatisfactory, what are the specific goals that the post-doc must meet by the next review? The goals should be written using the SMART criteria (specific, measurable, attainable, relevant, time-based). The next review should take place in 3 months.

7. Is the chosen career path appropriate for this Postdoctoral Associate/Fellow? What skills should the Postdoctoral Associate/Fellow acquire in order to advance his/her career?

8. If the Postdoctoral Associate or Fellow is leaving his/her position within the year, discuss reagents or other resources that the Postdoctoral Associate or Fellow may take, projects that the Postdoctoral Associate or Fellow might develop in a new position based on research accomplished within the advisor's group, and whether the advisor will continue research in certain aspects of the Postdoctoral Associate/Fellow's project.

To be filled out at the review:

Research progress has been	Excellent	Satisfactory	Unsatisfactory
Performance has been	Excellent	Satisfactory	Unsatisfactory

Signature of Associate or Fellow: _____

Signature of Advisor: _____

Tufts University Job Description
For Open Positions Only

Sample

Date Submitted:

Position Title: **Postdoctoral Associate/Fellow**

Supervisor Name:

Supervisor Title:

Phone:

Department:

Department Number:

School or Division:

Summary Information

This information may be used for posting or advertising the position

Position Title: Postdoctoral Associate/Fellow

Department Overview:

Summarize the purpose and activities of the department

Position Overview:

Summarize the position's key responsibilities in a brief paragraph

This individual participates with other University staff in a research project or projects. Postdoctoral Associate/Fellow is considered a training appointment. While the work of the postdoc should be guided by the senior investigator, the person in this position is expected to contribute ideas and suggestions to the research and to publish results. The individual in this position may be given other guided responsibilities such as supervision of staff, grant proposal writing, writing papers, etc. to prepare for an independent scientific career.

Position Qualifications:

Basic Requirements:

Describe the education, experience, computer/technical skills required for the position.

Candidates must meet basic requirements to be considered for this position

1. Years of related experience required: 0-5 years in postdoctoral position

2. Required education: PhD, MD, DDS, DMD or equivalent degree

3. Special licenses required:

4. Required computer/technical skills:

5. Other (Describe – i.e., lifting, domestic/foreign travel, foreign language):

Preferred Qualifications:

Describe preferred qualifications including additional education, experience or other job related skills, supervisory experience, etc.

Special Work Schedule Requirements (e.g. overtime, evenings, weekends, on call, rotating shifts, etc. Please note that the schedule of exempt employees may vary based on the needs of the department and it is not necessarily limited to a set number of hours.)

Detailed Description

I. Responsibilities:

Describe 4-6 responsibilities including a brief outline of supporting activities for each and indicate approximate percent of time spend on each responsibility area; total must = 100%

Approx. Percent:	Responsibilities:
85 %	Participate in scientific research as a professionally responsible member of the research team. Participate in: problem exploration and definition, planning of the approach and sequence of steps, execution of experiments or studies, interpretation of findings, and documentation or reporting of results. Keep current with developments in the particular scientific field.
10 %	Publicize research results as co-author on papers, may present findings at meetings.
5 %	May participate in other laboratory responsibilities such as supervision of staff, development of grant proposals, etc. under the guidance of the senior investigator.
%	
%	
%	

II. Decision Making:

1. Describe the types of decisions made by this position. What impact do these decisions have on the department, school or university? What decisions can this employee make independently?

2. What are the effects of this position's work on business operations? (e.g. consider authority to make significant financial commitments, represent Tufts in resolving customer concerns, etc.)

III. Competencies:

Tufts competencies describe the knowledge, skills and behaviors required to effectively perform a job in the university. Describe what is required to be successful in this job.

Expertise: *Requisite skills for the position; sharing of expertise; support of others in learning and skill building; pride in work; commitment to professional development.*
Position requires scientific expertise in the particular field of study.

Interaction with Others: *Demonstrated communication skills; openness to different viewpoints; respect shown for others; collaboration on joint projects and decisions; ability to give and receive candid and helpful feedback.*
Works as a team with others in laboratory.

Continuous Improvement: *Measurable improvement made in systems or processes; system efficiency; innovation and creativity; commitment to generating new solutions and ideas.*

Customer Focus: *Attention to and focus on customer satisfaction; effective and appropriate relationships with customers; successfully anticipate and meet the needs of both internal and external customers.*

Resourcefulness and Results: *The ability to work effectively in a variety of situations; demonstrating good work habits, flexibility and initiative; using multiple resources to achieve desired results; seeking input and assessing risks when decision making; committing to getting things done.*
Contributing creative and original ideas, offering sound analysis, evaluation and synthesis of results.

Leadership: *Model desired behavior for position; act as catalyst for change through*

positive energy. (For management positions refer to the Leadership Competency Model.)
Willing participation in other laboratory responsibilities.

IV. Physical and Mental Demands:

The Americans with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. This information is needed to assist the university in meeting these regulations.

Please list physical demands: *(i.e. lifting # of pounds, standing, walking, carrying, pushing, hearing, speaking, seeing, driving, etc.)*

Please describe physical environment: *(i.e. exposure to noise, chemicals, carcinogens, heat/cold, fumes/gases, dirt, radiation, bio-hazardous material, human tissue/fluids, animal tissue/fluids, etc.)*

Please list mental demands: *(i.e. detailed work, frequent deadlines, multiple concurrent tasks, reading, frequent interruptions, frequent contact with people, periods of concentrated attention, etc.)*

Please list occupational exposures: *(i.e. research/laboratory animals, wildlife, domestic animals, livestock/horses, etc.)*

V. Supervision:

If position has primary responsibility for hiring, managing performance, approving changes of status and initiating disciplinary actions, please list the job titles that report to this position. Please do not include students or temporary employees.

Appendix 2 - Listing of University Resources

1. Administration

- Environmental Health and Safety
- Health Physics
- Housing
- Human Resources
- Human Resources Service Center
- International Office
- Office of Associate Provost for Research
- Office of Equal Opportunity
- Office of Technology Transfer
- Parking office
- Recycling
- Tufts Police
- T-Pass Program

2. Libraries

- Tisch Library, Medford
- Health Sciences Library, Boston
- Webster Veterinary Library, Grafton
- Edwin Ginn Library, Fletcher School of Law and Diplomacy, Medford

3. Health and Counseling Resources

- Alcohol and Health Education
- Counseling Center
- Health Services
- Office of Chaplains
- Tufts Emergency Medical Service

4. Cultural Resources

- African American Center
- Asian American Center
- Diversity Resources
- Latino Center
- Lesbian Gay Bisexual Transgender Center
- Women's Center

5. Other Resources and Services

- Athletic / Health and Fitness
- Childcare
- Core Research Facilities
- Geographic Information System Resource Center
- Students with Disabilities
- Tufts University European Center (Talloires)

6. Tufts Publications and Electronic Information Resources

- Computer Labs and Training
- Current News/Public Relations/Tufts Publications

Appendix 3 - Listing of Key University Policies

Business Conduct Policy
Classified Research
Conflict of Interest
Fair Use of Copyrighted Material
Information Technology Eligibility Policy
Information Technology Responsible Use Policy
Misconduct in Scientific Research and Scholarship
Policy for Tufts E-mail Accounts and Addresses
Policy on Licensing of Electron Content Resources
Policy on Rights and Responsibilities with Respect to Intellectual Property
Research Health and Safety
Sexual Harassment Policy and Procedures